

1 **FACULTY SENATE BYLAWS**
2 **REV. ADOPTED 3/31/98**
3 **AMENDED 3/8/05**

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5 **ARTICLE I – ORGANIZATION OF THE FACULTY SENATE**
6 **SECTION I – Membership**

- 7
8 1. Definitions: For the purposes of membership in the Senate and on Senate councils and
9 committees,
10 a. Faculty, Librarians and Professional Staff representatives must be full time
11 members of the university.
12 b. Adjunct faculty is defined by the Agreement between the state of New Jersey and
13 the Council of New Jersey State College Locals, AFT, AFL-CIO ("Adjunct
14 Faculty").
15 2. Membership shall be determined according to the Faculty Senate Constitution.
16 3. A Senate member who cannot attend a particular meeting may designate a substitute from
17 his or her constituency.
18 4. Good-Standing: Any member of the Senate will lose membership upon three absences
19 without a designated substitute or five absences with a designated substitute from regular
20 Senate meetings in any academic year, and shall be ineligible for re-election for the
21 unexpired term.
22 5. Elections:
23 a. Voting: Only constituents who are full time employees of the university are
24 eligible to vote in Senate elections for Faculty, Librarians, and Professional Staff
25 representative. Adjunct Faculty may vote in the election for an Adjunct Faculty
26 representative to the Senate.
27 b. Electronic Voting: Voting in Senate elections will be conducted electronically,
28 according to the procedures developed and promulgated by the Senate Elections
29 Council.
30 c. Voting on Leave: In the event that a constituent is away from campus, (on
31 sabbatical, medical leave or on official University business during all hours of
32 voting) the constituent may vote in the election electronically.
33 d. Time: Each election will be held over a one week period, with the announcement
34 of the official voting period to occur at least one week prior to the opening of the
35 voting period.
36 e. Responsibility: The Senate Elections Council will be responsible for all election
37 related correspondence, balloting procedures, counting the votes, and reporting
38 the results to the Senate Chairperson.
39 f. Communications: The Senate Elections Council will remain responsible for all
40 election related correspondence, balloting procedures, counting the votes, and
41 reporting the results to the Senate Chairperson.
42 1. The WPUNJ email system will be utilized for all election related
43 correspondence.
44 2. Ballots for Adjunct Faculty should only be sent to Adjunct faculty as
45 defined by the Agreement between the state of New Jersey and the
46 Council of New Jersey State College Locals, AFT, AFL-CIO ("Adjunct
47 Faculty")
48 g. Nomination Procedure: The nominating procedure will start approximately 3
49 weeks before the election.
50 1. There will be a period of 5 working days for nominations. A nominee may
51 nominate himself or herself. Each nomination must be submitted by email to

- 52 the Chair of the Elections Council. The Elections Council will confirm
53 receipt of the nomination by email or phone.
- 54 2. An initial list of nominees will be made public.
- 55 3. Autobiographies/Statements: No later than the close of the period for
56 withdrawals/nominations, nominees may submit to the chairperson of the
57 Elections Council an autobiography and/or statement of no more than 150
58 words. These autobiographies/statements will be included as part of the
59 final slate of candidates posted by the Elections Council and linked to the
60 online ballot site.
- 61 4. Withdrawals/Additional Nominations:
- 62 1. There will be a period of 5 working days for withdrawals
63 submitted by email, and accompanied by a phone call to the
64 chairperson of the Elections Council. The Elections Council will
65 confirm receipt of the withdrawal.
- 66 2. During the same period, additional nominations will be accepted
67 by email and the Elections Council will confirm receipt of the
68 nomination.
- 69 5. A final list of candidates will be circulated no later than 5 working days
70 before the election.
- 71 6. There will be no write-in votes permitted during balloting.
- 72 7. If there is only one nominee for a position, that nominee will be declared
73 elected by acclamation with no need for voting.
- 74 8. If there is no nominee for a position, there will be no representative until the
75 next general election.
- 76 h. Tie vote: In the case of a tie, there will be a run off election conducted by the
77 Elections Council.
- 78 i. Calendar of elections:
- 79 1. Promotion Committee and Sabbatical Leave Committee – Late Fall
80 2. Senate and Senate Committees -- Late Spring Term
81 3. Other Senate Elections - As needed.
82 4. Adjunct Senator Representative – Early Fall
- 83 6. Vacancies:
- 84 1. Vacancies may occur due to resignation, a conflict due to classroom assignment,
85 prolonged illness, sabbatical leave, personal leave, or inability to serve. It is the
86 responsibility of the Senator representing a department or the library or
87 professional staff to notify their department members or fellow librarians or
88 professional staff members and the Chairperson of the Faculty Senate of their
89 extended absence. Senators elected at large and any Adjunct Faculty
90 representatives must notify the Chairperson of the Faculty Senate of their
91 extended absence. Any member of the faculty, librarians, professional staff, or
92 Adjunct Faculty may notify the Chairperson of the Senate if they believe such a
93 vacancy has occurred.
- 94 2. The Chairperson of the Faculty Senate shall notify the Election Council and the
95 constituency that a vacancy has occurred. If the constituent is a department or the
96 library representative, the department or librarians shall elect an interim
97 replacement at a department or library meeting and notify the Senate Chairperson
98 of the results. If the constituent is the professional staff representative, anyone
99 may be nominated from the professional staff, and they shall elect from those
100 nominated an interim replacement with balloting taking place via normal election
101 procedure. If the constituent is the Adjunct Faculty representative, anyone may be
102 nominated from the Adjunct Faculty, and they shall elect from those nominated

103 an interim replacement with balloting taking place via normal election procedure.
104 If the constituent is an at-large representative, anyone eligible for Senate
105 membership may be nominated by the Faculty Senate and the Faculty Senate shall
106 elect an interim replacement at a Senate meeting. An interim replacement will
107 serve only until the next General Election, or until such time as the regularly
108 elected member resumes the responsibilities of the Senate seat.

- 109 3. Recall of Senate Members: Members of a constituency may petition for a Recall
110 Election by obtaining the signatures of the greater of either 25% of the
111 constituency or not less than 2 members of the constituency. The petition shall be
112 submitted to the Chairperson of the Senate. The Elections Council, upon
113 validating signatures, shall hold the Recall Election for the constituency within
114 three weeks during which classes are in session. Upon a majority vote of the
115 constituency in favor of recall, the Elections Council shall declare a vacancy and
116 hold a new election in accordance with established procedures.
- 117 4. Recall of At-Large Senate Members: At-Large Senators maybe recalled by a
118 petition signed by the number of constituents equal to 1/4 of the number of votes
119 cast for the highest At-Large vote winner in the last Spring Senate election. In
120 order to insure the proper number of signatures for this method of recall it is
121 important for the Elections Council to maintain the vote count for Senators At-
122 Large from the Spring Senate Election of the new Senate for one year. To
123 ascertain the number of signatures needed one should consult with the chairperson
124 of the Elections Council. These signatures must be from Faculty, Librarians,
125 professional staff, and Adjunct Faculty constituents who are eligible to vote in a
126 General Senate Election. The petition shall be submitted to the Chairperson of the
127 Senate. The Elections Council, upon validating signatures, shall hold the Recall
128 Election for the constituency, Faculty, Librarians, Professional Staff, and Adjunct
129 Faculty, within three weeks during which classes are in session. Upon a majority
130 vote of the constituency in favor of recall, the Elections Council shall declare a
131 vacancy and hold a new election in accordance with established procedures.
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133 SECTION II – Officers and Executive Committee

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135 1. Duties of the Chairperson:

- 136 a. The Chairperson, with the aid of the Executive Committee shall prepare the
137 agenda for Senate meetings.
- 138 b. The Chairperson shall provide available background information for all agenda
139 items at least 7 days before the next regularly scheduled meeting to all Senate
140 members, department chairpersons, deans and officers of the University.
- 141 c. The Chairperson will appoint a Parliamentarian who may be from the Faculty,
142 Librarians , or Professional Staff at large.
- 143 d. The Chairperson shall be responsible for notifying members of all regular and
144 special meetings.
- 145 e. The Chairperson shall oversee that minutes of Senate meetings are communicated
146 to the University Community within 14 days of the meetings.

147 2. Nomination and Election of Officers:

- 148 a. Candidates for all elected positions shall be nominated from the floor and, after a
149 15 minute interval for caucusing, be elected by a secret ballot.
- 150 b. Nominations and voting for the Chair, Vice Chair and Secretary will be held first.
- 151 c. Nominations and voting for the 3 at large representatives to the Executive
152 Committee will then be held.

- 153 d. The election shall be conducted by representatives of the Elections Council who
154 will prepare the ballots.
- 155 3. Recall of officers and Executive Committee Members:
- 156 a. Recall Petition: Senate voting members may petition the recall of officers and
157 members of the Executive Committee by:
- 158 i. Submitting a petition for recall containing written reasons and the
159 signatures of at least 1/4 of the voting Senate members. The petition must
160 be submitted to the Executive Committee for mandatory inclusion as the
161 first substantive item on the agenda of the next regularly scheduled
162 meeting.
- 163 ii. An Officer or Executive Committee member is recalled by two thirds
164 affirmative vote of all Senate voting members.
- 165 4. Vacancies in Office or the Executive Committee Seats: Upon the recall, resignation, or
166 illness of an officer or a member of the Executive Committee, a vacancy shall be declared
167 and announced at the next regularly scheduled Senate meeting. That vacancy shall be
168 filled by election at the following regularly scheduled Senate meeting following
169 procedures outlined in Article 1, Section 2 - 2, Nomination and Election of Officers.

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171 SECTION III – Meetings and Procedures

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- 173 1. A quorum of the Faculty Senate necessary to conduct business will be defined as an
174 ABSOLUTE majority (more than half) of the eligible voting members. Ex Officio
175 members without vote will not count toward a quorum count. If the Senate loses a
176 quorum of voting members, it automatically goes into adjournment. It will be the
177 responsibility of the Chair, assisted by the Executive Committee, to monitor the status of
178 the quorum, as appropriate, and any member can demand a quorum count. A prevailing
179 voting plurality will be defined as the most "ayes", "nays", or "abstentions" present. If
180 abstentions prevail, the motion would then be considered as neither passed nor defeated
181 and the Executive Committee may then decide what future action to propose to the
182 Senate.
- 183 2. Secret Ballot: The use of a secret ballot shall be mandatory in the following cases:
- 184 a. When requested by a voting member present,
185 b. During a recall vote,
186 c. For election of officers and Executive Committee members.
- 187 3. A vote by roll call shall be mandatory when requested by 1/3 of the Senators present
188 except if a secret ballot has been mandated.
- 189 4. Items may not be added to the regular agenda after the background material is forwarded
190 by the Executive Committee to the Senators unless 2/3 of the Senators present at the
191 meeting vote to make the change in the agenda.
- 192 5. If an emergency meeting is deemed necessary by the Executive Committee, Chairperson
193 of the Senate, President of the University or 1/2 of the Senate voting members, background
194 material for the special meeting should be delivered, if possible, to the Senators 2 days
195 prior to the meeting.

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197 ARTICLE II - COUNCILS AND COMMITTEES

198 SECTION I - General Responsibilities: The following points should be adhered to by all
199 Councils and Committees of the Faculty Senate:

- 200
- 201 1. All Senate Councils and Committees will work with their Senate approved charges to
202 review and develop policy and send it to the Senate. Councils and Committees will

- 203 indicate the relevance of recommendations to existing college policy in their resolution to
204 the Senate.
- 205 2. The writing and presentation of university policies by a Senate Council or Committee is
206 defined as a total process that involves research and appropriate notation of existing
207 policy affected by the new policy, and the relevant input of affected constituents at
208 Council and Committee meetings or other means deemed appropriate.
 - 209 3. Councils and Committees of the Senate shall provide to the Senate office minutes of each
210 meeting held for inclusion in the Senate files.
 - 211 4. Each Council and Committee shall submit a Year End Report to the Senate. The Council
212 or Committee may, at this time, suggest to the Senate new permanent charges that the
213 Council or Committee feels it should review on an on going basis.
 - 214 5. The previous year's Councils and Standing Committees will remain in office until the
215 new Councils and Standing Committees are elected.

216 SECTION II – Councils

217 1. Membership and Meetings

- 218 a. All Councils shall have seven voting members who must be full time employees
219 consisting of:
 - 220 i. Faculty: Faculty members, one from each college.
 - 221 ii. Librarian: Each council shall have one representative from the library staff.
 - 222 iii. Professional Staff: Each council shall have one representative from the
223 Professional Staff.
 - 224 iv. Adjunct Faculty: Each council shall have one representative from the
225 Adjunct Faculty.
 - 226 v. An individual may be a member of only one Senate Council but may serve
227 on other Senate Committees.
- 228 b. The Senate Vice Chairperson should circulate to all Faculty, Librarians,
229 Professional Staff, and Adjunct Faculty a brief description of all Senate Councils
230 during the Spring Semester. Those interested in serving should indicate this to the
231 Senate Vice Chairperson.
- 232 c. The Senate Executive Committee shall consult the list of those offering to serve
233 (but they are not limited by it) and shall nominate members for each Council. The
234 Vice Chairperson of the Senate shall also accept nominations from the floor.
235 Senators at a Senate meeting shall then elect members for each Council from
236 those nominated, and the Senate Vice Chairperson shall notify Council Members
237 of their election. The Senate Vice Chairperson shall appoint a Convener for each
238 Council.
- 239 d. The Chair of each Council shall be elected at its first meeting. Notification of the
240 results of this election shall be forwarded to the Senate Chair and Vice
241 Chairperson who will notify the Senate and Faculty at large. The committee
242 chairperson shall be a full-time employee of the university.
- 243 e. All Councils, except for the Elections Council, must meet at least monthly and
244 report to the Senate Chairperson and Vice Chairperson each month. Minutes of
245 Council Meetings will be forwarded to the Senate Office within 2 weeks of each
246 meeting.
- 247 f. Any Council Chairperson, with the exception of the Election Council's
248 Chairperson, who does not conduct monthly meetings may be replaced by the
249 Chairperson of the Faculty Senate. However, the individual may remain as a
250 member of the Council.

- 253 g. Council members who have 3 absences shall be removed from the Council and
254 reinstated only by vote of the Senate. Notice of this removal shall be made in
255 writing to the Senate Executive Committee and the Senate Chairperson. If
256 necessary the Vice Chairperson will follow procedures of Article II, Section 2-1-c
257 for finding a replacement council member.
- 258 h. When teaching schedules for Council members are in conflict, meetings should be
259 held on rotating days. It is hoped that faculty with little or few available hours at
260 appropriate meeting times will carefully consider their availability/schedule
261 before seeking Council membership.
- 262 2. Function: Councils shall be appointed to carry out specific charges from the Senate, and
263 to develop additional charges, as deemed necessary by the Councils, and approved by the
264 Senate, to achieve goals which shall fall into the following general categories:
- 265 a. Admissions and Academic Standards Council
- 266 i. Recommend policy for the evaluation of all members of the
267 undergraduate University community regarding admissions, probation,
268 dismissal, and graduation.
- 269 ii. Recommend policy for the adoption, implementation and enforcement of
270 educational and academic standards.
- 271 iii. Recommend policy for academic standards for participation in extra
272 curricular activities.
- 273 iv. Work with administrators involved in areas of Admissions, and extra
274 curricular activities to recommend ways to facilitate policy
275 implementation.
- 276 b. Advisement and Registration Council
- 277 i. Review advisement and registration policies and procedures, and
278 recommend revisions and/or new policies, as needed.
- 279 ii. Identify problems and recommend means for improvement in
280 advisement and registration policies.
- 281 iii. Work with administrators involved in areas of Advisement and
282 Registration to recommend ways to facilitate policy implementation.
- 283 c. Athletic Activities Policy Council
- 284 i. Continually review academic policies of varsity athletic, and club sport
285 programs.
- 286 ii. Recommend recruiting policies for men's and women's varsity athletics.
- 287 iii. Recommend policies for post season varsity athletic competitions.
- 288 iv. Work with administrators, coaches and others involved in areas of varsity
289 athletics, and club sport programs to recommend ways to facilitate policy
290 implementation.
- 291 d. Elections Council
- 292 i. Develop standardized procedures for all campus wide elections.
- 293 ii. Conduct Faculty Senate elections prior to April 30.
- 294 iii. Conduct campus wide elections according to the election policy for:
- 295 1. Promotion Committee, Sabbatical Leave Committee, UFRAC
296 Committee
- 297 2. University wide ad-hoc committees and major Search Committees
298 where broad elected representation is needed. These elections can
299 be called upon request from the Senate directly or by the Senate at
300 the request of University Administrative officials for members
301 from Faculty, Librarians, Professional Staff, and Adjunct Faculty.
- 302 e. Governance Council
- 303 i. Delineate the role of the Faculty Senate in University governance.

- 304 ii. Review of the various governance statements.
- 305 iii. Recommend patterns of and responsibilities for self governance by
- 306 colleges, schools, institutes, divisions, and faculties.
- 307 iv. Review the Policy Manual periodically and suggest policies which need to
- 308 be reviewed or revised.
- 309 v. Review applications for Faculty Emeritus status and make
- 310 recommendations to the Senate.
- 311 f. Graduate Council
- 312 i. Recommend policy on course requirements for graduate degrees and the
- 313 procedures for inaugurating, changing, or terminating graduate courses
- 314 and programs.
- 315 ii. Review and recommend new graduate programs, major changes in
- 316 existing programs, and areas of expansion.
- 317 g. Undergraduate Council
- 318 i. Recommend policy on undergraduate course requirements for degrees and
- 319 the procedures for inaugurating, changing, or terminating undergraduate
- 320 courses and programs.
- 321 ii. Review and recommend new undergraduate programs, major changes in
- 322 existing programs, and undergraduate courses.
- 323 h. Research Council
- 324 i. Promote Faculty, Librarian, Professional Staff, and Adjunct Faculty
- 325 scholarship; identify, on an ongoing basis, current and anticipated faculty,
- 326 librarian, professional staff and adjunct faculty needs with regard to
- 327 scholarship and research and recommend strategies designed to meet those
- 328 needs,
- 329 ii. Support the continued efforts to build academic research networks on and
- 330 beyond the William Paterson campus,
- 331 iii. Review, yearly as needed, the policies, procedures, and guidelines for each
- 332 of the following:
- 333 1. Institutional Review Board for the Protection of Human Subjects,
- 334 2. Scientific and Academic Fraud and Misconduct,
- 335 3. Assigned Research Time Application and Selection.

336 SECTION III – Committees

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- 339 1. Standing Committees – It will be necessary to form standing committees in areas where
- 340 the Faculty has first and major responsibility when:
- 341 a. Voting representation is required from other than Faculty, Librarians, Professional
- 342 Staff, and Adjunct Faculty.
- 343 b. When committee members are elected in a general Senate election,
- 344 c. When the committee has its own budget.

345 Any combination of these special requirements must be met for a standing committee to be

346 established instead of creating a new Senate Council or referring work to an existing Council.

347 The Senate should in all instances, where possible, assign tasks to Senate Councils, except in

348 rare and extenuating circumstances.

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- 350 2. General Education Committee:
- 351 a. The General Education Committee shall carry out its charges within the context of
- 352 the General Education Policy.
- 353 b. The General Education Committee shall abide by the procedures outlined in
- 354 Article II - Section 1, General Responsibilities for Council and Committees.

- 355 c. Members of the General Education Committee shall consist of the following:
356 i. One Faculty Member from each College,
357 ii. One Librarian,
358 iii. One Professional Staff Member,
359 iv. Two At-Large Members from the Faculty who are from different
360 departments than the College representative.
361 v. One Adjunct Faculty Member.
- 362 d. Nominations and election to this committee for Faculty, Librarians, Professional
363 Staff, and Adjunct Faculty will follow the existing procedures for membership for
364 Senate Councils.
- 365 e. Members of the committee shall elect a faculty, librarian, or professional staff
366 committee person as chairperson. The committee chairperson shall be a full-time
367 employee of the university.
- 368 f. The Director of General Education, appointed by the Provost, shall be an Ex-
369 Officio member, without vote, of this committee.
- 370 g. Members of the General Education Committee shall serve two year terms and
371 these terms shall be staggered so that no more than 5 members or less than four
372 (4) members shall be elected to a new full term each year.
- 373 h. The General Education Committee working with the Undergraduate Council shall
374 monitor the General Education program and review and recommend to the Senate
375 all proposed course and curriculum changes for General Education credit.
- 376 i. The General Education Committee will review and make recommendations
377 regarding all changes in the General Education Policy to the Senate.
- 378 j. Minutes of the Committee's meetings shall be provided to the Senate Executive
379 Committee, Provost, and the President.
- 380 k. The General Education Committee shall submit a year end report to the Senate
381 and the Provost.
- 382 l. The General Education Committee should work closely with all constituencies to
383 attain the goals and objectives as stated in the current General Education Policy
384 adopted by the Faculty Senate, endorsed by the President, and approved by the
385 Board of Trustees, 3/11/81.
- 386 3. Assessment Committee
- 387 a. The Assessment Committee shall carry out its charges within the context of the
388 current Assessment Policy and the "Principles of Assessment", adhered to by this
389 institution which are:
- 390 i. For the purposes of assessment, assessment shall be defined: Evaluation is
391 the judging of individual or group performance for the sake of
392 distinguishing this performance from that of others and acknowledging the
393 individual or group as responsible for this difference. Assessment is the
394 judging of individual or group performance for the sake of determining
395 achievement in relation to predetermined objectives, preferably agreed to
396 by the individual or group, and correcting the system in order to improve
397 this achievement. Evaluation is the end point in a process or stage of a
398 process. Assessment provides information for beginning a new process or
399 for re-orienting a continuing process. When one evaluates, the system or
400 context within which these performances occur is considered as a constant
401 among the performance and thus cannot be judged as a system. When one
402 assesses, the participants are considered to be constant in the process and
403 thus can not be judged on their performance.
- 404 ii. The focus of assessment is to improve student learning and development
405 which must be viewed in a broad context including at least the following

406 four areas: General Education, Faculty and Staff Development, Majors,
407 and Student Services. In order to enhance our educational environment,
408 methods will be designed that:

- 409 1. better articulate the educational goals,
- 410 2. provide means for collecting information on the progress towards
411 the goals,
- 412 3. disseminate results to faculty and staff involved, who will consider
413 possible modifications in their programs.
- 414 iii. There are many valid approaches to assessment. Assessment may be
415 quantitative or qualitative. The faculty or staff in each program will
416 identify or create its own assessment instruments.
- 417 iv. Assessment will not be used as “gates” to control entrance to or exit from
418 programs.
- 419 v. Assessment results are solely for William Paterson University use; only
420 data which are currently required and presently reported (e.g. affirmative
421 action data, Basic Skills results, graduate survey information. etc.) will be
422 made available to external agencies. The educational soundness of the
423 program requires confidentiality of the data be maintained.
- 424 vi. Data from assessment shall be collected on an anonymous basis and shall
425 not be used to make comparisons among faculty, staff, programs,
426 departments, schools or colleges here or at other institutions.
- 427 vii. Assessment data shall not be used for personnel evaluation and in
428 particular, shall not be employed in the retention, tenure, promotion, or
429 merit award processes.
- 430 viii. Assessment is a mutual responsibility shared among faculty, staff, student
431 and administrators. Basic to the fulfilling of that responsibility is financial
432 support, assistance, guidance, and leadership.
- 433 ix. Assessment is a dynamic, long range process. The initial period of any
434 assessment program will be used to identify approaches to study and
435 refine them, and to develop systems for implementing ongoing program
436 assessment.
- 437 x. Assessment must involve consideration of the context in which learning
438 takes place.
- 439 b. The Assessment Committee shall abide by the procedures outlined in Article II -
440 Section 1, General Responsibilities for Council and Committees.
- 441 c. Composition of the Assessment Committee shall consist of the following:
 - 442 i. One Faculty Member from each College,
 - 443 ii. One Librarian,
 - 444 iii. One Professional Staff Member,
 - 445 iv. Two At-Large Members, not from the same department, and from
446 different departments than the College representative. Thus allowing
447 representation from seven different departments,
 - 448 v. One Adjunct Faculty Member,
 - 449 vi. Four Administrators with representation from:
 - 450 1. The Provost Office
 - 451 2. The Academic Deans
 - 452 3. Student Services
 - 453 4. The Planning Council
- 454 d. Nominations and election to this committee for Faculty, Librarians, Professional
455 Staff, and Adjunct Faculty will follow the existing procedures for membership for
456 Senate Councils. The Senate Executive Council shall make every effort to ensure

457 that it nominates individuals who are currently working in their chosen area of
458 assessment. The four administrative areas to be represented: Provost, Academic
459 Deans, Student Services, and the Planning Council will be appointed to serve by
460 the Provost/Executive Vice President.

- 461 e. Members of the Assessment Committee shall serve two year terms and these
462 terms shall be staggered so that no more than 5 members or less than 4 members
463 shall be elected to a new full term each year.
 - 464 f. Members of the committee shall elect a faculty, librarian, or professional staff
465 committee person as chairperson. The committee chairperson shall be a full-time
466 employee of the university.
 - 467 g. All members of the Committee shall have voting rights.
 - 468 h. The Committee's function will be to:
 - 469 i. Coordinate assessment activities adopted by the Senate.
 - 470 ii. Inform and educate the entire college community regarding issues and
471 trends in relation to assessment.
 - 472 iii. Review and recommend priorities and policies regarding assessment to the
473 Senate.
 - 474 iv. Prepare and allocate resources with Senate approval for assessment.
 - 475 v. Act as consultants for assessment projects.
 - 476 vi. Recommend to the Senate the direction and focus for assessment at
477 William Paterson.
 - 478 i. The Committee shall present its yearly budget to the Senate Executive Committee
479 for approval prior to sending it to the Administration.
 - 480 j. Minutes of the Committee's meetings shall be provided to the Senate Executive
481 Committee, Provost, and the President.
 - 482 k. The Committee shall submit a year end report to the Senate ending its term at its
483 last meeting of the Academic year. A copy of this report shall be made available
484 to the President of the College and the President of the Union.
 - 485 l. The Committee shall also provide a budget report each semester as well as any
486 reports or information requested by the Senate Executive Committee and/or
487 Senate.
 - 488 m. The Committee shall report to the Senate Executive Committee its participation in
489 State or other mandated assessment activities before engaging in these activities.
 - 490 n. The Assessment Committee should work closely with all constituencies to attain
491 the goals and objectives as stated in the current Assessment Policy adopted by the
492 Faculty Senate, endorsed by the President, and approved by the Board of Trustees.
- 493 4. Ad Hoc Committees
- 494 a. Ad Hoc Committees will be established by the Senate from time to time for
495 special purposes.
 - 496 b. Ad Hoc Committees shall abide by the procedures outlined in Article II - Section
497 1, General Responsibilities for Council and Committees.
 - 498 c. Ad Hoc committees may be formed when representation is required from other
499 than Faculty, Librarians, Professional Staff, and Adjunct Faculty for a special task,
500 and for a limited time not to exceed one academic year.
 - 501 d. An Ad Hoc Committee will cease to exist with the end of the term of the Senate
502 that established it, but it may be reestablished by the incoming Senate.
 - 503 e. Nominations and election to this committee for Faculty, Librarians and
504 Professional Staff will follow the existing procedures for membership for Senate
505 Councils. Administrative areas to be represented on Ad Hoc Committees will be
506 appointed to serve by the Provost/Executive Vice President.

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- f. Members of the committee shall elect a faculty, librarian, or professional staff committee person as chairperson. The committee chairperson shall be a full-time employee of the university.
 - g. All members of the Committee shall have voting rights.
 - h. Minutes of the Committee's meetings shall be provided to the Senate Executive Committee, and the Provost.
 - i. The Committee shall submit a year end report to the Senate ending its term at its last meeting of the Academic year. A copy of this report shall be made available to the Provost.
 - j. Ad Hoc committees should work closely with all constituencies to attain the goals and objectives as stated in their Charges from the Senate.