NEWARK FACULTY COUNCIL
BY-LAWS

I. Purpose

The Newark Faculty Council has been established by the Rutgers Newark faculties in order to:

1. Provide a forum for determining and expressing Newark faculty opinion on issues of concern;

2. Establish means for the regular exchange of information and ideas between faculty and administrators;

3. Provide a quick-response structure for mediating conflicts among Newark units represented in the Council;

4. Establish a body for studying and providing advice on educational and administrative matters that affect the Newark campus;

5. Advise and make recommendations to the Provost and, through him or her, officials of the Central Administration on all appropriate matters.

The Council will complement, rather than supplant, the University Senate, the college faculties, and the university administrative officers.

II. Election, Representation and Composition

1. Faculty eligible to participate in Council elections and to serve as voting Council delegates shall include all full-time tenured and tenure-track faculty who are appointed on a faculty line under the jurisdiction of the Newark Provost, as well as a representative of the Dana Library. A faculty member holding a joint appointment with two or more colleges or schools shall represent the unit in which his or her "primary home" is defined.

2. Faculty members whose primary assignment is administration (e.g. Deans, Associate/Assistant Deans) shall not be eligible for election during their terms as administrators. (This exclusion shall not apply to Area or Department Chairs). University Senators holding faculty rank as defined above shall be eligible for election to the Council.
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3. All members shall be elected by colleagues from the unit of their appointment in accordance with the provisions of the faculty by-laws governing elections.

4. Members shall be elected to staggered three-year terms. Elections shall take place during the spring semester, and the term of office shall begin July 1.

5. Should an elected member go on leave, the unit from which he or she was elected shall elect a replacement for the duration of the regular member's leave.

6. To the extent that it is possible, and particularly within the Faculty of Arts & Sciences-Newark, the membership should be broadly representative across the disciplines. For the Council to be effective, it is essential that its members be widely respected among their peers for their teaching, scholarship, and service to the University.

7. The Council shall consist of 20 members, composed as follows:

<table>
<thead>
<tr>
<th>No. of members</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td>Faculty of Arts &amp; Sciences-Newark</td>
</tr>
<tr>
<td>2</td>
<td>College of Nursing</td>
</tr>
<tr>
<td>1</td>
<td>Graduate School-Newark*</td>
</tr>
<tr>
<td>4</td>
<td>Faculty of Management</td>
</tr>
<tr>
<td>1</td>
<td>School of Criminal Justice</td>
</tr>
<tr>
<td>2</td>
<td>School of Law-Newark</td>
</tr>
<tr>
<td>1</td>
<td>Library</td>
</tr>
</tbody>
</table>

*includes the CMBN

Any change in the distribution of membership on the Council is subject to the approval of the participating units.

III. Operations and Authority

1. To achieve its goals, the Council will be expected to meet at least once each semester during the academic year. (Additional meetings may be held as pressing business or continuing issues dictate).

2. The Provost, who will serve as an ex-officio member of the Council, shall be present at all Council meetings to make reports and respond to questions from Council members and to provide such additional information as the Council may require to facilitate its work.
3. If requested by the Council, the Provost shall communicate, in writing, his response to any advice which the Council shall render.

4. If requested, and as appropriate, the Provost shall provide the Council with information bearing upon matters under the Council's consideration.

5. Members of the Provost's staff, Deans and other Campus administrators, and members of the Central Administration, may be invited to attend Council meetings as the agenda dictates.

6. Meetings of the Council will normally be open, except when, at the request of the Provost or a member of the Council, portions of meetings may be closed to discuss matters in confidence.

7. Any faculty member may propose agenda items for the Council's consideration. Such requests shall be reviewed by the Council when it adopts its agenda.

8. Council members shall report regularly to their faculty colleagues on the work of the Council and shall transmit faculty reactions and suggestions to the Council when requested.

9. Except for matters that are clearly outside the expertise or jurisdiction of the faculty, the Provost, when appointing a special or ad hoc committee to study an issue, shall inform the Council that he is doing so.

10. Meetings of the Council shall be conducted under Roberts Rules of Order.

11. A quorum shall consist of a majority of elected members.

IV. Officers

1. The Council will elect the Chair, Vice Chair, and Secretary as specified in the calendar. The Chair shall be a full-time, tenured faculty member. The Chair shall preside over meetings of the Executive Cabinet of the Council and over meetings of the full Council. The Vice Chair shall preside in the absence of the Chair and shall be Chair-Elect.
2. The Executive Cabinet shall be made up of the Council Chair, the Vice Chair, the Secretary and three additional Council members, elected by the full Council. The Provost may be invited to attend meetings of the Executive Cabinet. Among other duties, the Executive Cabinet shall set the agenda for Council meetings and review and evaluate the functioning of the Council. The Executive Cabinet shall act for the Council between meetings and during the summer. Such actions are subject to later review, when appropriate, by the full Council.

V. Subcommittees

Subcommittees will be appointed by the Chair when necessary.

VI. Amendments

Amendments to the By-laws shall be first discussed by the Council. If a majority of the Council present votes in favor, a secret ballot on the proposed amendments shall be sent to all Council members. Adoption of amendments shall require a two-thirds vote of the members who cast a ballot.
Appendix

Calendar

January: the Provost advises the Council's Executive Cabinet of faculty distribution within units for election of the appropriate number and distribution of delegates for the coming year.

February: early in February the Executive Cabinet refers to the Council for its endorsement of the appropriate number and distribution of delegates.

February-March: elections within units using secret ballots takes place. Election results shall be reported by March 15.

April: the Chair prepares a ballot for the election of a Vice Chair, the Secretary and the three Executive Cabinet members.

May: elections for officers and Executive Cabinet shall take place. Secret ballots shall be sent to all new and continuing members of the next year's Council.

June: special committee reports are due June 1.

July: Council chair's annual report is due July 1.