

RESOLUTION-POLICY

X	Action Item
	For Information Only

From: Dr. Eric Milou, Rowan University Senate President

To: Dr. Donald Farish, President

Date: 12/5/10

RE: Senate Resolution 101205-1

The Rowan University Senate submits to the Rowan University Board of Trustees the following revision in the Senate's Constitution to allow the Medical School representation in the Rowan University Senate (see sections 1f and 2a for changes).

Preamble

The faculty and professional staff of Rowan University do hereby acknowledge the commendable actions of the former State Board of Higher Education, the local board of trustees, and the University president, in which the guarantee for meaningful and systematic involvement of the faculty, librarians, coaches, professional staff and students in the governance of the University was adopted. Believing that such meaningful and systematic involvement is best accomplished through a soundly established, carefully deliberative representative body of the University community, this community does now create, sanction and empower such a body, which is to be called the Rowan University Senate. This Senate shall promote the vitality of the institution as an academic learning community through which the purposes and specific goals of the institution may be accomplished. Finally, recognizing the scope of responsibility and gravity of duties being assumed through the establishment of this Senate, this body does hereby enter into an agreement of shared governance with the University president and the local board of trustees. Participation in university governance shall be conducted hereafter in accordance with this constitution of the University Senate of Rowan University, revised on April 2008.

Article I: Name

The name of this body shall be the Rowan University Senate.

Article II: Functions, Duties and Procedures

1. The Senate may consider any University matter on its own volition or at the request of any member or organization of the University community.
2. Senate actions that relate to the carrying out of some policy by the University shall be sent, in writing, to the University president within seven (7) working days of the date when the action was taken. If the University president disapproves of a measure or takes no action, the Senate may then invite the University president to explain his/her position. The Senate may then refer the matter to the board of trustees if deemed necessary.
3. The Senate may review any University policies and make recommendations concerning them to the appropriate authority.
4. Senate actions not involving action by the University shall be communicated to appropriate persons or media as the Senate shall direct.
5. The Senate shall have complete control over its internal affairs.

Article III: Membership

1. **Constituency.** The University Senate constituencies are defined as follows:
 - a. Each academic department is one constituency. The number of members of that constituency shall be the number of full-time equivalent faculty (excluding adjuncts and overload) full-time equivalent librarians, and full-time equivalent coaches who are appointed to that department, plus the number of full-time equivalent professional staff appointed to that department. An individual with appointments in more than one department must select one of the departments as his/her constituency for the purposes of Senate membership.
 - b. The library is one constituency. The number of members of the library constituency shall be the number of full-time equivalent librarians, plus the number of multi-year full-time professional staff appointed to the library staff.
 - c. The athletics department is one constituency. The number of members of the athletics department constituency shall be the number full-time equivalent faculty, professional staff, and coaches appointed to the athletics department.
 - d. The professional staff is one constituency. The professional staff constituency shall consist of all the number of full-time equivalent members of the professional staff who are not members of an academic department, the athletics department, or the library constituency.
 - e. The Camden Campus is a constituency. The numbers of members of the Camden Campus constituency shall be the number of full-time equivalent faculty, multi-year professional staff, and librarians who spend more than 50% of their time working on the Camden Campus, who choose to be considered part of the Camden Campus for Senate representation, and who choose not to be counted towards the membership of any other constituency.
 - 1f. The Medical School is a constituency. The number of members of that constituency shall be the number of full-time equivalent basic science medical school faculty and full-time professional staff.*

2. **Apportionment to constituencies.** The number of Senators from each constituency is determined as follows:

a. *The academic department, library, the athletics department, the professional staff, Camden Campus, and Medical School constituencies shall be apportioned senators as follows:*

Fewer than 16 constituency members: One (1) senator.

At least 16 but fewer than 31 constituency members: Two (2) senators.

At least 31 but fewer than 46 constituency members: Three (3) senators.

And so forth, in increments of fifteen (15).

b. The Senate is elected in the Spring of the previous year for the next academic year based on the constituency members in the department at that time, not on projected or even expected numbers for the Fall. Once the Senate is constituted it remains as is until the next election cycle regardless of numbers increasing or decreasing within a constituency in a given academic year.

3. **At-Large Senators.** In addition to Senators apportioned to the constituencies defined in III.2, there will eight (8) Senators elected at-large from among the full-time faculty, librarians, coaches, and professional staff, with four (4) elected in each academic year.

4. **Terms.**

a. Senators will serve for two (2) years.

b. The Senate year (term) begins on July 1 and ends June 30, except for the organization meeting of the incoming Senate, which occurs in May.

c. Senators shall be elected with staggered terms, dividing the number elected in each year as evenly as possible into two election cycles. As senators are added, the elections committee shall, with the advice and consent of the Senate, determine the election cycle in which new senators will serve so to maintain the most even division of senators into staggered terms as possible.

d. Each department shall elect its senator(s) by a secret ballot supervised by the department chairperson by March 15 of the year the term expires.

e. Elections other than those for departments - professional staff, the library, and Camden Campus - shall be supervised by the Vice-President of the Senate in accordance with the bylaws of the University Senate by March 15 of each year.

f. Election of at-large senators shall be supervised by the Senate elections committee under provisions of Bylaws and chaired by the Vice-President of the Senate after all the department, library, professional staff, and Camden Campus constituencies have completed their elections.

- g. Additional procedures for the conduct of the elections committee, not in conflict with any provisions in this constitution, may be adopted by the Senate as bylaws.
- h. The new Senate shall meet at least once before the end of the academic year in progress to reorganize for the upcoming academic year, but may not conduct any other official Senate business.
- i. For any urgent committee work not completed by June 30, Senator committee members may chose to continue to serve on that committee as non-voting observers between July 1 and August 30 in the year in which their terms ends, should that committee need to meet over the summer.

5. **Questions of eligibility.**

- a. Individuals assigned more than 50% to out-of-unit responsibilities shall not count toward the membership of any constituency, nor shall they be eligible to vote for senate, nor shall he or she be eligible to serve in the senate.
- b. Questions or disputes regarding Senate representation, eligibility or elections shall be decided by the Senate body upon recommendation of the Senate elections committee.

Article IV: Officers

- 1. Senate officers shall include a president, vice president, secretary, and a parliamentarian.
- 2. Except for the parliamentarian, officers shall be elected annually by the Senate from among its members at the organization meeting, which must be held by the end of May following completion of elections. This may coincide with the end-of-the-academic year Senate meeting. Officers may succeed themselves.
- 3. Notice of those candidates nominated for officers will occur after all the Senate representative elections are completed and prior to the election of officers. Call for nominations shall occur once Senate representative elections are concluded and the representatives are announced. The list of those nominated for officers shall be distributed by the elections committee at least two weeks before the meeting at which the elections will occur. Nominations may also be made from the floor.
- 4. The Senate president shall select the parliamentarian from within the Senate with the advice and consent of the Senate.
- 5. The Senate president shall preside over Senate meetings and Senate executive committee meetings, schedule regular meetings with the administration, appear before the Board of Trustees(BOT) and shall be responsible for the overall operation of the Senate.
- 6. The Senate vice president shall preside either in the absence of the Senate president or at the Senate president's request and shall perform other duties requested by the Senate president. The vice president will also chair the Senate elections committee. In the event that the Senate VP is running for election, the Senate shall select another Senator to chair the elections.
- 7. The Senate secretary shall be responsible for Senate minutes and records, electronic and web based, and all correspondence.
- 8. The unit that the Senate president represents may elect another senator for the duration of that president's term.

Article V: Committees

1. The Senate executive committee shall comprise the four (4) officers, the chairpersons of the Senate standing committees, the coordinator of the department chairs council, and two (2) senators elected to the executive committee at-large by the full Senate. The immediate Past-President of the Senate, provided that the immediate Past-President is eligible for Senate membership, shall be an ex-officio member of the executive committee of the Senate for a period of one (1) academic year. The Senate president may invite other chairpersons of special or ad hoc committees to regularly attend the executive committee meetings. The responsibilities of the executive committee are as stated in this constitution or in bylaws or resolutions of the Senate consistent with this constitution.
2. Standing committees shall be chaired by senators elected by the Senate at the annual organization meeting unless stipulated otherwise in Senate bylaws to comply with collective bargaining agreements. The Senate executive committee shall select other standing committee members with the advice and consent of the Senate.
3. The Senate president may appoint ad hoc and special committees as required by Senate resolution, and these committees shall report to the Senate as stipulated in the bylaws.
4. The President and the vice president of the Senate shall be ex-officio members to all standing committees provided that this is consistent with the collective bargaining agreement.
5. The President with the approval of two other officers may call summer meetings as needed in response to summer decisions and the state budget cycle.

Article VI: Meetings

1. The Senate shall meet at least once each month during the academic year. The Senate shall hold an end-of-the-year meeting after the spring semester ends but no later than the first working day after grades are due to accept final committee reports for the year. If both the Senate president and the vice president are unable to preside at any meeting, the Senate executive committee shall choose one of its members to preside. The Senate president with the approval of two other officers may call summer meetings as necessary.
2. Special Senate meetings shall be held at the call of the Senate president or a majority of the Senate executive committee or upon petition of one-quarter (1/4) of the senators. Notices of special meetings shall be given to senators at least one (1) week in advance and shall include the reason for the meeting. No business shall be transacted at the meeting except that named in the notice.
3. Regular and special Senate meetings shall be open to Senate constituents and others who may be invited under rules established in the bylaws.
4. By majority vote of those present and voting, the Senate may at any meeting go into executive session, at which time all non-Senate members shall leave.
5. Regular meeting agendas shall be distributed to senators at least one (1) week in advance, but this does not prohibit other business from being considered and acted upon.

6. Non-members of the Senate will have the opportunity to speak during the open portion of the meeting. Non-members must ask the Senate president one week prior to the meeting to speak and provide a topic. Procedures for requesting to speak are provided in the By-Laws.
7. Quorum for Senate meetings shall be a majority of the total membership.
8. The number required for any Senate action, except when specified otherwise in this constitution, shall be a majority of those present and voting.
9. Senate proceedings shall be governed by provisions of Robert's Rules of Order, unless otherwise provided in this constitution or bylaws.
10. Senators shall attend Senate meetings, have one Senate assignment, and facilitate two-way communication between their constituencies and the Senate. Published Senate proceedings shall include the names of those present and absent. Senators who miss three (3) consecutive Senate meetings may be recalled by their constituencies or by the Senate by majority vote on a secret ballot.
11. Senate vacancies shall be filled at the earliest possible time by the original constituency and in the same manner as for regular elections of senators as under the provisions of Article III.
12. The Senate may, by majority vote, request that the University president call a meeting of the University Assembled. If the University president refuses to do so, a two-thirds (2/3) vote of the full Senate shall authorize the calling of a meeting of the University Assembled, at which the Senate president shall preside.

Article VII: Amendments

1. An amendment to this constitution may be proposed to the Senate by any senator or by petition of any ten (10) Senate constituency members, hereafter referred to as eligible membership, as described under the provisions of Article VIII.
2. A proposed amendment must be submitted to the eligible membership for approval when (1) it has been approved by a majority of senators or (2) the Senate has received a proposed amendment by a petition from 10 percent (10%) of the total eligible membership.
3. Copies of the proposed amendment must be made available to the eligible membership at least ten (10) days before the vote. Voting will take place by mail ballot or at a meeting of the University Assembled.
4. A proposed amendment becomes effective when approved by both a majority of the membership and the BOT.

Article VIII: ByLaws

- I. Ineligible Administrators - Anyone not in the faculty/professional staff bargaining unit is ineligible to:
 - a. Be elected to the Senate.
 - b. Vote for Senate members.
 - c. Be a member of any Senate committee.
 - d. Vote on any issue of the Senate, either in committee meetings or at Senate meetings.
- II. At-Large Candidates
 - a. Any eligible faculty/professional staff member may seek election as a senator-at-large.
 - b. Elections of senators-at-large shall be by mail ballot. Candidates shall be listed in alphabetical order with department affiliation noted.
 - c. No balloting shall be required if there is no contest
- III. Committee Reports
 - a. Chairpersons of standing and special committees or of University committees to which the Senate appoints, elects or recommends members shall report to the Senate at least once each academic year. The chairpersons of the promotion, sabbatical leave, and tenure and recontracting committees shall report to the Senate no later than March 15 each year. Reports may be informative or contain recommendations to the Senate, or both.
 - b. Motions to implement committee recommendations may be made only by a Senate member. Typically, motions should not be made until Senate members receive the necessary information supportive of the pros and cons of the issues involved.
- IV. Reorganization Meeting At the May Senate meeting, end-of-year business will be conducted. Senators-elect are expected to attend as non-voting participants in completing end-of-year business. As the first item under regular business, the current Senate officers will conduct the election of new officers and committee chairs, who will take office on 1 July. Voting will be limited to senators who will be in office as of that date.
- V. Standing Committees
 - a. Academic Policies and Procedures: reviews and recommends academic policies and procedures of the University, including grading policies, academic dismissal and academic warning procedures, honors and dean's list policies.
 - b. Campus Aesthetics and Environmental Concerns: reviews and recommends proposed changes that affect the aesthetic quality of the campus environment; recommends acceptance or rejection of proposals to the University president; reviews existing aesthetic qualities and recommends needed changes; and addresses campus environmental concerns that affect the health and well-being of the university community and/or the natural environment.
 - c. University Budget Review: maintains a meaningful dialogue on budget decisions between the University administration and the University Senate.
 - d. Committee on Committees: polls eligible faculty/professional staff on committee membership choices; prepares a balanced list of suggested members for each committee and submits the lists for Senate approval; reviews the existing committee structure and recommends changes; oversees the following 7 special committees to which the Senate appoints members:
 - i. Awards Committee
 - ii. University Scholarship Committee
 - iii. Graduate Student Affairs Committee
 - iv. Library Committee
 - v. Research and Institutional Testing Committee
 - vi. World Education Committee
 - vii. Interdepartmental Promotion/Tenure and Recontracting/Career Development

Committee

- e. Curriculum: reviews proposals for title and credit changes, minors, concentrations, specializations, major programs, courses, certifications, reorganization of academic department/School offerings, and new or revised University-wide curricular patterns; reviews proposals to create, dissolve or significantly reconstitute academic departments or Schools; forwards recommendations to the Senate and then to the executive vice president/provost.
 - f. Intercollegiate Athletics: monitors the entire operation of intercollegiate sports on the campus. The NCAA faculty athletics representative may serve as the chair of the committee. The athletic director shall serve as an ex officio member of the committee.
 - g. Learning Outcomes Assessment: engages in the ongoing review of the University's assessment principles and observes the application of the principles in practice; reviews and recommends assessment plans from academic programs, general education, and student development; assists in the establishment of a process for the systematic review of assessment information collected each year.
 - h. Professional Ethics and Welfare: evaluates conditions under which faculty/professional staff function; recommends rules which will ensure fair treatment for all faculty/professional staff members.
 - i. Promotion: develops procedures for the receipt and processing of promotion materials from candidates and academic departmental promotion committees; reviews credentials of all applicants, provides for an opportunity for hearings of all candidates at their request, and recommends to the University president those to be promoted.
 - j. Recruitment, Admissions and Retention: reviews and evaluates recruitment and admissions policies and procedures, specifically those which relate to curriculum, programs and instruction, and academic standards affecting progress toward a degree; recommends needed changes.
 - k. Sabbatical Leave: develops procedures for evaluating applications, reviews applications and recommends those to be offered sabbatical leaves to the University president
 - l. Student Relations: evaluates existing and proposed relations and procedures and initiates recommendations for changes.
 - m. Tenure and Recontracting: develops procedures ensuring equitable treatment for all faculty/professional staff, screens candidates not under tenure or multi-year contracts, and recommends to the University president those qualified for retention.
- VI. Special Committees
- a. Special committees shall include ad hoc Senate committees formed for specific purposes, and conference committees requested by the University president to clarify a problem or issue or to mediate a dispute. Senate ad hoc committees must include at least one (1) senator, who shall be the chairperson.
 - b. When possible, the Senate president shall designate one or more members of an appropriate Senate standing committee to represent the Senate on conference committees, attempting to maintain balance as to department representative, gender, race, and other factors of concern to the Senate.
- VII. Attendance of Senate Non-Members at Regular and Special Senate Meetings
- a. The Senate president, with the concurrence of the Senate executive committee, may invite a Senate non-member to a Senate meeting to speak to the Senate on a relevant issue or to observe Senate proceedings. No further approval for a non-member to speak on the issue within the limits imposed on senators themselves shall be necessary.
 - b. Any chartered student organization may send a University member of the organization to a regular or special Senate meeting. The Student Government Association (SGA) shall have the right to send three (3) such representatives.
 - c. Any senator may invite a Senate non-member to attend a Senate session. Such an individual shall not enter the meeting room until the Senate has approved the invitation by a majority of those

- present and voting.
- d. Immediately after roll call, a fifteen- (15-) minute period shall be provided when Senate non-members complying with this bylaw may speak to the Senate on any matter of importance to the University or the Senate. This period may be extended not more than an additional fifteen (15) minutes by a majority of those present and voting.
- VIII. Methods of Voting
- a. Voting on substantive issues, as well as issues related to internal affairs of the Senate, shall normally be by voice vote. Any senator may request a roll-call vote prior to a voice vote being taken. If a clear majority is not evident in a voice vote, any senator may request a division of the house.
 - b. A majority of the senators present may request voting by secret ballot provided no other type of vote has been taken on the issue.
 - c. Voting on candidates seeking positions as provided within this constitution shall be by secret ballot. However, if there is no contest, election shall be stipulated by the Senate president. Exceptions to election by secret ballot may also be made by a majority of senators present and voting.
- IX. Ex-Officio Member of the Executive Committee The immediate past president of the Senate shall be an ex officio member of the executive committee of the Senate for a period of one (1) academic year.
- X. Alternate Representatives for Senators
- a. Upon election, each Senator shall designate an alternate or alternates from the same constituency the Senator represents. The alternate shall serve for the tenure of the Senator's term and shall be listed with the Senate office at the beginning of the Senator's term. The alternate will have the responsibility to attend all meetings from which the Senator is legitimately and for good reason absent.
 - b. Senators shall have the responsibility to brief their alternates for meetings which the latter are to attend
- XI. Attendance of Committee Members at Meetings of Standing and Special Committees Chairpersons of standing and special committees or of University committees to which the Senate appoints, elects, or recommends members shall maintain a record of attendance of committee members. Senators or members of the committee appointed by the Senate who miss three (3) consecutive committee meetings may be recalled by the Committee on Committees. The department chairperson of that committee member will be notified of the recall.
- XII. In the event that a member of the Senate wishes to censure a member of the Rowan University community, a recommendation should be made to the Senate president and the Senate executive committee. With the approval of the University Senate executive committee, a censure motion would be referred to the University Senate for action. A three-quarters (3/4) vote of those members present would be required before the University Senate would issue an official censure of the individual.

Acceptance:

_____ I give my approval. I have forwarded this item to _____ for implementation.

_____ No approval is actually needed. I have forwarded this item to the following individual or office for informational purposes only:

ADDITIONAL REVIEW NEEDED:

_____ I am willing to give approval if the following modification(s) are made:

_____ Before I can approve or reject this item, I need clarification on the following:

_____ I have forwarded this item to the following individual or office for further consideration and consultation.

Rejection:

_____ I decline acceptance of this item for the following reason:

Please Return this Copy to the University Senate President ~ Retain a Copy for Your Records