



University Senate  
Professional Studies Building, 203A rm. 3; Extension 3459

**March 2019**

## **Thirty-Day Review Policy**

### **Original Resolution**

Given that Senate committee membership is both an honor and a responsibility that needs to be fulfilled, and

Given that Senate committees are charged with carrying out important duties that affect both faculty/staff and NJCU students, and

Given that delays in Senate committee action are detrimental to the university community,

Beginning immediately with the 2018-2019 academic year, all Senate committees have a binding timeline of thirty days to review matters that come before them and require action. If a committee cannot complete its review in thirty days, then the matter under review will proceed to the next level. (September 2018, Resolution).

### **Further Explanations**

- A. The resolution relates to Senate Committees, which does not include college curriculum committees (October 2018, Minutes).
- B. The resolution does not affect a resolution that included a target deadline, for example, last year the Ad Hoc Doctoral Handbook Committee was given a set amount of time to complete its work and the Academic Support and Services Committee was given a set amount of time to research and make recommendations for Infosilem (October 2018, Minutes).
- C. The resolution does not affect policies with specific, previously established timelines, for example, the Student Grievance Policy (October, 2018 Minutes).
- D. Clock Reset After Changes: The committee's 30-day clock resets when a proposal is sent back for changes. That is, a proposal is reviewed, returned for changes, and then resent to the committee; the clock stopped when the committee returned the item for changes and resets to 30 days when it is returned to the committee with the changes (November, 2018 Resolution).
- E. Clock Stops During Breaks: Clock stops during winter and summer breaks. Winter break being defined as starting the last day of the semester until the first day of classes for the Spring semester. Summer break being defined as starting the day after graduation until the start of classes in the Fall semester (November 2018, Resolution).
- F. Business Days: The 30-day limit refers to '30 business days'. (November, 2018 Resolution).
- G. This policy does not address the review of undergraduate and graduate degree programs. Those reviews are covered by "New Approval Procedures for Academic Degree Programs" (February 2018, Resolution).