



The Life Cycle of a Senate Charge & Response Components for New Senators

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Charge Life Cycle

*If approved by majority vote

Charge Submission

Charge added to Executive Committee agenda for vote

***Referral to committee**

Committee crafts a Charge Response

Response added to full Senate agenda for vote

***Response sent to the University President**

Life Cycle of a Senate Charge

* Submission

Anyone in the Rutgers community may submit a Charge via the Senate website. Once the charge is received, it is added to the Executive Committee agenda.

* Senate Executive Committee vote & Referral to Committee

The Executive Committee may vote to docket, send back to the submitter with suggested changes, or dismiss the Charge. Should the Charge be approved to docket, the Charge will be referred to a Senate Committee.

* Charge Response added to the full Senate Meeting agenda for vote

Once the Committee completes its work on the Charge Response, the Response will be added to the full Senate agenda and presented for discussion and vote. Only the Recommendations in the Charge Response are voted on by the full Senate. If voted by majority for approval, the Report is transmitted to the University President.



Components in a Submitted Charge

Title of the Charge

Description

-What issue, situation, or problem do you want a Senate committee to explore?

Rationale

- Why does this issue concern the Senate?
- Is this issue specific to one campus or University-wide?
- How does this issue relate to shared governance at Rutgers?

Response Components

Background

**Discussion &
Considerations**

Summary & Synthesis

***Recommendations**

*Senate will vote to approve/not approve this section only.

1. Background

- The Background describes the issue, situation, or problem in 1 to 2 paragraphs that are clearly written and concise.
- State the importance of the issue.
- Insert national trends related to this issue occurring at other universities, such as Big Ten & Peer Aspirants: Georgia Institute of Technology; Indiana University-Bloomington; Iowa State University; Michigan State University; University of Michigan, University of California, University of Colorado; University of Wisconsin.

2. Discussion & Considerations

- This section provides transparency on the process utilized to explore the Charge in Committee.
- What did your committee do to investigate the issue?
- What guests were invited to speak on this topic? What information did they share that was useful to the committee?
- This section may include more literature review to provide context to the issue, strategies, and recommendations.

3. SUMMARY & SYNTHESIS

- This section summarizes the conclusions of the committee.
- Bullet point or 1-paragraph format
- Reminder, the committee may support or refute what the charge was eliciting.

4. Recommendations

- This is the most important section of the Response because it is what the Senate votes on to approve or reject the Response. The Recommendations are the actions the committee supports to address the issue.
- Recommendations should utilize action statements connected to a specific unit, office, or role at the University.
- This section lists the Recommendations in numerical order with the text, "Be it resolved, The University Senate recommends ..."

Within Committee...

- The timeline for a charge from submission to voting the response on the Senate floor is usually 6 months (or more).
- Committee work may be divided up amongst all, or sub-sets, of members for efficiency.
- Each Committee member must have an opportunity to review the Response document in full inclusivity of all its changes. Suggestion: use a shared document in Google or SharePoint.
- Should the Committee require more time to finalize the Charge Response, the Committee Co-Chair should request an extension to the Executive Committee.



On the Senate floor...

- Presentation of the Response should include a 10-minute slide presentation.
- Suggestion: 5 minutes for the body of the Response (Background, Discussion, Summary) and 5 minutes for the Recommendations.
- Substantive amendments to the Recommendations must be provided to the Executive Secretary in writing prior to being put to a vote.



RICHARD BRANSON

“Business opportunities are like buses.
There's always another one coming.”



Thank you

Q & A