

1 **FACULTY SENATE BYLAWS**  
2 **REV. ADOPTED 3/31/98**  
3 **AMENDED 3/8/05, 9/21/06, 9/12/07**

4  
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.  
132

## 133 SECTION II – Officers and Executive Committee

134

### 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. Duties of the Vice-Chairperson

- 148 a. Performs the duties of the Chairperson in the absence or incapacity of the  
149 Chairperson.
- 150 b. Assists the Chairperson in preparing the Agenda for Senate meetings.
- 151 c. Serves as liaison officer with Senate Committees and Councils.
- 152 d. Circulates the following items to all Faculty, Librarians and Professional Staff in  
153 March:

- 154 i. A brief description of all Senate Councils and Committees  
155 ii. An application form to join the Council or Committee the upcoming  
156 academic year  
157 iii. Instructions for the completed application to be sent to the Senate  
158 secretary by the end of April.
- 159 e. Prepares a list of proposed nominees for membership on the Senate Councils and  
160 Committees in consultation with the other members of the Executive Committee  
161 before the first fall meeting of the Senate.
- 162 f. Prepares a list of standing and proposed additional charges for each of the  
163 Councils and Committees in consultation with the other members of the  
164 Executive Committee before the first fall meeting of the Senate.
- 165 g. Holds meetings with the Chairs of all the Councils and Committees in early  
166 October and early February, following the Councils' and Committees' first  
167 meeting of each semester, to coordinate their activities.
- 168 h. Works with Councils and Committees, and other appropriate parties, to coordinate  
169 various inter-organizational for a (e.g. Research Day, Assessment Forum, and  
170 Basic Skills Forum).
- 171 i. Disseminates a template for Senate Council/Committee year-end-reports to the  
172 Chairs of the Councils and Committees in late March and collects the year-end-  
173 reports before May graduation.
- 174 3. Nomination and Election of Officers:
- 175 a. Candidates for all elected positions shall be nominated from the floor and, after a  
176 15 minute interval for caucusing, be elected by a secret ballot.
- 177 b. Nominations and voting for the Chair, Vice Chair and Secretary will be held first.
- 178 c. Nominations and voting for the 3 at large representatives to the Executive  
179 Committee will then be held.
- 180 d. The election shall be conducted by representatives of the Elections Council who  
181 will prepare the ballots.
- 182 4. Recall of officers and Executive Committee Members:
- 183 a. Recall Petition: Senate voting members may petition the recall of officers and  
184 members of the Executive Committee by:
- 185 i. Submitting a petition for recall containing written reasons and the  
186 signatures of at least 1/4 of the voting Senate members. The petition must  
187 be submitted to the Executive Committee for mandatory inclusion as the  
188 first substantive item on the agenda of the next regularly scheduled  
189 meeting.
- 190 ii. An Officer or Executive Committee member is recalled by two thirds  
191 affirmative vote of all Senate voting members.
- 192 5. Vacancies in Office or the Executive Committee Seats: Upon the recall, resignation, or  
193 illness of an officer or a member of the Executive Committee, a vacancy shall be declared  
194 and announced at the next regularly scheduled Senate meeting. That vacancy shall be  
195 filled by election at the following regularly scheduled Senate meeting following  
196 procedures outlined in Article 1, Section 2 - 2, Nomination and Election of Officers.

197  
198 SECTION III – Meetings and Procedures  
199

- 200 1. A quorum of the Faculty Senate necessary to conduct business will be defined as an  
201 ABSOLUTE majority (more than half) of the eligible voting members. Ex Officio  
202 members without vote will not count toward a quorum count. If the Senate loses a  
203 quorum of voting members, it automatically goes into adjournment. It will be the  
204 responsibility of the Chair, assisted by the Executive Committee, to monitor the status of

205 the quorum, as appropriate, and any member can demand a quorum count. A prevailing  
206 voting plurality will be defined as the most "ayes", "nays", or "abstentions" present. If  
207 abstentions prevail, the motion would then be considered as neither passed nor defeated  
208 and the Executive Committee may then decide what future action to propose to the  
209 Senate.

- 210 2. Secret Ballot: The use of a secret ballot shall be mandatory in the following cases:
  - 211 a. When requested by a voting member present,
  - 212 b. During a recall vote,
  - 213 c. For election of officers and Executive Committee members.
- 214 3. A vote by roll call shall be mandatory when requested by 1/3 of the Senators present  
215 except if a secret ballot has been mandated.
- 216 4. Items may not be added to the regular agenda after the background material is forwarded  
217 by the Executive Committee to the Senators unless 2/3 of the Senators present at the  
218 meeting vote to make the change in the agenda.
- 219 5. If an emergency meeting is deemed necessary by the Executive Committee, Chairperson  
220 of the Senate, President of the University or 1/2 of the Senate voting members, background  
221 material for the special meeting should be delivered, if possible, to the Senators 2 days  
222 prior to the meeting.

## 224 ARTICLE II - COUNCILS AND COMMITTEES

### 225 SECTION I – Responsibilities, Memberships, and Meetings:

- 227 1. General Responsibilities: The following points should be adhered to by all Councils and  
228 Committees of the Faculty Senate.
  - 229 a. All Senate Councils and Committees will work with their Senate approved  
230 charges to review and develop policy and send it to the Senate. Councils and  
231 Committees will indicate the relevance of recommendations to existing college  
232 policy in their resolution to the Senate.
  - 233 b. The writing and presentation of university policies by a Senate Council or  
234 Committee is defined as a total process that involves research and appropriate  
235 notation of existing policy affected by the new policy, and the relevant input of  
236 affected constituents at Council and Committee meetings or other means deemed  
237 appropriate.
  - 238 c. All Senate Council and Committee Chairs shall meet twice yearly with the Vice-  
239 Chair to coordinate their activities.
  - 240 d. Councils and Committees of the Senate shall provide to the Senate office minutes  
241 of each meeting held for inclusion in the Senate files.
  - 242 e. Each Council and Committee shall submit a Year End Report to the Senate. The  
243 Council or Committee may, at this time, suggest to the Senate new permanent  
244 charges that the Council or Committee feels it should review on an on going basis.
  - 245 f. The previous year's Councils and Standing Committees will remain in office until  
246 the new Councils and Standing Committees are elected.
- 247 2. Membership and Meetings
  - 248 a. All Councils and Committees shall have the following members:
    - 249 i. Voting
      - 250 1. Faculty: one from each college,
      - 251 2. Librarian: one representative from the library staff,
      - 252 3. Professional Staff: one representative from the Professional Staff,
      - 253 4. Adjunct Faculty: one representative from the Adjunct Faculty
    - 254 ii. Non-Voting

- 255 1. Administrative Liaison: Each Council shall have one  
256 representative appointed by the Provost.
- 257 b. Committees may also have administrative representatives and members  
258 c. Members of the Councils and Committees shall serve two year terms and these  
259 terms shall be staggered so that no more than five (5) members or less than four  
260 (4) members shall be elected to a new full term each year.
- 261 d. An individual may be a member of only one Senate Council but may serve on  
262 other Senate Committees.
- 263 e. Members of the Councils and Committees shall elect a faculty, librarian, or  
264 professional staff person as chairperson at its first meeting. Notification of the  
265 results of this election shall be forwarded to the Senate Chair and Vice  
266 Chairperson who will notify the Senate and Faculty at large. The committee  
267 chairperson shall be a full-time employee of the university.
- 268 f. The Senate Vice Chairperson should circulate to all Faculty, Librarians,  
269 Professional Staff, and Adjunct Faculty a brief description of all Senate Councils  
270 and Committees during the Spring Semester. Those interested in serving should  
271 indicate this to the Senate Vice Chairperson.
- 272 g. The Senate Executive Committee shall consult the list of those offering to serve  
273 and shall nominate members for each Council or Committee. If there is an  
274 insufficient number of candidates to fill available positions, the Executive  
275 committee may recruit additional candidates. The Vice Chairperson of the Senate  
276 shall also accept nominations from the floor. Senators at a Senate meeting shall  
277 then elect members for each Council or Committee from those nominated, and the  
278 Senate Vice Chairperson shall notify Council and Committee members of their  
279 election. The Senate Vice Chairperson shall appoint a Convener for each Council  
280 and Committee.
- 281 h. All Councils and Committees, except for the Elections Council, must meet at least  
282 monthly and report to the Senate Chairperson and Vice Chairperson each month.  
283 Minutes of Council and Committee meetings will be forwarded to the Senate  
284 Office within 2 weeks of each meeting.
- 285 i. Any Council or Committee Chairperson, with the exception of the Election  
286 Council's Chairperson, who does not conduct monthly meetings, may be replaced  
287 by the Chairperson of the Faculty Senate. However, the individual may remain as  
288 a member of the Council or Committee.
- 289 j. Council or Committee members who have 3 absences shall be removed from the  
290 Council or Committee and reinstated only by vote of the Senate. Notice of this  
291 removal shall be made in writing to the Senate Executive Committee and the  
292 Senate Chairperson. If necessary the Vice Chairperson will follow procedures of  
293 Article II, Section [2-1-c] 1-2-g for finding a replacement council or committee  
294 member.
- 295 k. When teaching schedules for Council or Committee members are in conflict,  
296 meetings should be held on rotating days. It is hoped that faculty with little or few  
297 available hours at appropriate meeting times will carefully consider their  
298 availability/schedule before seeking Council or Committee membership.
- 299

## 300 SECTION II – Councils

301

302 Function: Councils shall be appointed to carry out specific charges from the Senate, and to  
303 develop additional charges, as deemed necessary by the Councils, and approved by the  
304 Senate, to achieve goals which shall fall into the following general categories:  
305

- 306 a. Academic Standards Council  
307  
308 b. Admissions Council  
309 i. Recommend policy for the evaluation of all members of the  
310 undergraduate University community regarding admissions, probation,  
311 dismissal, and graduation.  
312 ii. Recommend policy for the adoption, implementation and enforcement of  
313 educational and academic standards.  
314 iii. Recommend policy for academic standards for participation in extra  
315 curricular activities.  
316 iv. Work with administrators involved in areas of Admissions, and extra  
317 curricular activities to recommend ways to facilitate policy  
318 implementation.  
319 c. Advisement and Registration Council  
320 i. Review advisement and registration policies and procedures, and  
321 recommend revisions and/or new policies, as needed.  
322 ii. Identify problems and recommend means for improvement in  
323 advisement and registration policies.  
324 iii. Work with administrators involved in areas of Advisement and  
325 Registration to recommend ways to facilitate policy implementation.  
326 d. Athletic Activities Policy Council  
327 i. Continually review academic policies of varsity athletic, and club sport  
328 programs.  
329 ii. Recommend recruiting policies for men's and women's varsity athletics.  
330 iii. Recommend policies for post season varsity athletic competitions.  
331 iv. Work with administrators, coaches and others involved in areas of varsity  
332 athletics, and club sport programs to recommend ways to facilitate policy  
333 implementation.  
334 e. Elections Council  
335 i. Develop standardized procedures for all campus wide elections.  
336 ii. Conduct Faculty Senate elections prior to April 30.  
337 iii. Conduct campus wide elections according to the election policy for:  
338 1. Promotion Committee, Sabbatical Leave Committee, UFRAC  
339 Committee  
340 2. University wide ad-hoc committees and major Search Committees  
341 where broad elected representation is needed. These elections can  
342 be called upon request from the Senate directly or by the Senate at  
343 the request of University Administrative officials for members  
344 from Faculty, Librarians, Professional Staff, and Adjunct Faculty.  
345 f. Governance Council  
346 i. Delineate the role of the Faculty Senate in University governance.  
347 ii. Review of the various governance statements.  
348 iii. Recommend patterns of and responsibilities for self governance by  
349 colleges, schools, institutes, divisions, and faculties.  
350 iv. Review the Policy Manual periodically and suggest policies which need to  
351 be reviewed or revised.  
352 v. Review applications for Faculty Emeritus/Emerita status and make  
353 recommendations to the Senate after the candidate's retirement is  
354 effective:  
355 1. The following procedure shall be followed:  
356 a. Departmental Nomination: The academic department  
submits the Faculty Emeritus/Emerita recommendation to

- 357 the Chair and Vice Chair of the Senate along with the  
358 following supporting documents:
- 359 i. Cover letter containing the meeting date the  
360 individual was nominated, the number of years the  
361 nominee worked at WPUNJ and the department, the  
362 tally vote, and a few paragraphs highlighting the  
363 nominee's accomplishments.
  - 364 ii. Full curriculum vitae.
  - 365 iii. Other supporting documents the department  
366 chooses to send.
- 367 b. Governance Council Nomination: The Senate Vice Chair  
368 forwards the packet to the Governance Council Chair who  
369 has the responsibility of distributing this information to  
370 each Council member. If the Governance Council votes to  
371 recommend the individual for Emeritus/Emerita Status, the  
372 Council drafts a resolution recommending that the Senate  
373 approve the nominee for Emeritus/Emerita Status and  
374 forwards it to the Senate Vice Chair.
- 375 c. Executive Committee Nomination: The Senate Vice Chair  
376 presents the recommendation to the Senate Executive  
377 Committee at its next scheduled meeting. The Executive  
378 Committee will review the resolution and supporting  
379 documents. Upon approval, the resolution will be  
380 scheduled for the next Senate meeting.
- 381 d. Senate Nomination: The resolution is presented to the  
382 Senate by the Chair of the Governance Council. If the  
383 resolution is approved, the Senate Chair forwards it to the  
384 President of the University for submission to the Board of  
385 Trustees for its approval.
- 386 2. Emeritus status may be conferred on a person posthumously if the  
387 person expires during their active service.  
388
- 389 g. Graduate Council
- 390 i. Recommend policy on course requirements for graduate degrees and the  
391 procedures for inaugurating, changing, or terminating graduate courses  
392 and programs.
  - 393 ii. Review and recommend new graduate programs, major changes in  
394 existing programs, and areas of expansion.
- 395 h. Research Council
- 396 i. Promote Faculty, Librarian, Professional Staff, and Adjunct Faculty  
397 scholarship; identify, on an ongoing basis, current and anticipated faculty,  
398 librarian, professional staff and adjunct faculty needs with regard to  
399 scholarship and research and recommend strategies designed to meet those  
400 needs,
  - 401 ii. Support the continued efforts to build academic research networks on and  
402 beyond the William Paterson campus,
  - 403 iii. Review, yearly as needed, the policies, procedures, and guidelines for each  
404 of the following:
    - 405 1. Institutional Review Board for the Protection of Human Subjects,
    - 406 2. Scientific and Academic Fraud and Misconduct,
    - 407 3. Assigned Research Time Application and Selection.

- 408 i. Undergraduate Council  
409 i. Recommend policy on undergraduate course requirements for degrees and  
410 the procedures for inaugurating, changing, or terminating undergraduate  
411 courses and programs.  
412 ii. Review and recommend new undergraduate programs, major changes in  
413 existing programs, and undergraduate courses.  
414

### 415 SECTION III – Committees 416

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

423 Any combination of these special requirements must be met for a standing committee to be  
424 established instead of creating a new Senate Council or referring work to an existing Council.  
425 The Senate should in all instances, where possible, assign tasks to Senate Councils, except in  
426 rare and extenuating circumstances.  
427

#### 428 2. General Education Committee:

- 429 a. The Director of General Education, appointed by the Provost, shall be an Ex-  
430 Officio member, without vote, of this committee.  
431 b. In addition to the aforementioned membership outlined in Article II –  
432 Section 1 - 2 - a, the composition of the General Education Committee  
433 shall consist of two At-Large Members, not from the same department.  
434 c. The General Education Committee working with the Undergraduate Council shall  
435 monitor the General Education program and review and recommend to the Senate  
436 all proposed course and curriculum changes for General Education credit.  
437 d. The General Education Committee will review and make recommendations  
438 regarding all changes in the General Education Policy to the Senate.  
439 e. Minutes of the Committee's meetings shall be provided to the Senate Executive  
440 Committee, and the Provost.  
441 f. The General Education Committee shall submit a year end report to the Senate  
442 and the Provost.

#### 443 3. Assessment Committee

- 444 a. The Assessment Committee shall carry out its charges within the context of the  
445 current Assessment Policy and the “Principles of Assessment”, adhered to by this  
446 institution. On this campus, assessment is distinct from evaluation. Assessment at  
447 WPUNJ shall be defined as “the measurement of course, program, and other  
448 student learning outcomes, as well as university-wide curricular initiatives, for the  
449 purpose of improvement.” To enhance our educational environment, assessments  
450 will be designed that:  
451 i. Better articulate the educational goals,  
452 ii. Provide means for collecting information on the progress towards the  
453 goals,  
454 iii. Disseminate results to faculty and staff involved, who will consider  
455 possible modifications in that which has been assessed.  
456 b. In addition to the aforementioned membership outlined in Article II – Section 1 -  
457 2 – a, the composition of the Assessment Committee shall consist of the  
458 following voting members:

- 459 i. Two At-Large Members, not from the same department, and from  
460 different departments than the College representative,  
461 ii. The College Assessment Coordinators, either as ex officio members or as  
462 elected in (i) or Article II, Section I, Responsibilities, Memberships, and  
463 Meetings,  
464 iii. Director of I.R. & A.
- 465 c. The Committee's principal functions shall be to:
- 466 i. Inform and educate the university community regarding issues and trends  
467 in relation to assessment (e.g. via an annual newsletter, and annual  
468 university forum).
- 469 ii. Act as consultants for assessment projects campus-wide, including  
470 program reviews.
- 471 d. Minutes of the Committee's meetings shall be provided to the Senate Executive  
472 Committee, Provost, and the President.
- 473 e. The Committee shall submit a year end report to the Senate ending its term at its  
474 last meeting of the Academic year. A copy of this report shall be made available  
475 to the President of the University and any member of the university requesting it.  
476

477 4. Ad Hoc Committees

- 478 a. Ad Hoc Committees will be established by the Senate from time to time for  
479 special purposes.
- 480 b. Ad Hoc Committees shall abide by the procedures outlined in Article II - Section  
481 1, General Responsibilities for Council and Committees.
- 482 c. Ad Hoc committees may be formed when representation is required from other  
483 than Faculty, Librarians, Professional Staff, and Adjunct Faculty for a special task,  
484 and for a limited time not to exceed one academic year.
- 485 d. An Ad Hoc Committee will cease to exist with the end of the term of the Senate  
486 that established it, but it may be reestablished by the incoming Senate.
- 487 e. Nominations and election to this committee for Faculty, Librarians and  
488 Professional Staff will follow the existing procedures for membership for Senate  
489 Councils. Administrative areas to be represented on Ad Hoc Committees will be  
490 appointed to serve by the Provost/Executive Vice President.
- 491 f. Members of the committee shall elect a faculty, librarian, or professional staff  
492 committee person as chairperson. The committee chairperson shall be a full-time  
493 employee of the university.
- 494 g. All members of the Committee shall have voting rights.
- 495 h. Minutes of the Committee's meetings shall be provided to the Senate Executive  
496 Committee, and the Provost.
- 497 i. The Committee shall submit a year end report to the Senate ending its term at its  
498 last meeting of the Academic year. A copy of this report shall be made available  
499 to the Provost.
- 500 j. Ad Hoc committees should work closely with all constituencies to attain the goals  
501 and objectives as stated in their Charges from the Senate.