

ARTICLE VII: Committees

A. The Senate shall have the power to establish committees.

~~B. The chairperson and at least one other member of each Committee shall be members of the Senate.~~

~~C. The Senate may delegate its powers to appropriate committees each of which shall include at least one member of the Executive Committee.~~

~~D. The Senate shall have the power to organize subcommittees.~~

~~E.~~

~~B. In accordance with University Policy 50.2.3.3G, the Senate establishes committees to help carry out its work. Most Senate business is referred by the Executive Committee to one of the various standing committees, or, occasionally, to an ad hoc committee.~~

~~F.C. The Executive Committee may create ad hoc committees. Membership on an ad hoc committee will be open to volunteers from the entire Senate body. The Executive Committee may also request non-senators be asked to serve as volunteers on ad hoc committees. A volunteer from the membership of the ad hoc committee may be designated to convene the committee until the ad hoc committee elects a chair.~~

~~G.D. Each standing committee is also encouraged to initiate study and to formulate recommendations on any policy issue within its purview as defined in the general charges below that appear on the succeeding pages of this Handbook.~~

~~E. Senate committees are advisory to the Senate, and report directly to the Senate. (Procedures concerning the structure and operation of committees were approved by the University Senate on May 5, 1974, and amended April 28, 1995.)~~

~~H.F. Standing Committees~~

~~a. Access, Belonging, Inclusion, Diversity, and Equity Committee~~

~~i. Standing Charge: The Access, Belonging, Inclusion, Diversity, and Equity Committee shall have primary responsibility for matters pertaining to:~~

- ~~1. Enhancing campus climate.~~
- ~~2. Combating the entire range of forms of bias (including racism, sexism, disability, antisemitism, Islamophobia, prejudice against LGBTQ+ persons, xenophobia, and other bias situations as may be determined).~~
- ~~3. Promoting, equity, diversity, inclusion, anti-racism, access, belonging, and equal opportunities for access and success on all Rutgers campuses.~~
- ~~4. Actively promote an equitable, diverse, and inclusive University community.~~
- ~~5. Make recommendations to the Senate to improve access, belonging, inclusion, diversity, and equity.~~
- ~~6. Advise administrative officers and others, through the Senate, on questions relating to actual, possible, or alleged discrimination as they affect the students, faculty, staff, alumni, and other personnel of Rutgers, members of the university community including and not limited to program participants, visitors, and other guests, or Rutgers' responsibility to the public (these matters may pertain to the following but not exclusively; race, age, gender, religion, spirituality or faith, sexual orientation, disability status, access, ethnicity or nationality).~~

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tribal or indigenous affiliation, Citizenship, social class, body size or type, xenophobia, marginalized groups and other areas of concern—that may contribute to disenfranchisement, inequity, harassment, threats, and or violence against members of the university community).

7. In collaboration with other appropriate Senate committees, advise on matters pertaining to the recruitment, retention, and promotion of diverse faculty and staff.
8. The recruitment and retention of a diverse student population is central to our mission as a university. In collaboration with other Senate committees, advise on matters related to the recruitment and retention of diverse students and students from historically marginalized and underserved communities, academic success, and overall experience of belonging at Rutgers.
9. Identify data for analysis of university progress toward ABIDE goal achievement.
10. Request not less than annually, that the central administration provide all University Senate members, and Senate staff with appropriate education & training modules on matters pertaining to ABIDE.
11. Collaborate with Senate committees on matters related to “free speech,” and to review the central administration’s appropriate data pertaining to harassment, hostile environments, and concerns for safety and security.
12. Request the central administration to regularly provide “university status/state of ABIDE” (report/ address, with particular attention to access, inclusion, and belonging related to individuals with disabilities.
13. At least annually, the Senate’s ABIDE committee shall meet with the university Equity Advisors, to share updated and best practices information across Chancellor-led units.
14. Explore Senate collaboration with ongoing and planned DEI (ABIDE) initiatives across the University through Chancellor-led units.
15. The Senior Vice President for Equity shall serve as an ex officio member of this committee and shall act as administrative liaison to this committee.

a-b. Budget and Finance Committee

- i. Standing Charge: This committee shall concern itself with all matters related to budget priorities, allocations, and general planning, as provided in section 50.2.2 B of the University Policy Library. These responsibilities shall include, but are not limited to, the following:
 1. Select and study policy issues associated with the university’s budget, including priorities and allocation of funds, and develop recommendations on those issues for consideration by the Senate.
 2. Evaluate the probable financial impact of proposed new programs being considered by the Senate.

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3. 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.
 4. 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 Rutgers that may involve ethical and moral principles as established by the Boards of Governors and Trustees.
 5. Consider broad issues related to physical plant and infrastructure, space, transportation, and safety on and among the Chancellor-led unitsthree campuses.
- ii. The Senior Vice President for Finance and Administration shall ~~be serve as an ex officio~~ a member of the Budget and Finance Committee, and shall act as administrative liaison to this committee. ~~(By action of the University Senate, March 2009.)~~

b.c. University Structure and Governance Committee

- i. Standing Charge: The University Structure and Governance Committee (USGC) shall 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. The USGC shall be responsible for initiating reviews of governance issues in accordance with these guidelines. The responsibilities of the USGC shall include, but are not limited to, the following:
 1. Advise and make proposals to the Senate on matters within the Senate's legislative authority, including formal relationships among Rutgers academic units, and the organization of the disciplines.
 2. Advise the president, through the Senate, on the establishment or dissolution of colleges, schools, divisions, institutes, and similar educational units (University Policy 50.2.2 B), and on termination or suspension of academic programs.
 3. Consider and advise the president on special affiliations and programs (University Policy 50.2.2 B.) and agreements and formal relationships with other institutions, including internet service providers, particularly as they relate to the structure and unit relationships of Rutgers.
 4. Review all matters relating to the composition of the Senate (University Policies 50.2.1 through 50.2.1.D).
 5. Study and make recommendations to the Senate on matters relating to the role and function of the Senate as a body within Rutgers' governance scheme (University Policies 50.2.2 ~~through 50.2.2C~~) as well as on the role and function of internal structures and processes of the Senate itself (University Policies 50.2.3 through 50.2.3.K).

6. 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.
 7. Study and make recommendations on relationships between Rutgers and the public.
- ii. The Executive Secretary of the Senate shall serve as an *ex-officio* member of this committee.

c.d. Student Affairs Committee

- i. Standing Charge: The Student Affairs Committee (SAC) shall have primary responsibility for matters directly concerning students. These shall include, but are not limited to, the following:
1. 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.
 2. Further concern itself with student disciplinary policies and procedures, student health services, bookstores, and other student services.
 3. Advise the administration, through the Senate, on policies governing the athletic fees, programs, and facilities of Rutgers.
 4. Advise administrative officers and others, through the Senate, on questions relating to actual, possible, or alleged discrimination as it affects the students of Rutgers.
 - ~~5. Advise administrative officers and others, through the Senate, on questions relating to actual, possible or alleged discrimination as they affect Rutgers students.~~
- ~~6.5.~~ The Vice President for Student Affairs shall be serve as an ex officio member of the Student Affairs Committee, and shall act as administrative liaison to this committee.

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d.e. Faculty and Personnel Affairs Committee

- i. Standing Charge: The Faculty and Personnel Affairs Committee (FPAC) shall have primary responsibility for matters directly concerning faculty, with the exception of matters included under the collective bargaining agreement. These shall include, but are not limited to, the following:
1. Survey the general policies of Rutgers with respect to the rank and standing of all faculty personnel.
 2. Review all procedures and regulations by which appointments, promotions, and tenure are governed.
 3. Study the relations of the faculty members to administrative officers, and the manner in which administrative requirements affect faculty.
 4. Evaluate and recommend policies concerning both internal funding for research and the conditions under which external research funds are solicited, accepted, and administered.
 5. ~~Consider patent and human subject policies of Rutgers.~~

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~~6. Advise administrative officers and others, through the Senate, on questions relating to actual, possible or alleged discrimination as it affects the faculty and staff of Rutgers or Rutgers' responsibility to the public.~~

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~~7.6.~~ Review matters concerning academic freedom, equal opportunities, and personnel practices and procedures, as these matters affect the educational mission of Rutgers.

~~8.7.~~ Address issues related to workplace climate, personnel workload, career development and opportunities for professional advancement, and working conditions in the university.

~~9.8.~~ Advise administrative officers and others, through the Senate, on questions relating to actual, possible, or alleged discrimination as they affect the faculty and other personnel of Rutgers, or Rutgers' responsibility to the public.

- ii. The Vice President for Faculty and Staff Affairs shall serve as an *ex-officio* member of this committee.

e-f. Instruction, Curricula and Advising Committee

- i. Standing Charge: The Instruction, Curricula and Advising Committee (ICAC) shall have primary responsibility for issues directly related to instructional matters, curricula, and advising. These shall include, but are not limited to, the following:

1. Review the broad educational and research policies of Rutgers related to instruction, curricula, and advising.
2. Review agreements and formal relationships with other institutions, particularly as they relate to the educational mission of the university.
3. Review educational policies related to various times, places, and manners of instruction.
4. 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.
5. Examine and evaluate university-wide operations such as the library system and computer services.
6. Consider matters related to the use of technology in education, including the use of distance-learning technologies.

~~7.~~ Advise administrative officers and others, through the Senate, on questions relating to actual, possible, or alleged discrimination as they may affect the students, faculty, and staff of Rutgers, or Rutgers' responsibility to the public.

- ii. ~~Nothing here shall authorize the committee or the Senate to make curricular decisions that should be left to the appropriate faculty bodies.~~

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f-g. Academic Standards, Regulations, and Admissions Committee

- i. Standing Charge: The Academic Standards, Regulations, and Admissions Committee (ASRAC) shall have primary responsibility for matters directly related to academic standards, regulations, and admissions. These shall include, but are not limited to, the following:

1. Bring to the Senate proposals that utilize the Senate's legislative authority to formulate minimum standards of admission, scholarship, and honors (University Policy 50.2.2A).
2. Review broad educational and research policies of Rutgers as they apply to issues related to academic standards and admissions (University Policy 50.2.2B).
3. Formulate policies on academic issues related to athletic programs and student athletes.
4. Consider university-wide issues related to recruitment, retention, publications, financial aid, and ~~minority underrepresented~~-student interests.
5. Review university-wide regulations governing academic practices and standards, including grading.
6. Study issues affecting the academic calendar, including receiving comment from all sectors of the university community concerning this matter, offer recommendations for establishing the university calendar to the University Senate for action under its legislative authority (University Policy 50.2.2A), monitor unit departures from the calendar, review matters concerning the University Commencement, and make recommendations as needed.
7. Advise administrative officers and others, through the Senate, on questions relating to actual, possible, or alleged discrimination as they may affect the students, faculty, and staff of Rutgers, or Rutgers' responsibility to the public.
8. Function as a university-wide admissions committee, by:
 - a. evaluating, on a regular basis, Rutgers admissions policies and procedures and their implementation across the ~~three campuses~~Chancellor-led units and reporting its findings to the Senate as a whole;
 - b. interpreting and providing guidelines for implementation of the Rutgers University Admissions Committee as referenced in Policy 50.1.9.B.2; and
 - c. discussing issues pertaining to admissions and recruitment that cut across all ~~three campuses~~Chancellor-led units.

g-h. Research and Graduate and Professional Education Committee

- i. Standing Charge: This Committee shall have primary responsibility for matters directly related to university research and with academic standards, student life issues, regulations, and admissions of graduate and professional students, including but not limited to the following:
 1. Provide feedback and input to the Senate on both graduate and professional education and on research.
 2. Provide feedback to central administration on university policies and practices that affect graduate and professional students.

3. Evaluate and recommend policies concerning both internal funding for research and the conditions under which external research funds are solicited, accepted, and administered.
- ~~3.4.~~ Consider patent and human subject policies of Rutgers.
- ~~4.5.~~ Consider intellectual property, copyright, trademark, and patent policies of the university.
- ~~5.6.~~ Review the broad educational and research policies of the university related to graduate and professional instruction, curricula, and advising.
- ~~6.7.~~ Review educational policies related to different times, places, and manners of instruction, including distance learning and use of technology, as these impact ~~on~~ graduate and professional education.
- ~~7.8.~~ In conjunction with the University Structure and Governance Committee and the Faculty and Personnel Affairs Committee, review and advise the President on the termination or suspension of graduate and professional academic programs.
- ~~8.9.~~ In conjunction with the Faculty and Personnel Affairs Committee, address issues that specifically deal with graduate faculty and research staff.
- ~~9.10.~~ Address issues related to workplace climate and working conditions in the university as they concern graduate and professional students.
- ~~10.11.~~ Advise the central administration, through the University Senate, about meetings, forums, and conferences on major issues in educational policy and public service.

ii. The Senior Vice President ~~for~~ ~~Research and Economic Development~~ shall serve as an *ex-officio* member of this committee

i. Information Technology Committee

- i. Standing Charge: This committee shall have primary responsibility for matters directly related to the impact of Information Technology software and infrastructure that impacts research, graduate and undergraduate education, and the administrative and business processes of the university. These responsibilities include but are not limited to the following:
 1. Provide feedback and input to the Senate on all university-wide technology and applications.
 2. Provide feedback to the President on university policies and practices used by university offices and programs in software and hardware technology used by the university community.
 3. Evaluate and recommend policies concerning both information technology applications and infrastructure and the conditions under which systems and services are modified, added, removed, and administered.
 4. Review the broad educational and research policies of the university and how systems and services are developed and adopted.

11. ~~Re-evaluate the need for this committee after three years and if still needed make a permanent standing committee.~~

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G. Standing Committee Membership

- a. ~~In April, the executive secretary asks new senators for their committee preferences. Continuing senators remain on their designated committees. // Senators' committee preferences are solicited by the executive secretary, and those stated preferences are accommodated whenever possible. The executive secretary then drafts committee membership rosters, attempting to balance the composition of all committees based on constituency, campus, and new and continuing senators. The Executive Committee refines and adopts the committee composition, honoring preferences to the extent they are compatible with other requirements for balance and continuity. All senators will normally serve on one standing committee. Senators elected to the Executive Committee, however, will also be assigned to serve on an additional standing committee.~~
- b. The chair and a majority of the members of each standing committee shall be members of the Senate.
- c. Non-senators with expertise appropriate to a committee's work may be invited to ~~hold membership~~ be a member of a standing or ad hoc committee to increase committee effectiveness, with the approval of the Executive Committee. Non-senator committee members shall have the same rights as the senator members of the committee, including voting privileges, within their committee of membership only. Senior administrators with authority or responsibilities especially relevant to a standing committee's charge may be assigned to ex officio committee membership by the Executive Committee.
- d. Each standing committee shall include at least one member of the Executive Committee to serve as liaison and to monitor committee progress.
- ~~d.e.~~ The chair of the Senate shall be a member ex officio of all standing committees, other than the Election Committee and the Appeals Panel.

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H. Standing Committee Chairs

- a. ~~Each committee shall have a chair and, if possible and desirable, a co-chair. Standing committees shall elect two co-chairs from among its members to staggered two-year terms.~~
- b. ~~If there is a vacant co-chair position, the standing committee shall elect a co-chair from among its members to fill the vacancy.~~
- c. ~~The method of election of a co-chair shall be determined by each standing committee.~~
- d. ~~There is no limit to the number of times a standing committee co-chair may be re-elected.~~
- e. ~~Candidates for standing committee co-chair must have served on the Senate for a minimum of one year prior to election.~~
- f. ~~If no committee member volunteers for or is elected to the standing committee co-chair position, the Executive Committee may designate a temporary standing committee co-chair until one is duly elected.~~
- g. ~~A sitting co-chair shall only be deposed following a majority vote of committee members.~~

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h.l. Committee Operations

- a. ~~A meeting of all~~In September, the standing committee chairs ~~and meet with the~~ Executive Committee, ~~shall be scheduled as soon as possible after the committees have been established. At this meeting, the~~The Executive Committee explains ~~all the standing~~ committees' general procedures and substantive concerns, ~~as appropriate,~~ acquaints the chairs with each ~~another,~~ and suggests areas where committee interests overlap so that efforts are not duplicated, or where cooperative efforts may be useful. ~~A second meeting of this group may be held at the beginning of the spring semester.~~
- b. Standing committees ordinarily meet monthly during the academic year.
- c. Meetings of the standing and ad hoc committees may be conducted via online videoconferencing software provided by the University. Committee members may attend via videoconferencing when meetings are held in person. Voting in committee meetings will be conducted electronically.
- d. Standing and ad hoc committees may vote outside of meetings by email. Under these circumstances, approval by a majority of committee members is required to adopt a motion.
- ~~b.e.~~ Standing and ad hoc committee meetings are closed. Committees may invite guests to attend meetings.
- ~~e.f.~~ There is no quorum requirement for committees to carry out deliberations or develop recommendations. ~~The M~~members ~~present~~ develop recommendations and submit a report, ~~based on their opinions, and the~~The names of all committee members are to be listed on all reports. The committee reports are submitted to the Executive Committee for docketing on the Senate agenda.
- ~~d.g.~~ Committee chairs are responsible for circulating written committee reports to members in advance of submission to the Executive Committee so that those who may object can submit a minority report or have their name listed as not concurring.
- ~~e.h.~~ ~~The executive secretary shall transmit specific matters to each committee for study and action with the fullest possible background information. The executive secretary shall also advise committees with respect to procedures, timetables, and resource persons.~~ ~~If~~ committee chairs have questions about matters specific to their committees, they may ~~schedule individual conferences with the~~request to be added to the Executive Committee's agenda.
- f.i. Standing committees are encouraged to initiate studies and projects of their own choosing on matters within their provinces as defined in their respective general charges. Committee reports on such independent activities may ~~eventually~~ come to the Senate for action in the same way as reports on ~~specifically~~ referred charges.
- ~~g.j.~~ Committees ~~normally~~ handle meeting notices and correspondence from their own resources. ~~If this is impossible, the Senate office should be contacted to arrange for assistance.~~ The Senate executive secretary ~~should~~ must be kept informed of committee meetings, agendas, and attendance, and furnished with a copy of committee minutes and attendance records.
- ~~h.k.~~ In May, the chair of each standing and ad hoc committee should submit a written annual report to the executive secretary for distribution to the new Executive Committee. The report should include: the past year's agenda, how each issue was

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resolved and which matters need further work, other activities pursued by the committee, suggested areas for future study, problems encountered, recommendations for improving the committee's role or structure, requests for follow-up information from the central administration on action or implementation of committee recommendations, etc. Copies of these reports, plus resource data and other materials, are to be given to the next committee chair ~~person~~ by the Senate executive secretary.

~~i. Upon confirmation of the Executive Committee, a s~~Standing and ad hoc committees can invite ~~or assign~~ guests to ~~the attend~~ committee meetings. ~~Standing and ad hoc committees may hold a public meeting with advance notice to the Senate Executive Secretary.~~

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~~j. m.~~In ~~June~~September, the executive secretary makes available to all standing committee chairs rosters, email lists, and attendance sheets for their respective committees.

~~k. n.~~In January, standing committee chairs send to the Executive Committee their anticipated agendas for reporting to the Senate for the balance of the year.

~~o.~~ Specific charges issued to committees (not the standing charge) lapse in March of the year following the year in which the charge was issued. ~~In March~~February, committee chairs are asked for status reports on all pending charges, ~~and In March, those pending charges are reviewed by the Executive Committee, which who~~ determines if they should be allowed to lapse, or if the deadlines should be extended.

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~~p.~~ Senate Committee chairs or co-chairs shall be responsible for reporting to the Executive Committee at least one month prior to the deadline being reached for each charge any indications or fears that if the deadline will not be met, together with the reasons for this and whether or not any extension is being sought.

~~q.~~ Charges not reported back to the Executive Committee by the March meeting in the year following the year of issue shall automatically lapse. At its discretion the Executive Committee may issue a similar or modified version of the charge.

~~r.~~ Senate Committee chairs or co-chairs are responsible for informing those already consulted of any re-issued charge, and inviting further consultation as necessary.

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