

ARTICLE I: Members

- A. Voting ~~Members: The voting members of~~Members of the University Senate shall be:
- a. Faculty ~~members (tenure track, non-tenure track, and clinical faculty), elected members~~ elected by and from the faculty members of the faculties, colleges, schools, Chancellor-led units~~major campuses~~, and other units of the University as described in ~~paragraphs B(1)-(5)Article I.C.-D.~~Article I.C.-D.
  - ~~b.~~ Eight senators-at-large representing ~~part-time lecturers faculty~~ faculty (two from each of the four major ~~campusesChancellor-led units~~). ~~Part-Time Lecturers are faculty~~
  - ~~c.~~
  - b. ~~§~~ Student Senators as described in ~~paragraph CArticle I.F.-G.~~ Student Senators shall have full rights to participate in the affairs of the Senate, including voting and holding office.
  - ~~d.c.~~ The Student Charter Trustees, if not serving as elected senators.
  - ~~e.d.~~ 20 representatives ~~from among~~elected by the staff.
  - ~~f.e.~~ Eight representatives elected by the Rutgers University Alumni Association.
  - ~~g.f.~~ The President of the University.
  - ~~h.g.~~ The Senior-Executive Vice President for Academic Affairs.
  - ~~i.h.~~ The Executive Vice President ~~for Finance and Administration and University Treasurerand Chief Financial Officer, Finance and Administration.~~
  - ~~j.i.~~ The Chancellor—New Brunswick.
  - ~~k.j.~~ The Chancellor—Rutgers Biomedical and Health Sciences.
  - ~~l.k.~~ The Chancellor—Newark.
  - ~~m.l.~~ The Chancellor—Camden.
  - ~~n.m.~~ The Vice President for ~~Information ServicesUniversity Libraries~~ and University Librarian.
  - ~~o.n.~~ One additional member of the administrative staff to be named by the President.
  - o. The Immediate Past Chair of the University Senate, if not already serving as an elected senator, shall remain a voting senator for the year ~~they he/she serves~~ as Immediate Past Chair.
- B. Non-Voting Members of the University Senate
- a. The dean of each faculty and school shall be a non-voting *ex-officio* member of the Senate with voice.
  - b. ~~The chairs of the New Brunswick Faculty Council, Newark Faculty Council, Camden Faculty Council, and Rutgers Biomedical and Health Sciences Faculty Council shall serve as official liaisons for their~~ <sup>respective campuses</sup> non-voting *ex officio* members of the Senate and will report to the Senate on the activities of the Faculty Councils. In the absence of the faculty council chair, the faculty member from that Chancellor-led unit who is also an Executive Committee member or other members in attendance shall report on the activities of the Faculty Councils.
  - c. ~~All Ppast Cchairs of the University Senate who continue to be affiliated with Rutgers University will be non-voting members of the Senate after their year as Immediate Past Chair. This does not preclude any Ppast Cchair from being elected to the Senate again as a voting member.~~
  - ~~a.d.~~ The Senate may also appoint non-voting members.
- C. Election of Faculty Senators

Commented [VH1]: This is defined below.

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Commented [VH3]: By action of the Senate on Feb. 21, 1992

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- a. Faculty member is defined as tenure-track, non-tenure-track, and clinical faculty members of the University (other than ~~part-time~~ lecturers) holding the ranks defined in Policy Section 60.5.2 A and B of the University Policy Library.
- b. By December 1 of each year, the President of the University or the President's designee shall certify to the Executive Secretary of the University Senate the number of faculty members and full-time-equivalent students in each unit and the number of members and associate members of the graduate faculties for the purpose of determining the faculty representation for the following academic year.
  - i. The term "faculty members" refers to all budgeted instructional, research, clinical, and extension faculty lines assigned to each faculty, school, and division of the University in the fall semester of each academic year. ~~The term "full-time equivalent students" refers to the number of full-time students plus two-fifths the number of part-time students matriculated in each school in the fall semester of each academic year.~~
  - ii. A faculty member shall be counted only in the unit to which the faculty member's faculty line is budgeted, with the exception that a member of the faculty of one of the ~~major campus~~ Chancellor-led units' graduate schools (School of Graduate Studies, the Graduate School–Newark, and the Graduate School–Camden) will be counted as a faculty member of that graduate school in accordance with ~~paragraph B(4)-Article I.D.f.~~ below, in addition to the faculty member's home division.
    - iii. ~~The term "full-time equivalent students" refers to the number of full-time students plus two-fifths the number of part-time students matriculated in each school in the fall semester of each academic year.~~
- c. In January, the ~~e~~Executive ~~s~~ecretary notifies each unit of faculty and student senators to be elected prior to March 15. ~~The results of the elections must be reported to the Senate office by April 1. The election of senators in various units must be completed by the first week of April.~~
- d. The election of Faculty Senators shall be in accordance with ~~their each~~ unit's bylaws and shall be at-large within each unit unless otherwise provided in the unit's bylaws. When representatives are elected at-large for a ~~major campus~~ Chancellor-led unit, the elections shall be conducted ~~by the office of the respective chancellor or chancellor-provost by the respective Chancellor's Office. Each major campus Chancellor-led unit shall have the option of conducting elections of at-large Faculty Senators through action of its respective campuswide faculty body/group Faculty Council in lieu of campuswide elections.~~
- e. For the purpose of voting for a representative to the University Senate and/or being elected to the University Senate, a faculty member, ~~excluding members of the graduate faculties,~~ shall have eligibility to vote and/or ~~to~~ be elected in the unit in which the largest share of the faculty member's line is budgeted, ~~providing that~~ ~~!~~ in the event a ~~faculty member's~~ line is equally distributed between or among academic units, ~~such the~~ faculty member shall choose and thereafter continue to be associated with the chosen unit for the purposes set forth in this ~~paragraph~~ ~~section~~.

Commented [VH6]: Moved below.

~~f.~~ Faculty Senators shall normally serve a term of three years. ~~The terms of Faculty Senators shall be specified by the Executive Committee of the Senate in accordance with the principle that approximately one third of the terms of Faculty Senators from each unit shall end each year, without excluding the possibility of re-election.~~ The term of Faculty Senators shall begin on July 1.

~~f.g.~~ If there is a vacancy, the newly-elected senator shall also serve a term of three years. ~~The terms of Faculty Senators shall be specified by the Executive Committee of the Senate in accordance with the principle that approximately one third of the terms of Faculty Senators from each unit shall end each year, without excluding the possibility of re-election.~~

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~~g.h.~~ When an elected Faculty Senator leaves the unit from which the senator is elected, the respective Senate seat shall be deemed vacant. When an elected Faculty Senator assumes a new position within the unit from which the senator ~~is was~~ elected (i.e., a position other than that of a faculty member as defined in ~~Definitions~~ above), ~~then the Senate seat shall be declared vacant if and~~ the senator is not eligible to be elected to the Senate from the new position in accordance with the respective unit's bylaws at the time the senator assumes the new position, then the Senate seat shall be declared vacant. Vacancies ~~when this occurs~~ shall be filled in accordance with the respective unit's bylaws.

#### D. Faculty Representation

- a. The University Senate shall have its faculty membership distributed among the units of the University in proportion to the number of faculty members or full-time-equivalent students in each unit as provided ~~in paragraph B(2) through B(6)~~ below, to be elected in accordance with each unit's bylaws.
- b. In addition, each of the four major ~~campuses Chancellor-led units~~ shall be represented by three faculty senators-at-large. When senators are elected at-large from a campus Chancellor-led unit ~~as provided in University Policy 50.2.1.C~~, procedures for conduct of these elections shall be as follows:
  - i. The chancellor of each Chancellor-led unit campus shall appoint a campus-wide nominating committee, and shall notify the faculty or appropriate constituency of the election.
  - ii. The nominating committee shall nominate at least two candidates for each at-large Senate position for which there is a vacancy. The nominees shall be persons who would be expected to represent the campus unit-at-large, and who work in the geographical location of that Chancellor-led unit campus. (In New Brunswick, ~~and Newark, and RBHS~~, "other research and academic units" are to be included.) The names of additional candidates can be submitted to the nominating committee by petition of ten eligible voters, and shall be placed on the ballot.
  - iii. The final ballot shall be sent to all appropriate campus faculty or other constituencies of the Senate by the Chancellor or appropriate campus administrative officer.
  - iii-iv. ~~If there are multiple openings, the candidate with the highest number of votes shall be elected for the longest term, the second highest to the second longest,~~

etc. ~~The "two-envelope" method of disseminating the ballots shall be used, and the ballots shall be returned directly to, and counted by, the office administering the election.~~

**Commented [VH8]:** This precludes electronic voting.

~~h-v.~~ Alternatively, each Chancellor-led unit campus shall have the option of conducting elections of at-large faculty senators through action of its respective ~~campus-wide~~ faculty body/group (e.g., the faculty councils) in lieu of ~~campus-wide~~ elections.

- c. The procedure outlined in ~~paragraphs 1 through 3~~ Article I.D. b. above should also be used in the election of senators representing other research and academic units ~~on in a Chancellor-led unit campus.~~
- d. Each undergraduate and graduate professional college or school (except those listed in ~~(3)~~ Article I.D.e. below) shall be entitled to the larger number of Faculty Senators based upon:
- i. one senator for each 60 budgeted faculty lines or major fraction thereof, or,
  - ii. one senator for each 800 full-time-equivalent students or major fraction thereof, except that:
    1. each college or school shall be entitled to at least one representative;
    2. for a college or school whose entitlement has reached 10 Faculty Senators, further entitlement shall be based on the larger number of Faculty Senators based upon:
      - a. one senator for each 120 budgeted faculty lines or major fraction thereof, or
      - b. one senator for each 1600 full-time-equivalent students or major fraction thereof; and
    3. the maximum number of Faculty Senators for each college or school shall be 20. This provision applies to those undergraduate and graduate and professional colleges or schools not specifically included in ~~B(3)~~ Article I.D.e. below.
- e. ~~Faculty representation in units that share faculty (the Faculty of Arts and Sciences–Newark, the School of Arts and Sciences–Newark, University College–Newark, the Faculty of Arts and Sciences–Camden, Camden College of Arts and Sciences, and University College–Camden) shall be the larger number based on the same formula as provided in B(2) Article I.D.d., and the number for each campus shall be distributed as follows:~~
- ~~f. one half to the colleges and one half to the faculty or faculties (in case the number is uneven, the extra senator is to be assigned to the faculty or faculties);~~
- ~~g. for the colleges, the number is to be divided among the appropriate units on each campus in proportion to full-time-equivalent student enrollment, except that each college shall have at least one representative;~~
- ~~h.e. for the faculties of a campus, the number is to be divided in proportion to faculty lines, except that each faculty shall have at least one representative.~~
- ~~i.f.~~ The graduate schools shall be entitled to a number of Faculty Senators which is the greater of:

**Commented [VH9]:** The Faculty of Arts and Sciences - Newark and University College - Newark have merged into the School of Arts and Sciences - Newark, so this no longer applies.

- i. one senator for each 60 budgeted faculty lines or major fraction thereof, plus one senator for each additional 267 members and associate members of that graduate school faculty or major fraction thereof, or
- ii. one senator for each 800 full-time-equivalent students, or major fraction thereof, except that:

1. each college or school shall be entitled to at least one representative;

1-2. for a graduate school whose entitlement has reached 10 Faculty Senators, further entitlement shall be based upon the greater of:

- a. one senator for each 120 budgeted faculty lines or major fraction thereof plus one senator for each additional 533 members and associate members of that graduate school faculty or major fraction thereof, or
- b. one senator for each 1200 full-time-equivalent students, or major fraction thereof; and

2-3. the maximum number of Faculty Senators for each graduate school shall be 20.

j-g. The University Libraries shall be represented by two senators with the title Librarian who shall serve for a term of three years starting on July 1.

k-h. Other research and academic units on a major Chancellor-led unit campus shall collectively comprise one unit (for the purpose of Senate representation) which shall be entitled to one senator for each 60 budgeted faculty lines or major fraction thereof, except that each unit shall be entitled to at least one representative.

- i. This provision shall include the research and academic units as maintained on a current listing by Chancellor-led unit campus in the Office of Institutional Research and Academic Planning, as provided in University Policy 10.1.2: Academic Units, unless such units are otherwise provided for above, plus any faculty lines budgeted to the Division of Continuing Studies.

E. Election of Part-Time Lecturer Faculty Senators

- a. Senators representing part-time lecturer facultys shall be elected annually by vote of part-time lecturer facultys.
- b. All part-time lecturer facultys employed by the University at the time of the election are eligible to vote in their respective major Chancellor-led unit campus elections. Those who have taught at the University for at least three semesters during the last three calendar years are eligible to serve.
- c. The term of part-time lecturer faculty representatives will be for a period of one year ~~three years~~ and will begin on July 1.
- d. When a vacancy exists among Lecturer Faculty Senators:
  - i. Candidates from the last election who were not elected to a seat will be asked to serve, in rank order starting with the candidate who received the most votes.
  - ii. If there are no candidates from the last election willing to serve, a new election must be held for representatives to finish the term.
  - iii. When filling a vacancy, the newly-elected senator shall also serve a term of three years.

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Transition plan?

~~e.~~ The results of the elections of Lecturer Faculty Senators must be reported to the Senate office by April 1.

F. Election of Student Senators

a. All matriculated students at the University shall be eligible to vote for and to be elected as Student Senators.

b. The time, place, and manner of the election of Student Senators shall be determined by the student governing body in each of the schools and colleges of the University.

Student Senators shall be elected by students in their respective units. The precise mode of election – whether by the entire student body of the unit or by a student governance association or equivalent student representative body in the unit – shall be left to the practice of individual units.

~~c.~~ Student Senators shall serve for a term of one year without excluding the possibility of re-election. The term of Student Senators shall begin on July 1.

~~d.~~ The results of the elections of student senators must be reported to the Senate office by April 1.

~~e.~~ When an elected Student Senator leaves the unit from which the senator is elected, the respective Senate seat shall be deemed vacant, and the vacancy shall be filled in accordance with the respective student governing body's bylaws. If there is a vacancy, the newly-elected senator shall complete the one-year term.

G. Student Representation

a. One Student Senator shall be elected for each 1200 full-time-equivalent students, or major fraction thereof, of each school or college offering degrees, except that:

i. each school or college shall be entitled to at least one student representative;

ii. for a school or college whose entitlement has reached 10 Student Senators, further entitlement shall be based on one senator for each 2400 full-time-equivalent students or major fraction thereof; and

iii. the maximum number of Student Senators for each school or college shall be 20.

~~b.~~ Student senators in attendance from each Chancellor-led unit shall report on a regular basis to the Senate concerning activities of the bodies they represent.

~~b.~~ Student Senators shall have full rights to participate in the affairs of the Senate, including voting and holding office.

H. Election of Staff Senators

~~a.~~ The 20 staff representatives will be elected at-large from their respective Chancellor-led units/campuses, with seven senators representing New Brunswick, six senators representing Rutgers Biomedical and Health Sciences, four senators representing Newark, and three senators representing Camden.

~~a-b.~~ Any central administration staff member not associated with a chancellor-led unit who wishes to run for a seat on the Senate may make a special request to the Senate Office if they wish to run on a campus other than that on which their primary office is located.

~~b-c.~~ Staff sSenators are elected from among full-time employees of the University who are not faculty members as defined in Definitions (1) and (3) Article I.C. and who have been employed by Rutgers University for at least one year. Ex officio members listed in Article I.A. and I.B. may not be elected to the Senate as staff.

**Commented [VH11]:** From Senate Report S-2005 Election of student senators

**Commented [VH12]:** NEW

**Commented [VH13]:** Not necessary to state this.

**Commented [VH14]:** Report on Charge S-2008-1.

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~~e.d.~~ Staff Senators will serve for a term of three years starting on July 1.

~~e.~~ When a vacancy exists among these Staff Senators, new representatives will be elected to finish their term

i. Candidates from the last election who were not elected to a seat will be asked to serve, in rank order starting with the candidate who received the most votes.

ii. If there are no candidates from the last election willing to serve, a new election must be held for a representative to finish the term.

iii. When filling a vacancy, the newly-elected senator shall also serve a term of three years.

~~d.f.~~ The results of the elections of staff senators must be reported to the Senate office by April 1.

I. Election of Alumni Senators

a. The time, place, and manner of the election of Alumni Senators shall be determined by the Rutgers University Alumni Association.

b. Alumni Senators representing alumni shall will serve for a term of three years starting on July 1.

c. When vacancies exist among Alumni Senators, a new election must be held. If there is a vacancy, the newly-elected senator shall also serve a term of three years.

~~a.d.~~ The results of the elections of Alumni Senators must be reported to the Senate office by April 1.

J. Appointment of Administrators

a. The presidential nomination of one member of the administrative staff (Article I.A.n.) shall be for a term of one year and shall be forwarded to the Executive Secretary of the University Senate by June 15 each year.

b. When individuals hold multiple titles of administrative positions which are included in ~~paragraph A(1)~~Article I.A. for membership in the Senate or when vacancies exist in administrative positions which are included in ~~paragraph A(1)~~Article I.A. for membership in the Senate, the President of the University, in consultation with the individual holding multiple titles in the unit may designate another administrative member of that unit to serve in lieu of the affected ~~positions-individual~~ as members of the Senate until the titles are separately held or the vacancies filled. The names of designees shall be forwarded to the Executive Secretary of the University Senate.

K. Responsibilities of Senators

a. Senators shall report to their constituencies at every scheduled meeting of the constituencies, and the head of each constituency shall list such a report on the agenda of all scheduled meetings. ~~(By action of the Senate on February 2, 1990.)~~

b. Attendance at all full-Senate and committee meetings is the primary responsibility of each senator, and is essential to the successful operation of the Senate. All who accept election to the Senate are expected to arrange a schedule that does not conflict with Senate meetings.

i. If senators cannot attend, they can be excused by calling or writing the ~~E~~Executive Secretary and providing a valid reason such as professional commitments, illness, etc. Attendance records are maintained, updated, and

posted online after each Senate meeting, and sent annually to all units prior to the annual election of new senators.

~~ii. When a senator has been absent without a valid reason for more than two Senate meetings, the unit or constituency of that representative shall be notified in writing by the Senate executive secretary so that the unit or constituency may consider recalling and replacing the senator.~~

~~ii.~~ When an elected senator will be on leave for a period of one semester or more, that senator shall inform the Executive Secretary of the University Senate and the dean (or the chancellor if an at-large senator) ~~that the senator will be on leave~~ and state whether or not the senator can attend to Senate business during that time. ~~†~~ The dean (or chancellor) will then seek the advice of that faculty or student governing body, as appropriate, as to whether or not they wish to have a replacement elected according to the bylaws of that unit for the period of the leave of the regularly elected senator.

~~iii. When a senator has been absent without excuse for more than two Senate meetings, the senator shall be notified in writing by the Senate Executive Secretary of the absence policy and the procedures for excuse.~~

~~iv. When a senator has been absent without excuse for more than three Senate meetings, the unit or constituency of that representative shall be notified in writing by the Senate Executive Secretary so that the unit or constituency may consider recalling and replacing the senator.~~

~~iii-v.~~ When a senator has been absent without excuse for more than four Senate meetings, the senator will be removed from the Senate and their position will be deemed vacant.

c. Tenured faculty senators may be selected to serve as members of special panels to consider actions to detenure faculty under University Policy 60.5.1.H.

~~e-d.~~ No senator may serve simultaneously in more than one seat. A senator who is elected to multiple constituencies may decide which one they want to fill and must resign the others.

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