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2 **NOTE MAJOR CHANGES (NOT OF AN EDITING NATURE) SHOWN IN BOLD.**
3 **MOVEMENT OF TEXT IS NOT SHOWN IN BOLD.**

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6 HANDBOOK
7 OF THE
8 RUTGERS UNIVERSITY SENATE
9 Changes Shown To April 11, 2005 Draft After Editorial Committee's Work

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68 **Preamble**

69

70 **The Rutgers University Senate is the sole institution that represents the entire community of**
71 **faculty, students, staff*, administrators and alumni to the president of Rutgers University**
72 **(hereinafter referred to as “the president”) and to its Board of Governors. The Senate serves as the**
73 **principal advisory body to the president and on certain issues exercises legislative authority**
74 **delegated to it by the Board of Governors. The Senate deliberates on matters of broad educational**
75 **and research policy. On its own initiative, it advises the president or the Board of Governors on**
76 **any matter of concern to the University. The Senate also exercises an appeal function. On certain**
77 **matters the president shall act only after receiving the advice of the Senate or giving the Senate a**
78 **reasonable amount of time to present its views.**

79

80 **[*The Senate’s recent approval of a recommendation to add staff membership is conditional on**
81 **Board of Governors approval and implementation of that recommendation. If that approval is not**
82 **forthcoming, the Senate secretary is instructed to make the appropriate change to the Handbook.]**

83

84

85 **Brief History of the University Senate**

86

87 **In 1950, the University Committee on Personnel Procedures recommended creation of a Faculty**
88 **Senate to consist of the University president and members elected from, and by, the faculty**
89 **(Preliminary Report of the Special Committee to Study the Senate, April 15, 1968). In 1953, the**
90 **existing University Council was renamed the “University Senate.” It was composed of 31 faculty**
91 **members and 17 administrators, and was chaired by the University president, who also chaired its**
92 **Executive Committee. It usually met only twice a year, and was rarely involved in important**
93 **matters. University policy remained essentially the prerogative of the administration and the**
94 **trustees (Excerpts from the Report of the Joint Commission on University Governance, June 1979).**
95 **This University Senate made recommendations to the president on such matters as academic**
96 **freedom and tenure. Other important matters pertaining to academic policy, such as the**
97 **reorganization of the colleges and the faculties, were not referred to the Senate (Preliminary Report**
98 **of the Special Committee to Study the Senate, April 15, 1968, pp. 1-9).**

99

100 **In 1967, the Rutgers College Student Council requested student representation in the Senate**
101 **(excerpts from the Report of the Joint Commission on University Governance, June 1979). In May**
102 **1967, the Special Committee to Study the Senate (the “Robbins Committee”) was appointed by**
103 **President Mason W. Gross on the advice of the Senate Committee on Committees. The 1968 report**
104 **by the Middle States Association of Colleges and Secondary Schools evaluation team pointed to**
105 **“the need to increase faculty participation in important decisions of the University.” The current**
106 **University Senate initially draws its powers from, and is guided in its responsibilities by, certain**
107 **acts of the Board of Governors passed on November 14, 1969 and subsequently embodied in**
108 **University Regulations. At that time, the president recognized the Senate as an important element**
109 **in the University’s decision-making processes, with the Board of Governors, the university**
110 **administration, and the University Senate serving as the three primary centers of responsibility.**
111 **The president likened his role to that of the British prime minister, and the Senate’s role to that of**
112 **the British Parliament (excerpts from the Preliminary Report of the Special Committee to Study**
113 **the Senate, April 15, 1968, pp. 1-9 and the Handbook of the University Senate, January 1973, p. 1).**

114

115 **In June of 1979, the Joint Commission on University Governance (the “McCormick Commission”)**
116 **reviewed the Senate’s history. The Commission’s report said that the University Senate presented**
117 **“the opportunity to improve University governance and to improve the sharing of that**
118 **responsibility among the various elements of the Rutgers community... Critically important to the**

119 future of Rutgers is the sense of identity with the University as a whole... Moreover, the Senate
120 needs to become a University body, in which the common concerns of all are emphasized. It should
121 not be structured as a site for negotiation among contending units.” The report described the
122 primary mission of the Senate as follows: “It should be specifically designated as the principal
123 body to advise, and where appropriate, act on University-wide educational questions, such as those
124 of admissions, curriculum, degree requirements, grading, faculty selection and promotion,
125 academic organization, and student life.”
126

127 In reviewing the 1969 powers of the Senate, the commission summarized them as follows:
128 “Contrary to a prevalent impression, its authority is not confined to setting the University calendar.
129 It is to ‘concern itself with all academic matters pertaining to the University.’” The commission
130 also concluded that the Senate can “establish minimum standards respecting admission,
131 scholarship, and honors,” “regulate formal relationships among academic units,” and “recommend
132 norms for teaching loads.” It required the Senate to advise the president on “matters of broad
133 educational and research policy,” and obligated the president to seek the Senate’s advice on such
134 matters. It further enabled the Senate, on its own initiative, to advise the president or the Board of
135 Governors “on any matter of concern to the University,” and to hear appeals by faculties or
136 students from decisions made at any internal level within the University. It stipulated that the
137 powers exercised by the Senate are delegated by the Board of Governors, and that “they are largely
138 advisory, but they are not inconsequential...” In reference to the Senate’s authority, the
139 commission wrote that “The effectiveness and reputation of the Senate also depend, however, on a
140 proper restriction of its role to those matters which affect the University as an entity.” The
141 commission advised the Senate that it “is hampered when it becomes involved in questions which
142 are best left to collective bargaining or to full-time administrators.” It concluded that “A better
143 Senate will therefore require that it concentrate its attention on the central issues of educational
144 policy” (excerpts from the Report of the Joint Commission on University Governance, June 1979,
145 pp. 8, 17-18).
146

147 In the intervening years, the Senate’s Bylaws and Handbook have been expanded and updated.
148 However, the significant expansion of the Senate’s authority established by the Board of Governors
149 on November 14, 1969 has remained unchanged.
150

151 Article I: Role of the University Senate

152 The University Senate, with its standing and ad hoc committees and its Executive Committee,
153 shall exercise its powers through the following functions:

154 A. Legislative Function¹

155 The Senate shall regularly review, revise and otherwise regulate and legislate those matters
156 specifically assigned to Senate jurisdiction by the Board of Governors in University Regulation
157 2.2.2.A., which include:

- 158 1. establishing minimum standards respecting admission, scholarship and honors;
- 159 2. regulating formal relationships among academic units within the University, including
160 the organization of the disciplines;
- 161 3. recommending norms for teaching loads; and
- 162 4. establishing the University calendar.

163 **Senate has a history of exercising its legislative authority. When the Senate exercised its**
164 **legislative rather than its advisory function, the practice of the early Senate secretaries was**
165 **to cite the authority for this function in communications to the president in cases where it**
166 **was appropriate to differentiate communications of legislative actions from those that are**
167 **only advisory. For example, transmittal letters customarily stated “adopted under section**
168 **7.21 of University Regulations” or “within its jurisdiction in paragraph 7.21” or “under**
169 **section 7.21 of University Regulations” and “under its U.R. 7.21 legislative authority”**
170 **(Rutgers Senate Archives²). For example, this happened in a principal case when the**
171 **Senate exercised its legislative authority in the area of “regulating formal relationships**
172 **among academic units within the University, including the organization of the disciplines.”³**

173 **The Senate secretary, in assigning, cataloging, publishing and transmitting Senate charges,**
174 **actions and decisions, shall segregate items, and indicate under which Senate authority**
175 **(legislative or otherwise) each was undertaken.**

176 **B. Advisory Function⁴**

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

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

- 183 a. budget priorities and allocations, and general planning;
- 184 b. establishment or dissolution of colleges, schools, divisions, institutes, and
185 similar educational units (described in a policy of the Board of Governors of
186 May 10, 1991)⁵;
- 187 c. special affiliations and programs;
- 188 d. regulations affecting students and faculty, such as those concerning academic
189 freedom, equal opportunities, and personnel practices and procedures; and
- 190 e. such changes in educational and research policy as are covered in University
191 Regulations.

192 **As indicated previously, communications emanating from, and records promulgated**
193 **by, the Senate should indicate under which authority the actions were undertaken.**
194 **When the Senate has exercised its advisory rather than its legislative function, the**
195 **Senate secretary shall so indicate in all records and correspondence.**

196 2. The president shall act on such matters only after receiving the advice of the Senate,
197 or giving the Senate a reasonable amount of time to present its views. **University**
198 **Regulation 2.2.2.B. describes the Senate’s and the president’s responsibilities to**
199 **insure that the Senate exercises its advisory function as follows:**

200 **“The President of the University shall act on such matters only after having**
201 **received the advice of the Senate or after giving the Senate a reasonable time**
202 **in which to present its views. If there is a question as to whether a matter is**
203 **of broad educational and research policy, the Senate Executive Committee**
204 **shall be informed in order to determine Senate action on that matter. When**
205 **special circumstances require prompt action, and when the Senate as a body**
206 **is either out of session or not available for timely consultation, the President**
207 **shall ask the Executive Committee of the Senate to convene as expeditiously**
208 **as possible, in order to hear the reasons why emergency action seems**
209 **necessary and to provide counsel on both the assessment of the situation and**
210 **the proposed course of action. If the full membership of the Senate Executive**
211 **Committee cannot be convened within a reasonable period of time, the**
212 **President shall consult with such members as can be convened by the**
213 **Secretary of the Senate. At the earliest possible opportunity, a report on**
214 **such emergency action shall be presented to the full Senate.”**

215 **When the Senate wishes to exercise its advisory function on a matter already under**
216 **consideration by the administration, or on which administrative action may be**
217 **expected, it is the responsibility of the Senate, through its secretary or chair, to**
218 **communicate to the president the Senate’s intention to consider, advise or otherwise**
219 **act on the matter. The president may then anticipate action by the Senate before**
220 **taking final action.**

221 C. Appeal Function

222 University Regulations prescribe two appeal functions for the Senate:

223 Under University Regulation 2.2.2.C, the Senate shall consider and decide appeals filed
224 with the Senate secretary by faculty or students, or any division thereof, on the ground
225 that the faculty/students were not adequately consulted prior to making a major decision
226 on an academic or administrative matter affecting the faculty or students made at a
227 departmental, college or any other internal level. Such appeals are heard by the Senate
228 Appeals Panel, rather than the Senate as a whole (Senate action September 29, 1970).
229 The Senate secretary will refer the appeal to the Appeals Panel, which will decide
230 whether or not to entertain the appeal. If the Appeals Panel decides to hear the appeal, or
231 if the Senate directs that it do so, it shall render a decision and file it with the Senate
232 secretary, who will immediately provide a copy to the appellant. If the decision is
233 adverse to the appellant, the appellant may appeal the decision to the Senate. If an appeal
234 is not filed within 30 days of receipt of the committee’s decision by the appellant, the
235 committee’s decision shall be deemed to be the decision of the Senate in the matter. **The**
236 **full Senate will be notified of all requests for appeals, and all final appeal decisions.**
237 **The appeal request and the report of the panel shall be available for inspection by**
238 **senators.**

239 **2. Under University Regulation 2.2.2.B.(2), in matters of significant consequence to**
240 **the University's broad educational and research policies, a representative of the**

241 **University Senate may appeal, on the Senate's behalf, to the Educational Planning**
242 **and Policy Committee of the Board of Governors, an action of the University**
243 **president in which the representative alleges that the president has acted contrary to**
244 **any of the following provisions: policy of the Board of Governors; University**
245 **Regulations; state or federal law; a contract to which the University is a party,**
246 **except contracts involving collective bargaining; practice well established in the**
247 **absence of Board policy or University Regulation; or the University's best interest in**
248 **an action that establishes a policy in a matter not regulated by any of the foregoing.**
249 **If the Educational Planning and Policy Committee finds that the decision questioned**
250 **is consequential and that the issue requires interpretation under any of the**
251 **provisions above, the will request the advice of the Senate on the issue if that has not**
252 **already been offered, and will refer the question to the Board of Governors for**
253 **resolution.**

254 D. Initiative Function

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

- 258 1. Independently request and gather information from the central administration concerning
259 the administration's ongoing and projected activities.
- 260 2. Participate on a formal and regular basis with the administration in development of long-
261 range plans for the University.
- 262 3. Advise the administration on the feasibility and propriety of such plans and activities, on
263 their value to the University community, and on their implementation.
- 264 4. Seek out, on its own initiative, substantive issues needing attention.
- 265 5. Set in motion appropriate mechanisms for independent Senate studies, projects, and
266 programs designed to serve the interests of the University community.

267 **When the Senate wishes to exercise its initiative function on a matter already under**
268 **consideration by the administration, or on which administrative action may be expected, it**
269 **is the responsibility of the Senate, through its secretary or chair, to communicate to the**
270 **president the Senate's intention to consider, advise or otherwise act on the matter. The**
271 **president shall then await action by the Senate before taking final action.**

272 Article II: Role of the Central Administration

273 **The University Senate can best exercise its legislative, advisory, appeal, and initiative**
274 **functions when the University administration works with it in the following ways:**

- 275 A. The president delivers to the Senate secretary, in timely fashion, written statements
276 concerning budgetary, academic and physical plant proposals, priorities and timetables,
277 and identifies the University committees and administrative staff responsible for those
278 plans, their study and implementation. Normally, the Senate requires a significant
279 amount of time to respond to proposals. The president also delivers to the Senate an

280 annual, comprehensive report, which includes summaries of significant plans and future
281 activities, preferably at the first Senate meeting of the academic year.

282 B. Throughout the year, the president or the president’s designated representative regularly
283 provides to the Senate Executive Committee timely and complete information on
284 upcoming issues or projects **that will either require legislative or advisory action by**
285 **the Senate.** Such issues include major revisions to the administration's agenda,
286 formation of new University study groups, additional proposals and their timetables, and
287 other actions and issues that are expected to affect the University.

288 C. The president assigns individuals from the central administration to act as resource
289 persons to Senate committees. A list of these “administrative liaisons” is given to the
290 Executive Committee in July of each year. Each administrative liaison attends committee
291 meetings, supplies up-to-date information on pertinent administration activities, and
292 provides resource data. Liaisons also serve as general communication conduits through
293 which information about the Senate’s committees flows between the Senate and the
294 administration.

295 D. The central administration, through its liaison officer to the Senate Executive Committee,
296 informs the Executive Committee of the formation of major committees or decision-
297 making groups, and asks the Senate Executive Committee to recommend a person or
298 persons to be appointed by the administration to such committees or bodies. The
299 Executive Committee may, on its own initiative, state the Senate's interest in having a
300 senator or senators on such committees or bodies. Normally, such requests are honored.

301 E. The president or his/her representative will respond at Senate meetings to questions that
302 have been previously submitted. Senators are urged to submit written questions for the
303 president about matters of concern to them or their constituents. These should be sent or
304 brought to the Senate office for delivery to the president, and should be received at least
305 one day prior to the Senate meeting. The president or the president’s representative will
306 then be prepared to answer these questions during the administrative report at the next
307 Senate meeting. This procedure does not preclude questions from the floor at Senate
308 meetings.

309 F. **Under University Regulation 2.2.2.B.(1), the “Senate shall be informed of the**
310 **President's recommendation on matters on which the Senate has taken action prior**
311 **to the meeting of the Board of Governors or its appropriate committee. Whenever**
312 **the Board of Governors or one of its committees is considering a recommendation**
313 **from the Senate, an appropriate additional representative of the Senate shall be**
314 **invited to present the views of the Senate. The President shall inform the Senate of**
315 **the disposition of all of its recommendations.”**

316 Article III: Senate Meetings

317

318 A. Scheduling of Meetings

- 319 1. The Senate normally meets once each month during the academic year.
 320 Additional meetings may be called by the chairperson, the Executive Committee,
 321 the University president, or by written request of any ten delegates (University
 322 Regulation 2.2.3.B).
- 323 2. Meetings of the Senate shall ordinarily convene on Friday afternoons. Meetings
 324 of Senate committees will ordinarily be scheduled during the mornings of Senate
 325 Fridays.
- 326 3. In the case of inclement weather or emergency conditions causing closure of the
 327 campus on which the Senate meeting is to be held, the Senate meeting will be
 328 cancelled. Senators should check radio or Rutgers Info online announcements for
 329 campus or University closure information. When circumstances permit, the
 330 Senate secretary will send e-mail cancellation notices to senators, and/or will
 331 leave a recorded meeting-cancellation message on the Senate's voicemail.

332 B. General Order of Business:

333 Call to Order and Determination of a Quorum

334 **Chair's Report**

335 Report of the Secretary:

336 Approval of the Agenda

337 Approval of the Minutes

338 Communications

339 Administrative and Special Reports

340 Committee Reports:

341 Standing Committees

342 Ad Hoc Committees

343 Old Business

344 New Business

345 Executive Committee Report

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

347 Reports of Regional Campus Faculty Liaisons

348 Adjournment

349

350 C. Agenda

- 351 1. The agenda, minutes, and associated committee reports are posted on the Senate
 352 website and appropriate notice sent to senators by the secretary before each
 353 meeting.

354 All recommendations and resolutions must be distributed in advance of their
 355 consideration on the Senate floor. Reports or resolutions to be distributed with the
 356 agenda should reach the secretary at least two weeks before the date of the Senate
 357 meeting. **Normally, issues, charges, or resolutions are forwarded to the Executive**

358 **Committee for assignment to a committee, and shall come to the Senate floor after**
359 **consideration by a Senate committee.**

360 3. Addition of items to the agenda after it has been issued requires a two-thirds vote.
361 additions are docketed under New Business, 4. **Resolutions from any**
362 **senator can be considered new business if: a) the time available and the**
363 **circumstances do not allow that the resolution go through the normal process**
364 **of consideration by a committee; b) the resolution has been submitted in**
365 **writing to the secretary before it is put to a vote; and, c) the issue is pertinent**
366 **to the mission of the Senate. It shall be the responsibility of the chair to rule**
367 **on the application of these criteria.** Special reports by committee chairs on
368 behalf of committees, which have not previously been docketed on the agenda,
369 will be added at the end of “Committee Reports” with an automatic overall time
370 limit of ten minutes; they are not to be added under Administrative and Special
371 Reports.

372 D. Procedures

373
374 1. *Robert's Rules of Order* are the official procedural rules except where otherwise
375 provided by Senate action or aspects of this Handbook or Senate Bylaws.

376 Time limits for debate on committee reports and the question-and-answer periods that
377 follow administrative, board representative, and Executive Committee reports are
378 recommended by the Executive Committee (for approval by the Senate) and indicated on
379 the agenda. Motions arising in the course of discussion of reports are assigned an
380 automatic time limit of ten minutes, in addition to the limit for questions. When a time
381 limit is in effect, each speaker is allowed no more than three minutes. Time limits do not
382 include presentation of a docketed committee report.

383 3. **When possible**, senators who plan to move amendment of a committee resolution
384 should notify the committee chairperson prior to the meeting. Substantive
385 amendments must be given to the secretary in writing **before being put to a vote.**

386 E. Voting

387 1. Colored cards shall be distributed to senators at the sign-in desk at each Senate
388 meeting. The cards, which shall be of a different color for each meeting in any
389 given year, are to be raised when a hand-vote is deemed necessary to signify
390 approval, opposition, or abstention. When a written ballot is required, the paper
391 ballots shall be distributed only to senators holding the appropriate colored card.

392 2. Any senator may move for a secret ballot during debate on a pending question. A
393 motion for a secret ballot shall require a one-third vote for passage. All other
394 motions for a specific voting procedure shall require a majority vote.

395 Article IV: Senate Procedures

- 396 A. All new matters shall be referred to committee before coming to the Senate (unless
397 extenuating circumstances apply, as indicated under section C.4 above).
- 398 B. All communications to the Senate **or its Executive Committee** should be addressed to
399 the secretary of the Senate. Referrals to committee, when appropriate, are made by the
400 Executive Committee.
- 401 C. Recurring Senate Actions Having Fixed Dates
- 402 December: The secretary receives from the University administration the certified
403 number of faculty and students in each division, and calculates the number of senators to
404 which each unit is entitled for the following year.
- 405 January: The secretary notifies each unit of faculty and student senators to be elected
406 prior to March 15. Committee chairs send to the Executive Committee their anticipated
407 agendas for reporting to the Senate for the balance of the year.
- 408 Prior to March 15: The Executive Committee appoints a Nominating Panel to
409 recommend candidates for chair, vice chair, members of the Executive Committee, and
410 representatives to the Board of Governors and the Board of Trustees.
- 411 March 15: The election of senators in various units must be completed.
- 412 April: **At least ten days before the annual organizational meeting (at which the**
413 **following academic year's Senate leadership and board representative elections are**
414 **held), the secretary issues a Call to the Organizational Meeting.** At least **five** days
415 before the annual organizational meeting, the secretary issues the report of the
416 Nominating Panel to the Senate-elect. The secretary sends a questionnaire to the Senate-
417 elect for designation of committee preferences.
- 418 **Before the last Senate meeting of each academic year: The Executive Committee (if**
419 **the Senate has not already done so) adopts a schedule of Senate meetings for the**
420 **next academic year.**
- 421 May: **The Executive Committee considers the composition of committees based on**
422 **recommendations from the secretary and the chair, using the guidelines laid out in**
423 **Article VIII.B.(1) of this Handbook.**
- 424 June: The Executive Committee appoints committees, designates committee chairs,
425 reviews committee chairs' annual reports and the secretary's summary of committee
426 business, and reviews the standing charges of all committees.
- 427 D. Procedures for Election of At-Large Senators
- 428 When senators are elected at-large from a campus as provided in University Regulation
429 2.2.1.C, procedures for conduct of these elections shall be as follows:

430 1. The office of the chief academic officer of the campus shall appoint a campus-wide
431 nominating committee, and shall notify the faculty or appropriate constituency of the
432 election.

433 2. The nominating committee shall nominate at least two candidates for each at-large
434 Senate position for which there is a vacancy. The nominees shall be persons who would
435 be expected to represent the campus-at-large, and who work in the geographical location
436 of that campus. (In New Brunswick and Newark, "other research and academic units" are
437 to be included.) The names of additional candidates can be submitted to the nominating
438 committee by petition of ten eligible voters, and shall be placed on the ballot.

439 3. The final ballot shall be sent to all appropriate campus faculty or other constituencies
440 of the Senate by the provost or appropriate campus administrative officer. If there are
441 multiple openings, the candidate with the highest number of votes shall be elected for the
442 longest term, the second highest to the second longest, etc. The "two-envelope" method
443 of disseminating the ballots shall be used, and the ballots shall be returned directly to, and
444 counted by, the office administering the election.

445 The above procedure should also be used in the election of senators representing other
446 research and academic units on a campus.

447 **4. Each campus shall have the option of conducting elections of at-large faculty**
448 **Senators through action of its respective campus-wide faculty body/group (e.g., New**
449 **Brunswick Faculty Council, Newark Faculty Council, Camden Faculty Senate) in**
450 **lieu of campus-wide elections. (Note: This is only effective if the Board of**
451 **Governors approves the February 18, 2005 Senate recommended changes to the**
452 **bylaws.)**

453 E. Caucuses of the Senate

454 **Each** of the constituencies of the Senate **may choose to** meet in recognized caucuses
455 before each Senate meeting (**i.e.**, a Faculty Caucus of all faculty senators, a Student
456 Caucus of all student senators, and an Alumni Caucus of all alumni senators). Each
457 caucus shall determine its own organization and agenda, and shall be able to bring
458 proposals and issues to the Senate through its Executive Committee liaison. The Faculty
459 Caucus shall be convened by the vice chair of the Senate or other faculty member
460 designated by the Executive Committee from among its faculty representatives. The
461 Student caucus shall ordinarily be convened by the undergraduate student member(s) of
462 the Executive Committee, or another student designated by the Executive Committee.
463 The Alumni Caucus shall ordinarily be convened by the alumni member of the Executive
464 Committee, or another alumni senator designated by the Executive Committee. (By
465 action of the Senate on April 23, 1999.)

466 F. Senate Liaisons

467 The chairpersons of the New Brunswick Faculty Council, Newark Faculty Council and
468 Camden Faculty Senate shall serve as official liaisons for their respective campuses, or,
469 in the absence of such a chairperson, the faculty member from that campus who is also an
470 Executive Committee member shall serve as liaison. Campus liaisons shall report on a
471 regular basis to the Senate concerning activities of the bodies they represent. (By action
472 of the Senate on February 21, 1992.)

473 Article V: Jurisdictional Matters

474 Policy Concerning the Collective Bargaining Process

475 Under University Regulation 2.2.2.B, the president must seek the advice of the Senate
476 before acting on matters of personnel policy, and the Senate may advise the president and
477 the Board of Governors on any matters affecting Rutgers. Under current law and
478 interpretation, collective bargaining must take place on terms and conditions of
479 employment. Thus, when a matter concerns only terms and conditions, collective
480 bargaining should take place, and the Senate should refrain from offering advice, even
481 though it has the authority to do so. When a matter concerns only personnel policy, the
482 Senate should advise.

483 Some matters, however, involve considerations both of policy and of terms and
484 conditions. Further, individuals may disagree as to whether a particular matter involves
485 policy, terms and conditions, or a mixture of the two. In such a case, if the Senate, its
486 Executive Committee and/or its **Faculty Affairs and Personnel Committee** decide that a
487 personnel policy question is involved, the Senate may render its unsolicited advice.
488 Then, if either the president or AAUP determines that terms and conditions are involved,
489 the matter should be submitted to collective bargaining before being implemented or
490 brought to the Board of Governors. (Approved by the University Senate on March 31,
491 1980.)

492 Article VI: Responsibilities of Senators

493 A. Senators shall report to their constituencies at every scheduled meeting of the
494 constituencies, and the head of each constituency shall list such a report on the agenda of
495 all scheduled meetings. (By action of the Senate on February 2, 1990.)

496 B. Attendance

497 **Attendance at all full Senate and committee meetings is the primary responsibility**
498 **of each senator, and is essential to the successful operation of the Senate.** All who
499 accept election to the Senate are expected to arrange a schedule that does not conflict
500 with Senate meetings. If senators cannot attend, they can be excused by calling or
501 writing the secretary **and providing a valid reason such as professional commitments,**
502 **illness, etc.** Attendance records are kept and published prior to the annual election of
503 new senators. **When a senator has been absent without a valid reason for more than**
504 **two Senate meetings, the unit or constituency of that representative shall be notified**

505 **in writing by the Senate secretary so that the unit or constituency may consider**
506 **recalling and replacing the senator.**

507 C. Tenured faculty senators may be selected to serve as members of special panels to
508 consider actions to detenure faculty under University Regulation 3.31.

509 **Article VII: Senate Officers and Their Responsibilities**

510

511 **A. Chair**

512

513 **The Senate chair is elected and serves as provided in section 2.2.1.E of the Senate**
514 **Bylaws. The chair performs the duties normally associated with this office,**
515 **including presiding at meetings of the full Senate and Executive Committee,**
516 **supervising and executing Senate business, and convening regular and special**
517 **meetings of the Senate. The chair also acts as the official liaison of the Senate to the**
518 **Board of Governors, and meets at least once each semester with the President of the**
519 **University and the Executive Vice President for Academic Affairs to discuss**
520 **upcoming issues of interest to the Senate. Communication between the chair and**
521 **the president and the president’s senior administrators needs to be frequent and**
522 **meaningful. In consultation with the Executive Committee, the chair appoints**
523 **members and chairs of standing and ad hoc committees. The chair is responsible**
524 **for initiating appeals filed under section 2.2.2.B (2) and presenting the Senate’s case**
525 **to the Educational Policy and Planning Committee of the Board of Governors. It is**
526 **a major responsibility of the chair to solicit proactively for the Executive Committee**
527 **information from the president or the president’s representative on upcoming issues**
528 **or projects that either require legislative or advisory action by the Senate. The**
529 **chair should regularly fully report to the Executive Committee on the chair’s**
530 **ongoing communications with the president.**

531

532 **B. Vice Chair**

533

534 **The vice chair is elected and serves as provided in section 2.2.1 E of the Senate**
535 **Bylaws. The vice chair assumes the responsibilities of the chair when the chair is**
536 **absent or unable to serve. The vice chair acts as chair of the Appeals Panel if an**
537 **appeal is being heard, and reports on Executive Committee action at Senate**
538 **meetings. If the vice chair is a faculty member, the vice chair also convenes and**
539 **chairs the Faculty Caucus. The vice chair fulfills other obligations as directed by**
540 **the chair or Executive Committee. It is a primary responsibility of the vice chair to**
541 **assist the chair in soliciting proactively for the Executive Committee information**
542 **from the president or the president’s representative on upcoming issues or projects**
543 **that either require legislative or advisory action by the Senate. The vice chair**
544 **should regularly fully report to the Executive Committee on the vice chair’s ongoing**
545 **communications with the president. This report should include a review of possible**
546 **actions and issues that are expected to play an important role at Rutgers in the short**
547 **or long term.**

548

549 C. Secretary

550 **The secretary performs the customary responsibilities of secretary and**
551 **corresponding secretary of the University Senate. These responsibilities include, but**
552 **are not limited to: composing minutes and correspondence; maintaining records of**
553 **all Senate activities; responding to inquiries; and directing information and**
554 **materials to the chair, Executive Committee, or committee chairs, as appropriate.**
555 **In addition, the secretary shall carry out such other duties as may be delegated by**
556 **the Senate. The secretary is the chief staff officer of the Senate, and as such**
557 **provides continuity and perspective on past Senate actions. The secretary informs**
558 **the Senate and its Executive Committee when Senate Bylaws, Senate Handbook**
559 **policies or practices, or other established Senate protocols or practices are breached**
560 **or require attention. The secretary is responsible for organizing records of current**
561 **and past Senate actions and reports so they may inform the Senate, its committees,**
562 **and the University and broader community on the Senate's exercise of its legislative**
563 **authority and advisory responsibilities. The secretary maintains online resources**
564 **and records of key Senate activities and public documents, organized in ways that**
565 **are logical, and relevant to the Senate's structure and schedule.**

566 D. Executive Committee Members

567
568 **Executive Committee members are responsible for representing the viewpoints of**
569 **their respective constituencies on the Executive Committee, and for insuring that**
570 **the Executive Committee carries out its responsibilities as described in Article**
571 **VIII.D.(1) below. Each member is also responsible for acting as Executive**
572 **Committee liaison to one or more standing committees of the Senate, and reporting**
573 **on the activities of those committees as necessary.**

574 E. Senate-Elected Representatives to the Board of Governors and the Board of Trustees

576 1. The Senate annually elects representatives to serve, with full voice but without
577 vote, on the Board of Governors and the Board of Trustees of Rutgers by action of
578 those boards. The three representatives to the Board of Governors are: one
579 elected faculty senator who is a full-time faculty member, the chair of the
580 University Senate *ex officio*, and one elected student senator. The four
581 representatives to the Board of Trustees are: two elected faculty senators who are
582 full-time faculty members; one elected graduate student; and one elected senior,
583 junior, or sophomore undergraduate student. Students elected to Board of
584 Trustees positions need not be current members of the Senate. Board
585 representatives should provide a detailed written report on the actions and
586 proceedings of the board before each Senate meeting.

587 2. The Graduate Student Representative to the Board of Trustees, the Undergraduate
588 Student Representative to the Board of Trustees, and the Student Charter Trustees
589 shall be members of the University Senate if not serving as elected senators (By
590 action of the Senate on February 21, 1992).

591 3. Each Senate representative serves as a faculty or student voice, and as an advocate
592 of the Senate view when appropriate, to the members of the Boards. Each also
593 performs a liaison function by informing the Senate and the University
594 community, to the maximum extent possible, of the activities of the boards,
595 especially those matters that should Senate advice before final decisions are made.
596 Board members are expected to consult among themselves to ensure complete
597 coverage of all meetings of the boards, and to report regularly to the Executive
598 Committee and to the Senate.

599 4. Senate representatives are assigned to committees of the Governors and Trustees
600 by those bodies. They must observe any limits of confidentiality imposed by
601 participation in committee meetings.

602 F. **Parliamentarian**

603 **The parliamentarian is a member of the Senate appointed each year by the chair**
604 **with the approval of the Executive Committee. The parliamentarian advises the**
605 **presiding officer on matters pertaining to parliamentary procedure, and ensures**
606 **that meetings are conducted in accordance with *Robert's Rules of Order* and Senate**
607 **practice and standing rules.**

608 Article VIII: Committees of the Senate

609 A. Overview of Committee Role

610 In accordance with University Regulation 2.2.3.3G, the Senate establishes committees to
611 help carry out its work. Most Senate business is referred by the Executive Committee to
612 one of the various standing committees or, occasionally, to an ad hoc committee. Each
613 committee is also encouraged to initiate study and to formulate recommendations on any
614 policy issue within its purview as defined in the general charges that appear on the
615 succeeding pages of this Handbook. Senate committees are advisory to the Senate, and,
616 report directly to the Senate unless otherwise instructed. (Procedures concerning the
617 structure and operation of committees were approved by the University Senate on May 5,
618 1974, and amended April 28, 1995.)

619 Structure

620 1. Senators' committee preferences are solicited by the Senate secretary, and those
621 stated preferences are accommodated whenever possible. The secretary then
622 drafts committee membership rosters, **attempting to balance the composition of**
623 **all committees based on constituency, campus, and new and continuing**
624 **senators. The Executive Committee refines and adopts the committee**
625 **composition, honoring preferences to the extent they are compatible with**
626 **other requirements for balance and continuity.** All senators will normally
627 serve on one committee, with the exception of senators who also serve on the
628 Executive Committee.

- 629 2. The chair **and a majority of the members** of each committee shall be members
630 of the Senate.
- 631 3. In order to preserve continuity of membership, **to the extent possible**, at least one
632 quarter of each standing committee shall be drawn from the previous year's
633 membership.
- 634 4. Nonsenators with expertise appropriate to a committee's work may be invited to
635 hold membership to increase committee effectiveness. Nonsenator committee
636 members shall have the same rights as the senator members of the committee,
637 including voting privileges, within their committee of membership only.
- 638 5. Each committee shall include at least one member of the Executive Committee to
639 serve as liaison and to monitor committee progress.
- 640 6. Each committee shall have a chair and, if possible, a co-chair.

641 C. Operations

- 642 1. A meeting of all committee chairs and the Executive Committee shall be scheduled as
643 soon as possible after the committees have been established. At this meeting, the
644 Executive Committee explains all committees' general procedures and substantive
645 concerns, as appropriate, acquaints the chairs with one another, and suggests areas where
646 committee interests overlap so that efforts are not duplicated, or where cooperative
647 efforts may be useful. A second meeting of this group may be held at the beginning of
648 the spring semester.
- 649 2. There is no quorum requirement for committees to carry out deliberations or develop
650 recommendations. The members present develop recommendations and submit a report
651 based on their opinions, and the names of all committee members are to be listed on all
652 reports.
- 653 3. Committee chairs are responsible for circulating written committee reports to members in
654 advance of submission to the Senate so that those who may object can submit a minority
655 report or have their name listed as not concurring.
- 656 4. The secretary shall transmit specific matters to each committee for study and action with
657 the fullest possible background information. The secretary shall also advise committees
658 with respect to procedures, timetables, and resource persons. If committee chairs have
659 questions about matters specific to their committees, they may schedule individual
660 conferences with the Executive Committee.
- 661 5. Standing committees are encouraged to initiate studies and projects of their own choosing
662 on matters within their provinces as defined in their respective general charges.
663 Committee reports on such independent activities may eventually come to the Senate for
664 action in the same way as reports on specifically referred charges. Chairs shall keep the

665 Executive Committee informed of such work through the Executive Committee member
666 assigned to them or through the secretary.

667 6. Committees normally handle meeting notices and correspondence from their own
668 resources. , the Senate office arrange for assistance. The Senate secretary should be
669 kept informed of committee meetings, agendas, and attendance, and furnished with a
670 copy of committee minutes.

671 7. In May, the chair of each standing and ad hoc committee should submit a written annual
672 report to the secretary for distribution to the new Executive Committee. The report
673 should include: the past year's agenda, how each issue was resolved and which matters
674 need further work, other activities pursued by the committee, suggested areas for future
675 study, problems encountered, recommendations for improving the committee's role or
676 structure, etc. Copies of these reports, plus resource data and other materials, are to be
677 given to the next committee chairperson by the Senate secretary.

678 D. Committees and Their Standing Charges

679 1. Executive Committee

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

683 The Executive Committee shall act on behalf of the Senate between meetings of the
684 Senate, and report these actions to the Senate. (Note: On September 29, 1970, the Senate
685 passed a motion authorizing the Executive Committee to act on its behalf between
686 meetings of the Senate as provided in University Regulations 2.2.1.F and 2.2.3.F, and
687 requiring the Executive Committee to report these actions to the Senate.) Although the
688 Executive Committee is empowered to act for the Senate in exceptional circumstances, it
689 shall minimize responding to emergency situations that require precipitous or
690 independent action, and shall strengthen and publicize its planning, referral, evaluation,
691 and liaison functions.

692 a. Planning Function of the Executive Committee

693 In fulfilling its planning function, the Executive Committee shall:

- 694 • **Identify those matters on which the Senate has a responsibility to exercise its**
695 **legislative authority under University Regulation 2.2.2.A, and assign such matters to**
696 **committees.**
- 697 • **Identify those matters on which the Senate has a responsibility to exercise its**
698 **advisory authority under University Regulation 2.2.2.B, and assign such questions**
699 **to committees.**
- 700 • Review the annual reports from Senate committee chairs, decide which charges should be
701 continued or modified; and anticipate and propose other matters needing Senate attention.

702 The secretary will transmit these matters as charges to the appropriate committee, along
703 with pertinent background information.

- 704 • Assign members to Senate standing committees **and special panels**, ensuring broad
705 representation on each of the committees (to the extent possible within the limitation in
706 the third paragraph of "Committees of the Senate").
- 707 • Take responsibility for assuring standing committees, and the Senate as a whole,
708 sufficient time in which to study and advise on all proposals brought to it.
- 709 • Issue, at its discretion, a rule calling for a specific voting procedure on a resolution
710 pending before the Senate, including voting by secret ballot, to ensure an efficient voting
711 procedure, and to protect the integrity of the vote whenever issues of extreme sensitivity
712 or confidentiality exist.

713 b. Referral Function of the Executive Committee

714 In fulfilling its referral function, the Executive Committee shall:

- 715 • Refer new matters to the committees throughout the year. The Secretary shall transmit
716 these referrals in writing with appropriate supporting information. (In keeping with its
717 referral function, the Executive Committee shall generally refrain from initiating
718 discussion of new issues on the Senate floor but rather move all business through the
719 committee structure.)
- 720 • Establish ad hoc committees and charge them appropriately.

721 c. Evaluation Function of the Executive Committee

722

723 In fulfilling its evaluation function, the Executive Committee shall:

- 724 • Review and evaluate the performance of Senate committees and the Senate body as a
725 whole.
- 726 • Report to the Senate the results of any such evaluations requiring action.

727 d. Liaison Function of the Executive Committee

728

729 In fulfilling its liaison function, the Executive Committee shall:

- 730 • Arrange for and monitor compliance with liaison arrangements among Senate
731 committees, the administration, and University committees.
- 732 • Act as a buffer between the administration and other University groups and the Senate,
733 guarding the Senate's rights and responsibilities from encroachment by keeping in close
734 touch with persons and events in the University community.
- 735 • Appeal to the Board of Governors as provided in Section 2.2.2.B.(2) when the president
736 does not consult the Senate in the areas defined for such consultation.

737 2. Budget and Finance Committee

738 Standing Charge: This committee shall concern itself with all matters related to budget
739 priorities, allocations and general planning, as provided in section 2.2.2. B of University
740 Regulations. These responsibilities shall include, but are not limited to, the following:

- 741 • Select and study policy issues associated with the University's budget, including priorities
742 and allocation of funds, and develop recommendations on those issues for consideration
743 by the Senate.
- 744 • Evaluate the probable financial impact of proposed new programs being considered by
745 the Senate.
- 746 • Receive, study, and make recommendations to the Senate, and through it to the Board of
747 Governors and Board of Trustees, with respect to requests from members of the
748 University community or others with a legitimate interest regarding Rutgers University
749 investments.
- 750 • Consider, study, and make recommendations to the Senate, and through it to the Board of
751 Governors and Board of Trustees, with respect to any investment policies of Rutgers that
752 may involve ethical and moral principles as established by the Boards of Governors and
753 Trustees.
- 754 • Consider broad issues related to physical plant and infrastructure, space, transportation,
755 and safety on and among the three campuses.

756 3. University Structure and Governance Committee

757 Standing Charge: The University Structure and Governance Committee (USGC) shall study,
758 report on, and make recommendations to the Senate on all matters pertaining to University
759 governance, including both formal and functional relationships among units at Rutgers,
760 relationships among student and faculty governing bodies, and the structure of the Senate
761 itself. The USGC shall be responsible for initiating reviews of governance issues in
762 accordance with these guidelines. The responsibilities of the USGC shall include, but are not
763 limited to, the following:

- 764 • Advise and make proposals to the Senate on matters within the Senate's legislative
765 authority, including formal relationships among Rutgers academic units, and the
766 organization of the disciplines.
- 767 • Advise the president, through the Senate, on the establishment or dissolution of colleges,
768 schools, divisions, institutes and similar educational units (University Regulations 2.2.2
769 B), and on termination or suspension of academic programs.
- 770 • Consider and advise the president on special affiliations and programs (University
771 Regulations 2.2.2 B.) and agreements and formal relationships with other institutions,
772 including internet service providers, particularly as they relate to the structure and unit
773 relationships of Rutgers.
- 774 • Review all matters relating to the composition of the Senate (University Regulations
775 2.2.1. through 2.2.1.D.).
- 776 • Study and make recommendations to the Senate on matters relating to the role and
777 function of the Senate as a body within Rutgers' governance scheme (University
778 Regulations 2.2.2. through 2.2.2.C) as well as on the role and function of internal

- 779 structures and processes of the Senate itself (University Regulations 2.2.3. through
780 2.2.3.K).
- 781 • Coordinate relationships among the faculty and student governing bodies and the Senate,
782 so that issues raised in one forum are brought to the attention and consideration of other
783 appropriate units.
 - 784 • Study and make recommendations on relationships between Rutgers and the public.

785 4. Student Affairs Committee

786 Standing Charge: The Student Affairs Committee (SAC) shall have primary responsibility
787 for matters directly concerning students. These shall include, but are not limited to, the
788 following:

- 789 • Examine and address general student interests in University policies and operations,
790 including, but not limited to, such matters as University policies on student use of drugs
791 and alcohol, on reporting student records, and on regulating dormitories and fraternities.
- 792 • Further concern itself with student disciplinary **policies and** procedures, student health
793 services, bookstores, and other student services.
- 794 • Advise the administration, through the Senate, on policies governing the athletic fees,
795 programs, and facilities of Rutgers.
- 796 • Advise administrative officers and others, through the Senate, on questions relating to
797 actual, possible or alleged discrimination as it affects the students of Rutgers.

798 5. Faculty Affairs and Personnel Committee

799 Standing Charge: The Faculty Affairs and Personnel Committee (FAPC) shall have primary
800 responsibility for matters directly concerning faculty, with the exception of matters included
801 under the collective bargaining agreement. These shall include, but are not limited to, the
802 following:

- 803 • Survey the general policies of Rutgers with respect to the rank and standing of all faculty
804 personnel.
- 805 • Review all procedures and regulations by which appointments, promotions and tenure are
806 governed.
- 807 • Study the relations of the faculty members to administrative officers, and the manner in
808 which administrative requirements affect faculty.
- 809 • Evaluate and recommend policies concerning both internal funding for research and the
810 conditions under which external research funds are solicited, accepted and administered.
- 811 • Consider patent **and human subject** policies of Rutgers.
- 812 • Advise administrative officers and others, through the Senate, on questions relating to
813 actual, possible or alleged discrimination as it affects the faculty and staff of Rutgers or
814 Rutgers' responsibility to the public.
- 815 • Review matters concerning academic freedom, equal opportunities, and personnel
816 practices and procedures, as these matters affect the educational mission of Rutgers.

817 6. Instruction, Curricula and Advising Committee

818 Standing Charge: The Instruction, Curricula and Advising Committee (ICAC) shall have
819 primary responsibility for issues directly related to instructional matters, curricula and
820 advising. These shall include, but are not limited to, the following:

- 821 • Review the broad educational and research policies of Rutgers related to instruction,
822 curricula and advising.
- 823 • Review agreements and formal relationships with other institutions, particularly as they
824 relate to the educational mission of the University.
- 825 • Review educational policies related to various times, places, and manners of instruction.
- 826 • Make recommendations to the Senate concerning advice to the central administration
827 about meetings, forums, and conferences on major issues in educational policy and public
828 service.
- 829 • Study issues affecting the academic calendar, including receiving comment from all
830 sectors of the University community concerning this matter, offer recommendations for
831 establishing the University calendar to the University Senate for action under its
832 legislative authority (University Regulation 2.2.2.A), monitor unit departures from the
833 calendar, review matters concerning the University Commencement, and make
834 recommendations, as needed.
- 835 • Examine and evaluate University-wide operations such as the library system and
836 computer services.
- 837 • Consider matters related to the use of technology in education, including the use of
838 distance-learning technologies.

839 7. Academic Standards, Regulations and Admissions Committee

840 Standing Charge: The Academic Standards, Regulations and Admissions Committee
841 (ASRAC) shall have primary responsibility for matters directly related to academic
842 standards, regulations and admissions. These shall include, but are not limited to, the
843 following:

- 844 • Bring to the Senate proposals that utilize the Senate's legislative authority to formulate
845 minimum standards of admission, scholarship and honors (University Regulation
846 2.2.2A).
- 847 • Review broad educational and research policies of Rutgers as they apply to issues related
848 to academic standards and admissions (University Regulations 2.2.2.B).
- 849 • Formulate policies on academic issues related to athletic programs and student athletes.
- 850 • Consider University-wide issues related to recruitment, retention, publications, financial
851 aid, and minority-student interests.
- 852 • Review University-wide regulations governing academic practices and standards,
853 including grading.
- 854 • Advise administrative officers and others, through the Senate, on questions relating to
855 actual, possible or alleged discrimination as it affects the students, faculty, and staff of
856 Rutgers or Rutgers' responsibility to the public.

857 8. Equal Opportunity Committee

858 Standing Charge: The Equal Opportunity Committee (EOC) shall advise administrative
859 officers and others, through the Senate, on questions relating to actual, possible or alleged
860 discrimination as it affects the students, faculty, and staff of Rutgers or Rutgers'
861 responsibility to the public.

862 9. Appeals Panel

863 Standing Charge: The Appeals Panel shall hear appeals filed in accordance with
864 University Regulation 2.2.2.C. concerning administrative decisions, and shall render
865 decisions with respect to these appeals according to procedures adopted by the Senate.

866 The Appeals Panel will comprise an “on-call” panel of faculty, student and alumni
867 senators representative of the disciplines and diverse opinions of Rutgers Community,
868 and shall be appointed at the beginning of each year by the Executive Committee. This
869 panel will meet only when an appeal is filed in accordance with Regulation 2.2.2.C of
870 University Regulations. Appeals Panel members will therefore be appointed to this panel
871 in addition to their regular committee duties. In the event that an appeal is heard,
872 members may request and be granted release from regular committee responsibilities for
873 the duration of the appeal process. This panel will be convened and chaired by the vice
874 chair of the Senate.

875 10. Nominations Panel

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

- 878 • Select candidates for the offices of chairperson, vice chairperson, other members of the
879 Executive Committee, and all other officers and representatives to be elected by the
880 Senate.
- 881 • The Nominating Panel shall nominate one or more candidates for each office. At least
882 one nominee for each office must not be a member of the panel. The Nominating Panel
883 chair, on behalf of the Nominating Panel, solicits and accepts additional nominations
884 from the Senate floor during the election process.

885 Note: The report of the Nominating Panel shall be circulated to members of the Senate-elect
886 by the Senate secretary at least ten days before a special organizational meeting of the
887 Senate-elect to be held in the spring of each year for the purpose of electing officers.
888

889 **Footnotes**

890 ¹On November 14, 1969, the Board of Governors defined these legislative functions of the Senate in
891 University Regulation 7.21, which is identical in every word to the current Bylaws of Rutgers
892 University 2.2.2.A. For a copy of Regulation 7.21, see the Letter of Mason W. Gross, President of
893 Rutgers University, dated November 19, 1969 (Rutgers Senate Archives), which includes the entire
894 text of the Board of Governor’s delegation of power to the University Senate. See also the
895 Handbook of the University Senate, January 1973, p. 6. While still president of Bennington
896 College, Edward J. Bloustein, soon to become president of Rutgers University, requested

897 information on the Senate, and received in response a letter from Carter R. Smith dated August 24,
898 1971 noting, “Section 7.21 of University Regulations defines the area of delegated authority in
899 academic matters. In these areas, the Senate acts to change University regulations.” John R.
900 Martin, in the administration of President Edward J. Bloustein, referred to this authority in his
901 memorandum of January 20, 1972 to Carter R. Smith, Secretary of the University Senate, by
902 noting, “We are agreed, I believe, that we must distinguish between two types of matters which will
903 be flowing from the Administration to the Senate, from time to time: 1. Policy Questions – those
904 matters for which the Senate has partial or full *de jure* responsibilities, and 2. Administrative
905 Questions – those matters whose resolution is the prerogative of the Administration (if only)
906 because the Senate has no *de jure* responsibilities pertaining thereto” (Rutgers Senate Archives).

907 ²For an example, see the letter of Carter R. Smith, Senate secretary, dated May 11, 1972, to
908 President Edward J. Bloustein about the Senate decision to change the wording of the Rutgers
909 University diploma; see also the letter of Martha Emery, Senate secretary, dated September 10,
910 1980 to President Edward J. Bloustein about the Senate action with respect to the Graduate
911 Admissions Policy, noting, “It is forwarded to you for administrative implementation” (Rutgers
912 Senate Archives).

913 ³The meaning of the Senate’s legislative authority in the area of “regulating formal relationships
914 among academic units within the University, including the organization of the disciplines” has been
915 defined in practice over the years. For example, in one case the Senate legislated policy on an issue
916 in this area. On March 30, 1972 Vice President for Academic Affairs Winkler sent to the Council
917 of Deans a memorandum on the topic “Redefined Authority of the New Brunswick Chairmen in the
918 Liberal Arts.” On April 12, 1972, the Senate Executive Committee referred this matter to the
919 Senate’s Educational Policy Committee after an April 11, 1972 request from the dean of Rutgers
920 College. That committee solicited the opinion of all deans and New Brunswick department chairs
921 and, based on the committee’s recommendation, the Senate adopted a resolution at its June 14,
922 1972 meeting calling upon “the University administration to present to the Senate for its
923 consideration and approval, in accordance with Section 7.21 of the University Statutes, proposed
924 modifications in the university regulations to reflect changes in organizational structure over the
925 past several years, as these changes affect the organization of the disciplines and relationships
926 among the academic units of the University – e.g. such matters as the titles and responsibilities of
927 the New Brunswick Provost and the New Brunswick department chairmen; the relationship of
928 these officers to the deans of the colleges and the Dean of the Graduate School, etc.” The resolution
929 set forth a number of guiding principles (Meeting Minutes). On June 16, 1972, the Senate
930 secretary, William R. Battle, sent a letter to President Edward J. Bloustein to this effect “under
931 Section 7.21.” On February, 16, 1973, Provost Kenneth Wheeler submitted to the Senate a
932 document on the “Organization of the Biological Sciences.” It dealt with the role of the New
933 Brunswick Chairman for the Biological Sciences. The Educational Policy Committee refused to
934 consider this document until the administration complied with the June 14, 1972 resolution. In a
935 January 31, 1973 letter, President Edward J. Bloustein informed Dr. Warren R. Battle, Senate
936 secretary, that the regulations would be prepared, and that “we expect to bring these proposed
937 regulations to the Senate for consideration early in the spring of 1973” and that “our administrative
938 actions with regard to Federated disciplines and chairmen follow the resolution of June 14th.” On
939 February 16, 1973, the Senate defeated a motion by Provost Wheeler to consider the reorganization
940 of the biological sciences and all other disciplines individually. The minutes of the Executive
941 Committee show that the administration sent the Senate proposed changes in University
942 regulations on the role of the provost, deans and directors, and the organization of the disciplines
943 on May 9, 1973. The Educational Policy Committee brought the text and amendments to the
944 administration’s regulations to the Senate floor on September 17, 1973, which were passed
945 (Minutes and Committee Report). On October 18, 1973, Karl E. Metzger, on behalf of the Board of

946 **Governors, wrote to Dr. Warren R. Battle, Senate secretary, that the board approved the changes**
947 **as recommended by the Senate (Rutgers Senate Archives).**

948 ⁴**On November 14, 1969, the Board of Governors defined these advisory functions of the Senate in**
949 **University Regulation 7.22. The issues listed from “a” through “e” in University Regulation 7.22**
950 **are identical in every word to the current Bylaws of Rutgers University 2.2.2 B with the exception**
951 **that the Board of Governors later expanded this advisory function by clarifying that the matters**
952 **“include but are not limited to” these specific issues. For a copy of Regulation 7.22, see the letter of**
953 **President Mason W. Gross, dated November 19, 1969 (Rutgers Senate Archives), which includes**
954 **the entire text of the Board of Governor’s delegation of power to the University Senate. See also the**
955 **Handbook of the University Senate, January 1973, p. 6.**

956 ⁵**An example of the application of the Senate’s authority on discontinuance of programs,**
957 **departments, and centers occurs in a letter of September 13, 1999 by Vice President Christine**
958 **Haska regarding the Cook College B.S. Program in Professional Occupational Education, and the**
959 **October 6, 1999 action of the Senate on this matter (Rutgers Senate Archives).**

960

961 Appendix A: Senate Enabling Regulations [**to be inserted from current University Bylaws**]
962
963
964
965 Appendix B: Senate Membership Entitlements
966
967 1. Units Having Faculty Senator, Student Senator, or Dean Positions in the University
968 Senate.
969
970 UNIVERSITY-WIDE
971 Libraries
972
973 RUTGERS - CAMDEN
974 Faculty of Arts and Sciences-Camden
975 Camden College of Arts and Sciences
976 University College-Camden
977 School of Business-Camden
978 Graduate School-Camden
979 School of Law-Camden
980 Camden Campus At-Large
981
982 RUTGERS - NEWARK
983 Faculty of Arts and Sciences-Newark
984 Newark College of Arts and Sciences
985 University College-Newark
986 College of Nursing
987 Faculty of Management
988 Rutgers Business School-Newark and New Brunswick
989 Graduate School-Newark
990 School of Criminal Justice
991 School of Law-Newark
992 Newark Campus At-Large
993
994 Other Research and Academic Units (with budgeted faculty lines) collectively, including:
995 Center for Global Change and Governance
996 Center for Molecular and Behavioral Neuroscience
997
998 RUTGERS - NEW BRUNSWICK
999 Faculty of Arts and Sciences-New Brunswick
1000 Douglass College
1001 Livingston College
1002 Rutgers College
1003 University College-New Brunswick
1004 Cook College
1005 College of Engineering
1006 College of Pharmacy

- 1007 Mason Gross School of the Arts
- 1008 Rutgers Business School-Newark and New Brunswick
- 1009 School of Communication, Information and Library Studies
- 1010 Edward J. Bloustein School of Planning and Public Policy
- 1011 School of Management and Labor Relations
- 1012 Graduate School-New Brunswick
- 1013 Graduate School of Applied and Professional Psychology
- 1014 Graduate School of Education
- 1015 School of Social Work
- 1016 New Brunswick Campus At-Large
- 1017
- 1018 Other Research and Academic Units (with budgeted faculty lines) collectively, including:
- 1019 Center for Agricultural Molecular Biology
- 1020 Center of Alcohol Studies
- 1021 Center for Surface Modification
- 1022 Eagleton Institute of Politics
- 1023 Institute for Health, Health Care Policy, and Aging Research
- 1024 Institute of Marine and Coastal Sciences
- 1025 Center for Operations Research
- 1026 New High Energy Theory Center
- 1027 Center for Urban Policy Research
- 1028 Laboratory for Vision Research
- 1029 Waksman Institute of Microbiology
- 1030
- 1031 RUTGERS UNIVERSITY ALUMNI FEDERATION
- 1032 The Rutgers University Alumni Federation elects six voting members to the Senate.
- 1033
- 1034 ADMINISTRATION
- 1035 The following University administrators are voting members of the Senate:
- 1036 President of the University
- 1037 Executive Vice President for Academic Affairs
- 1038 University Librarian
- 1039 Provost-Camden
- 1040 Provost-Newark
- 1041 Two additional University administrators named annually by the President
- 1042
- 1043 2. Senate Membership Entitlement
- 1044

	Faculty	Students	Administrators	Alumni Federation	TOTALS
University-Wide	2		3	6	11
Camden	11	7	7		25
Newark	20	12	11		43
New Brunswick	63	39	18		120

TOTALS	96	58	39	6	199
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