

1. *Ineligible Administrators*

Anyone not in the faculty/professional staff bargaining unit is ineligible to:

1. Be elected to the Senate.
2. Vote for Senate members.
3. Be a member of any Senate committee.
4. Vote on any issue of the Senate, either in committee meetings or at Senate meetings.

2. *At-Large Candidates*

1. Any eligible faculty/professional staff member may seek election as a senator-at-large.
2. Elections of senators-at-large shall be by mail ballot. Candidates shall be listed in alphabetical order with department affiliation noted.
3. No balloting shall be required if there is no contest

3. *Committee Reports*

1. 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.
2. 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.

4. *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.

5. *Standing Committees*

1. **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.
2. **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.
3. **University Budget Review:** maintains a meaningful dialogue on budget decisions between the University administration and the University Senate.
4. **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:

- Awards Committee
 - University Scholarship Committee
 - Graduate Student Affairs Committee
 - Library Committee
 - Research and Institutional Testing Committee
 - World Education Committee
 - Interdepartmental Promotion/Tenure and Recontracting/Career Development Committee
5. **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.
 6. **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.
 7. **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.
 8. **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.
 9. **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.
 10. **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.
 11. **Sabbatical Leave:** develops procedures for evaluating applications, reviews applications and recommends those to be offered sabbatical leaves to the University president
 12. **Student Relations:** evaluates existing and proposed relations and procedures and initiates recommendations for changes.
 13. **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.

6. *Special Committees*

1. 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.
2. 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.

7. *Attendance of Senate Non-Members at Regular and Special Senate Meetings*

1. 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.
2. 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.
3. 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.
4. 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.

8. *Methods of Voting*

1. 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.
2. A majority of the senators present may request voting by secret ballot provided no other type of vote has been taken on the issue.
3. 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.

9. *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.

10. *Alternate Representatives for Senators*

1. 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.

2. Senators shall have the responsibility to brief their alternates for meetings which the latter are to attend
11. ***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.

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.