

1
2 **NOTE: This is identical to the Senate Handbook now posted**
3 **on the Senate web site. Page numbers and line numbers have**
4 **been added for easy reference. It shows the Handbook before**
5 **any changes made by the committee and begins with the**
6 **University Senate’s Enabling Regulations from the official**
7 **Bylaws of Rutgers University. The Senate Handbook that has**
8 **been revised starts on p. 9 where the text “SENATE BYLAWS**
9 **STOP HERE” AND “SENATE HANDBOOK STARTS**
10 **HERE” has been inserted.**

11
12
13 **HANDBOOK**
14 **OF THE**
15 **RUTGERS UNIVERSITY SENATE**
16 **Revised August 2000**

17
18 **CONTENTS**

19
20 The University Senate's Enabling Regulations
21 2.2.1. Membership and Organization
22 2.2.1.A. Definitions
23 2.2.1.B. Voting Membership and Procedures
24 2.2.1.C. Faculty Representation
25 2.2.1.D. Student Representation
26 2.2.1.E. Officers
27 2.2.1.F. Executive Committee
28 2.2.2. Duties and Powers of the Senate
29 2.2.3. Procedures
30
31 Senate Representatives to the Board of Governors and the Board of Trustees
32
33 Reports to Unit Constituencies and Regional Campus Faculty Liaisons
34
35 Recurring Senate Actions Having Fixed Dates
36
37 Membership Entitlement
38
39 Procedures for Election of At-Large Senators
40
41 Role of the Senate
42 Four Roles as Defined by the Senate in 1974
43 Senate Policy Statement on Collective Bargaining

44 The Executive Committee
45
46 Role of the Central Administration
47
48 Transacting Senate Business
49
50 Committees of the Senate
51
52 Caucuses of the Senate
53
54 Scheduling of Meetings
55
56 Attendance
57
58 Financial Contributions to the University Senate
59
60 Return to Senate Homepage

61
62 THE UNIVERSITY SENATE'S ENABLING REGULATIONS
63 (As revised December 1991 by the Board of Governors)

64
65 2.2.0. THE UNIVERSITY SENATE

66
67 2.2.1. Membership and Organization of the Senate

68
69 A. Definitions

70
71 (1) The term "faculty member" as used in paragraphs B(1), B(3), B(4), B(5), and B(6)
72 with respect to eligibility to vote for a representative and/or to be elected to the Senate
73 shall refer to full-time faculty members of the University holding the rank of professor,
74 associate professor, assistant professor, instructor, or the equivalent academic ranks.

75
76 (2) The term "faculty member" as used in paragraphs B(2) and C(1)-(6) with respect to
77 being counted for the purpose of determining the entitlement of a unit shall refer to all
78 budgeted instructional, research, and extension faculty lines assigned to each Faculty,
79 college, school and division of the University in the fall semester of each academic year.

80
81 (3) The term "full-time equivalent student" as used in C(1), C(2), C(3), C(4) and D(1)
82 shall be defined as the number of full-time students plus two-fifths the number of part-
83 time students matriculated in each school or college in the fall semester of each academic
84 year.

85
86 (4) The term "Graduate Schools" as used in B(2) and C(4) shall refer to the Graduate
87 School-Newark, the Graduate School-New Brunswick, and the Graduate School-
88 Camden.

89

90 B. Voting Membership and Procedures

91

92 (1) The voting members of the University Senate shall be the faculty senators, elected by
93 and from the faculty members of the Faculties, colleges, schools, campuses, and other
94 units of the University as described in C(1)-(5), the student senators as described in
95 section D, and six representatives elected by the Alumni Federation. The President of the
96 University, the University Vice President for Academic Affairs, the Provost-Newark, the
97 Provost-Camden, the University Librarian, the dean of each Faculty, school and college,
98 and two additional members of the administrative staff to be named by the President shall
99 be voting members of the Senate. The Senate may also appoint non-voting members.

100

101 (2) The President of the University or his/her designee shall certify to the Secretary of the
102 Senate the number of faculty members and full-time equivalent students in each unit and
103 the number of members and associate members of the graduate faculties on December 1
104 of each year for the purpose of determining the faculty representation for the following
105 academic year. A faculty member shall be counted only in the unit to which his/her
106 faculty line is budgeted, with the exception that a member of the faculty of one of the
107 regional campus graduate schools will be counted as a faculty member of that graduate
108 school in accordance with C(4) below, in addition to his/her home division.

109

110 (3) The election of faculty senators shall be in accordance with their unit's bylaws and
111 shall be at-large within each unit unless otherwise provided in the unit's bylaws.

112

113 (4) For the purpose of voting for a representative to the University Senate and/or being
114 elected to the University Senate, a faculty member, excluding members of the graduate
115 faculties, shall have eligibility to vote and/or to be elected in the unit in which the largest
116 share of her/his line is budgeted, providing that in the event a line is equally distributed
117 between or among academic units, such faculty member shall choose and thereafter
118 continue to be associated with the chosen unit for the purposes set forth in this paragraph,
119 except that Assemblies shall decide how faculty senators from Douglass College,
120 Livingston College, Rutgers College, and University College-New Brunswick are to be
121 elected, and each faculty senator from those four colleges shall be or shall become a
122 Fellow of the college represented.

123

124 (5) Faculty senators shall normally serve a term of three years. The terms of faculty
125 senators shall be specified by the Executive Committee of the Senate in accordance with
126 the principle that approximately one-third of the terms of faculty senators from each unit
127 shall end each year, without excluding the possibility of re-election. The term of faculty
128 senators shall begin on July 1.

129

130 (6) When an elected faculty senator leaves the unit from which the senator is elected, the
131 respective Senate seat shall be deemed vacant. When an elected faculty senator assumes a
132 new position within the unit from which the senator is elected (i.e., a position other than
133 that of a faculty member as defined in section A above), then the Senate seat shall be
134 declared vacant if the senator is not eligible to be elected to the Senate from the new
135 position in accordance with the respective unit's bylaws at the time the senator assumes

136 his/her new position. Vacancies when this occurs shall be filled in accordance with the
137 respective unit's bylaws.

138

139 (7) All students who are candidates for a degree at the University shall be eligible to vote
140 for and to be elected as student senators. The time, place, and manner of the election of
141 student senators shall be determined by the student governing body in each of the schools
142 and colleges of the University. Student senators shall serve for a term of one year without
143 excluding the possibility of re-election. When an elected student senator leaves the unit
144 from which the senator was elected, the respective Senate seat shall be deemed vacant,
145 and the vacancy shall be filled in accordance with the respective student governing body's
146 bylaws. Student senators shall have full rights to participate in the affairs of the Senate,
147 including voting and holding office. The term of student senators shall begin on July 1.

148

149 (8) The presidential nominations of two members of the administrative staff shall be for
150 term of one year and shall be forwarded to the Secretary of the Senate by June 15 each
151 year. When individuals hold multiple titles of administrative positions which are included
152 in paragraph B(1) for voting membership in the Senate or when vacancies exist in
153 administrative positions which are included in paragraph B(1) for voting membership in
154 the Senate, the President of the University may designate other members of central or
155 regional administration to serve in lieu of the affected positions as voting members of the
156 Senate until the titles are separately held or the vacancies filled. The names of designees
157 shall be forwarded to the Secretary of the Senate.

158

159 (9) When an elected senator will be on leave for a period of one semester or more, he or
160 she shall inform the Secretary of the Senate and the dean (or the provost if an at-large
161 senator) that he or she will be on leave and state whether or not he or she can attend to
162 Senate business during that time; the dean (or provost) will then seek the advice of that
163 faculty or student governing body, as appropriate, as to whether or not they wish to have
164 a replacement elected according to the bylaws of that unit for the period of the leave of
165 the regularly elected senator.

166

167 C. Faculty Representation

168

169 (1) The University Senate shall have its faculty membership distributed among the units
170 of the University in proportion to the number of faculty members or full-time equivalent
171 students in each unit as provided in C(2) through C(6) below, to be elected in accordance
172 with each unit's bylaws. In addition, each of the three geographic campuses shall elect
173 three senators-at-large.

174

175 (2) Each undergraduate and graduate professional college or school shall be entitled to
176 the larger number of faculty senators based upon: (a) one senator for each 45 budgeted
177 faculty lines or major fraction thereof, or, (b) one senator for each 600 full-time
178 equivalent students or major fraction thereof, except that each school or college shall be
179 entitled to at least one representative. This provision applies to those undergraduate and
180 graduate and professional colleges or schools not specifically included in C(3) below.

181

182 (3) Faculty representation for the Faculty of Arts and Sciences-New Brunswick, the
183 Edward J. Bloustein School of Planning and Public Policy, Douglass College, Livingston
184 College, Rutgers College and University College-New Brunswick; for the Faculty of Arts
185 and Sciences-Newark, the Newark College of Arts and Sciences, and University College-
186 Newark; and for the Faculty of Arts and Sciences-Camden, Camden College of Arts and
187 Sciences, and University College-Camden shall be the larger number based on the same
188 formula as provided in C(2) (one per 45 budgeted faculty lines or 600 full-time
189 equivalent students), and the number for each campus shall be distributed as follows:
190 one-half to the colleges and one-half to the Faculty or Faculties (in case the number is
191 uneven, the extra senator is to be assigned to the Faculty or Faculties); for the colleges,
192 the number is to be divided among the appropriate units on each campus in proportion to
193 FTE student enrollment, except that each college shall have at least one representative;
194 for the Faculties of a campus, the number is to be divided in proportion to faculty lines,
195 except that each Faculty shall have at least one representative. The provisions of this
196 paragraph are to be reviewed after three years of application.

197

198 (4) The graduate schools shall be entitled to a number of faculty senators which is the
199 greater of: (a) one senator for each 45 budgeted faculty lines or major fraction thereof
200 plus one senator for each additional 200 members and associate members of that graduate
201 school faculty or major fraction thereof, or (b) one senator for each 600 full-time
202 equivalent students, or major fraction thereof.

203

204 (5) The University Libraries shall be represented by one senator for each 45 budgeted
205 faculty lines or major fraction thereof.

206

207 (6) Other research and academic units on a campus shall collectively comprise one unit
208 (for the purpose of Senate representation) which shall be entitled to one senator for each
209 45 budgeted faculty lines or major fraction thereof. This provision shall include the
210 research and academic units as maintained on a current listing by campus in the Office of
211 Academic Planning and Program Development, as provided in Section 1.3.2. of
212 University Regulations, unless such units are otherwise provided for above, plus any
213 faculty lines budgeted to the Division of Continuing Education.

214

215 D. Student Representation

216

217 One student senator shall be elected for each 900 full-time equivalent students, or major
218 fraction thereof, of each school or college offering degrees, except that each school or
219 college shall be entitled to at least one student representative.

220

221 E. Officers

222

223 (1) The elected officers of the Senate shall consist of a chairperson and vice chairperson
224 who shall be elected from among the voting membership of the Senate. At least one of
225 these officers shall be a member of one of the schools, colleges or faculties in Newark or
226 Camden. The officers of the Senate shall assume office on July 1 following the date of
227 their election and shall serve for a period of one year.

228
229
230
231
232
233
234
235
236
237
238
239
240
241
242
243
244
245
246
247
248
249
250
251
252
253
254
255
256
257
258
259
260
261
262
263
264
265
266
267
268
269
270
271
272
273

(2) The chairperson of the Senate shall serve for no more than three consecutive one-year terms.

F. Executive Committee

There shall be an Executive Committee of the Senate consisting of the chairperson, vice chairperson, four faculty members, two student members and one voting alumni member elected from the Senate. The immediate past chairperson of the Senate shall become an additional member of the Executive Committee, with vote, for one year following his/her chairpersonship. Members of the Executive Committee shall assume office on July 1, following the date of their election, and shall serve for a period of one year. The Executive Committee shall be responsible for coordinating the activities of the Senate and its committees, exercising such powers as the Senate may delegate to it and acting on its behalf between meetings of the Senate. At least one representative from each major campus (Camden, Newark, and New Brunswick) shall be elected to serve on the Executive Committee. If the Executive Committee deems a member to be excessively absent from its meetings, it may request that member's resignation or recall from the Executive Committee. Vacancies on the Executive Committee shall be filled by the Executive Committee nominating a replacement, which shall be voted upon by the Senate at its next meeting. Other nominations may be made from the floor at that time.

2.2.2. Duties and Powers of the Senate

A. The Senate shall concern itself with all academic matters pertaining to the University. Taking into account the diverse functions of the separate units of the University, it shall establish minimum standards respecting admission, scholarship and honors. The Senate shall also regulate formal relationships among academic units within the University, including the organization of the disciplines, recommend norms for teaching loads, and establish the University calendar. The Senate shall in addition have such other powers as the Board of Governors may delegate to it.

B. The Senate shall advise the President on matters of broad educational and research policy, which matters include but are not limited to: (a) budget priorities and allocations and general planning, (b) the establishment or dissolution of colleges, schools, divisions, institutes, and similar educational units, (c) special affiliations and programs, (d) regulations affecting students and faculty, such as those concerning academic freedom, equal opportunities, and personnel practices and procedures, and (e) such changes in educational and research policy as are covered in the University Regulations and Procedures Manual. The Senate may also initiate action on these matters. The President of the University shall act on such matters only after having received the advice of the Senate or after giving the Senate a reasonable time in which to present its views. If there is a question as to whether a matter is of broad educational and research policy, the Senate Executive Committee shall be informed in order to determine Senate action on that matter. When special circumstances require prompt action, and when the Senate as a body is either out of session or not available for timely consultation, the President shall

274 ask the Executive Committee of the Senate to convene as expeditiously as possible, in
275 order to hear the reasons why emergency action seems necessary and to provide counsel
276 on both the assessment of the situation and the proposed course of action. If the full
277 membership of the Senate Executive Committee cannot be convened within a reasonable
278 period of time, the President shall consult with such members as can be convened by the
279 Secretary of the Senate. At the earliest possible opportunity, a report on such emergency
280 action shall be presented to the full Senate.

281
282 (1) The President of the University shall, with respect to such matters, communicate to
283 the Board of Governors, or to any other such agency to which he or she may report, the
284 views of the Senate along with his or her own report and/or recommendation. Either at
285 the request of the President or the Board of Governors, or upon its own initiative, the
286 Senate may by resolution advise the President or the Board of Governors on any matters
287 of concern to the University. The Senate shall be informed of the President's
288 recommendation on matters on which the Senate has taken action prior to the meeting of
289 the Board of Governors or its appropriate committee. Whenever the Board of Governors
290 or one of its committees is considering a recommendation from the Senate, an appropriate
291 additional representative of the Senate shall be invited to present the views of the Senate.
292 The President shall inform the Senate of the disposition of all of its recommendations.

293
294 (2) In matters of significant consequence to the University's broad educational and
295 research policies, a representative of the University Senate may appeal, on the Senate's
296 behalf, to the Educational Planning and Policy Committee of the Board of Governors an
297 action of the President of the University in which the representative alleges that the
298 President has acted contrary to any of the following provisions: policy of the Board of
299 Governors; these Regulations; State or Federal law; a contract to which the University is
300 a party except contracts involving collective bargaining; practice well established in the
301 absence of Board policy or University Regulation; or the University's best interest in an
302 action which establishes a policy in a matter not regulated by any of the foregoing. If the
303 Educational Planning and Policy Committee finds that the decision questioned is
304 consequential and that the issue requires interpretation under any of the provisions above,
305 the Committee will request the advice of the Senate on the issue if that has not already
306 been offered and will refer the question to the Board of Governors for resolution.

307
308 C. Any major decision in any academic or administrative matter affecting the faculty or
309 students made at a departmental, college or any other internal level which requires prior
310 consultation with the affected bodies, under provision of a policy of the Board of
311 Governors, of these Regulations, of State or Federal law, of a contract to which the
312 University is a party except contracts involving collective bargaining, or of a practice
313 well established in the absence of Board policy or University Regulation, or which
314 establishes a policy in a matter not regulated by any of the foregoing provisions, may be
315 appealed to the University Senate by the faculty or any division thereof or the student
316 governing body of any interested unit of the University on the ground that the faculty or
317 student body was not adequately consulted prior to making the decision. The appeal shall
318 be made in writing, and shall include copies of any relevant document and a short
319 statement of the reasons why the appellant believes this paragraph of University

320 Regulations is applicable and the decision should be reconsidered. If the Senate decides
321 to hear the appeal, the decision shall be suspended while the appeal is pending unless the
322 President of the University determines that it is not practical to do so. If the President so
323 determines, he or she shall set forth in writing the reasons for his or her action. The
324 Senate may exercise its power directly or provide that appeals be heard and decided by a
325 committee. The Senate will not conduct a new hearing for the purpose of taking
326 testimony but will act on the record of the committee's proceeding. The record will
327 include a finding of facts on which the committee based its conclusions.

328

329 2.2.3. Procedures

330

331 A. The Senate Executive Committee, prior to April 1, shall appoint a nominating
332 committee to select candidates for the office of chairperson, vice chairperson, and for
333 membership on the Executive Committee and all other officers and representatives that
334 are to be elected by the Senate. The report and/or sample ballot of the committee shall be
335 circulated to members of the Senate-elect at least ten days before a special meeting of the
336 Senate-elect to be held in May for the purpose of electing officers.

337

338 B. The Senate shall meet at a stated time at least once each month during the academic
339 year. In addition, the chairperson or the Executive Committee may convene a meeting of
340 the Senate at any time; the chairperson shall convene a meeting on the written request of
341 any ten delegates or at the request of the President of the University.

342

343 C. The Senate Executive Committee will ordinarily meet monthly during the calendar
344 year and shall regularly meet with the President or Executive Vice President and Chief
345 Academic Officer to discuss matters of mutual concern.

346

347 D. A quorum of the Senate shall consist of one-third of the voting membership.

348

349 E. The chairperson, Executive Committee or the Senate, by resolution, shall have the
350 power to invite any person to address the Senate. The meetings of the Senate shall
351 ordinarily be open.

352

353 F. The Senate may authorize the Executive Committee to act on its behalf between
354 meetings.

355

356 G. The Senate shall have the power to establish committees. The chairperson and at least
357 one other member of each Committee shall be members of the Senate.

358

359 H. The Senate may delegate its powers to appropriate committees each of which shall
360 include at least one member of the Executive Committee.

361

362 I. The Senate shall have the power to organize subsenates.

363

364 J. The Senate shall have the power to adopt regulations governing its own procedures.
365 Robert's Rules of Order shall be followed except in those cases where they are
366 inconsistent with sections 2.2.1.-2.2.3. of these regulations.
367

368 K. All prior regulations adopted by the Senate are hereby extended until modified in
369 accordance with the provisions of this instrument.
370

371 **BYLAWS AND REGULATIONS STOP HERE**

372
373 **SENATE HANDBOOK STARTS HERE**

374
375 **SENATE REPRESENTATIVES TO THE BOARD OF GOVERNORS**
376 **AND THE BOARD OF TRUSTEES**
377

378 By action of the respective Boards, the Senate annually elects representatives to serve,
379 with full voice but without vote, on the Board of Governors and the Board of Trustees of
380 the University. The three representatives to the Board of Governors are: one elected
381 faculty senator who is a full-time faculty member, the chairperson of the University
382 Senate ex officio, and one elected student senator. The four representatives to the Board
383 of Trustees are: two elected faculty senators who are full-time faculty members; one
384 elected graduate student; and one elected senior, junior, or sophomore undergraduate
385 student.
386

387 The Senate has instructed these representatives to consult among themselves to ensure
388 complete coverage of all meetings of the Boards, and to report regularly to the Executive
389 Committee and to the Senate. The representatives are expected to be vigilant and to bring
390 to the attention of the Executive Committee any matters before the Boards which
391 appropriately should involve Senate advice before final decisions are made.
392

393 Senate representatives are assigned to committees of the Governors and Trustees by those
394 bodies. They must observe any limits of confidentiality imposed by participation in
395 committee meetings.
396

397 Each Senate representative serves as a faculty or student voice, and as an advocate of the
398 Senate view when appropriate, to the members of the Boards. Each also performs a
399 liaison function by informing the Senate and the University community, to the maximum
400 extent possible, of the activities of the Boards.
401

402 On February 21, 1992 the Senate resolved that when not serving as elected, voting
403 members of the Senate, the Graduate Student Representative to the Board of Trustees, the
404 Undergraduate Student Representative to the Board of Trustees, and the Student Charter
405 Trustees shall be non-voting members of the University Senate.
406

407 **REPORTS TO UNIT CONSTITUENCIES**
408 **AND REGIONAL CAMPUS FACULTY LIAISONS**
409

410 On February 2, 1990 the Senate resolved to urge that Senators report to their
411 constituencies at every scheduled meeting of the constituencies, and that the head of each
412 constituency list such a report on the agenda of all scheduled meetings.

413
414 On February 21, 1992 the Senate resolved that one senator who is also a New Brunswick
415 Faculty Council member serve as official liaison. This individual shall report on a regular
416 basis to the Senate concerning activities of the New Brunswick Faculty Council.

417
418 The chairpersons of the Newark and Camden Faculty Councils shall serve as official
419 liaisons for their respective campuses, or, in the absence of such a chairperson, the
420 faculty member from that campus who is also an Executive Committee member shall
421 serve as liaison.

422

423 RECURRING SENATE ACTIONS HAVING FIXED DATES

424

425 December: The Secretary receives from the University administration the certified
426 number of faculty and students in each division, and calculates the number of senators to
427 which each unit is entitled for the following year.

428

429 January: The Secretary notifies each unit of faculty and student senators to be elected
430 prior to March 15. Committee chairs send to the Executive Committee their anticipated
431 agenda for reporting to the Senate for the balance of the year.

432

433 Prior to March 15: Executive Committee appoints Nominating Committee to recommend
434 candidates for chairperson, vice chairperson, members of the Executive Committee, and
435 representatives to the Board of Governors and the Board of Trustees.

436

437 April: At least ten days before the annual Organizational Meeting, the Secretary mails
438 the report of the Nominating Committee to the Senate-elect and issues a Call to the
439 Organizational Meeting. The Secretary sends a questionnaire to the senate-elect for
440 designation of committee preferences.

441

442 May: The Committee on Committees considers composition of committees for the
443 following year.

444

445 June: The Executive Committee appoints committees, designates committee
446 chairpersons, reviews committee chairpersons' annual reports and the Secretary's
447 summary of committee business, establishes charges for the next year's committees, and,
448 if the Senate has not already done so, adopts a schedule of Senate meetings for the next
449 academic year.

450

451 SENATE MEMBERSHIP ENTITLEMENT

452

453 The following units have faculty senator, student senator, or dean positions in the
454 University Senate.

455

456 UNIVERSITY-WIDE
 457 Libraries
 458
 459 RUTGERS - CAMDEN
 460 Faculty of Arts and Sciences-Camden
 461 Camden College of Arts and Sciences
 462 University College-Camden
 463 School of Business-Camden
 464 Graduate School-Camden
 465 School of Law-Camden
 466 Camden Campus At-Large
 467
 468 RUTGERS - NEWARK
 469 Faculty of Arts and Sciences-Newark
 470 Newark College of Arts and Sciences
 471 University College-Newark
 472 College of Nursing
 473 Faculty of Management/Graduate School of Management
 474 Graduate School-Newark
 475 School of Criminal Justice
 476 School of Law-Newark
 477 Newark Campus At-Large
 478
 479 RUTGERS - NEW BRUNSWICK
 480 Faculty of Arts and Sciences-New Brunswick
 481 Douglass College
 482 Livingston College
 483 Rutgers College
 484 University College-New Brunswick
 485 Cook College
 486 College of Engineering
 487 College of Pharmacy
 488 Mason Gross School of the Arts
 489 School of Business-New Brunswick
 490 School of Communication, Information and Library Studies
 491 Edward J. Bloustein School of Planning and Public Policy
 492 School of Management and Labor Relations
 493 Graduate School-New Brunswick
 494 Graduate School of Applied and Professional Psychology
 495 Graduate School of Education
 496 School of Social Work
 497 New Brunswick Campus At-Large
 498
 499 Other Research and Academic Units (with budgeted faculty lines) collectively, including:
 500 Center for Agricultural Molecular Biology
 501 Center of Alcohol Studies

502 Center for Surface Modification
 503 Eagleton Institute of Politics
 504 Institute for Health, Health Care Policy, and Aging Research
 505 International Programs
 506 Institute of Marine and Coastal Sciences
 507 Center for Operations Research
 508 New High Energy Theory Center
 509 Center for Urban Policy Research
 510 Laboratory for Vision Research
 511 Waksman Institute of Microbiology
 512
 513 RUTGERS UNIVERSITY ALUMNI FEDERATION
 514 The Rutgers University Alumni Federation elects six voting members to the Senate.
 515
 516 ADMINISTRATION
 517 The following University administrators are voting members of the Senate:
 518 President of the University
 519 University Vice President for Academic Affairs
 520 University Librarian
 521 Provost-Camden
 522 Provost-Newark
 523 Two additional University administrators named annually by the President
 524
 525 The 2001-02 Senate membership entitlement is distributed as follows:
 526
 527 Faculty
 528 Students
 529 Administrators
 530 Alumni
 531 Federation
 532 TOTALS
 533 University-Wide
 534 2
 535 3
 536 6
 537 11
 538 Camden
 539 11
 540 7
 541 7
 542 25
 543 Newark
 544 19
 545 11
 546 11
 547 41

548	New Brunswick
549	68
550	38
551	18
552	124
553	TOTALS
554	100
555	56
556	39
557	6
558	201

559

560 PROCEDURES FOR ELECTION OF AT-LARGE SENATORS

561

562 Each of the three geographic campuses will be represented by three faculty senators-at-
563 large as provided in University Regulation 2.2.1.C.(1). In addition, other research and
564 academic units on a campus shall collectively comprise one unit for the purpose of Senate
565 representation as provided in University Regulation 2.2.1.C.(6). The Senate approved the
566 following procedures for conduct of these at-large elections:

567

568 I. The provost's or appropriate administrative office will appoint a campus-wide
569 Nominating Committee and notify the faculty of the election.

570

571 II. The Nominating Committee will nominate at least two candidates for each opening.
572 The nominees shall be persons who would be expected to represent the campus-at-large,
573 and who reside in the geographical location of that campus. (In New Brunswick and
574 Newark, "other research and academic units" are to be included.) The names of additional
575 candidates can be submitted to the Nominating Committee by petition of ten eligible
576 voters and shall be placed on the ballot.

577

578 III. The final ballot will be sent to all appropriate campus faculty by the Provost or
579 appropriate administrative office. If there are multiple openings, the candidate with the
580 highest number of votes will be elected for the longest term, the second highest to the
581 second longest, etc. The "two-envelope" method of disseminating the ballots will be
582 used, and the ballots will be returned directly to, and counted by, the provost's office.

583

584 The above procedure should also be used in the election of senators representing other
585 research and academic units on a campus, wherein the dean's office will conduct
586 elections.

587

588 ROLE OF THE SENATE

589

590 I. The University Senate, with its standing and ad hoc committees, and its Executive
591 Committee, shall exercise the following powers and functions:

592

593 A. Legislative Functions

594

595 The Senate shall regularly review, revise and otherwise regulate and legislate those
596 matters specifically assigned to Senate jurisdiction by University Regulation 2.2.2.A.,
597 which include:

- 598 - establishing minimum standards respecting admission, scholarship and honors;
- 599 - regulating formal relationships among academic units within the University, including
600 the organization of the disciplines;
- 601 - recommending norms for teaching loads; and
- 602 - establishing the University calendar.

603

604 B. Advisory Function

605

606 The Senate shall study and advise on matters listed in University Regulation 2.2.2.B. on
607 its own initiative, or when these matters are brought to the Senate's attention by the
608 central administration, by colleges, faculties and divisions of the University, or by
609 special-interest groups or individuals within the University.

610

611 1. Those matters include all matters of broad educational and research policy including,
612 but not limited to:

- 613 a. budget priorities and allocations, and general planning;
- 614 b. establishment or dissolution of colleges, schools, divisions, institutes, and similar
615 educational units;
- 616 c. special affiliations and programs;
- 617 d. regulations affecting students and faculty, such as those concerning academic freedom,
618 equal opportunities, and personnel practices and procedures; and
- 619 e. such changes in educational and research policy as are covered in the University
620 Regulations and Procedures Manual.

621

622 2. The President shall act on such matters only after receiving the advice of the Senate, or
623 giving the Senate a reasonable time to present its views (University Regulation 2.2.2.B.).

624

625 C. Appeal Function

626

627 On September 29, 1970, the Senate passed a motion, pursuant to University Regulation
628 2.2.2.C., establishing an Appeals Committee of the Senate, and providing that: Any
629 faculty or student governing body may file an appeal as provided under University
630 Regulation 2.2.2.C. with the Secretary of the Senate. [Subsequently, enacted provisions
631 of the Student Code of Conduct relieved the Appeals Committee of the Senate of
632 responsibility for student appeals.] The Secretary of the Senate will refer the appeal to the
633 Appeals Committee which will decide whether or not to entertain the appeal. If the
634 Appeals Committee decides to hear the appeal, or if the Senate directs that it do so, it
635 shall render a decision and file it with the Secretary of the Senate, who will immediately
636 serve a copy on the appellant. If the decision is adverse to the appellant, the appellant
637 may appeal the decision to the Senate. If an appeal is not filed within 30 days of the
638 Secretary's receipt of the committee's decision, the committee's decision shall be deemed
639 to be the decision of the Senate in the matter.

640

641 The Senate shall consider and decide appeals filed with the Secretary of the Senate by the
642 faculty or any division thereof on the ground that the faculty was not adequately
643 consulted prior to making a major decision on an academic or administrative matter
644 affecting the faculty made at a departmental, college or any other internal level, as
645 provided in University Regulation 2.2.2.C.

646

647 D. Initiative Functions

648

649 In accordance with the provision in University Regulation 2.2.2.B.(1) that the Senate may
650 upon its own initiative advise the President or the Board of Governors on any matter of
651 concern to the University, the Senate shall:

652

653 1. Independently request and gather information from the central Administration
654 concerning the Administration's ongoing and projected activities.

655

656 2. Participate on a formal and regular basis with the Administration in development of
657 long-range plans for the University.

658

659 3. Advise the Administration on the feasibility and propriety of such plans and activities,
660 on their value to the University community, and on their implementation.

661

662 4. Seek out, on its own initiative, substantive issues needing present attention, or
663 anticipated for the future.

664

665 5. Set in motion appropriate mechanisms for independent Senate studies, projects, and
666 programs designed to serve the interests of the University community.

667

668 E. Policy Concerning the Collective Bargaining Process

669

670 On March 31, 1980, the University Senate approved the following statement which
671 expresses Senate policy concerning its role in relation to collective bargaining:

672

673 Under University Regulation 2.2.2.B., the President must seek the advice of the Senate
674 before acting on matters of personnel policy, and the Senate may advise the President and
675 the Board of Governors on any matters affecting the University. Under current law and
676 interpretation, collective bargaining must take place on terms and conditions of
677 employment. Thus, when a matter concerns only terms and conditions, collective
678 bargaining should take place, and the Senate should refrain from offering advice, even
679 though it has the authority to do so. When a matter concerns only personnel policy, the
680 Senate should advise.

681

682 Some matters, however, involve considerations both of policy and of terms and
683 conditions. Further, individuals may disagree as to whether a particular matter involves
684 policy, terms and conditions, or a mixture of the two. In such a case, if the Senate, its
685 Executive Committee and/or Academic Personnel Committee decide that a personnel

686 policy question is involved, the Senate may render its unsolicited advice. Then, if either
687 the President or AAUP thinks that terms and conditions are involved, the matter should
688 be submitted to collective bargaining before being implemented or brought to the Board
689 of Governors.

690
691 II. The Executive Committee is responsible for coordinating the activities of the Senate
692 and its committees, exercising such powers as the Senate may delegate to it, and acting
693 on behalf of the Senate when necessary between Senate meetings (see "Executive
694 Committee").

695 696 ROLE OF THE CENTRAL ADMINISTRATION

697
698 1(a). The President delivers to the Secretary of the Senate, in timely fashion, written
699 statements concerning budgetary, academic and physical plant proposals, priorities and
700 timetables, and identifies the University committees and administrative staff responsible
701 for those plans, their study and implementation. Normally, the Senate requires four
702 months in order to act on such proposals.

703
704 (b). The President delivers an annual "State of the University" report to the Senate,
705 preferably at the first Senate meeting of the academic year.

706
707 2. Throughout the year, the President or his/her representative regularly advises the
708 Senate Executive Committee concerning revisions in the Administration's agenda,
709 formation of new University study groups, additional proposals and their timetables, etc.
710 To preclude the need for hasty Senate action on any issue, the President or his/her
711 representative advises the Executive Committee at its monthly meeting, and between
712 meetings maintains communication through the Chairperson or Secretary of the Senate.

713
714 3. The President assigns individuals from the central Administration as resource persons
715 to Senate committees. A list of these resource persons is given to the Executive
716 Committee in July. At the request of Senate committee chairpersons, administrative
717 resource persons attend committee meetings, supply up-to-date information on pertinent
718 Administration activities, and provide resource data. These resource persons also keep
719 the Administration informed about the work of the Senate committees.

720
721 4. The central Administration, through its liaison officer to the Senate Executive
722 Committee, informs the Executive Committee of the formation of major committees or
723 decision-making groups, and asks the Senate Executive Committee to recommend a
724 person or persons to be appointed by the Administration as a member of such committees
725 or bodies. The Executive Committee may, on its own initiative, state the Senate's interest
726 in having a member on such committees or bodies. Normally, such requests are honored.

727
728 5. The President or his/her representative will respond at Senate meetings to questions
729 which have been previously submitted. Senators are urged to submit written questions for
730 the President about matters of concern to them or their constituents. These should be sent
731 or brought to the Senate Office for delivery to the President, and should be received at

732 least a week prior to the Senate meeting. The President or his/her representative will then
733 be prepared to answer these questions in the Administrative Report at the next Senate
734 meeting. This does not preclude asking questions from the floor at Senate meetings.

735

736 TRANSACTING SENATE BUSINESS

737

738 The following is the general order of business for Senate meetings:

739

740 Call to Order and Determination of a Quorum

741

742 Report of the Secretary:

743 Approval of the Agenda

744 Approval of the Minutes

745 Communications

746

747 Administrative and Special Reports

748

749 Committee Reports:

750 Standing Committees

751 Ad Hoc Committees

752

753 Old Business

754

755 New Business

756

757 Executive Committee Report

758

759 Report of the Senate Representatives to Boards of Governors and Trustees

760

761 Regional Campus Faculty Liaisons

762

763 Adjournment

764

765 Robert's Rules of Order are the official procedural rules except where otherwise provided
766 by Senate action.

767

768 The agenda and minutes are sent to Senators by the Secretary before each meeting.

769 Committee reports associated with the agenda are also mailed in advance.

770

771 Procedures adopted by the Senate require that all new matters be referred to committee
772 before coming to the Senate, and that all recommendations and resolutions be distributed
773 in advance of their consideration on the Senate floor. Reports or resolutions to be
774 distributed with the agenda should reach the Secretary at least two weeks before the date
775 of the Senate meeting.

776

777 Senators who plan to move amendment of a committee resolution should notify the
778 committee chairperson prior to the meeting. Substantive amendments must be given to
779 the Secretary in writing.

780

781 The Executive Committee recommends (for approval by the Senate) time limits for
782 debate on committee reports. These are indicated on the agenda. The Executive
783 Committee also establishes limits for the question-and-answer periods which follow
784 Administrative, Board Representative, and Executive Committee reports. An automatic
785 time limit of ten minutes, in addition to the limit for questions, has been established by
786 the Senate for motions arising in the course of questions or discussion following any of
787 these reports. When a time limit is in effect, each speaker is allowed no more than three
788 minutes. Time limits do not include presentation of a docketed committee report.

789

790 Addition of items to the agenda after it has been mailed requires a two-thirds vote. Such
791 additions are docketed under New Business unless the motion to add specifies another
792 place on the agenda. Special reports by committee chairs on behalf of committees, which
793 have not previously been docketed on the agenda, will be added at the end of "Committee
794 Reports" with an automatic overall time limit of ten minutes; they are not to be added
795 under Administrative and Special Reports.

796

797 Colored cards shall be distributed to Senators at the sign-in desk at each Senate meeting.
798 The cards, which shall be of a different color for each meeting in any given year, are to
799 be raised when a hand-vote is deemed necessary to signify approval, opposition, or
800 abstention. When a written ballot is required, the paper ballots shall be distributed only to
801 Senators holding the appropriate colored card.

802

803 Any Senator may move for a secret ballot during debate on a pending question. A motion
804 for a secret ballot shall require a one-third vote for passage. All other motions for specific
805 voting procedure shall require a majority vote.

806

807 All communications to the Senate should be addressed to the Secretary of the Senate.
808 Referrals to committee, when appropriate, are made by the Executive Committee.

809

810 Policy for Weather-Related Cancellation of Senate Meetings: If weather or other
811 emergency conditions cause closure of a Rutgers campus on which a Senate meeting is
812 scheduled on the day of the campus closure, the Senate meeting will be cancelled.
813 Senators should check radio or Rutgers Info online announcements for Campus or
814 University closure information. The Senate office will send e-mail cancellation notices
815 to Senators, and will leave a recorded meeting-cancellation message on the Senate's
816 telephone answering machine, if possible.

817

818 COMMITTEES OF THE SENATE

819

820 The work of Senate committees is the backbone of Senate effectiveness. Most Senate
821 business is referred by the Executive Committee to one of the various standing
822 committees or, occasionally, to an ad hoc committee. Each committee is also encouraged

823 to initiate study and to formulate recommendations on any policy issue within its purview
824 as defined in the general charges which appear on the succeeding pages of this
825 Handbook. Senate committees are advisory to the Senate, and report directly to the
826 Senate unless otherwise instructed.

827
828 University Regulation 2.2.3.G. provides that the Senate shall have the power to establish
829 committees. The chairperson and at least one other member of each committee shall be
830 members of the Senate.

831
832 The Executive Committee has been charged by the Senate with the responsibility to
833 appoint Senate committees, and has been instructed to exercise reasonable judgment
834 regarding committee membership and geographical representation and distribution
835 between faculty, students, alumni, and administrators. The size of committees is flexible
836 and dependent upon anticipated responsibilities. The Executive Committee appoints a
837 Committee on Committees to provide advice concerning membership of standing
838 committees.

839
840 The Executive Committee has established the policy that committees should try to handle
841 meeting notices and correspondence from their own resources. If this is impossible, the
842 Senate Office should be contacted to arrange for assistance. The Secretary of the Senate
843 should be kept informed of committee meetings, agendas, and attendance, and furnished
844 with a copy of committee minutes.

845
846 It is important that committee business be transacted as efficiently as possible to maintain
847 the productivity of the Senate. It is hoped that all committee members will participate in
848 deliberations, but there is no established minimum number of members required to be
849 present. If some members cannot attend on the date set for the committee meeting, the
850 other members should proceed to develop recommendations and submit a report based on
851 the opinions of those present. Senate procedures require that the names of all committee
852 members be listed on all reports. Committee chairpersons are responsible for circulating
853 the written committee reports to members in advance of submission to the Senate so that
854 those who may object can submit a minority report or have their name listed as not
855 concurring.

856
857 The progress of business in Senate committees is monitored by the Secretary of the
858 Senate and by the Executive Committee.

859 860 STRUCTURE AND OPERATIONS OF SENATE COMMITTEES

861
862 Procedures concerning the structure and operation of committees were approved by the
863 University Senate on May 5, 1974, and amended April 28, 1995.

864 865 I. Structure

866
867 A. Senate members will be asked to designate the standing committees on which they
868 prefer to serve. Preferences will be honored to the extent they are compatible with other

869 requirements for balance, continuity, etc. All Senators will normally serve on one
870 committee, with the exception of Senators who also serve on the Executive Committee.

871

872 B. At least one-quarter of each standing committee shall be drawn from the previous
873 year's members to preserve continuity of membership.

874

875 C. A few nonsenators with expertise appropriate to a committee's work may be invited to
876 hold membership to increase committee effectiveness. Nonsenator committee members
877 shall have the same rights as the Senator members of the committee, including voting
878 privileges, within their committee of membership only.

879

880 II. Operations

881

882 A. In May, the chairperson of each standing and ad hoc committee should submit a
883 written Annual Report to the Secretary for distribution to the new Executive Committee.
884 The report should include: the past year's agenda, how each issue was resolved and which
885 matters need further work, other activities pursued by the committee, suggested areas for
886 future study, problems encountered, recommendations for improving the committee's role
887 or structure, etc. Copies of these reports, plus resource data and other materials, are to be
888 given to the next committee chairperson by the Secretary of the Senate.

889

890 B. A meeting of all chairpersons and the Executive Committee will be scheduled as soon
891 as possible after the committees have been established. At this meeting the Executive
892 Committee will explain all committees' general procedures and substantive concerns, as
893 appropriate, will acquaint the chairpersons with one another, and will suggest areas where
894 committee interests overlap so that efforts are not duplicated or where cooperative efforts
895 may be useful. A second meeting of this group may be held at the beginning of the spring
896 semester.

897

898 The Secretary will transmit specific matters to each committee for study and action with
899 the fullest possible background information. The Secretary will also advise committees
900 with respect to procedures, timetables, and resource persons. If committee chairs have
901 questions about matters specific to their committees, they may schedule individual
902 conferences with the Executive Committee.

903

904 C. Standing committees are encouraged to initiate studies and projects of their own
905 choosing on matters within their province as defined in their general charge. Committee
906 reports on such independent activities may eventually come to the Senate for action in the
907 same way as reports on specifically referred charges. Chairpersons shall keep the
908 Executive Committee informed of such work through the Executive Committee member
909 assigned to them or through the Secretary.

910

911 III. General Charges

912

913 A. On March 24, 2000, the University Senate approved comprehensive revisions to the
914 standing committee structure and charges. The general charge to each of the standing
915 committees of the Senate is:

916

917 1. EXECUTIVE COMMITTEE

918

919 Standing Charge: To perform those duties defined in University Regulation 2.2.1.F., to
920 coordinate the activities of the Senate and its committees, and to exercise such powers as
921 the Senate may delegate to it.

922

923 The Executive Committee shall act on behalf of the Senate between meetings of the
924 Senate, and report these actions to the Senate. (Note: On September 29, 1970, the Senate
925 passed a motion authorizing the Executive Committee to act on its behalf between
926 meetings of the Senate as provided in University Regulations 2.2.1.F. and 2.2.3.F., and
927 requiring the Executive Committee to report these actions to the Senate.) Although the
928 Executive Committee is empowered to act for the Senate in exceptional circumstances, it
929 shall minimize responding to emergency situations that require its independent,
930 precipitous action, and shall strengthen and publicize its planning, referral, evaluation,
931 and liaison functions, as follows:

932

933 a. Planning Function of the Executive Committee

934

935 * To review the annual reports from Senate committee chairpersons and decide which
936 charges should be continued or modified, and to anticipate and propose other matters
937 needing Senate attention. The Secretary will transmit these matters as charges to the
938 appropriate committee with background information.

939

940 * To assign members to Senate standing committees and panels, ensuring broad
941 representation on each of the committees (to the extent possible within the limitation in
942 the third paragraph of "Committees of the Senate").

942

943 * To take responsibility for assuring standing committees, and the Senate as a whole,
944 sufficient time in which to study and advise on all proposals brought to it.

944

945 * To issue, at its discretion, a rule calling for a specific voting procedure on a
946 resolution pending before the Senate, including voting by secret ballot, to ensure an
947 efficient voting procedure, and to protect the integrity of the vote whenever issues of
948 extreme sensitivity or confidentiality exist.

948

949 b. Referral Function of the Executive Committee

950

951 * To refer new matters to the committees throughout the year. The Secretary will
952 transmit these referrals in writing with appropriate supporting information.

953

954 * To establish ad hoc committees and charge them appropriately.

954

955 * In keeping with its referral function, the Executive Committee shall generally refrain
956 from initiating discussion of new issues on the Senate floor but rather move all business
957 through the committee structure.

956

957

958

c. Evaluation Function of the Executive Committee

959

960 * To review and evaluate the performance of Senate committees and the Senate body
961 as a whole periodically throughout the year. To report to the Senate the results of such
962 evaluations.

963

964 d. Liaison Function of the Executive Committee

965

966 * To arrange for and monitor compliance with liaison arrangements among Senate
967 committees, the Administration, and University committees.

968 * To be the buffer between the Administration and other University groups and the
969 Senate, guarding the Senate's rights and responsibilities from encroachment by keeping in
970 close touch with persons and events in the University community.

971 * To appeal to the Board of Governors as provided in Section 2.2.2 Paragraph B, item
972 (2) when the President does not consult the Senate in the areas defined for such
973 consultation.

974

975 2. BUDGET AND FINANCE COMMITTEE

976

977 Standing Charge: This Committee shall concern itself with all matters related to budget
978 priorities, allocations and general planning, as provided in section 2.2.2. B of the
979 University regulations. These responsibilities shall include but are not limited to:

980

981 * To select and study policy issues associated with the University's budget, including
982 priorities and allocation of funds, and to develop recommendations to the Senate.

983 * To evaluate the probable financial impact of proposed new programs being
984 considered by the Senate.

985 * To receive, study, and make recommendations to the Senate, and through it to the
986 Board of Governors and Board of Trustees, with respect to requests from members of the
987 University community or others with a legitimate interest regarding Rutgers University
988 investments.

989 * To consider, study, and make recommendations to the Senate, and through it to the
990 Board of Governors and Board of Trustees, with respect to any investment policies of the
991 University that may involve ethical and moral principles as established by the Boards of
992 Governors and Trustees.

993 * To consider broad issues related to physical plant and infrastructure, space,
994 transportation, and safety on and among the three campuses.

995

996 3. UNIVERSITY STRUCTURE AND GOVERNANCE COMMITTEE

997

998 Standing Charge: This Committee will study, report on, and make recommendations to
999 the Senate on all matters pertaining to University governance, including both formal and
1000 functional relationships among units at Rutgers, relationships among student and faculty
1001 governing bodies, and the structure of the Senate itself. This Committee shall be
1002 responsible for initiating reviews of governance issues in accordance with these
1003 guidelines. The responsibilities of this Committee shall include but are not limited to:

1004

- 1005 * To review formal relationships among academic units within the University,
1006 including the organization of disciplines. (University Regulations 2.2.2 B)
1007 * To advise the President, through the Senate, on the establishment or dissolution of
1008 colleges, schools, divisions, institutes and similar educational units, (University
1009 Regulations 2.2.2 B) and to review and advise the President on the termination or
1010 suspension of academic programs.
1011 * To consider and advise the President on special affiliations and programs (University
1012 Regulations 2.2.2 B (c) and agreements and formal relationships with other institutions,
1013 including internet service providers, particularly as they relate to the structure and unit
1014 relationships of the university.
1015 * To review all matters relating to the composition of the Senate (University
1016 Regulations 2.2.1. through 2.2.1.D.).
1017 * To study and make recommendations to the Senate on matters relating to the role and
1018 function of the Senate as a body within the University governance scheme (University
1019 Regulations 2.2.2. through 2.2.2.C.) as well as the role and function of internal structures
1020 and processes of the Senate itself (University Regulations 2.2.3. through 2.2.3.K.).
1021 * To coordinate relationships among the faculty and student governing bodies and the
1022 Senate, so that issues raised in one forum are brought to the attention and consideration of
1023 other appropriate units.
1024 * To study and make recommendations on relationships between the University and
1025 the public.

1026

1027 4. STUDENT AFFAIRS COMMITTEE

1028

1029 Standing Charge: This Committee shall have primary responsibility for matters directly
1030 concerning students. These shall include, but not be limited to, the following:

1031

1032 * To examine and address general student interests in University policies and
1033 operations, including, but not limited to, such matters as University policies on student
1034 use of drugs and alcohol, on reporting student records, and on regulating dormitories and
1035 fraternities.

1036 * To further concern itself with student disciplinary procedures, student health
1037 services, bookstores, etc.

1038 * To advise the administration, through the Senate, on policies governing the athletic
1039 fees, programs, and facilities of the University.

1040 * To advise administrative officers and others, through the Senate, on questions
1041 relating to actual, possible or alleged discrimination as it affects the students of Rutgers.

1042

1043 5. FACULTY AFFAIRS AND PERSONNEL COMMITTEE

1044

1045 Standing Charge: This Committee shall have primary responsibility for matters directly
1046 concerning faculty, with the exception of matters included under the collective bargaining
1047 agreement. These shall include, but will not be limited to, the following:

1048

1049 * To survey the general policy of the University with respect to the rank and standing
1050 of all faculty personnel.

- 1051 * To review all procedures and regulations by which appointments, promotions and
1052 tenure are governed.
- 1053 * To study the relations of the faculty members to administrative officers and the
1054 manner in which administrative requirements affect faculty.
- 1055 * To evaluate and recommend policies concerning both internal funding for research
1056 and the conditions under which external research funds are solicited, accepted and
1057 administered.
- 1058 * To consider patent policies of the University.
- 1059 * To advise administrative officers and others, through the Senate, on questions
1060 relating to actual, possible or alleged discrimination as it affects the faculty and staff of
1061 Rutgers or Rutgers' responsibility to the public.
- 1062 * To review matters concerning academic freedom, equal opportunities, and personnel
1063 practices and procedures, as these matters affect the educational mission of the
1064 University.

1065

1066 6. INSTRUCTION, CURRICULA AND ADVISING COMMITTEE

1067

1068 Standing Charge: This Committee shall have primary responsibility for issues directly
1069 related to instructional matters, curricula and advising, including but not limited to:

1070

1071 * To review the broad educational and research policies of the University related to
1072 instruction, curricula and advising.

1073 * To review agreements and formal relationships with other institutions, particularly as
1074 they relate to the educational mission of the university.

1075 * To review educational policies related to different times, places, and manners of
1076 instruction, including distance learning and use of technology.

1077 * To make recommendations to the Senate concerning advice to the Central
1078 Administration about meetings, forums, and conferences on major issues in educational
1079 policy and public service.

1080 * To study issues affecting the Academic Calendar, including receiving comment from
1081 all sectors of the University community concerning the Academic Calendar, offering
1082 recommendations for the University Academic Calendar to the University Senate for
1083 action, monitoring unit departures from the University Academic Calendar, reviewing
1084 matters concerning the University Commencement, and making recommendations, as
1085 needed.

1086 * To examine and evaluate University-wide operations such as the Libraries and
1087 Computer Services.

1088 * To consider matters related to the use of technology in education and the use of
1089 distance learning technologies.

1090

1091 7. ACADEMIC STANDARDS, REGULATIONS AND ADMISSIONS COMMITTEE

1092

1093 Standing Charge: This Committee shall have primary responsibility for matters directly
1094 related to academic standards, regulations and admissions, including but not limited to:

1095

1096 * To formulate minimum standards of admission, scholarship and honors and review
1097 broad educational and research policies of the University as they apply to issues related to
1098 academic standards and admissions (University Regulations 2.2.2).

1099 * To formulate policies on academic issues related to athletic programs and student
1100 athletes.

1101 * To consider university-wide issues related to recruitment, retention, publications,
1102 financial aid, and minority student interests.

1103 * To review university-wide regulations governing academic practices and standards,
1104 including grading.

1105 * To advise administrative officers and others, through the Senate, on questions
1106 relating to actual, possible or alleged discrimination as it affects the students, faculty, and
1107 staff of Rutgers or Rutgers' responsibility to the public.

1108

1109 8. EQUAL OPPORTUNITY COMMITTEE

1110

1111 Standing Charge: To advise administrative officers and others, through the Senate, on
1112 questions relating to actual, possible or alleged discrimination as it affects the students,
1113 faculty, and staff of Rutgers or Rutgers' responsibility to the public.

1114

1115 9. APPEALS PANEL

1116

1117 Standing Charge: To hear appeals filed in accordance with University Regulation
1118 2.2.2.C. concerning administrative decisions and to render decisions with respect to these
1119 appeals according to procedures adopted by the Senate.

1120

1121 The Appeals Panel will comprise an “on-call” panel of faculty, student and alumni
1122 senators representative of the disciplines and diverse opinions of the University
1123 Community appointed at the beginning of each year by the Executive Committee. This
1124 panel will meet only when an appeal is filed in accordance with Regulation 2.2.2 C of
1125 University Regulations. Members will therefore be appointed to this panel in addition to
1126 regular committee duties. In the event that an appeal is heard, members may be released
1127 from regular committee responsibilities for the duration of the appeal process. This panel
1128 will be convened and chaired by the Vice-Chair of the Senate as necessary.

1129

1130 10. NOMINATIONS PANEL

1131

1132 Standing Charge: The Nominations Panel shall be appointed by the Executive
1133 Committee in March or April of each year, with the following responsibilities:

1134

1135 * To select candidates for the offices of Chairperson, Vice Chairperson, other members
1136 of the Executive Committee, and all other officers and representatives that are to be
1137 elected by the Senate.

1138 * The Nominating Panel shall nominate one or more candidates for each office. At
1139 least one nominee for each office must not be a member of the Nominating Panel. There
1140 may be additional nominations from the floor.

1141

1142 Note: The report of the Panel shall be circulated to members of the Senate-elect by the
1143 Secretary at least ten days before a special organizational meeting of the Senate-elect to
1144 be held in the spring of each year for the purpose of electing officers.

1145
1146 CAUCUSES OF THE SENATE

1147
1148 On April 23, 1999, the Senate approved recommendations of the Senate Revitalization
1149 Committee, which included enabling a Faculty Caucus of all faculty Senators, a Student
1150 Caucus of all student Senators, and an Alumni Caucus of all alumni Senators. Each
1151 caucus shall determine its own organization and agenda, and shall be able to bring
1152 proposals and issues to the Senate through its Executive Committee liaison. The Senate
1153 Executive Committee shall designate one of its faculty members as convener of the
1154 Faculty Caucus, and that person shall ordinarily be the Vice Chair of the Senate. The
1155 Senate Executive Committee shall designate one of its student members as convener of
1156 the Student Caucus, and that person shall ordinarily be the Undergraduate Student
1157 Member of the Executive Committee. The Senate Executive Committee shall designate
1158 an alumnus Senator as convener of the Alumni Caucus, and that person shall ordinarily
1159 be the Alumnus Member of the Executive Committee.

1160
1161 SCHEDULING OF MEETINGS

1162
1163 On November 6, 1981, the Senate approved the policy that meetings of the Senate and
1164 Senate committees will regularly be scheduled during the fourth and fifth periods on
1165 Fridays, and that all who accept election to the Senate are expected to arrange a schedule
1166 which does not conflict with Senate meetings.

1167
1168 ATTENDANCE AT SENATE AND SENATE COMMITTEE MEETINGS

1169
1170 To encourage attendance at Senate and Senate committee meetings, the Secretary has
1171 been directed to keep an attendance record for each Senator and to publish the attendance
1172 record prior to the annual election of new Senators. The deans and directors will be asked
1173 to bring this record to the attention of their faculties. Student government presidents and
1174 the Alumni Federation Director will be asked to share the information with their
1175 constituencies. Newspaper editors will be advised that the attendance record is public
1176 information. If Senators cannot attend because of professional commitments, they can be
1177 excused by calling or writing the Secretary.

1178
1179 FINANCIAL CONTRIBUTIONS TO THE UNIVERSITY SENATE

1180
1181 Those who wish to contribute to the University Senate through Rutgers' Annual Fund
1182 may do so by indicating University Senate Development Fund on the "For this purpose"
1183 line of their contribution cards.

1184
1185 Please contact the Secretary of the Senate for further information about making other
1186 types of gifts to support the University Senate.

1187

