

# CONSTITUTION

## FACULTY OF THE RICHARD STOCKTON COLLEGE OF NEW JERSEY

Based upon the principle of shared governance, we the Faculty, in order to fully engage in that governance, do hereby adopt this Constitution.

### ARTICLE I. NAME AND PURPOSE

1. **PURPOSE:** In superseding the previous Constitution of the Faculty Assembly of Richard Stockton College, this Constitution creates a Faculty senate to serve as the representative body elected by the Faculty to provide a Faculty voice in the formulation of College policy, while modifying the role of the Faculty Assembly.
2. **NAME:** The name of the new body shall be the Faculty Senate of the Richard

### ARTICLE II. DEFINITIONS

1. **FACULTY:** employees of the College
  - a) who hold the academic rank of Professor, Associate Professor, Assistant Professor, or Instructor,
  - b) who serve under at least a half-time contract, and
  - c) whose primary appointment is teaching or serving as faculty-librarians.
2. **FACULTY ASSEMBLY:** Faculty acting as a corporate body.
3. **SENATE:**
4. **COMMITTEES:** The term task forces of the Senate, with the exception of the Executive Committee and the Nominating Committee.
5. **STANDING COMMITTEE:** The term standing refers to a Committee that is constituted to perform a continuing function and that remains in existence permanently unless dissolved by a Faculty Assembly referendum under Article VIII, section 1.
6. **TASK FORCE:** The term

10. **ACADEMIC WEEK:**

Spring semester during which classes are scheduled, but does not include the final (extended class hour) week of each semester.

**ARTICLE III. FUNCTIONS AND POWERS**

1. **SENATE:** The Senate is the principal agent of the Faculty in the governance process. The Senate may consider any College matter on its own initiative or at the request of the Faculty Assembly, the Committees, individual Faculty members, students, the College administration, the Board of Trustees, or any campus organization. It may review any College policies and make recommendations concerning them.
2. **FACULTY ASSEMBLY:** The Faculty Assembly is the ultimate authority on all matters within its jurisdiction; the Senate is its agent. The Faculty Assembly may, therefore, reverse a Senate action, consistent with procedures described in Article IV, section 5.

**ARTICLE IV. THE FACULTY ASSEMBLY**

1. **REGULAR MEETINGS:** The Faculty Assembly shall meet at least three times a year, as follows:
  - a) a meeting in the Fall at which Senate leaders and senior administrators shall report on the ongoing work of the Senate and administration, respectively, and Faculty members shall be given an opportunity to recommend items for the Senate agenda for the year,
  - b) a forum in the Fall for Faculty members to discuss one or more issues of importance to the Faculty and for the Senate leadership to hear Faculty concerns on those issues, and
  - c) a meeting in the Spring at which senior administrators shall report to the Faculty and hear concerns of the Faculty.
2. **OTHER MEETINGS:** In addition to the three regular meetings, Faculty Assembly meetings may be called by the Senate or by a Petition signed by at least 20% of the Faculty.
3. **OBSERVERS:** Faculty Assembly meetings shall be open to the College community unless the Faculty Assembly votes to close a session, but observers may not vote.
4. **QUORUM:** A quorum for Faculty Assembly meetings shall be 20% of the membership.
5. **REVERSAL OF SENATE ACTION:** The Faculty Assembly, by a Petition signed by at least one-third of its members no later than two Academic Weeks after the meeting.

## ARTICLE V. THE SENATE

1. **ELIGIBILITY FOR SENATE MEMBERSHIP:** Eligibility for Senate membership is limited to Faculty members.
2. **COMPOSITION OF SENATE:** The Senate shall be composed of the President, the Vice President, the Secretary, the President of the Union (ex officio), and one Senator for every ten Faculty members serving in the College as of March 1 of the election year, elected as set forth in this Article.
- 3.

2. **ELIGIBILITY:** The Officers must be tenured Faculty members. The Parliamentarian must be a Faculty member.
3. **SELECTION OF OFFICERS:** The Officers shall be elected by the Faculty Assembly in April in odd-numbered calendar years. Officers shall serve for a term of two years beginning on the first day of July following their election.
4. **SELECTION OF PARLIAMENTARIAN:** Prior to the first meeting of the Senate after the election of Officers, the President shall appoint the Parliamentarian, who shall begin serving a two-year term immediately. The Parliamentaria however, that the Parliamentarian may continue serving as acting Parliamentarian until a replacement is appointed.
5. **DUTIES OF PRESIDENT:** The President shall:
  - a) be responsible for the administrative operation of the Senate,
  - b) preside over meetings of the Faculty Assembly, the Senate, and the Executive Committee,
  - c) together with the Secretary, maintain the archives of important documents of those three bodies,
  - d) attend meetings of the Board of Trustees, either in person or through a designee, and represent the Faculty to the Board,
  - e) act as the main spokesperson for the Faculty in discussions with the administration, and
  - f) serve as representative for the Faculty at community and College events, such as convocation and commencement.
6. **DUTIES OF VICE PRESIDENT:** The Vice President shall:
  - a) fulfill the duties of the President in his or her absence or incapacity,
  - b) serve as liaison between the Senate and the chairs of Committees, and
  - c) perform other duties as assigned by the President or Senate.
7. **DUTIES OF SECRETARY:** The Secretary shall:
  - a) in consultation with the President, insure that actions of the Senate are communicated to the appropriate persons or media as the Senate may direct,
  - b) in consultation with the President, conduct other communications pertinent to the Senate and its activities,
  - c) record the minutes of the Senate and Faculty Assembly meetings, including a summary of relevant discussions, and distribute these to the Faculty within one week,
  - d) in consultation with the President, publish advance notification and agenda of all meetings of the Senate and Faculty Assemblies

- b) supervise all elections, including establishing eligibility to vote and determining the number of Faculty members in the College for purposes of representation, and
  - c) supervise any votes under Article IV, section 5, or Article V, section 12, and any votes on amendments to this Constitution.
9. **VACANCIES:** A vacancy occurs when an Officer resigns from office, loses his or her eligibility to hold office, or is unable to complete his or her term of office. If the office of President becomes vacant, the Vice President shall assume the office. If the office of Vice President or Secretary becomes vacant, a special election shall be held to fill out the term.

## **ARTICLE VII. THE EXECUTIVE COMMITTEE OF THE SENATE**

1. **PURPOSE OF EXECUTIVE COMMITTEE:** The Senate delegates to its Executive Committee the authority to conduct routine business of the Senate, to organize the work of the Senate, and to respond to urgent matters.
2. **COMPOSITION OF EXECUTIVE COMMITTEE:** The Executive Committee shall consist of the President, the Vice President, the Secretary, the President of the Union (ex officio), and three Senators elected at large by and from the Senate.
3. **TERMS OF AT-LARGE MEMBERS OF EXECUTIVE COMMITTEE:** No later than three Academic Weeks after the beginning of every Fall semester, the

collective bargaining agreements and ensure that actions of the Senate do not intrude on areas properly the concern of the collective bargaining agent.

#### **ARTICLE VIII. THE COMMITTEES OF THE SENATE**

1. **CREATION AND DISSOLUTION OF STANDING COMMITTEES AND TASK FORCES:** The Senate shall have two categories of Committees: standing committees and task forces. Notwithstanding the enumeration of standing committees in this Article, the Senate shall have the power to propose to the Faculty Assembly the creation of new standing committees, changes in their

6. **SELECTION OF VICE CHAIRS OF STANDING COMMITTEES:** No later than four Academic Weeks after the beginning of every Fall semester, the Senate shall elect a Senator to serve as vice chair of each standing committee. The vice chair may, but need not be, elected from among Senators already serving on that standing committee as School representatives or G-conveners. Each vice chair shall begin serving a one-year term immediately upon election.
7. **DUTIES OF VICE CHAIRS OF STANDING COMMITTEES:** The vice chair of each standing committee shall:
  - a) serve as a liaison between the Senate and that standing committee,
  - b) assist the chair, and
  - c) perform the duties of the chair in his or her absence or incapacity.
8. **SELECTION OF MEMBERS OF TASK FORCES:** The Senate shall elect the chairs and members of task forces, who shall begin serving immediately upon election. The Senate may delegate this power to the Executive Committee.
9. **ASSIGNMENT OF WORK:** The Executive Committee shall assign business to appropriate Committees, and the Secretary shall be responsible for conveying the assignments to the Committees and to the Faculty.
10. **REPORTING:** All Committees are responsible to the Senate. Once a year, by a date established by the Senate, each standing committee shall submit to the Senate a written report on its activities. Task forces shall report in writing to the Senate at the end of their work or by a date established by the Senate. The President may, from time to time, require standing committees and task forces to present additional written or oral reports to the Senate.
11. **RECOMMENDATIONS:** Committee recommendations requiring Senate action, together with Committee reports related to such action, shall be placed before the Senate by the Vice President.
12. **SUBCOMMITTEES:** Each Committee shall be free to form subcommittees to deal with special issues. Upon notice to the Executive Committee, such subcommittees may include members from outside the Committee and outside the Faculty. Those invited to serve on a subcommittee do not become voting members of the full Committee.
13. **ALTERNATES:** If a member of a Committee is unable to attend one of its meetings, he77.7 me

15. **ENUMERATION OF STANDING COMMITTEES:** The initial standing committees of the Senate, their areas of concern, and their members, apart from the respective chairs and vice chairs, are as follows:

- a) The **Committee on Academic Policies** has oversight and advisory responsibility for all current Programs, both undergraduate and graduate,





4. **ELECTIONS WITHIN THE SCHOOLS:** representatives to the Senate and the standing committees shall be by secret ballot and may be held by electronic voting. The Faculty of any newly created School shall vote for interim representatives to the Senate and standing committees to serve until the next regular election.
5. **FACULTY ASSEMBLY ELECTIONS:** Elections of Officers, Senators at large, and chairs of standing committees, and any other elections by the Faculty Assembly shall be conducted electronically with secret ballots, with every Faculty member having one vote.
6. **ELECTIONS OF SENATORS AT LARGE:** In the case of elections by the Faculty Assembly for Senators at large, each Faculty member shall vote for a number of candidates not to exceed the number of seats to be filled. The candidates with the highest number of votes shall be elected with one exception: where this would result in untenured Faculty constituting less than 10% of the total membership of the Senate, the untenured at-large candidate or candidates with the highest number of votes will be selected until 10 % of the Senate is untenured.
7. **ELECTIONS BY THE SENATE:** Elections of at-large members of the Executive Committee, chairs and members of task forces, vice chairs of standing committees, and any other elections by the Senate shall be conducted according to procedures that the Senate shall provide in its own internal rules.
8. **TIE BREAKING:** In the event of a tie, there will be a run-off election no later than one Academic Week after the election day.
9. **REFERENDA:** Any votes by the Faculty Assembly under Article IV, section 5; Article V, section 12; or Article XI, section 4, shall be conducted electronically, by secret ballot, with every Faculty member having one vote; provided, however, that if an electronic vote is not feasible within the period of two Academic Weeks specified in Article IV, section 5, a non-electronic method may be used.

## **ARTICLE X. PROCEDURES**

1. **ROBERTS RULES:** Proceedings of the Faculty Assembly, the Senate, and the Executive Committee shall be governed by the latest edition of Roberts Rules of Order except where otherwise provided in this Constitution.
2. **COMMITTEE OF THE WHOLE:** As provided under the latest edition of Roberts Rules, the Faculty Assembly, Senate, or Executive Committee may call for a suspension of the rules and meet as a committee of the whole.

## **ARTICLE XI. AMENDMENTS**

1. **INITIATION:** Proposals to amend this Constitution may be brought to the Senate in any of the following ways:
  - a) by the Executive Committee,
  - b) by a Petition signed by at least one-third of the Senators, or
  - c) by a Petition signed by at least one-third of the Faculty.

2. **FORM OF PROPOSAL:** Once a proposal to amend has been properly initiated under section 1 of this Article, the Executive Committee shall ensure that the proposal is precisely worded and includes all modifications of this Constitution necessary to keep it a consistent document.
3. **RATIFICATION BY SENATE:** After sections 1 and 2 of this Article have been satisfied, the Executive Committee shall distribute the proposed amendment to the members of the Senate at least one Academic Week in advance of the meeting at which it will be considered. Ratification of the proposed amendment by the Senate shall require an affirmative vote of two-

**ADDENDUM:**

assuring representation of various interests; (b) inviting persons with a broad vision of the College to run for the Senate even if a disproportionate number of them come from the same School; and (c) keeping the size of the Senate at a reasonable number. We also tried to write a Constitution that would not need to be revised as the College grows significantly and/or shifts in emphasis.

Under this proposal and current conditions, the Senate would consist of twenty-nine Senators. Twelve of these would be: a president, vice president, and secretary elected by the Faculty; the President of the Union; and one Senator elected from each of the following: ARHU, BUSN, EDUC, GENS, the Library, NAMS, Health and SOBL. The remaining Senators (seventeen) will be elected at large. Article IX, section 6 assures that non-tenured Faculty will be at least 10% of the Senate.

**6. Comment to Article V, sections 3 (School Senators) and 4 (Senators at Large):** At a meeting of the Faculty Assembly, a straw poll indicated a clear preference for equal representation by School over the originally proposed proportionate representations for Schools. After extended discussion, the Task Force proposed one Senator per School, with most of the remaining Senators to be elected at large as described above in Comment 5.

The TASK FORCE arrived at this recommendation for the following reasons: First the Faculty preference for equity representation was overwhelming. Honoring that preference by allocating two Senators per School has the potential for creating hardship for the Faculty in the smaller Schools (e.g., the four Faculty in the Library; the fifteen Faculty in EDUC) who will need to represent their Schools in many capacities ranging from the Faculty Review Committee to every Committee of the Assembly, etc. Second, we recognize the importance of School representation to bring forward the concerns, perspectives, and insights that may be unique to each School. At the same time, we

-that is only one of many. When issues of academic policy (add-drop, plus-minus grading), room allocation, student engagement, and parking arise, interests and perspectives rarely break along School lines. Third, we are convinced that the Senate will be best served by a large group of Senators who are encouraged by nature of their election to view themselves as representing the entire College, not a segment of it. Fourth, we seek a structure that is most likely to invite those Faculty who are truly interested in Faculty governance to come forward to serve. Too often, even the most important Faculty governance positions have been filled by uncontested elections because few are willing to serve. We hope the Senate will be different.

**7. Comment to Article V, section 8 (Vacancies):** The Task Force determined that the Senate ought to create its own bylaws to define grounds for removal of a Senator, such as excessive absences.

**8. Comment to Article VIII, section 1 (Creation and Dissolution of Standing Committees and Task Forces):** This section is intended to make it possible to

the Committees and the Senate. This is not intended to preclude the Senate from designating a Senator also elected to serve on a Committee as the liaison, should s/he be willing to assume that role.

e: The section referred to in this comment has been replaced with new sections 6 (Selection of Vice Chairs of Standing Committees) and 7 (Duties of Vice Chairs of Standing Committees) of Article VIII.]

**10. Comment to Article VIII, section 15 (Enumeration of Standing Committees):**

The Task Force looked at the Committee structure to assure that the standing committees (a) address identified needs; (b) remain appropriately consistent with the committee structure of the Board of Trustees; and (c) otherwise maximize our goal of a strong Faculty voice in shared governance of the College.

This Constitution makes only one major change in the standing committees at this time: We have re-constituted the Committees on Academic Policies and Programs and on Graduate Studies. Under the new structure, a newly-formed Committee on Academic Programs and Planning would be responsible for approving new programs at both