

# RUTGERS UNIVERSITY SENATE

## STANDING COMMITTEE CHARGES

[Revised November 2008, December 2012]

**1. EXECUTIVE COMMITTEE** (Note: *Executive Committee members are elected by the Senate. Senators should select from among the other standing committees when indicting a committee preference.*)

Standing Charge: To perform those duties defined in [University Policy 50.2.2.](#), to coordinate the activities of the Senate and its committees, and to exercise such powers as the Senate may delegate to it.

The Executive Committee shall act on behalf of the Senate between meetings of the Senate, and report these actions to the Senate. (Note: On September 29, 1970, the Senate passed a motion authorizing the Executive Committee to act on its behalf between meetings of the Senate as provided in University Policies [50.2.1.F.](#) and [50.2.3.F.](#), and requiring the Executive Committee to report these actions to the Senate.) Although the Executive Committee is empowered to act for the Senate in exceptional circumstances, it shall minimize responding to emergency situations that require its independent, precipitous action, and shall strengthen and publicize its planning, referral, evaluation, and liaison functions, as follows:

### a. Planning Function of the Executive Committee

To review the annual reports from Senate committee chairpersons and decide which charges should be continued or modified, and to anticipate and propose other matters needing Senate attention. The Secretary will transmit these matters as charges to the appropriate committee with background information.

To assign members to Senate standing committees and panels, ensuring broad representation on each of the committees (to the extent possible within the limitation in the third paragraph of "Committees of the Senate").

To take responsibility for assuring standing committees, and the Senate as a whole, sufficient time in which to study and advise on all proposals brought to it.

To issue, at its discretion, a rule calling for a specific voting procedure on a resolution pending before the Senate, including voting by secret ballot, to ensure an efficient voting procedure, and to protect the integrity of the vote whenever issues of extreme sensitivity or confidentiality exist.

### b. Referral Function of the Executive Committee

To refer new matters to the committees throughout the year. The Secretary will transmit these referrals in writing with appropriate supporting information.

To establish ad hoc committees and charge them appropriately. In keeping with its referral function, the Executive Committee shall generally refrain from initiating discussion of new issues on the Senate floor but rather move all business through the committee structure.

c. Evaluation Function of the Executive Committee

To review and evaluate the performance of Senate committees and the Senate body as a whole periodically throughout the year. To report to the Senate the results of such evaluations.

d. Liaison Function of the Executive Committee

To arrange for and monitor compliance with liaison arrangements among Senate committees, the Administration, and University committees.

To be the buffer between the Administration and other University groups and the Senate, guarding the Senate's rights and responsibilities from encroachment by keeping in close touch with persons and events in the University community.

To appeal to the Board of Governors as provided in Section 2.2.2 Paragraph B, item (2) when the President does not consult the Senate in the areas defined for such consultation.

## **2. BUDGET AND FINANCE COMMITTEE**

Standing Charge: This Committee shall concern itself with all matters related to budget priorities, allocations and general planning, as provided in section 2.2.2. B of the University regulations. These responsibilities include, but are not limited to, the following:

To select and study policy issues associated with the University's budget, including priorities and allocation of funds, and to develop recommendations to the Senate.

To evaluate the probable financial impact of proposed new programs being considered by the Senate.

To receive, study, and make recommendations to the Senate, and through it to the Board of Governors and Board of Trustees, with respect to requests from members of the University community or others with a legitimate interest regarding Rutgers University investments.

To consider, study, and make recommendations to the Senate, and through it to the Board of Governors and Board of Trustees, with respect to any investment policies of the University that may involve ethical and moral principles as established by the

Boards of Governors and Trustees.

To consider broad issues related to physical plant and infrastructure, space, transportation, and safety on and among the three campuses.

To present to the University Senate an annual report on the Rutgers University budget.

### **3. UNIVERSITY STRUCTURE AND GOVERNANCE COMMITTEE**

Standing Charge: This Committee will study, report on, and make recommendations to the Senate on all matters pertaining to University governance, including both formal and functional relationships among units at Rutgers, relationships among student and faculty governing bodies, and the structure of the Senate itself. This Committee shall be responsible for initiating reviews of governance issues in accordance with these guidelines. The responsibilities of this Committee shall include, but are not limited to, the following:

To review formal relationships among academic units within the University, including the organization of disciplines. (University Regulations 2.2.2 B)

To advise the President, through the Senate, on the establishment or dissolution of colleges, schools, divisions, institutes and similar educational units, (University Regulations 2.2.2 B) and to review and advise the President on the termination or suspension of academic programs.

To consider and advise the President on special affiliations and programs (University Regulations 2.2.2 B (c) and agreements and formal relationships with other institutions, including internet service providers, particularly as they relate to the structure and unit relationships of the university.

To review all matters relating to the composition of the Senate (University Regulations 2.2.1. through 2.2.1.D.).

To study and make recommendations to the Senate on matters relating to the role and function of the Senate as a body within the University governance scheme (University Regulations 2.2.2. through 2.2.2.C.) as well as the role and function of internal structures and processes of the Senate itself (University Regulations 2.2.3. through 2.2.3.K.).

To coordinate relationships among the faculty and student governing bodies and the Senate, so that issues raised in one forum are brought to the attention and consideration of other appropriate units.

To study and make recommendations on relationships between the University and the public.

### **4. STUDENT AFFAIRS COMMITTEE**

Standing Charge: This Committee shall have primary responsibility for matters

directly concerning students. These responsibilities include, but are not limited to, the following:

To examine and address general student interests in University policies and operations, including, but not limited to, such matters as University policies on student use of drugs and alcohol, on reporting student records, and on regulating dormitories and fraternities.

To further concern itself with student disciplinary procedures, student health services, bookstores, etc.

To advise the administration, through the Senate, on policies governing the athletic fees, programs, and facilities of the University.

To advise administrative officers and others, through the Senate, on questions relating to actual, possible or alleged discrimination as it affects the students of Rutgers.

To advise administrative officers and others, through the Senate, on questions relating to actual, possible, or alleged discrimination as they affect Rutgers students.

## **5. FACULTY AND PERSONNEL AFFAIRS COMMITTEE**

Standing Charge: This Committee shall have primary responsibility for matters directly concerning faculty, staff, and other personnel, with the exception of matters included under the collective bargaining agreements. When deemed necessary, a task force or ad hoc subcommittee may be formed to deal specifically with a given issue. General responsibilities of the Faculty and Personnel Affairs Committee shall include, but are not limited to, the following:

To survey the general policies of the University with respect to the rank and standing of all faculty personnel.

To review all procedures and regulations by which faculty appointments, promotions and tenure are governed.

To address issues related to workplace climate, personnel workload, career development and opportunities for professional advancement, and working conditions for all employees in the University.

To provide feedback to the central administration on university policies and practices that affect staff and faculty.

To advise administrative officers and others, through the Senate, on questions relating to actual, possible or alleged discrimination as they affect the faculty or other personnel of Rutgers, or Rutgers' responsibility to the public.

To study the relations of faculty members and other personnel to administrative officers and the manner in which administrative requirements affect university employees.

*[Note: The Vice President for Faculty and Staff Resources shall be asked to serve as an ex officio member of this committee.]*

## **6. INSTRUCTION, CURRICULA AND ADVISING COMMITTEE**

Standing Charge: This Committee shall have primary responsibility for issues directly related to instructional matters, curricula and advising. These responsibilities include, but are not limited to, the following:

To review the broad educational and research policies of the University related to instruction, curricula and advising.

To review agreements and formal relationships with other institutions, particularly as they relate to the educational mission of the university.

To review educational policies related to different times, places, and manners of instruction, including distance learning and use of technology.

To make recommendations to the Senate concerning advice to the Central Administration about meetings, forums, and conferences on major issues in educational policy and public service.

To examine and evaluate University-wide operations such as the Libraries and Computer Services.

To consider matters related to the use of technology in education and the use of distance learning technologies.

To advise administrative officers and others, through the Senate, on questions relating to actual, possible or alleged discrimination as they affect Rutgers students, faculty and staff, or Rutgers' responsibility to the public.

## **7. ACADEMIC STANDARDS, REGULATIONS AND ADMISSIONS COMMITTEE**

Standing Charge: This Committee shall have primary responsibility for matters directly related to academic standards, regulations and admissions. These responsibilities include, but are not limited to, the following:

To formulate minimum standards of admission, scholarship and honors and review broad educational and research policies of the University as they apply to issues related to academic standards and admissions (University Regulations 2.2.2).

To study issues affecting the Academic Calendar, including receiving comment from all sectors of the University community concerning the Academic Calendar, offering recommendations for the University Academic Calendar to the University Senate for action, monitoring unit departures from the University Academic Calendar, reviewing matters concerning the University Commencement, and making recommendations, as needed.

To formulate policies on academic issues related to athletic programs and student

athletes.

To consider university-wide issues related to recruitment, retention, publications, financial aid, and minority student interests.

To review university-wide regulations governing academic practices and standards, including grading.

To advise administrative officers and others, through the Senate, on questions relating to actual, possible or alleged discrimination as they affect Rutgers students, faculty and staff, or Rutgers' responsibility to the public.

## **8. RESEARCH AND GRADUATE AND PROFESSIONAL EDUCATION COMMITTEE**

Standing Charge: This Committee shall have primary responsibility for matters directly related to research, graduate and professional education, and the students and faculty affiliated with such programs. These responsibilities include, but are not limited to, the following:

To provide feedback and input to the Senate on both graduate and professional education, and on research.

To provide feedback to Rutgers' central administration on University policies and practices that affect graduate and professional students.

To evaluate and recommend policies concerning both internal funding for research and the conditions under which external research funds are solicited, accepted, and administered.

To consider intellectual authorship, copyright, trademark, and patent policies of the University.

To review the broad educational and research policies of the University related to graduate and professional instruction, curricula, and advising.

To review educational policies related to times, places, and manners of graduate or professional instruction, including distance learning and the use of technology.

To review and advise Rutgers' president on the termination or suspension of graduate and professional academic programs.

To address, in conjunction with the Faculty and Personnel Affairs Committee, issues that specifically deal with graduate faculty and research staff.

To address issues related to workplace climate and working conditions in the University as they concern researchers and graduate and professional students.

To make recommendations to the Senate concerning advice to the central administration about meetings, forums, and conferences on major issues in educational policy and public service.

To advise Rutgers' administrative officers and others, through the Senate, on questions relating to actual, possible or alleged discrimination as they may affect the

researchers and graduate and professional students and faculty of Rutgers, or Rutgers' responsibility to the public.

*[Note: The Senior Vice President for Research, and the Associate Vice President for Research Regulatory Affairs shal*