

FACULTY SENATE CONSTITUTION  
(revs. Applied 8/19/2008)

Faculty Senate

The Faculty Senate is a governance body elected by the faculty which has the responsibility to:

- Provide a forum for discussion and the formulation of policy
- Gather information and opinion for study
- Take such action as is necessary in cooperation with other sectors of the College community to make policies effective

Faculty Senate Constitution

PREAMBLE – THE Faculty of the William Paterson University of New Jersey, in order to better provide for faculty governance and participation in matters of academic policy, to create a fundamental and equitable structure for the conduct of the University's affairs and responsibilities, to insure the fair and just representation of academic departments and personnel directly associated with academic affairs, and to aid in the promotion of the general welfare of the Faculty and University, do establish this Constitution of the Faculty Senate of the William Paterson University of New Jersey.

ARTICLE 1 – Membership of the Faculty Senate shall consist of Voting Members and Ex-Officio Non-voting members.

- A. Regular members: An individual who has been on staff one full calendar year at the University is eligible for regular membership.
1. One faculty member from each academic department.
  2. Two Librarians elected by Librarians.
  3. Two Professional Staff elected by the Professional Staff.
  4. Eight at large representatives from the Faculty, Librarians and Professional Staff.
  5. One Adjunct Faculty representative elected by the Adjunct Faculty.
- B. Ex-Officio Members without vote
1. The President of the University
  2. The Provost and Executive Vice President
  3. Immediate past Chairperson of the Faculty Senate (if not a regular member)
  4. The Chief official of the legally constituted bargaining agent for the Faculty (if not a regular member).
  5. President of the Student Government Association.
  6. Vice President of the Student Government Association for part-time students.
  7. Parliamentarian (if not a regular member).

46 C. A vacancy occurring in any category shall be filled as expeditiously as provided  
 47 for under “Recall and Vacancies” in the Senate By-laws.  
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49 ARTICLE II – Elections

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- 51 A. Elections Councils: there shall be an Elections Council of the Faculty Senate to  
 52 formulate and supervise election procedures consistent with Faculty Senate By-  
 53 Laws to which appeals regarding proper procedures may be made. The Council  
 54 shall rule on all such appeals.
- 55 B. Calendar for Elections. All elections for the succeeding year shall be completed as  
 56 provided in the Senate By-Laws.
- 57 C. Recall and Vacancies of Elected Members: As provided in Senate By-Laws.  
 58

59 ARTICLE III - The Terms of Office

- 60
- 61 A. Regular Members. The regular members shall serve a two year term of office with  
 62 one-half of the membership to be elected each year.
- 63 B. The newly elected members of the Faculty Senate shall assume office at the first  
 64 Senate meeting following their election.  
 65

66 ARTICLE IV – Functions

- 67
- 68 A. The Faculty Senate shall be the primary body to formulate and recommend  
 69 University policies. It may formulate and recommend policies on any matter of  
 70 University-wide concern other than those that deal with negotiable terms and  
 71 conditions of employment.
- 72 B. In the performance of these functions, the Faculty Senate shall:
- 73 1. Recommend policy for degree requirements and the procedures for  
 74 inaugurating, changing, or terminating programs.
- 75 2. Recommend patterns of and responsibilities for self-government by  
 76 schools and departments.
- 77 3. Recommend policy regarding admissions and academic standards.
- 78 4. Recommend policy for intracollegiate and intercollegiate programs and  
 79 activities.
- 80 5. Recommend policy concerning the construction of the Calendar of the  
 81 University.
- 82 6. Participate in the budgetary process by assessing priorities and making  
 83 recommendations to ensure conformity with goals of the University.
- 84 7. Participate in the formulation of long-ranges master plans and policies for  
 85 campus buildings, physical facilities and the allocation of space.
- 86 8. Participate in the formulation of long-range master plans and policies of  
 87 the University.
- 88 9. Participate in the selection of policies governing the employment process.
- 89 10. Participate in the selection of the principal officers of the University.
- 90 11. Participate in the formulation of policies related to the naming of buildings  
 91 and facilities and the awarding of University prizes and honors, including

- 92 recommendations for emeritus status, and assist the Board of Trustees in  
 93 the selection of recipients of such prizes and honors.  
 94 12. Participate in the formulation of policies governing the University's  
 95 relations with outside agencies for research, instruction, services, and  
 96 related purposes.  
 97 13. Participate in the formulation of policies for cooperative and mutually  
 98 beneficial relations with neighboring communities and with other Colleges  
 99 and Universities, both domestic and foreign.

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## 101 ARTICLE V – Officers of the Senate

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103 A. At a special organizational meeting immediately following the annual election,  
 104 the newly constituted Senate shall elect from among its voting members a  
 105 Chairperson, a Vice-Chairperson, and a Secretary.

## 106 B. Chairperson

- 107 1. Shall be elected by closed ballot for a one-year term from and by voting  
 108 members of the Senate.  
 109 2. Shall:  
 110 a. Call and conduct meetings of the Senate and its Executive  
 111 Committee.  
 112 b. Provide agenda for these meetings.  
 113 c. Appoint the convener of Senate committees and councils (unless  
 114 otherwise provided for in the Senate By-Laws).  
 115 d. Perform the duties commonly associated with executive  
 116 leadership within the jurisdiction and declared policies of the  
 117 Senate.  
 118 e. Supervise necessary correspondence.  
 119 f. Distribute to all Professional Staff the Chairperson's report and a  
 120 summary of all actions taken by the Senate, together with the  
 121 agenda for the next meeting.

## 122 C. Vice Chairperson

- 123 1. Shall be elected by closed ballot for one-year terms from and by voting  
 124 members of the Senate.  
 125 2. Shall perform the duties of the Chairperson in the absence or incapacity of  
 126 the chairperson.  
 127 3. Shall serve as liaison officer with Senate Committees and Councils.

## 128 D. Secretary

- 129 1. Shall be elected by closed ballot for one-year terms from and by voting  
 130 members of the Senate.  
 131 2. Shall:  
 132 a. Keep minutes of the Senate and the Executive Committee and  
 133 distribute these minutes to the Board of Trustees, President of the  
 134 University, all the Vice Presidents, Deans and Directors, Faculty  
 135 and Professional Staff.  
 136 b. Keep the official list of the Senate membership.

- 137 c. Keep accurate and cumulative records of attendance at meetings  
 138 and report absences in the minutes. The Secretary shall send a  
 139 letter to any Senator who has acquired three or more substituted  
 140 absences informing the Senator that their “Good Standing” is in  
 141 jeopardy of being revoked. The Secretary shall send a letter to a  
 142 Senator who has two unsubstituted absences informing the  
 143 Senator that their “Good Standing” is in jeopardy of being  
 144 revoked. The Secretary shall report to the Senate members who  
 145 have been warned and are no longer in “Good Standing.” The  
 146 Secretary shall send a letter to the College Council, Department  
 147 Chairperson, Library Elections Committee, or Professional Staff  
 148 Council as appropriate for the constituency informing them that  
 149 their Senator is no longer in “Good Standing.”  
 150 E. Recall and Vacancies of Officers: as provided in Senate By-Laws.  
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152 ARTICLE VI – The Executive Committee  
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- 154 A. There shall be established within the Senate an Executive Committee of six  
 155 members: three regular members elected at-large by the voting members of the  
 156 Senate, the Chairperson, Vice-Chairperson, and Secretary.  
 157 B. Elected members of the Executive Committee shall be chosen by closed ballot for  
 158 a term of one year.  
 159 C. The Executive Committee, responsible at all times to the Senate, shall meet on the  
 160 call of the Chairperson in order to conduct the business of the Senate between  
 161 Senate meetings. The Executive Committee shall aid the other Senate Committees  
 162 subject to approval by the Senate. The Committee shall aid the Chairperson in  
 163 preparing the agenda for the Senate meeting.  
 164 D. At the request of three members of the Executive Committee, the Chairperson  
 165 shall call a special meeting of the Executive Committee.  
 166 E. The Executive Committee shall speak and act in the name of the Senate in the  
 167 implementation of Senate policy during the Summer and other times when it is  
 168 impractical to convene the entire body.  
 169 F. Recall and vacancies: as provided in Senate By-Laws.  
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171 ARTICLE VII – Meetings and Procedures  
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- 173 A. At least once a month meetings should be scheduled at a regular time, date and  
 174 place. Special meetings may be called by the Chairperson of the Senate, a  
 175 majority of the Executive Committee, or on a petition by one-half of the Senate  
 176 voting members, or at the request of the President of the University.  
 177 B. All members of the University community may be present at Senate meetings, but  
 178 shall not be entitled to the floor, to make motions, or to vote. Visitors may, at their  
 179 request and with the approval of the Senate, be given the privilege of the floor.  
 180 C. The parliamentary procedures of the Senate shall be those of Robert’s Rules of  
 181 Order Revised. The quorum shall be established by the By-Laws of the Senate.  
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## 183 ARTICLE VIII – Councils and Ad Hoc Committees

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- 185 A. Councils are standing bodies charged with the general and continued formulation  
186 of policies in the specific areas under their jurisdiction as defined in the By-Laws,  
187 the ongoing review of existing polices consistent with their charges, and the  
188 consideration of new charges directed from the Senate Executive Committee or  
189 generated within the council itself.
- 190 B. Councils shall be established through the Senate By-Laws, which shall delineate  
191 the composition of and the general charges to each Council.
- 192 C. Ad Hoc committees are bodies with very specific charges of limited scope to be  
193 investigated and brought to completion within a specific period of time.

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## 195 ARTICLE IX – Amendments

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- 197 A. Proposals to Amend the Constitution may be brought to the Senate in any of the  
198 following ways:
- 199 1. By the Senate Executive Committee.
  - 200 2. In writing, supported by the signatures of at least twenty-five percent of  
201 the voting members of the Faculty Senate.
  - 202 3. By petition to the Faculty Senate, supported by the signatures of ten-  
203 percent of the full-time Faculty, Librarians and Professional Staff.
  - 204 4. By the Senate Councils and Committees.
  - 205 5. Proposed amendments to this Constitution may be submitted to the  
206 Faculty Senate at any regular meeting.
- 207 B. Voting on Proposed Amendments to the Constitution
- 208 1. The Secretary shall circulate a written copy of a proposed and properly  
209 supported amendment to each member of the Faculty Senate prior to the  
210 next scheduled meeting.
  - 211 2. No proposed amendment shall be voted on prior to thirty days after it has  
212 been circulated to the Faculty Senate. Such a vote shall take place not later  
213 than thirty days after such circulation.
  - 214 3. Ratification of a proposed amendment by the Faculty Senate shall require  
215 an affirmative vote of two-thirds of the total number of the voting  
216 membership. In the event the Senate fails to ratify the proposed  
217 amendment, it may be submitted to a referendum of Faculty, Librarians  
218 and Professional Staff by a majority of senators voting, or by a petition  
219 signed by twenty percent of the full-time Faculty, Librarians and  
220 Professional Staff who are eligible to vote in the Senate constituencies.
- 221 C. Upon passage of an amendment in the Faculty Senate or by referendum, the  
222 Chairperson shall submit it to the President of the University and to the Board of  
223 Trustees. Following approval, it shall become part of the Constitution.