

**UNIVERSITY SENATE CONSTITUTION
SUMMARY OF PROPOSED CHANGES**

- The original charge to the Ad Hoc Constitution Committee was to “make recommendations that will promote the vitality of Rowan University as a public institution of higher education, facilitate communication among all members of the campus community, and maintain the Senate’s right to consider any and all matters that affect the university.”
- In a separate file you should find the draft of the revisions to the University Senate Constitution. The changes are presented in conventional mark-up format. The entire text of the original Constitution is included as so the changes can be understood. Original text recommended for deletion is shown in strikethrough format thusly, ~~strikethrough~~. Recommendations for new language are shown as underlined text thusly, underlined. Text neither struckthrough or underlined are not being changed.
- The Senate can yet make changes to this draft before submitting the proposed constitution to a ratification vote. Any revisions to the Constitution must be ratified by a vote of the majority of eligible voters, then approved by the Board of Trustees.
- The recommended revisions in the Constitution, with one exception, involve updating of campus terminology as well as clarifications of ambiguous terms and procedures. The revisions would also give the Senate more flexibility to make similar updates in the future through the by-laws. The one exception to the technical revisions is the creation of a Senate constituency for the Camden Campus.

Preamble

- The changes to the preamble are designed to highlight the spirit of the charge and to update the language. Preambles have no operational consequences.

Article I: Name

- The explanation of the name in the existing constitution is redundant and unnecessary.

Article II: Functions, Duties and Procedures

- No changes recommended.

Article III: Membership

- The number of changes necessary to this article were so extensive that line-by-line mark-up was abandoned in favor of a substitute article.
- The recommended revisions are intended to eliminate ambiguities by defining terms more carefully and systematically. For academic departments, librarians, professional staff, and coaches, there are no changes in representation except for those individuals who choose to affiliate with Camden Campus. There are also no changes in the election of at-large senators.
- The role of **Camden Campus** was recognized by creating a separate constituency with a number of senators to be based upon the size of that constituency. At current staffing levels, that would be one senator. The creation of the Camden constituency may reduce the size of one or more main campus constituencies (III.1.e).
- An **election committee** was added to oversee aspects of elections including the manner of election, the apportionment of Senators, and vote count. The absence of procedures for elections is a major technical deficiency of the current Constitutions and bylaws. The new wording is also intended to give the Senate, through resolution and bylaws, more flexibility in conducting its elections (III.4.f and III.4.g).

Article IV: Officers

- In this article, language was added to encourage candidates for Senate offices to declare earlier in the process.
- The responsibility of elections was added to the Vice President’s job description (IV.6).
- Language was added to allow the Senate President’s constituency to elect another Senator for the duration of that President’s term (IV.8).

Article V: Committees

- This section codifies some of the existing practices of the Executive Committee and the process for defining standing committees and their responsibilities (V.1).
- The Senate President and Vice President are added as *ex officio* (automatic non-voting) members of all committees to facilitate communication (V.4).
- The responsibility for the number, purposes, and composition of committees is delegated to the bylaws.

Article VI: Meetings

- Language attempting to clarify and regulate the use of the Senate’s open period was added (VI.6).
- Language has been added clarifying the requirement for Senate service on committees (VI.10).

Article VII: Amendments

- Language was updated to be consistent with changes in other articles of the Constitution.

Preamble

We, ~~the~~ faculty and professional staff of Rowan University, ~~formerly known as Glassboro State College,~~ do hereby acknowledge the commendable ~~and several~~ actions of the former State Board of Higher Education, ~~our~~ the local board of trustees, and ~~our~~ the University president, in which the guarantee for meaningful and systematic involvement of the faculty, librarians, coaches, and professional staff and students in the governance of the ~~College or~~ University¹ was adopted. Believing that such meaningful and systematic involvement is best accomplished through a soundly established, carefully deliberative representative body of the University community, ~~guaranteeing full rights of representation for every member of the faculty and professional staff,~~ we do this community does now create, sanction and empower such a body, which is to be called the Rowan University Senate. This Senate shall ~~be challenged to~~ promote the vitality of the institution as an academic center of learning² ~~community and the dialogue among students, faculty and professional staff, and administration~~ through which the purposes and specific goals of ~~any academic~~ the institution may be accomplished. Finally, recognizing the scope of responsibility and gravity of duties being assumed through the establishment of this Senate, ~~we, the faculty and professional staff, do~~ this body does hereby enter into an agreement ~~covenant~~ of shared governance with ~~our~~ the University president and ~~our~~ the local board of trustees. ~~Our~~ Participation in university governance shall be conducted hereafter in accordance with this constitution of the University Senate of Rowan University, ~~ratified this 18th day of October, 1968*~~ revised on _____.

1. ~~State Board of Higher Education. Personnel Policies Guide.~~

2. ~~Ibid.~~

Article I: Name and Definition

The name of this body, ~~representing the faculty/professional staff as a whole in matters of governance,~~ 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. The Senate shall consist of at least thirty (30) members, with membership determined by Article VIII, Section I.~~
- ~~2. Faculty who devote more than half their time to administrative work shall be considered to be professional staff for Senate representation.~~
- ~~3. The professional staff as a whole, the athletics department as a whole, and the library staff shall be considered single University departments for Senate representation.~~
- ~~4. Senators shall serve for two (2) years and may be re-elected for additional terms. The Senate year begins on July 1 and ends June 30.~~
- ~~5. Each University department shall be entitled to elect senators as follows: 1-15 department members, one (1) senator; 16-30 members, two (2) senators; 31-45 members, three (3) senators, and so on. University department is taken to mean academic departments, the athletics department, the professional staff as a whole, and the library staff. In questions of Senate representation, the Senate itself shall decide if a given entity is a department and determine to what department a person is assigned. For the purpose of determining representation from a department, three-quarter (3/4) time faculty and permanent part time staff shall increase a department's members by 0.75 each. Full-time temporary faculty increase a department's members by 1.0 each during the year in which those positions exist.~~

- ~~Full-time temporary professional staff increase the professional staff's members by 1.0 each during the year in which those positions exist.~~
- ~~6. Eight (8) senators shall be elected at large.~~
 - ~~7. Each department shall elect its senator(s) under rules determined by department members. Voting shall be by a secret ballot supervised by the department chairperson or designee and shall be completed by April 15 each year. No balloting shall be necessary if there is no contest.~~
 - ~~8. When all departments complete their elections, the Senate office will send all eligible voters a form asking for nominations for senators at large. The form will give a deadline for nominations, will list all those already in the Senate and will explain that those on the list are not eligible for nomination. Upon receipt of the nominations, the Senate office will contact the nominees to determine if they wish to run. Only nominees who give their permission to place their names on the ballot will be eligible to run for an at-large seat. Rules for electing at-large senators shall be stated in the bylaws of this constitution. The Senate secretary shall conduct the at-large elections and arbitrate any disputes.~~

~~New Senate members shall take office on July 1. The new Senate shall meet at least once before the end of the academic year and after the elections to reorganize.~~

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.

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, and Camden Campus constituencies shall be apportioned senators as follows:

Few 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 fro 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, not 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 of the Senate elections committee.

Article IV: Officers

1. Senate officers shall be 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 ~~first meeting~~ organization

meeting, which ~~may~~ 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.

~~3.~~ 4. The Senate president shall select the parliamentarian from within the Senate with the advice and consent of the Senate.

~~4.~~ 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.

~~5.~~ 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.

~~6.~~ 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 ~~and once during the summer.~~ The Senate shall hold an ~~all-day~~ 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 ~~eligible faculty/professional staff~~ 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 at ~~some specified time~~ during the open portion of the meeting. Non-senators 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, ~~serve on one (1) standing committee~~ 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 ~~faculty/professional staff members eligible for Senate membership~~, hereafter referred to as eligible ~~faculty/professional staff~~ membership, as described under the provisions of Article VIII.
2. A proposed amendment must be submitted to the eligible ~~faculty/professional staff~~ 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 ~~faculty/professional staff~~ membership.
3. Copies of the proposed amendment must be made available to the eligible ~~faculty/professional staff~~ 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 ~~faculty/professional staff~~ membership and the Board of Trustees BOT.