

**Constitution
of the
Lecturers & Educators Congress**

**New Jersey Institute of Technology
Draft 4.1**

1. Introduction

1.1 Non-Tenure Track Educators Defined

Non-Tenure Track Educators at NJIT, including lecturers, adjuncts, librarians and others teaching classes but not on a track to receive tenure (with the exception of Graduate Students, who have their own separate organization) as well as research professors and postdoctoral scholars/fellows, will hereinafter be called Non-Tenure Track Educators (NTTEs) for the purpose of this document.

1.2 Creation of the Lecturers & Educators Congress

Since the NTTEs have been identified as one of the stakeholder groups as it relates to University governance and function, and it will be to their advantage to have a formal organization to supervise election of Members thereto, the recruitment and appointment of committee members and to advance other concerns of the Lecturers, the Board of Trustees hereby designates to the Lecturers & Educators Congress (hereinafter LEC) authority in the enumerated areas of University affairs designated in Section 2 of this document.

1.3 Shared Governance

Authority concerning the shared governance of the University has been designated by the Board of Trustees to a Faculty Senate and a University Senate representing a number of identified Constituencies as part of a Two-Senate Shared Governance arrangement outlined in the Plan for Shared Governance at New Jersey Institute of Technology (hereinafter NJIT) and subject to final approval of decisions, amendments thereto, with final approval reserved to the Board of Trustees except as designated to the President of the University by the Board of Trustees.

2. Mission and Authority

2.1 Mission Statement

The mission of the LEC is to provide NJIT students with a high quality education by promoting professional equity for all tenured and non-tenured faculty.

2.2 Authorities

2.2.1 Decisions and Policy Recommendation

The LEC shall have authority to recommend policy in all matters affecting the NTTEs' roles in the University, the students they instruct, and in regards to academic affairs and related matters to the relevant organization with the expectation of timely resolution.

2.2.2 Raising Concerns

The LEC shall have the authority to raise concerns in matters affecting the University as a whole, which may be joint/shared among multiple stakeholder groups.

- 2.2.3 Collecting and Disseminating Information
The LEC shall have the authority to collect and disseminate information relating to matters of concern to the NTTEs and those they instruct.
- 2.2.4 Conduct Elections
The LEC shall have the authority to conduct elections to their membership as defined hereinafter.
- 2.2.5 Determine Representative Appointments to Other Governance Bodies
 - 2.2.5.1 University Senate Appointments
The LEC shall have the authority to make appointments of full voting members to University Senate and its Committees as specified in the Constitution of that body. Terms and number of representatives on the University Senate and its Committees will be determined by that body's Constitution and Bylaws.
 - 2.2.5.2 Faculty Senate Appointment
The LEC shall have the authority to make appointments to Faculty Senate and its Committees as specified in the Constitution of that body. Terms, number and membership status on the Faculty Senate and its Committees will be determined by that body's Constitution and Bylaws.
 - 2.2.5.3 Other Bodies
The LEC shall have the authority to make appointments to other governance bodies and organizations as determined by the agreements with those bodies.

3. Membership

- 3.1 Voting Eligibility of the NTTEs
All NTTEs (as defined in Section 1.1) will be able to vote for election to the LEC as well as for issues raised to the full constituency.
- 3.2 Composition of the LEC Voting Membership
The voting membership of the LEC shall be composed of special, university and senior university lecturers, adjuncts, librarians and research professors. All individuals with these job titles will be eligible to stand for election within their academic unit. Adjuncts will have the ability to stand for election within their academic unit, or for one of the two Adjunct Pool seats.
 - 3.2.1 Principle of Proportional Representation
The voting membership will be elected by the NTTEs of the University's academic units (colleges, schools & library) according to the following proportional system of representation (based upon full time NTTE numbers): units with fewer than 10 members will have one representative; units with 10-19 members will have two representatives; units with 20-29 members will have three representatives; units with greater than 30 members will have four representatives. As adjunct numbers are more volatile year-to-year, they will not be counted for purposes of proportional representation. Adjuncts will have two seats separate from the proportional representation, regardless of their numbers on campus.

3.2.2 Founding Voting Membership

According to the proportional representation system outlined above, the LEC shall initially contain 14 voting members, elected from and by the eligible NTTE members within their academic unit. The initial distribution will be as follows: College of Architecture and Design: 1; College of Liberal Arts & Sciences: 4; Newark College of Engineering: 2; School of Management: 1; College of Computing Science: 2; Van Houten Library: 2; Adjunct Pool (total adjunct population across the university): 2 (from two separate schools).

3.2.3 Term of Office

The term of office of voting members of the LEC will be three years. All terms will run from September 1 to August 31 three years following or such time as their replacement is elected under the terms hereof. Members may be reelected.

In order to provide for continuity of representation in shared governance, approximately one third (five) of the Members will be elected each year. During the first term hereof, Members will be elected to one, two or three year terms as specified in the Bylaws.

3.2.4 Election Procedures

Details of the procedure for electing voting members shall be articulated in the LEC Bylaws. The Executive Committee of the LEC (Section 4.2) is hereby empowered, according to the requirements of the LEC Bylaws, to initiate proper procedures for the filling of vacancies in LEC membership not covered above.

4. Leadership

4.1 Officers

4.1.1 President

The presiding officer of the LEC, known as the President of the LEC, will be elected by the voting membership of the LEC from its voting members according to procedures set down in the LEC Bylaws. The president will only vote in order to break a tie. The term of the President will be two calendar years, beginning on September 1.

4.1.2 Vice President

The Vice President of the LEC will be elected by the voting membership of the LEC from its voting members according to procedures set down in the LEC Bylaws. The Vice President is the presiding officer of the LEC in the absence of the President. The term of the Vice President will be two calendar years, beginning on September 1.

4.1.3 Executive Secretary

The Executive Secretary of the LEC will be elected by the voting membership of the LEC from its voting members according to procedures set down in the LEC Bylaws. The Executive Secretary shall be responsible for keeping the minutes of the LEC meetings and communication to the LECs constituency. The term of the Executive Secretary will be two calendar years, beginning on September 1.

4.1.4 Other Officers

The LEC Bylaws may designate other officers as well as the procedures for selecting them.

4.2 Executive Committee

4.2.1 Formation

The LEC shall maintain an Executive Committee consisting of the President, Vice President and Executive Secretary and three other voting members, elected by and from the voting members according to procedures specified in the LEC Bylaws. Membership should be such that an academic unit is not represented twice on this committee, however the Executive Committee should include a member from the library and/or adjunct pool.

4.2.2 Leadership

The Executive Committee will be chaired by the presiding officer of the LEC.

4.2.3 Authority and Responsibilities

The Executive Committee shall act for the NTTEs on those matters requiring attention between meetings of the LEC. It shall have the authority to call the LEC into extraordinary session, and shall have such authority, functions, and duties during periods when the LEC is not in session, as the LEC may delegate to it.

The Executive Committee shall also determine the agenda of the LEC, subject to revision by the LEC itself. The Executive Committee may receive any resolutions and all communications requesting action, study, or advice (as may any member of the LEC), and may at its discretion place these on the agenda of the LEC, or refer these matters to an appropriate body or committee within or without the LEC for further action, study, or advice. All matters which originate in the committees of the LEC shall be forwarded with appropriate recommendations to the Executive Committee. Every effort will be made for the agenda and standing committee reports to be distributed to members of the LEC at least one week before any action is desired to be taken. The Executive Committee shall also submit minutes of its deliberations to LEC members and shall serve the LEC in such manner as may be deemed appropriate by the LEC.

The Executive Committee shall also meet on a regular basis with the Faculty Council (until the approval and implementation of the Faculty Senate, at which point the Executive Committee of the LEC will meet with its counterpart from Faculty Senate) to co-ordinate matters of mutual concern, and shall charge the appropriate committees to find effective means of improving communications within the NTTE community.

4.2.4 Meetings

The Executive Committee shall meet every two weeks, at a minimum on a monthly basis, during the academic year. The Executive Committee will have the right to meet in closed session, according to procedures set down in the LEC Bylaws.

5. **LEC Bylaws**

The LEC shall maintain bylaws containing additional details about its organization, committees, selection procedures, and other matters. The LEC Bylaws may be amended by a two-thirds majority of the votes cast at a meeting of the LEC, provided that the meeting is held at least ten days after the proposal for amendment has been circulated to the members by its President. Nothing in the LEC Bylaws may contradict any principle or stipulation in this constitution.

6. **Meetings**

6.1 Regular Meetings

The LEC shall meet regularly, but not less frequently than twice every Semester and its Committees shall meet as often as it shall deem necessary. All regular meetings will be open to the entire University community.

6.1.1 Closed Meetings

In extraordinary circumstances, the presiding officer of the LEC may designate a meeting or a portion of a meeting to be held in closed session, according to the stipulations in the LEC Bylaws. Attendance in these meetings will be restricted to voting members.

6.2 Parliamentary Authority

All meetings of this LEC and any of the Committees thereof shall be conducted under the rules of procedure laid out by the most recent edition of Roberts' Rules of Order Newly Revised, which shall be the parliamentary authority hereof, subject to the Bylaws of the LEC.

6.3 Quorum Requirement

A quorum for transaction of business at any meeting of the LEC or any of its committees will be one more than half of its voting members.

6.4 Published Minutes

The LEC shall publish minutes of its deliberations. The minutes shall record votes taken and decisions made, and shall be made available to the University community in electronic form.

7. **Committees**

7.1 Authorities

The LEC and its Executive Committee shall have the authority to establish, alter and disband committees in order to further the mission of the LEC at the University. The LEC and its Executive Committee shall also have the authority to determine the committee charges, membership and modes of procedure.

7.2 Purposes

Committees established under the LEC shall collect and disseminate information on matters of concern to the LEC and serve the LEC as policy and/or decision recommending bodies. Committees shall report to the LEC regularly but not less often than once a Semester.

7.3 Standing Committees

7.3.1 Authorities

Each committee will be authorized to create bylaws to regulate its meetings, officers and activities. These bylaws will be subject to approval by the LEC

Executive Committee. At the discretion of the LEC, standing committees may create subcommittees to handle particular areas of business that fall under their purview.

7.3.2 Chairpersons

The chairperson of each committee shall be a voting member of the LEC, selected as defined in the LEC Bylaws.

7.3.3 Membership

Committee membership will be primarily composed of NTTEs (as defined in 1.1), however tenure-track faculty, staff, administrators, students, alumni may be included as members at the discretion of individual committee chairperson.

7.3.4 Identification of Standing Committees

Committees whose purview overlaps with another LEC committee or a committee of the University Senate/Faculty Senate shall coordinate their activities as necessary.

7.3.4.1 Committee 1: Committee on Non-Tenure Track Faculty Rights & Responsibilities

7.3.4.1.1 Membership

The Committee will be composed of the Committee Chairperson and nine other NTTEs. Of this membership, every LEC constituent group should be represented (one member from each college/school, the library and adjunct pool). To ensure effective collaboration between organizations, one of the NTTE representatives on the corresponding Faculty Senate (or Faculty Council) or University Senate committees should also be a member of this committee.

Committee membership will be primarily composed of NTTEs (as defined in 1.1), however the remaining 4 slots may be filled with tenure-track faculty, staff, administrators, students, alumni at the discretion of individual Committee Chairperson.

7.3.4.1.2 Purview

The purview of this Committee will include, but not be limited to hiring, promotion and academic loads.

7.3.4.2 Committee 2: Committee on Teaching & Learning

7.3.4.2.1 Membership

The Committee will be composed of the Committee Chairperson and nine other NTTEs. Of this membership, every LEC constituent group should be represented (one member from each college/school, the library and adjunct pool). To ensure effective collaboration between organizations, one of the NTTE representatives on the corresponding Faculty Senate (or Faculty Council) or University Senate committees should also be a member of this committee.

Committee membership will be primarily composed of NTTEs (as defined in 1.1), however the remaining 4 slots may be filled with tenure-track faculty, staff, administrators, students, alumni at the discretion of individual committee chairperson.

7.3.4.2.2 Purview

The purview of this Committee will include, but not be limited to educational initiatives, classroom & laboratory facilities and utilization and program planning.

8. **Communication and Collaboration between the LEC and Other Governance Bodies**

8.1 Communication and Collaboration between the LEC and Faculty Council

The LEC and its officers and Executive Committee shall communicate and collaborate regularly with Faculty Council in order to coordinate the flow of work and information between the two bodies, especially in regard to issues that affect both bodies, until such time as the Faculty Council is replaced by the Faculty Senate.

8.2 Communication and Collaboration between Presiding Officers and Executive Committees

The officers and the Executive Committee of the LEC shall communicate and collaborate regularly with their counterparts in the University Senate and Faculty Senate in order to coordinate the flow of work and information between the two bodies, especially in regard to issues that affect both bodies.

8.3 Joint Committees

The LEC may authorize the formation of joint committees to address issues of importance that affect more than just NTTEs. In these instances, joint committees shall report to all related bodies and enable the making of joint recommendations.

8.4 Communications of Decisions

All decisions reached by the LEC will be communicated to the appropriate body within the university system of governance.

9. **Facilities, Support and Credit for Service**

9.1 LEC Website and Moodle Community

The President and Executive Committee of the LEC shall maintain a dedicated website on the NJIT website. Postings shall include regulatory documents (such as the constitutions and the bylaws of each senate), agendas and minutes of meetings, reports of LEC committees, and other relevant materials.

9.2 Meeting Facilities

The university shall provide the LEC with suitable space for its meetings.

9.3 Office Facilities and Staff Support

The university shall provide the LEC with office facilities, budgets sufficient to cover reasonable and appropriate expenses, and appropriate clerical and administrative support.

9.4 Time and Credit for Service

In order for the NTTEs to be properly represented, members of the LEC and its committees will have adequate time to perform their designated roles and receive

proper credit for them.

9.4.1 Class Schedules

NTTEs who serve in the LEC should have teaching schedules that enable them to attend regularly scheduled meetings. Students who are members of the LEC committees will receive scheduling assistance that will enable them to attend regularly scheduled meetings.

9.4.2 Time and Credit for NTTEs

NTTEs who are members of the LEC will receive appropriate release time from teaching assignments or other campus duties, proportionate to their duties and responsibilities within governance, as well as appropriate recognition for service to the university.

9.4.3 Credit for Committee Service

All members of the university community who serve on LEC committees will receive appropriate recognition for service to the university.

10. **Adoption and Amendment of this Constitution**

10.1 Adoption

This Constitution of the LEC will be adopted and take full force and effect upon (1) approval by two-thirds of the eligible NTTEs voting at a general meeting called in one month's notice to all NTTEs *or* approval by two-thirds of votes cast via an electronic polling of the eligible NTTEs with a response window of at least 10 days, provided that approval and ratification shall take place no later than the first day of September 2013, and (2) approval by the President of the University and Board of Trustees.

10.2 Amendment

(1) Two-thirds of the voting membership of the LEC *or* two-thirds of a full meeting of all NTTEs may amend the Constitution thereof provided that any such amendment may not be voted upon until at least one regularly scheduled meeting of the LEC after the meeting at which it is introduced and published to the full NTTE community. (2) Approval by the President of the University and Board of Trustees is also required to amend the Constitution.

