

**CONSTITUTION
of the University Senate
of New Jersey City University**

PREAMBLE: To provide members of the academic community of New Jersey City University with a participatory role in decision-making and in the governance of the University, consonant with their respective functions and different degrees of expertise and in accordance with recognized principles of academic freedom and shared governance, we hereby establish the University Senate of New Jersey City University.

ARTICLE I: FUNCTIONS, POWERS, AND DEFINITIONS

Section 1. Functions and Powers

The Senate:

- a. Shall initiate policy and has the right to discuss and review all University policies which may affect its academic and educational objectives, subject to approval by the President and Board of Trustees of the University.
- b. Shall study and discuss problems referred to it and, where appropriate, make recommendations to the administration.
- c. Shall serve as a channel of communication and orderly cooperation among faculty, professional staff, students, alumni, the administration, and the Board of Trustees.
- d. Shall promptly receive requested information appropriate to its objectives from any member of the University community.
- e. Through its appropriate search committees, shall advise the Administration on the selection of administrative personnel at the level of dean. By its significant participation on appropriate committees, shall advise the Administration on the selection of administrative personnel at the level of vice president and above and on the retention of administrative personnel at the level of dean and above.
- f. By its significant participation on appropriate committees, shall advise the Board of Trustees on the selection and retention of a president.
- g. Shall have the right to express itself formally on any matter concerning the welfare of the University and its various components and transmit its recommendations to the appropriate authorities.
- h. Shall have the right to discuss with the President and other appropriate University administrators all actions taken by the Senate.

i. Shall assemble, codify, keep up to date, and make available to interested parties all of the University-wide academic and educational policies currently in force.

Section 2. Definitions

a. Faculty are University employees whose major job function is instruction and/or research.

b. Professional Staff are those non-managerial administrative employees whose major job function is the administrative guidance and support of programs and activities at the University.

c. Students are those community members who are officially enrolled in courses at the University.

d. Alumni are those individuals who have earned a degree or certification from the University.

e. Administration generally refers to managerial personnel with responsibility for major units at the University. Specifically, this category includes, but is not limited to: directors, assistant and associate deans, deans, assistant and associate vice presidents, vice presidents, and the president.

f. Academic departments are those units at the University whose primary function is instruction. As such, these units could be called departments, programs, centers, and/or institutes.

ARTICLE II: MEMBERSHIP

Section 1. Categories of Senators

a. The constituency of the Senate consists of the faculty, professional staff, students, and alumni of New Jersey City University.

b. The faculty shall elect two categories of senators: departmental and at-large senators. They shall serve two-year terms.

(1) Each instructional department, and the faculties of the Congressman Frank J. Guarini Library and the A. Harry Moore Laboratory School, and those area studies/centers that meet criteria as established by the Senate, shall elect by secret ballot one senator and one alternate from their full-time faculties.

(2) Eleven (11) at-large senators shall be elected by the faculty from their number. Each academic department shall be entitled to nominate two of its members for the at-large senator positions. The immediate past president of the Senate shall also be a senator-at-large.

- c. The professional staff shall elect four senators and four alternates from their number. They shall serve two-year terms.
- d. The alumni association shall elect one senator and one alternate from their number. They shall serve two-year terms.
- e. The students shall elect two categories of senators: class and at-large senators. They shall serve one-year terms.
 - (1) The freshman, sophomore, junior, and senior class presidents shall serve as senators. The vice president/secretary of each class shall serve as alternate.
 - (2) Full-time undergraduate students shall elect four senators-at-large and four alternates from their number.
 - (3) Part-time students shall elect one senator-at-large and one alternate from their number.
 - (4) Graduate students shall elect one senator-at-large and one alternate from their number.
- f. Vacancies in the aforementioned categories shall be filled by the constituency involved. In the case of senators-at large (faculty, professional staff, and students), the person who received the next highest number of votes in the most recent election will be selected to complete the remaining term. If there are none, then the Senate President shall appoint an appropriate person to complete the unexpired term. This appointment is subject to the approval of the full Senate.

Section 2. Election and Recall of Senators

- a. All elections shall be supervised by the Elections Committee.
- b. All elections, with the exception of the election of senators from the freshman class, shall be held in April of each year. Freshman class senators shall be elected in October.
- c. The official year of the Senate, its members, officers and committees, unless otherwise designated, shall commence with the reorganization meeting which will be held during the first ten days of May.
- d. Recall of a faculty or professional staff senator shall be initiated by a petition containing the signatures of at least twenty-five per cent of that senator's constituency. Recall of a student senator shall be initiated by a petition containing signatures of at least ten per cent of that senator's constituency. Signatures shall be validated by the Elections Committee. In a recall election, a majority vote of the appropriate constituency shall constitute recall.

ARTICLE III: ORGANIZATION

Section 1. Officers

- a. During the first ten days of May, the Senate shall hold its reorganization meeting and elect from its membership a president, a vice president, and a secretary for terms of two years, with the privilege of serving two consecutive terms. An individual may again be elected to the same office after an absence of one term. If a departmental senator is elected president, the alternate shall become senator and the department shall then elect a new alternate.
- b. The president shall perform all the duties commonly associated with executive leadership; shall call and conduct meetings of the Senate and its Executive Committee; shall, in consultation with the Executive Committee, provide and distribute (at least five (5) days in advance) an agenda for all meetings; may vote to break a tie; shall submit a written annual report to the Senate at least one week prior to the September meeting; and shall attend Board of Trustee meetings, including its appropriate committee meetings. The president shall receive a reduction in load by at least one-half of normal duties. (If a member of the professional staff is elected president, that person shall receive overload pay equivalent to the number of reduced load credits received by a faculty member.)
- c. The vice president shall perform the duties of the president in the absence or incapacity of the president as declared by the Executive Committee. The vice president shall coordinate the activities of all Senate standing committees and shall attend Board of Trustees meetings, including its appropriate committee meetings. If the vice president succeeds to the position of president, a vacancy shall be declared by the Executive Committee. Nominations for the new vice president shall be submitted at the next full meeting of the Senate. The election shall occur at the following meeting. The vice president shall receive a reduction in load by at least one-quarter of normal duties. (If a member of the professional staff is elected vice president, that person shall receive overload pay equivalent to the number of reduced load credits received by a faculty member.)
- d. The secretary shall keep and distribute minutes of all regular and special meetings, keep the official list of senators, and maintain accurate records of the annual elections, conduct the necessary correspondence, maintain a file of committee members and reports, and perform such other secretarial duties as the Senate requires. The secretary shall receive a reduction in load by at least one-quarter of normal duties. (If a member of the professional staff is elected secretary, that person shall receive overload pay equivalent to the number of reduced load credits received by a faculty member.)
- e. The Senate may elect additional officers as its work necessitates.

Section 2: Executive Committee

a. The Executive Committee shall consist of the president, the vice president, the secretary, and four senators, one of whom shall be a student. The president of the Senate shall be chairperson of the Executive Committee. Each College of the University must be represented on the Executive Committee.

b. The Executive Committee, responsible at all times to the Senate, shall meet at the call of the Senate president or on request of any three of its members to conduct the business of the Senate between meetings. It shall serve as a steering committee for the Senate and assist in establishing the agenda for Senate meetings. Minutes of its meetings shall be kept and shall be open upon request to all senators. The four non-officers shall be elected at the reorganization meeting and shall serve a one-year term with the privilege of re-election. If one of the non-officer members leaves the Executive Committee, that vacancy shall be filled by the person who received the next highest number of votes in the most recent election.

c. The Executive Committee is authorized to meet as needed between Senate meetings with members of the administration to discuss Senate and other University business. The joint committee thus formed shall be called the Senate-Administration Coordinating Committee. (See Article V, Section 1 for a description of this committee.)

d. All actions of the Executive Committee shall be referred to the Senate for approval.

Section 3. Standing and Ad Hoc Committees

The Senate shall establish such standing and ad hoc committees as it deems necessary to carry out its function.

a. Powers and Duties

(1) Powers and duties of standing and ad hoc committees shall be stipulated by the Constitution and/or by the Senate. The enumeration of committee functions as outlined below is not intended to be exclusive.

(2) All standing and ad hoc committees shall be responsible to the Senate. They shall meet when appropriate or at the discretion of the Senate president, but not less than once in each semester, and submit to the Executive Committee announcements of meetings, agenda, and minutes. They will prepare and submit annual reports to the Senate Executive Committee no later than May 1.

(3) Senate committees will submit to the Senate all their recommendations for initiation of new University policy or changes in present policy.

(4) All actions of ad hoc committees, or any other committee which establishes or recommends University policy regarding academic and educational objectives, shall be referred to the Senate for approval.

(5) Except for individual grievance cases and sabbatical requests, all items for committee consideration shall be channeled through the Senate president.

b. Selection of Committees

(1) All faculty and professional staff members of standing committees shall be elected for two-year terms. Student members shall be elected for one-year terms. Standing committees shall ordinarily consist of five (5) members, including at least one faculty member, one student and at least one member of the professional staff. Each committee shall elect its own chairperson annually. Members shall not be elected for more than two consecutive terms. However, an individual may again serve on the same committee after an absence of one full term. Terms shall be staggered where practicable. No one shall concurrently serve on more than one standing committee. A standing committee shall not have more than one faculty or professional staff member from any one department at any time.

(2) Each department and each student class shall offer nominations through their senators to the Senate president for vacancies on standing committees at least two weeks before the annual reorganization meeting. The list of nominees shall appear with the agenda. Nominations may also be made from the floor of the Senate. All nominees must have given prior written consent or must be present at the reorganization meeting.

(3) The chairperson of any committee may declare the place of an elected committee member vacant when the committee member has been absent from three regular committee meetings in any semester. The Executive Committee shall appoint a new committee member to serve until the next annual reorganization meeting. Such appointments are subject to the approval of the Senate.

(4) Ad hoc and other non-standing committees will be established as needed. There shall not be more than one faculty or professional staff member from any department or unit of the University on an ad hoc or non-standing committee. There shall not be more than one student major from any department on an ad hoc or non-standing committee.

c. Standing Committees

(1) The Academic Standards Committee shall establish and maintain standards and requirements for undergraduates concerning admission,

probation, dismissal, graduation, grading practices, and the general evaluation of student records.

(2) The Academic Support and Services Committee shall concern itself with the services provided by non-instructional units whose primary function is to support the academic mission of the University. Examples of such services include the library, advising, psychological counseling and medical services, computer labs, cooperative education, the bookstore, financial aid, tutoring, and registration services.

(3) The Committee on Instructional Technology shall oversee and support the technological component of all instruction sponsored by the University. This includes face-to-face courses with a technology component, blended or Web-assisted courses, or courses offered totally online.

The committee will examine the changing issues regarding the accountability of the University regarding accreditation standards, practices, grading and other student-participation concerns.

The committee shall also be responsible for oversight of the support available to faculty teaching with technology, and to students receiving instruction utilizing technology, including the training and support of faculty and students, and the availability and usefulness of campus computer labs, and the availability and reliability of technology-based assistance systems, such as via the telephone or Internet-based assistance. The committee shall also be concerned with the availability of dependable student-oriented support services including, but not limited to, support, registration, advisement, and library services for those students enrolled in online, or technology-based classes.

Conclusions and recommendations of this committee shall be forwarded to the Senate for consideration.

(4) a. The Curriculum and Instruction Committee shall recommend to the Senate guidelines and standards for the undergraduate academic program. The committee shall supervise the implementation of said guidelines.

b. The Senate Curriculum and Instruction Committee shall evaluate and recommend the approval of all new undergraduate courses (including face-to-face, blended, and online formats), academic majors, minors, concentrations, interdisciplinary programs, and professional sequences, based on their review of individual College Curriculum Committee recommendations. The committee shall also evaluate undergraduate courses that have had substantial changes in their content, objectives, and/or expected outcomes. Individual courses and course revisions approved by the committee shall be forwarded directly to the

Vice President for Academic Affairs. The committee shall also make recommendations to the Senate for the establishment or dissolution of departments, programs and majors. The faculty and professional staff component of the committee shall include one faculty member from each of the Colleges. These three faculty members shall also serve on their respective College Curriculum Committees. The three remaining members of this committee shall be a student, and two other members of the faculty or the professional staff from any College.

(5) The Elections Committee shall devise practical election procedures and supervise and administer all elections involving the Senate. It shall further devise and implement procedures to maximize the constituency's participation in Senate elections.

(6) The Faculty and Professional Staff Affairs Committee shall be concerned with the general welfare and interests of the faculty and professional staff. It shall develop and recommend policy on academic freedom, professional ethics, professional development and faculty/professional staff personnel policies in general. These policies include, but are not limited to, promotion, tenure, retirement, leaves of absence, sabbatical leaves, awarding honorary degrees, appointment and retention, awards and research grants, exchange programs and workshops, provided such actions do not impinge upon the legal and contractual obligations of the official bargaining agent. The committee will also establish guidelines and policies regarding the granting of emeritus status. Candidates for this honor will be recommended to the Senate Executive Committee and then forwarded to the administration. The committee shall include at least one faculty or professional staff member from each College.

(7) The Graduate Studies Committee shall establish and maintain standards and requirements for the admission and retention of graduate students, review grading procedures, academic integrity, and determine requirements for graduation.

The Graduate Studies Committee shall recommend to the Senate guidelines and standards for the graduate program and, based on their review of individual College Curriculum Committee recommendations, evaluate and recommend the approval of new or revised courses (including face-to-face, blended, and online formats), academic majors, minors, concentrations, interdisciplinary programs, and professional sequences, and the establishment or dissolution of departments, programs and majors. The faculty and professional staff component of the committee shall include one faculty member from each of the Colleges. These three faculty members shall also serve on their respective College Curriculum Committees. The two remaining members of this committee

shall be a matriculated graduate student, and one other member of the faculty or the professional staff. The Dean of Graduate Studies and Continuing Education shall be a non-voting, ex-officio member of this committee.

(8) The Planning, Development and Budget Committee will advise and assist the administration regarding master plans, the budget, long-range plans and goals, campus security, parking, alumni relations, University bookstore, building/expansion proposals, naming of facilities, and the use of physical resources. It shall be involved in the development and review of the annual budget, and advise the administration on the apportionment of budgetary resources. Due to the broad nature of its work, this committee will consist of eight (8) members. Each College shall have at least one representative on this committee. The Vice President for Administration and Finance, or designee, will serve as a non-voting, ex-officio member.

(9) The Student Affairs Committee shall develop and recommend policies concerning student welfare, including, but not limited to, areas of orientation, evaluation, counseling, housing, supervision, discipline, co-curricular activities, financial aid, and placement. It shall assist the Dean of Students in the development of student personnel programs and advise in matters concerning the interpretation and execution of these policies. When called upon, the committee shall deal with grievances initiated by students against students or students against a member of the faculty or the professional staff. Upon receipt of a written appeal from a student, the committee shall (a) determine that the grievance has basis in fact; (b) inform the complainant of the legal and administrative limitations of the committee in resolving grievances; and (c) determine that all normal avenues of grievance resolution, between the parties involved, and the applicable department chair and dean, have been exhausted. It shall provide notice of its decision, made on a review and advise basis, to the Vice President for Academic Affairs, who renders a final decision within six (6) weeks of receiving the appeal. The committee shall include at least one faculty or professional staff member from each of the Colleges. The Vice President of Student Affairs, or designee, will serve as a non-voting, ex-officio member of this committee.

ARTICLE IV: MEETINGS AND PROCEDURES

Section 1. Meetings

- a. All regular meetings will be open to all members of the academic community. The president shall have the right to limit discussion by non-senators.
- b. The Senate shall meet regularly, September through May, at least once a month. Special meetings may be called by the President of the University, the

Board of Trustees, the president of the Senate or at the request of one-third of the senators.

c. Meetings shall be conducted according to the latest edition of Robert's Rules of Order except as may be provided otherwise by the Constitution, or by the adoption of by-laws. The president, with the advice and consent of the Senate, may appoint a parliamentarian.

d. A quorum at any meeting shall consist of one-half plus one of the total membership who has signed in. Unless a count is requested by a senator, a quorum shall be assumed.

Section 2. Procedures

a. A vote by roll call shall be mandatory when requested by a majority of the senators present.

b. Regular meetings shall not exceed two hours in length. The meetings may be extended for one additional hour at the discretion of the president.

c. Minutes of meetings shall be distributed no less than five (5) business days prior to the next Senate meeting to all senators, faculty, administrators, and the Student Government Organization.

d. The Senate shall respond promptly to all requests from its constituencies and act immediately upon requests initiated by five per cent of any of its constituencies.

e. The Senate shall reconsider actions taken, at the meeting following receipt of a petition, upon requests initiated by ten per cent of any of its constituencies.

ARTICLE V: RELATIONSHIP OF THE SENATE TO THE COLLEGE COMMUNITY

Section 1. Relationship to the Board of Trustees, President, and Administration

a. The President of the University and the Board of Trustees has the right to call special meetings of the Senate and to request consideration or reconsideration of specific items.

b. There shall be a Senate-Administration Coordinating Committee which meets as needed between Senate meetings. It shall serve as the mechanism through which substantive items approved by the Senate are discussed with the administration prior to their consideration and promulgation as University policy by the Board of Trustees. The committee shall consist of the Executive Committee of the Senate, the President, vice presidents, and deans of the University or their delegates. Other administrative officers and chairpersons of Senate committees shall participate as necessary. When no agreement can be

reached in the Senate-Administration Coordinating Committee, the Executive Committee may request the Board of Trustees to consider the matter.

c. The president and vice president of the Senate, through participation in appropriate committee meetings and public Board meetings, shall serve as liaison between the Board of Trustees and the Senate.

Section 2. Relationship to the Instructional Units

Actions of the Senate shall not contravene the rights of instructional departments to have control of their educational and academic policies, to propose programs and courses, to recommend candidates for appointment, retention, promotion and tenure, and to formulate standards for the evaluation of their offerings.

Section 3. Relationship to the Faculty and the Professional Staff

Faculty and professional staff members have the right to attend meetings and be heard, subject to speaking limitations established by the president, request consideration of particular items through their senators, and initiate Senate action in accordance with procedures outlined in Article IV, Section 2.

Section 4. Relationship to the Students

Students have the right to attend meetings, be heard, subject to speaking limitations established by the president, request consideration of particular items through their senators, and initiate action in accordance with procedures outlined in Article IV, Section 2.

Section 5. Relationship to the Alumni and the Alumni Association

Alumni have the right to attend meetings, be heard, subject to speaking limitations established by the president, request consideration of particular items through their senators, and initiate action in accordance with procedures outlined in Article IV, Section 2.

Section 6. Relationship to the Official Bargaining Agent of the Faculty and Professional Staff

The enumeration of certain rights and privileges in the agreements made between the faculty and professional staff's bargaining agent and the State of New Jersey shall not be construed as denying or disparaging others retained by the faculty and/or professional staff and/or approved by the Senate. All matters of compensation and terms and conditions of employment, however, are subject to negotiations between the bargaining agent and the State, and/or local administration. The Senate shall take no action that impinges on the legal and contractual obligations of the bargaining agent.

ARTICLE VI: CONSTITUTIONAL AMENDMENTS

Section 1. Initiation

- a. Upon petition to the Senate president signed by ten per cent of any constituency, proposed amendments to this Constitution must be presented to the appropriate bodies for action in accordance with Section 2 below.
- b. A constitutional amendment proposed by a senator must be submitted in writing to the Senate president, who shall include it in the agenda of the next meeting. If at least two-thirds of the total body supports the proposed amendment, it must be presented to the faculty, professional staff, and students for action in accordance with Section 2 below.

Section 2. Ratification

The proposed amendment shall be submitted for referendum to the faculty, professional staff, and students within two weeks after well-advertised public hearings (one for students and one for the faculty and professional staff). Upon receiving the approval of three-quarters of the faculty and professional staff who vote, and three-quarters of the students who vote, the amendment shall be considered ratified.

Section 3. Approval of Amendments

All amendments shall be submitted to the administration and Board of Trustees for review and appropriate action, and shall be deemed accepted if no communication to the contrary is received from either within two months.

Revised: April 30, 2003

Approved by the University Senate as Amended on March 3, 2003

Approved by SACC: April 29, 2003

Approved by the Faculty and Professional Staff: April 28-29, 2003

Approved by the Students: February 23, 2004

Adopted by the NJCU Board of Trustees: April 26, 2004