

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**  
6 **REVISIONS APPLIED 4/9/2019 REVS. APPLIED 2/25/2020**  
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8 ***ARTICLE I – ORGANIZATION OF THE FACULTY SENATE***

9 SECTION I – Membership

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

95 library or professional staff to notify their department members or fellow  
96 librarians or professional staff members and the Chairperson of the Faculty Senate  
97 of their extended absence. Senators elected at large and any Adjunct Faculty  
98 representatives must notify the Chairperson of the Faculty Senate of their  
99 extended absence. Any member of the faculty, librarians, professional staff, or  
100 Adjunct Faculty may notify the Chairperson of the Senate if they believe such a  
101 vacancy has occurred.  
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103 b. The Chairperson of the Faculty Senate shall notify the Election Council and the  
104 constituency that a vacancy has occurred. If the constituent is a department or the  
105 library representative, the department or librarians shall elect an interim  
106 replacement at a department or library meeting and notify the Senate Chairperson  
107 of the results. If the constituent is the professional staff representative, anyone  
108 may be nominated from the professional staff and they shall elect from those  
109 nominated an interim replacement with balloting taking place via normal election  
110 procedure. If the constituent is the Adjunct Faculty representative, anyone may be  
111 nominated from the Adjunct Faculty, and they shall elect from those nominated an  
112 interim replacement with balloting taking place via normal election procedure. If  
113 the constituent is an at-large representative, anyone eligible for Senate  
114 membership may be nominated by the Faculty Senate and the Faculty Senate shall  
115 elect an interim replacement at a Senate meeting. An interim replacement will  
116 serve only until the next General Election, or until such time as the regularly  
117 elected member resumes the responsibilities of the Senate seat.  
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119 c. Recall of Senate Members: Members of a constituency may petition for a  
120 Recall Election by obtaining the signatures of the greater of either 25% of the  
121 constituency or not less than 2 members of the constituency. The petition shall  
122 be submitted to the Chairperson of the Senate. The Elections Council, upon  
123 validating signatures, shall hold the Recall Election for the constituency within  
124 three weeks during which classes are in session. Upon a majority vote of the  
125 constituency in favor of recall, the Elections Council shall declare a vacancy and  
126 hold a new election in accordance with established procedures.  
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128 d. Recall of At-Large Senate Members: At-Large Senators may be recalled by a  
129 petition signed by the number of constituents equal to  $\frac{1}{4}$  of the number of votes  
130 cast for the highest At-Large vote winner in the last Spring Senate election. In  
131 order to insure the proper number of signatures for this method of recall it is  
132 important for the Elections Council to maintain the vote count for Senators At-  
133 Large from the Spring Senate Election of the new Senate for one year. To  
134 ascertain the number of signatures needed one should consult with the chairperson  
135 of the Elections Council. These signatures must be from Faculty, Librarians,  
136 Professional staff, and Adjunct Faculty constituents who are eligible to vote in a  
137 General Senate Election. The petition shall be submitted to the Chairperson of the  
138 Senate. The Elections Council, upon validating signatures, shall hold the Recall  
139 Election for the constituency, Faculty, Librarians, Professional Staff, and Adjunct  
140 Faculty, within three weeks during which classes are in session. Upon a majority

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

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144 SECTION II – Officers and Executive Committee

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146 1. Duties of the Chairperson:

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

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159 2. Duties of the Vice-Chairperson:

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

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185 3. Roles and Responsibilities of Senators:

- 186 a. Roles

- 187 i. Represent the will and opinion of the faculty of the constituency.  
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189 ii. Inform their constituency about the Senate updates, news, and  
190 events.  
191 iii. Act as liaison between their constituency and the Faculty Senate.  
192 b. Responsibilities  
193 i. Senators will serve a two-year term.  
194 ii. Senators shall attend the regular biweekly meetings from September through  
195 May, as well as any special meetings called by the Chairperson of the Senate.  
196 iii. Senators shall arrive on time for all meetings and stay for the duration of the  
197 meetings.  
198 iv. Print and read the attached documents sent prior to each meeting  
199 v. In the event a Senator is unable to attend a meeting, it is the Senator's  
200 responsibility to arrange for a substitute from the Senator's constituency and  
201 inform the Chair of the Senate of the alternate's name.  
202

203 4. Nomination and Election of Officers:

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

- 220 a. Recall petition: Senate voting members may petition the recall of officers and  
221 members of the Executive Committee by:  
222 i. submitting a petition for recall containing written reasons and the signatures  
223 of at least  $\frac{1}{4}$  of the voting Senate members. The petition must be submitted to  
224 the Executive Committee for mandatory inclusion as the first substantive item  
225 on the agenda of the next regularly scheduled meeting.  
226 ii. An Officer or Executive Committee member is recalled by two thirds  
227 affirmative vote of all Senate voting members.  
228

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

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

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

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236 SECTION III – Meetings and Procedures

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

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266 **ARTICLE II – COUNCILS AND AD HOC COMMITTEES**

267 SECTION I – Responsibilities, Memberships, and Meetings:

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

- 279 affected constituents at Council and Ad Hoc Committee meetings or other means  
280 deemed appropriate.
- 281 c. All Senate Council and Ad Hoc Committee Chairs shall meet twice yearly with  
282 the Vice-Chair to coordinate their activities.
  - 283 d. All Councils and Ad Hoc Committees, except for the Elections Council, must meet at  
284 least monthly and report to the Senate Chairperson and Vice Chairperson each month.  
285 Minutes of Council and Ad Hoc Committee meetings will be forwarded to the Senate  
286 Office within 2 weeks of each meeting.
  - 287 e. Each Council and Ad Hoc Committee shall submit a Year End Report to the Senate.  
288 Councils may, at this time, recommend to the Senate charges that the succeeding  
289 Council should review.
  - 290 f. The Previous year's Councils will remain in office until the new Councils are elected.  
291
- 292 2. Membership and Meetings
- 293 a. All Councils and Ad Hoc Committees shall have the following members:
    - 294 i. Voting
      - 295 1. Faculty: one from each college,
      - 296 2. Librarian: one representative from the Library staff,
      - 297 3. Professional Staff: one representative from the Professional Staff,
      - 298 4. Adjunct Faculty: one representative from the Adjunct Faculty
    - 299 ii. Non-Voting
      - 300 1. Administrative Liaison: Each Council shall have one  
301 representative appointed by the Provost.
      - 302 2. In cases where there is an individual whose position requires that  
303 she/he be a member of a given council (e.g., Director of University Core  
304 Curriculum), that person shall be an ex-officio member of the council,  
305 without vote.
  - 306 b. Ad Hoc Committees may also have administrative representatives and  
307 members.
  - 308 c. Members of the Councils shall serve two year terms and these terms shall be  
309 staggered so that no more than five (5) members or less than four (4) members  
310 shall be elected to a new full term each year.
  - 311 d. An individual may be a member of only one Senate Council but may serve on  
312 other Senate Ad Hoc Committees.
  - 313 e. Members of the Councils and Ad Hoc Committees shall elect a faculty,  
314 librarian, or professional staff person as chairperson at its first meeting.  
315 Notification of the results of this election shall be forwarded to the Senate  
316 Chair and Vice Chairperson who will notify the Senate and Faculty at large.  
317 The Chairpersons shall be a full-time employee of the university.
  - 318 f. The Senate Vice Chairperson should circulate to all Faculty, Librarians,  
319 Professional Staff, and Adjunct Faculty a brief description of all Senate  
320 Councils during the Spring Semester. Those interested in serving should  
321 indicate this to the Senate Vice Chairperson.
  - 322 g. The Senate Executive Committee shall consult the list of those offering to  
323 serve and shall nominate members for each Council or Ad Hoc Committee. If  
324 there is an insufficient number of candidates to fill available positions, the

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

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

## 347 SECTION II – Councils

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  
358 conduct an ongoing review of their effectiveness.
- 359
- 360 2. Administrator Assessment Council
- 361 a. Prepare and administer assessments of the following administrators: President,  
362 Provost and Vice president, all deans, all vice presidents.
- 363 b. An administrator will be assessed once every two years, after they have completed  
364 one year of employment. The rotation of assessments will be established by the  
365 Senate.
- 366 c. Prepare summary reports of the results of the assessments for acceptance and  
367 transmission by the Senate (according to a schedule to be determined by the Senate).
- 368 d. The members of the Administrator Assessment Council must be either tenured or on  
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- 371 multi-year contracts. There will be no administrative liaison or other non-voting  
372 member.
- 373 e. The Administrator Assessment Council will have a membership as follows: 1  
374 faculty member from each college; 1 librarian; 1 Professional Staff member; and 1  
375 at-large member.
- 376 3. Admissions Council
- 377 a. Review and recommend policy for admission and retention in  
378 undergraduate programs.
- 379 b. Liaise with administrators responsible for admission, retention, and enrollment  
380 management issues to review the effectiveness of current policies and practices on an  
381 ongoing basis.
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- 383 4. Advisement and Registration Council
- 384 a. Review undergraduate advisement and registration policies and procedures, and  
385 recommend revisions and/or new policies, as needed.
- 386 b. Identify problems and recommend means for improvement in  
387 undergraduate advisement and registration policies.
- 388 c. Work with administrators involved in areas of undergraduate Advisement and  
389 Registration to recommend ways to facilitate policy implementation.
- 390
- 391 5. Assessment Council
- 392 a. The Assessment Council shall carry out its charges within the context of the current  
393 Assessment Policy and the “Principles of Assessment”, adhered to by this institution.  
394 On this campus, assessment is distinct from evaluation. Assessment at WPUNJ shall  
395 be defined as “the measurement of course, program, and other student learning  
396 outcomes, as well as university-wide curricular initiatives, for the purpose of  
397 improvement.” To enhance our educational environment, assessments will be  
398 designed that:
- 399
  - 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
- 400 possible modifications in that which has been assessed.
- 401
- 402 b. In addition to the aforementioned membership outlined in Article II – Section I-2-a,  
403 the composition of the Assessment Council shall consist of the following voting  
404 members:
- 405
  - The College Assessment Coordinators, either as ex officio members or as
  - elected in Article II, Section I, Responsibilities, Memberships, and Meetings.
  - Director of I.R.&A.
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- 407 c. The Council’s principal functions shall be to:
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  - Inform and educate the university community regarding issues and trends
  - in relation to assessment (e.g. via an annual newsletter, and annual
  - university forum).
  - Act as consultants for assessment projects campus-wide, including program
  - reviews.
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416 [Athletics Council abolished]

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6. Budget and Planning Council
  - a. Recommend University budget policy and overall direction
  - b. Advise and prioritize in matters related to institutional planning and finance
  - c. Examine and review the institution’s proposed budget
  - d. Work with the administration in resolving fiscal concerns

In addition to the aforementioned membership outlined in Article II- Section I-2-a, the composition of the Budget and Planning Council shall consist of the following non-voting members: Vice President for Administration and Finance and Associate Vice President for Capital Planning, Design, and Construction.
7. Elections Council
  - a. Develop standardized procedures for all campus wide elections.
  - b. Conduct Faculty Senate elections prior to April 30.
  - c. Conduct campus wide elections according to the election policy for:
    - Promotion committee, Sabbatical Leave Committee, UFRAC Committee
    - University Wide Ad-hoc Committees and major Search Committees where broad elected representation is needed. These elections can be called upon request from the Senate directly or by the Senate at the request of University Administrative officials for members from Faculty, Librarians, Professional Staff, and Adjunct Faculty.
8. University Core Curriculum Council
  - a. The Director of the UCC, appointed by the Provost, shall be an Ex-Officio member, without vote, of this Council.
  - b. The University Core Curriculum Council working with the Undergraduate Council shall monitor the UCC program and review and recommend to the Senate all proposed course and curriculum changes for UCC credit.
  - c. The University Core Curriculum Council will review and make recommendations regarding all changes in UCC policy to the Senate.
9. Governance Council
  - a. Delineate the role of the Faculty Senate in University governance.
  - b. Review of the various governance statements.
  - c. Recommend patterns of and responsibilities for self-governance by colleges, schools, institutes, divisions, and faculties.
  - d. Review the Policy Manual periodically and suggest policies which need to be reviewed or revised.
  - e. Review proposed amendments to the Faculty Senate By-Laws and Constitution. To provide guidance to the Faculty Senate in the interpretation of proposals and amendment procedures. To maintain accurate records of Faculty Senate Governing documents, including historical records outlining all amendments and alterations.
10. Graduate Programs Council
  - a. Recommend policy on course requirements for graduate degrees and the procedures

- 463 for inaugurating, changing, or terminating graduate courses and programs.  
464 b. Review and recommend new graduate programs, major changes in existing  
465 programs, and areas of expansion.  
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- 467 11. Graduate Policies and procedures Council  
468 a. Review and recommend policy for the adoption, implementation, and enforcement of  
469 graduate educational and academic standards.  
470 b. Review and recommend policy for admission and retention in graduate programs,  
471 and for publicity and recruitment issues.  
472 c. Review graduate advisement and registration policies and procedures, and  
473 recommend revisions and/or new policies, as needed.  
474 d. Identify and recommend means for improvement in graduate advisement and  
475 registration policies and procedures.  
476 e. Liaise with university officials and bodies responsible for policy on the above matters  
477 to review the effectiveness of policies and facilitate their implementation.  
478
- 479 12. Research, Scholarship, and Creative Expression Council  
480 a. Promote Faculty, Librarian, Professional Staff, and Adjunct Faculty scholarship;  
481 identify, on an ongoing basis, current and anticipated faculty, librarian, professional  
482 staff and adjunct faculty needs with regard to scholarship and research and  
483 recommend strategies designed to meet those needs.  
484 b. Support the continued efforts to build academic research networks on and beyond the  
485 William Paterson campus.  
486 c. Review, yearly as needed, the policies, procedures, and guidelines for each of  
487 the following:  
488 1. Institutional Review Board for the Protection of Human Subjects,  
489 2. Scientific and Academic Fraud and Misconduct,  
490 3. Assigned Research Time Application and Selection.  
491
- 492 13. Technology Council  
493 a. Identify the technological needs of faculty.  
494 b. Recommend technology policies and initiatives based on curricular and  
495 scholarship needs.  
496 c. Participate in the University's technological policy-making and planning.  
497 d. Liaise with technology administrators on policy, curricular, and scholarship issues.  
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- 499 14. Undergraduate Council  
500 a. Recommend policy on undergraduate course requirements for degrees and the  
501 procedures for inaugurating, changing, or terminating undergraduate courses  
502 and programs.  
503 b. Review and recommend new undergraduate programs, major changes in existing  
504 programs, and undergraduate courses.  
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### 506 SECTION III – Ad Hoc Committees

- 507  
508 1. Ad Hoc Committees will be established by the Senate from time to time for special

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

520

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

522 SECTION I – Liaisons to Board of Trustees committees

523

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

551

552 ***Article IV Amendments to these Bylaws***

553 SECTION I - Proposals

554

- 555 1. Proposals to Amend these By-Laws may be presented to the Faculty Senate for  
556 consideration in the following manner;
- 557 a. By the Senate Executive Committee.

- 558                   b. In writing, supported by the signatures of at least twenty-five percent of the  
559                   voting members of the Faculty Senate.  
560                   c. By petition to the Faculty Senate, supported by the signatures of ten-percent of  
561                   the full-time Faculty, Librarians and Professional Staff.  
562                   d. By the Senate Councils and Committees.  
563                   2. Proposals should be submitted to the Faculty Senate Executive Committee.  
564

565                   SECTION II- Review  
566

- 567                   1. The Faculty Senate Executive Committee will refer proposals to the Governance Council.  
568                   The Governance Council shall:  
569                   a. Review the proposal as it relates to Senate Governing Documents and University  
570                   Policies and return it to the Executive Committee acknowledging that if no  
571                   conflicts exist the senate can consider the proposed amendment.  
572                   b. Review the proposal and return it to the Executive Committee informing that  
573                   said proposal conflicts with Senate Governing Documents or existing University  
574                   Policies.  
575                                    i. In instances where the Governance Council returns a proposal with a  
576                   noted conflict, the council will provide a detailed report outlining the  
577                   findings of their review.  
578                   c. The Executive Committee will inform the originating body of the results of the  
579                   Governance Council review.  
580

581                   SECTION III- Voting  
582

- 583                   1. Voting on Proposed Amendments to the By-Laws  
584                   a. When a proposed and properly supported amendment has been reported on  
585                   favorably by the Governance Council, Senate consideration shall consist of:  
586                                    i. The Secretary shall circulate a written copy of the proposed and  
587                   properly supported amendment to each member of the Faculty  
588                   Senate one (1) week prior to the next scheduled meeting.  
589                                    ii. Upon presentation at the first Faculty Senate Meeting after circulation,  
590                   the chair will open the proposal for discussion and amendments.  
591                                    1. Any motions to alter a properly supported amendment will  
592                   require an affirmative vote of two-thirds of the Senate voting  
593                   membership.  
594                                    2. Any substantive amendments to a proposed amendment will be  
595                   considered a “new” proposal and return to Article IV Section II.  
596                                    3. If no amendments to the proposal are approved, a motion to  
597                   close discussion and vote can be made.  
598                   b. Ratification of a proposed amendment by the Faculty Senate shall require an  
599                   affirmative vote of two-thirds of the total number of the voting membership. In  
600                   the event the Senate fails to ratify the proposed amendment, it may be  
601                   submitted to a referendum of Faculty, Librarians and Professional Staff by  
602                   either a majority of senators voting, or by a petition signed by twenty percent  
603                   of the full-time Faculty, Librarians and Professional Staff who are eligible to  
604                   vote in the Senate constituencies.

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2. Any proposed amendment not voted upon during the academic year in which it was proposed shall be void and must be resubmitted the following academic year for consideration.
  3. Upon Passage of an Amendment, the Governance Council will insure the By-Laws are amended and maintain records of the By-Laws and all Amendments Ratified.