

1 **FACULTY SENATE BY-LAWS**
2 **REVISIONS ADOPTED 3/31/98**
3 **AMENDED 3/8/05, 9/21/06, 9/12/07, REVS. APPLIED 9/8/2008**
4 **AMENDED 2009-2010; REVISIONS APPLIED 5/20/2012**
5 **REVISIONS APPLIED 2/27/2018**

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7 ***ARTICLE I – ORGANIZATION OF THE FACULTY SENATE***

8 SECTION I – Membership
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- 10 1. Definitions: For the purposes of membership in the Senate and on Senate councils
11 and Ad Hoc committees,
12 a. Faculty, Librarians and Professional Staff representatives must be full time
13 members of the university.
14 b. Adjunct faculty is defined by the Agreement between the state of New
15 Jersey and the Council of New Jersey State College Locals, AFT, AFL-CIO
16 ("Adjunct Faculty").
17 2. Membership shall be determined according to the Faculty Senate Constitution.
18 3. A Senate member who cannot attend a particular meeting may designate a
19 substitute from his or her constituency.
20 4. Good-Standing: Any member of the Senate will lose membership upon three
21 absences without a designated substitute or five absences with a designated substitute
22 from regular Senate meetings in any academic year, and shall be ineligible for re-
23 election for the unexpired term.
24 5. Elections:
25 a. Voting: Only constituents who are full time employees of the university are
26 eligible to vote in Senate elections for Faculty, Librarians, and Professional Staff
27 representative. Adjunct Faculty may vote in the election for an Adjunct Faculty
28 representative to the Senate.
29 b. Electronic Voting: Voting in Senate elections will be conducted
30 electronically, according to the procedures developed and promulgated by the
31 Senate Elections Council.
32 c. Voting on Leave: Given that all voting is done electronically, being on leave is
33 not an issue. If a constituent does not have access to an appropriate computer and
34 internet connection with appropriate hardware and software, no accommodation
35 can be made under those circumstances. If a constituent can be on campus, he/she
36 can contact a member of the Senate Elections Council to receive personal
37 assistance in voting during normal work hours.
38 d. Time: Each election will be held over five working days, and the official
39 voting period will be announced with the call for nominations for the election.
40 e. Responsibility: The Senate Elections Council will be responsible for all
41 election related correspondence, balloting procedures, counting the votes, and
42 reporting the results to the Senate Chairperson.
43 f. Communications:
44 1. The Senate Elections Council will send all announcements via
45 senatevote@wpunj.edu to all appropriate constituents individually, the
46 Announcement-UNV account and the manager of the announcement-

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UNV account.

2. Ballots for Adjunct Faculty should only be sent to Adjunct faculty as defined by the Agreement between the state of New Jersey and the Council of New Jersey State College Locals, AFT, AFL-CIO (“Adjunct Faculty”).

g. Nomination Procedure: The nominating procedure will start approximately 3 weeks before the election.

1. There will be a period of 5 working days for nominations. A nominee may nominate himself or herself. Each nomination must be submitted by mail to sentevote@wpunj.edu. The Elections Council will confirm receipt of the nomination via the same e-mail address.

2. There will be a second round of nominations for a period of 5 working days beginning with the announcement of the list of the first round of nominees.

3. Autobiographies/Statements: No later than the close of the period for withdrawals/nominations, nominees may submit to senatevote@wpunj.edu an autobiography and/or statement of no more than 150 words. These autobiographies/statements will be included as part of the final slate of candidates posted by the Elections Council and linked to the online ballot site.

4. Withdrawals:

i. There will be a period of 5 working days for withdrawals submitted by email and accompanied by a phone call to the chairperson of the Elections Council. The Elections Council will confirm receipt of the withdrawal.

ii. No additional nominations will be accepted during this same period.

5. A final list of candidates will be circulated no later than 2 working days before the election.

6. There will be no write-in votes permitted during balloting.

7. If there is only one nominee for a position, that nominee will be declared elected by acclamation with no need for voting.

8. If there is no nominee for a position, there will be no representative until the next general election.

h. Tie vote: In the case of a tie, there will be a runoff election conducted by the Elections Council.

i. Calendar of elections:

1. Promotion Committee and Sabbatical Leave Committee, and UFRAC Committee – Late Fall

2. Senate – Late Spring Term

3. Other Senate Elections – As needed.

4. Adjunct Senator Representative – Early Fall, every 2 years.

6. Vacancies:

a. Vacancies may occur due to resignation, a conflict due to classroom assignment, prolonged illness, sabbatical leave, personal leave, or inability to serve. It is the responsibility of the Senator representing a department or the

93 library or professional staff to notify their department members or fellow
94 librarians or professional staff members and the Chairperson of the Faculty Senate
95 of their extended absence. Senators elected at large and any Adjunct Faculty
96 representatives must notify the Chairperson of the Faculty Senate of their
97 extended absence. Any member of the faculty, librarians, professional staff, or
98 Adjunct Faculty may notify the Chairperson of the Senate if they believe such a
99 vacancy has occurred.

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101 b. The Chairperson of the Faculty Senate shall notify the Election Council and the
102 constituency that a vacancy has occurred. If the constituent is a department or the
103 library representative, the department or librarians shall elect an interim
104 replacement at a department or library meeting and notify the Senate Chairperson
105 of the results. If the constituent is the professional staff representative, anyone
106 may be nominated from the professional staff and they shall elect from those
107 nominated an interim replacement with balloting taking place via normal election
108 procedure. If the constituent is the Adjunct Faculty representative, anyone may be
109 nominated from the Adjunct Faculty, and they shall elect from those nominated an
110 interim replacement with balloting taking place via normal election procedure. If
111 the constituent is an at-large representative, anyone eligible for Senate
112 membership may be nominated by the Faculty Senate and the Faculty Senate shall
113 elect an interim replacement at a Senate meeting. An interim replacement will
114 serve only until the next General Election, or until such time as the regularly
115 elected member resumes the responsibilities of the Senate seat.

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117 c. Recall of Senate Members: Members of a constituency may petition for a
118 Recall Election by obtaining the signatures of the greater of either 25% of the
119 constituency or not less than 2 members of the constituency. The petition shall be
120 submitted to the Chairperson of the Senate. The Elections Council, upon
121 validating signatures, shall hold the Recall Election for the constituency within
122 three weeks during which classes are in session. Upon a majority vote of the
123 constituency in favor of recall, the Elections Council shall declare a vacancy and
124 hold a new election in accordance with established procedures.

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126 d. Recall of At-Large Senate Members: At-Large Senators may be recalled by a
127 petition signed by the number of constituents equal to $\frac{1}{4}$ of the number of votes
128 cast for the highest At-Large vote winner in the last Spring Senate election. In
129 order to insure the proper number of signatures for this method of recall it is
130 important for the Elections Council to maintain the vote count for Senators At-
131 Large from the Spring Senate Election of the new Senate for one year. To
132 ascertain the number of signatures needed one should consult with the chairperson
133 of the Elections Council. These signatures must be from Faculty, Librarians,
134 Professional staff, and Adjunct Faculty constituents who are eligible to vote in a
135 General Senate Election. The petition shall be submitted to the Chairperson of the
136 Senate. The Elections Council, upon validating signatures, shall hold the Recall
137 Election for the constituency, Faculty, Librarians, Professional Staff, and Adjunct
138 Faculty, within three weeks during which classes are in session. Upon a majority

139 vote of the constituency in favor of recall, the Elections Council shall declare a
140 vacancy and hold a new election in accordance with established procedures.

141
142 SECTION II – Officers and Executive Committee
143

144 1. Duties of the Chairperson:

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

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157 2. Duties of the Vice-Chairperson:

- 158 a. Performs the duties of the Chairperson in the absence or incapacity of the Chairperson.
- 159 b. Assists the Chairperson in preparing the Agenda for Senate meetings.
- 160 c. Serves as liaison officer with Senate Ad Hoc Committees and Councils.
- 161 d. Circulates the following items to all Faculty, Librarians, Professional Staff, and
162 Adjunct Faculty;
 - 163 i. A brief description of all Senate Councils.
 - 164 ii. An application form to join the Council the upcoming academic year.
 - 165 iii. Instructions for the completed Council application to be sent to the Senate
166 secretary by the end of April.
- 167 e. Prepares a list of proposed nominees for membership on the Senate Councils and Ad
168 Hoc Committees in consultation with the other members of the Executive Committee
169 before the first fall meeting of the Senate.
- 170 f. Prepares a list of standing and proposed additional charges for each of the Councils and
171 Ad Hoc Committees in consultation with the other members of the Executive
172 Committee before the first fall meeting of the Senate.
- 173 g. Holds meetings with the Chairs of all the Councils and Ad Hoc Committees in early
174 October and early February, following the Councils' and Ad Hoc Committees' first
175 meeting of each semester, to coordinate their activities.
- 176 h. Works with Councils and Ad Hoc Committees, and other appropriate parties, to
177 coordinate various inter-organizational fora (e.g. Research Day, Assessment Forum,
178 and Basic Skills Forum).
- 179 i. Disseminates a template for Senate Council/Ad Hoc Committee year-end-reports to the
180 Chairs of the Councils and Ad Hoc Committees in late March and collects the year-
181 end-reports before May graduation.

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183 3. Roles and Responsibilities of Senators:

- 184 a. Roles

- 185 i. Represent the will and opinion of the faculty of the constituency.
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187 ii. Inform their constituency about the Senate updates, news, and
188 events.
189 iii. Act as liaison between their constituency and the Faculty Senate.
190 b. Responsibilities
191 i. Senators will serve a two-year term.
192 ii. Senators shall attend the regular biweekly meetings from September through
193 May, as well as any special meetings called by the Chairperson of the Senate.
194 iii. Senators shall arrive on time for all meetings and stay for the duration of the
195 meetings.
196 iv. Print and read the attached documents sent prior to each meeting
197 v. In the event a Senator is unable to attend a meeting, it is the Senator's
198 responsibility to arrange for a substitute from the Senator's constituency and
199 inform the Chair of the Senate of the alternate's name.
200

201 4. Nomination and Election of Officers:

- 202 a. Candidates for all elected positions shall be nominated from the floor and be
203 given the floor to make a speech of no more than 3 minutes. After all the
204 nominees have spoken, the election will be conducted by a secret ballot, using
205 paper ballots.
206 b. Nominations and voting for the Chair, Vice Chair and Secretary will be held
207 first, in that order and the balloting for each office will immediately follow
208 each nomination from the floor for that office. Results will be announced
209 before nominations are opened for the next position.
210 c. Nominations and voting for the 3 at large representatives to the Executive
211 Committee will then be held.
212 d. Uncontested positions require a vote using paper ballots.
213 e. The election shall be conducted by representatives of the Elections Council
214 who will prepare the ballots.
215 f. The list of eligible voters will be called only when ballots are collected.
216

217 5. Recall of officers and Executive Committee Members:

- 218 a. Recall petition: Senate voting members may petition the recall of officers and
219 members of the Executive Committee by:
220 i. submitting a petition for recall containing written reasons and the signatures
221 of at least $\frac{1}{4}$ of the voting Senate members. The petition must be submitted to
222 the Executive Committee for mandatory inclusion as the first substantive item
223 on the agenda of the next regularly scheduled meeting.
224 ii. An Officer or Executive Committee member is recalled by two thirds
225 affirmative vote of all Senate voting members.
226

227 6. Vacancies in Office or the Executive Committee Seats:

- 228 Upon the recall, resignation, or illness of an officer or a member of the Executive
229 Committee, a vacancy shall be declared and announced at the next regularly scheduled
230 Senate meeting. That vacancy shall be filled by election at the following regularly

231 scheduled Senate meeting following procedures outlined in Article I, Section II-4,
232 Nomination and Election of Officers.

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234 SECTION III – Meetings and Procedures
235

- 236 1. A quorum of the Faculty Senate necessary to conduct business will be defined as an
237 ABSOLUTE majority (more than half) of the eligible voting members. Ex Officio
238 members without vote will not count toward a quorum count. If the Senate loses a
239 quorum of voting members, it automatically goes into adjournment. It will be the
240 responsibility of the Chair, assisted by the Executive Committee, to monitor the status of
241 the quorum, as appropriate, and any member can demand a quorum count. A prevailing
242 voting plurality will be defined as the most “ayes”, “nays”, or “abstentions” present. If
243 abstentions prevail, the motion would then be considered as neither passed nor defeated
244 and the Executive Committee may then decide what future action to propose to the
245 Senate.
246
- 247 2. Secret Ballot: The use of a secret ballot shall be mandatory in the following cases:
248 a. When requested by a voting member present,
249 b. During a recall vote,
250 c. For election of officers and Executive Committee members.
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- 252 3. A vote by roll call shall be mandatory when requested by 1/3 of the Senators present
253 except if a secret ballot has been mandated.
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- 255 4. Items may not be added to the regular agenda after the background material is forwarded
256 by the Executive Committee to the Senators unless 2/3 of the Senators present at the
257 meeting vote to make the change in the agenda.
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- 259 5. If an emergency meeting is deemed necessary by the Executive Committee, Chairperson
260 of the Senate, President of the University or 1/2 of the Senate voting members, background
261 material for the special meeting should be delivered, if possible, to the Senators 2 days
262 prior to the meeting.
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264 ***ARTICLE II – COUNCILS AND AD HOC COMMITTEES***

265 SECTION I – Responsibilities, Memberships, and Meetings:
266

- 267 1. General Responsibilities: The following points should be adhered to by all Councils and
268 Ad Hoc Committees of the Faculty Senate.
269
- 270 a. All Senate Councils and Ad Hoc committees will work with their Senate approved
271 charges to review and develop policy and send it to the Senate. Councils and Ad Hoc
272 Committees will indicate the relevance of recommendations to existing college policy
273 in their resolution to the Senate.
274 b. The writing and presentation of university policies by a Senate Council or Ad Hoc
275 Committee is defined as a total process that involves research and appropriate
276 notation of existing policy affected by the new policy, and the relevant input of

- 277 affected constituents at Council and Ad Hoc Committee meetings or other means
278 deemed appropriate.
- 279 c. All Senate Council and Ad Hoc Committee Chairs shall meet twice yearly with the
280 Vice-Chair to coordinate their activities.
 - 281 d. All Councils and Ad Hoc Committees, except for the Elections Council, must meet at
282 least monthly and report to the Senate Chairperson and Vice Chairperson each month.
283 Minutes of Council and Ad Hoc Committee meetings will be forwarded to the Senate
284 Office within 2 weeks of each meeting.
 - 285 e. Each Council and Ad Hoc Committee shall submit a Year End Report to the Senate.
286 Councils may, at this time, recommend to the Senate charges that the succeeding
287 Council should review.
 - 288 f. The Previous year's Councils will remain in office until the new Councils are elected.
289

290 2. Membership and Meetings

- 291 a. All Councils and Ad Hoc Committees shall have the following members:
 - 292 i. Voting
 - 293 1. Faculty: one from each college,
 - 294 2. Librarian: one representative from the Library staff,
 - 295 3. Professional Staff: one representative from the Professional Staff,
 - 296 4. Adjunct Faculty: one representative from the Adjunct Faculty
 - 297 ii. Non-Voting
 - 298 1. Administrative Liaison: Each Council shall have one representative
299 appointed by the Provost.
 - 300 2. In cases where there is an individual whose position requires that
301 she/he be a member of a given council (e.g., Director of University Core
302 Curriculum), that person shall be an ex-officio member of the council,
303 without vote.
- 304 b. Ad Hoc Committees may also have administrative representatives and
305 members.
- 306 c. Members of the Councils shall serve two year terms and these terms shall be
307 staggered so that no more than five (5) members or less than four (4) members
308 shall be elected to a new full term each year.
- 309 d. An individual may be a member of only one Senate Council but may serve on
310 other Senate Ad Hoc Committees.
- 311 e. Members of the Councils and Ad Hoc Committees shall elect a faculty,
312 librarian, or professional staff person as chairperson at its first meeting.
313 Notification of the results of this election shall be forwarded to the Senate
314 Chair and Vice Chairperson who will notify the Senate and Faculty at large.
315 The Chairpersons shall be a full-time employee of the university.
- 316 f. The Senate Vice Chairperson should circulate to all Faculty, Librarians,
317 Professional Staff, and Adjunct Faculty a brief description of all Senate
318 Councils during the Spring Semester. Those interested in serving should
319 indicate this to the Senate Vice Chairperson.
- 320 g. The Senate Executive Committee shall consult the list of those offering to
321 serve and shall nominate members for each Council or Ad Hoc Committee. If
322 there is an insufficient number of candidates to fill available positions, the

323 Executive Committee may recruit additional candidates. The Vice Chairperson
324 of the Senate shall also accept nominations from the floor. Senators at a
325 Senate meeting shall then elect members for each Council or Ad Hoc
326 Committee from those nominated, and the Senate Vice Chairperson shall
327 notify Council and Ad Hoc Committee members of their election. The Senate
328 Vice Chairperson shall appoint a Convener for each Council and Ad Hoc
329 Committee.

- 330 h. Any Council or Ad Hoc Committee Chairperson, with the exception of the
331 Election Council's Chairperson, who does not conduct monthly meetings, may
332 be replaced by the Chairperson of the Faculty Senate. However, the individual
333 may remain as a member of the Council or Ad Hoc Committee.
- 334 i. Council or Ad Hoc Committee members who have 3 absences shall be
335 removed from the Council or Ad Hoc Committee and reinstated only by vote
336 of the Senate. Notice of this removal shall be made in writing to the Senate
337 Executive Ad Hoc Committee and the Senate Chairperson. If necessary the
338 Vice Chairperson will follow procedures of Article II, Section 1-2-g for
339 finding a replacement Council or Ad Hoc Committee member.
- 340 j. When teaching schedules for Council or members are in conflict, meetings
341 should be held on rotating days. It is hoped that faculty with little or few
342 available hours at appropriate meeting times will carefully consider their
343 availability/schedule before seeking Council or Ad Hoc Committee
344 membership.

345
346 SECTION II – Councils
347

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

- 351
- 352 1. Academic Standards Council
 - 353 a. Review and recommend policy for the adoption, implementation and enforcement of
354 undergraduate educational and academic standards.
 - 355 b. Review and recommend policy for the adoption, implementation and enforcement of
356 undergraduate educational and academic standards in curricular issues.
 - 357 c. Liaise with university officials responsible for all academic policy matters to conduct
358 an ongoing review of their effectiveness.
 - 359 2. Administrator Assessment Council
 - 360 a. Prepare and administer assessments of the following administrators: President,
361 Provost and Vice president, all deans, all vice presidents.
 - 362 b. An administrator will be assessed once every two years, after they have completed
363 one year of employment. The rotation of assessments will be established by the
364 Senate.
 - 365 c. Prepare summary reports of the results of the assessments for acceptance and
366 transmission by the Senate (according to a schedule to be determined by the Senate).
 - 367 d. The members of the Administrator Assessment Council must be either tenured or on
368

- 369 multi-year contracts. There will be no administrative liaison or other non-voting
370 member.
- 371 e. The Administrator Assessment Council will have a membership as follows: 1 faculty
372 member from each college; 1 librarian; 1 Professional Staff member; and 1 at-large
373 member.
- 374 3. Admissions Council
- 375 a. Review and recommend policy for admission and retention in undergraduate
376 programs.
- 377 b. Liaise with administrators responsible for admission, retention, and enrollment
378 management issues to review the effectiveness of current policies and practices on an
379 ongoing basis.
- 380
- 381 4. Advisement and Registration Council
- 382 a. Review undergraduate advisement and registration policies and procedures, and
383 recommend revisions and/or new policies, as needed.
- 384 b. Identify problems and recommend means for improvement in undergraduate
385 advisement and registration policies.
- 386 c. Work with administrators involved in areas of undergraduate Advisement and
387 Registration to recommend ways to facilitate policy implementation.
- 388
- 389 5. Assessment Council
- 390 a. The Assessment Council shall carry out its charges within the context of the current
391 Assessment Policy and the “Principles of Assessment”, adhered to by this institution.
392 On this campus, assessment is distinct from evaluation. Assessment at WPUNJ shall
393 be defined as “the measurement of course, program, and other student learning
394 outcomes, as well as university-wide curricular initiatives, for the purpose of
395 improvement.” To enhance our educational environment, assessments will be
396 designed that:
- 397
 - Better articulate the educational goals,
 - Provide means for collecting information on the progress towards the goals,
 - Disseminate results to faculty and staff involved, who will consider possible
400 modifications in that which has been assessed.
- 401 b. In addition to the aforementioned membership outlined in Article II – Section I-2-a,
402 the composition of the Assessment Council shall consist of the following voting
403 members:
- 404
 - The College Assessment Coordinators, either as ex officio members or as
405 elected in Article II, Section I, Responsibilities, Memberships, and Meetings.
 - Director of I.R.&A.
- 406
- 407 c. The Council’s principal functions shall be to:
- 408
 - Inform and educate the university community regarding issues and trends in
409 relation to assessment (e.g. via an annual newsletter, and annual university
410 forum).
 - Act as consultants for assessment projects campus-wide, including program
411 reviews.
- 412
- 413

414 [Athletics Council abolished]

- 415
416 6. Budget and Planning Council
417 a. Recommend University budget policy and overall direction
418 b. Advise and prioritize in matters related to institutional planning and finance
419 c. Examine and review the institution's proposed budget
420 d. Work with the administration in resolving fiscal concerns
421 In addition to the aforementioned membership outlined in Article II- Section I-2-a, the
422 composition of the Budget and Planning Council shall consist of the following non-
423 voting members: Vice President for Administration and Finance and Associate Vice
424 President for Capital Planning, Design, and Construction.
425
- 426 7. Elections Council
427 a. Develop standardized procedures for all campus wide elections.
428 b. Conduct Faculty Senate elections prior to April 30.
429 c. Conduct campus wide elections according to the election policy for:
430 • Promotion committee, Sabbatical Leave Committee, UFRAC Committee
431 • University Wide Ad-hoc Committees and major Search Committees where
432 broad elected representation is needed. These elections can be called upon
433 request from the Senate directly or by the Senate at the request of University
434 Administrative officials for members from Faculty, Librarians, Professional
435 Staff, and Adjunct Faculty.
436
- 437 8. University Core Curriculum Council
438 a. The Director of the UCC, appointed by the Provost, shall be an Ex-Officio member,
439 without vote, of this Council.
440 b. The University Core Curriculum Council working with the Undergraduate Council
441 shall monitor the UCC program and review and recommend to the Senate all
442 proposed course and curriculum changes for UCC credit.
443 c. The University Core Curriculum Council will review and make recommendations
444 regarding all changes in UCC policy to the Senate.
445
- 446 9. Governance Council
447 a. Delineate the role of the Faculty Senate in University governance.
448 b. Review of the various governance statements.
449 c. Recommend patterns of and responsibilities for self governance by colleges, schools,
450 institutes, divisions, and faculties.
451 d. Review the Policy Manual periodically and suggest policies which need to be
452 reviewed or revised.
453 e. Review proposed amendments to the Faculty Senate By-Laws and Constitution. To
454 provide guidance to the Faculty Senate in the interpretation of proposals and
455 amendment procedures. To maintain accurate records of Faculty Senate Governing
456 documents, including historical records outlining all amendments and alterations.
457
458
- 459 10. Graduate Programs Council
460 a. Recommend policy on course requirements for graduate degrees and the procedures

- 461 for inaugurating, changing, or terminating graduate courses and programs.
462 b. Review and recommend new graduate programs, major changes in existing programs,
463 and areas of expansion.

464
465 11. Graduate Policies and procedures Council

- 466 a. Review and recommend policy for the adoption, implementation, and enforcement of
467 graduate educational and academic standards.
468 b. Review and recommend policy for admission and retention in graduate programs, and
469 for publicity and recruitment issues.
470 c. Review graduate advisement and registration policies and procedures, and
471 recommend revisions and/or new policies, as needed.
472 d. Identify and recommend means for improvement in graduate advisement and
473 registration policies and procedures.
474 e. Liaise with university officials and bodies responsible for policy on the above matters
475 to review the effectiveness of policies and facilitate their implementation.

476
477 12. Research and Scholarship Council

- 478 a. Promote Faculty, Librarian, Professional Staff, and Adjunct Faculty scholarship;
479 identify, on an ongoing basis, current and anticipated faculty, librarian, professional
480 staff and adjunct faculty needs with regard to scholarship and research and
481 recommend strategies designed to meet those needs.
482 b. Support the continued efforts to build academic research networks on and beyond the
483 William Paterson campus.
484 c. Review, yearly as needed, the policies, procedures, and guidelines for each of the
485 following:
486 1. Institutional Review Board for the Protection of Human Subjects,
487 2. Scientific and Academic Fraud and Misconduct,
488 3. Assigned Research Time Application and Selection.

489
490 13. Technology Council

- 491 a. Identify the technological needs of faculty.
492 b. Recommend technology policies and initiatives based on curricular and scholarship
493 needs.
494 c. Participate in the University's technological policy-making and planning.
495 d. Liaise with technology administrators on policy, curricular, and scholarship issues.

496
497 14. Undergraduate Council

- 498 a. Recommend policy on undergraduate course requirements for degrees and the
499 procedures for inaugurating, changing, or terminating undergraduate courses and
500 programs.
501 b. Review and recommend new undergraduate programs, major changes in existing
502 programs, and undergraduate courses.

503
504 SECTION III – Ad Hoc Committees

- 505
506 1. Ad Hoc Committees will be established by the Senate from time to time for special

- 507 purposes.
- 508 2. Ad Hoc Committees shall abide by the procedures outlined in Article II – Section I-1,
509 General Responsibilities, and Section 2, Membership and Meetings, as those Bylaws
510 pertain to Ad Hoc Committees.
- 511 3. Ad Hoc Committees may be formed when representation is required from other than
512 Faculty, Librarians, Professional Staff, and Adjunct Faculty for a special task, and for a
513 limited time not to exceed one academic year.
- 514 4. An Ad Hoc Committee will cease to exist with the end of the term of the Senate that
515 established it, but it may be reestablished by the incoming Senate.
- 516 5. Ad Hoc committees should work closely with all constituencies to attain the goals and
517 objectives as stated in their Charges from the Senate.
- 518

519 ***ARTICLE III – APPOINTMENTS TO NON-SENATE BODIES***

520 SECTION I – Liaisons to Board of Trustees committees

- 521
- 522 1. In early March the Executive Committee shall announce and solicit nominations,
523 including self nominations, from the William Paterson community represented by the
524 Senate via an e-mail announcement with at least a one week response period. The
525 announcement will detail the duties and obligations of these positions, including the
526 requirement to attend all Board Committee meetings. All nominees will be asked to
527 provide a statement of one page or less detailing her or his qualifications and reasons
528 for wanting to serve on the specific Board of Trustees Committee. The Executive
529 Committee will confirm that those who do not self-nominate agree to serve if elected.
- 530 2. The Executive committee can recruit suitable candidates should the open nomination
531 period not yield appropriate candidates.
- 532 3. Candidates for liaisons must be tenured faculty/librarians or professional staff
533 members with at least five years experience at William Paterson.
- 534 4. All candidates must commit to attend all meetings of their Board committee.
- 535 5. Liaisons will present a brief oral report of the Board committee’s actions at the first
536 meeting of the Senate after the Board committee meets, and the liaison will prepare a
537 more detailed written report to be posted on the Senate homepage.
- 538 6. The two liaisons to the Board committees will be elected by the members of the new
539 Senate at the last meeting of the academic year. No nominations can be made on the
540 Senate floor.
- 541 7. The Senate will elect the representative for each position in a secret ballot.
- 542 8. Liaisons will serve two year terms, and may be re-elected.
- 543 9. If a liaison is unable to attend a board committee meeting, she/he will notify the
544 Senate Chair as early as possible. The Chair will then attend the meeting, or arrange
545 an appropriate substitute.
- 546 10. A liaison who misses two Board committee meetings is automatically removed from
547 office, and the Executive Committee will quickly move to fill the vacancy with a new
548 liaison.