

**BYLAWS OF THE
Rutgers-Camden Faculty of Arts and Sciences (FASC)
RUTGERS, THE STATE UNIVERSITY**

(Proposed April 2nd, 2024 / Approved June 3rd, 2024)

ARTICLE I. PURPOSE AND ORGANIZATION

- Section 1. The Faculty of Arts and Sciences (hereinafter FASC) shall be maintained for the purposes of providing undergraduate and graduate education in the arts and sciences to the students in Camden and across Rutgers University, and of conducting research in the arts and sciences.
- Section 2. The affairs of FASC shall be administered by the Dean and governed by the members of FASC. The organizational structure of FASC shall consist of its three academic units: the Camden College of Arts and Sciences (CCAS), the School of Graduate Studies, and the University College, along with their various departments, programs, and other duly constituted units (such as centers and institutes). Each unit providing instruction shall develop courses in its discipline or subject area and appropriate curricular groupings (e.g., majors, options within a major, and minors), subject to the approval of the faculty of FASC (and, where appropriate, the graduate faculty). All majors, options, minors, and courses approved by FASC are open to all students of the University who meet the requirements established for these offerings.
- Section 3. These bylaws are intended to govern the affairs of FASC in accordance with the provisions set forth in their several articles and with university policies and regulations. In the event of any conflict or inconsistency between these bylaws and university policies and regulations, university policies and regulations shall prevail.

ARTICLE II. OFFICERS, MEMBERSHIPS AND DIVISIONS

- Section 1. The Dean is the principal officer of FASC and is charged with supervising its administration and leading its faculty and staff in the creation and implementation of effective programs in instruction, research, and service. The responsibilities of the Dean include appointing department chairs, center directors, program directors, etc., recommending faculty appointments, reappointments, and promotions, and recommending the budget, except as limited by these bylaws. The Dean shall preside at all meetings of FASC unless

the President of the University is present and presides.

- Section 2. The Dean may appoint area, vice, associate, and assistant deans and assign responsibilities to them in accordance with their functions.
- Section 3. A Parliamentarian shall be appointed by the Dean annually.
- Section 4. FASC shall consist of the Rutgers-Camden Chancellor, the Rutgers-Camden Provost, the Rutgers-Camden Dean of the Faculty of Arts and Sciences, and the full-time faculty members of FASC Departments and Centers. Other officers of the University may be invited by the FASC to its meetings and may take part in discussion but shall not vote.
- Section 5. For various purposes, academic departments are divided into three groups:
- a. Humanities (Education, English and Communication, Visual Media and Performing Arts, World Languages and Cultures, History, and Philosophy and Religion)
 - b. Natural and Mathematical Sciences (Biology, Chemistry, Computer Science, Mathematical Sciences, and Physics)
 - c. Social Sciences (Childhood Studies, Economics, Health Sciences, Political Science, Public Policy and Administration, Psychology, and Sociology, Anthropology, and Criminal Justice)
- Section 6. All duties and responsibilities not assigned by these bylaws to the FASC or the CCAS Faculty Senate (hereinafter Faculty Senate) are reserved to the Departments and Programs.
- Section 7. The FASC shall have jurisdiction within FASC over academic matters, subject to review by the Faculty Senate.

In exercising this jurisdiction, the FASC:

- a. Shall receive reports from the Faculty Senate.

- b. Shall consider and vote on any issue referred by the Faculty Senate to the full FASC.
- c. May override any Faculty Senate recommendation by a majority of those present and voting at a special meeting called for the purpose of reconsidering a Faculty Senate recommendation.

Section 8. The FASC shall conduct elections of its officers and its other elected representatives.

Section 9. The FASC may amend, add to, or repeal these bylaws by a majority vote of the FASC present at any duly constituted meeting, provided that the proposed changes are made known one week before the meeting and provided that no such changes are contrary to university policies and regulations.

ARTICLE III. MEETINGS

Section 1. Unless, in the judgment of the Dean and the President of the Faculty Senate, a meeting is not required, a meeting of the FASC shall be held once each semester, at the call of the Dean. The Dean may call additional meetings of the faculty as needed.

Section 2. The Dean will call a meeting of the faculty upon written request of twenty-five percent of the full-time faculty or at the request of the President of the Faculty Senate.

Section 3. Fifty percent of the FASC shall constitute a quorum for the transaction of business.

Section 4. Voting shall be by simple majority except as otherwise specified in these bylaws.

Section 5. Agenda

- a. An agenda for each meeting is set by the Dean and shall be circulated at least two weeks prior to a called meeting.
- b. Voting members of FASC may add items to the agenda for a meeting upon petition signed by fifteen full-time faculty members, provided that the petition is received by the Dean at least one week prior to the meeting.
- c. The agenda may be revised during a faculty meeting, or items added to the agendas, by a two-thirds majority of the full-time faculty members present.
- d. Items not on the agenda may also be introduced after the call for New Business; any motions introduced at this time shall be adopted by majority vote of the full-time faculty members present.

- Section 6. At the request of one-third of the full-time faculty members present, a ballot to be submitted to the full-time faculty members of FASC shall be ordered on any question, before the final vote shall have been taken. A motion requesting a ballot shall take precedence over a call for the question. A motion to reconsider shall not be applicable to votes taken by ballot.
- Section 7. Meetings of the FASC shall be open. However, the faculty may, at any time, by a majority vote, move to close a meeting to all except full-time faculty members of the FASC.
- Section 8. The Dean is the presiding officer at all meetings of the FASC unless the President of the University is present and presides. The Dean shall accept items for the agenda and distribute the agenda for these meetings. Attendance shall be taken at each meeting and recorded in the minutes of the meeting.
- Section 9. Participation at meetings of FASC (e.g., discussion of a motion) shall normally be restricted to full-time faculty members of FASC. Others may be allowed to participate, without vote, upon motions passed by the faculty or upon invitation of the Dean.
- Section 10. Meetings of the FASC shall be conducted in accordance with Robert's Rules of Order.

ARTICLE IV. FASC OFFICERS AND ELECTIONS

- Section 1. FASC Secretary
- a. The Secretary of the Faculty Senate shall also serve as the FASC Secretary
 - b. The FASC Secretary works in collaboration with a staff member who is assigned and compensated by the Dean's office.
 - c. Duties of the FASC Secretary shall be:
 - i. To keep minutes of the proceedings
 - ii. Such minutes are to be sent to each member of the FASC for review and approval prior to the next regular meeting of the FASC.
 - iii. To conduct such correspondence as may be necessary for informing the FASC of any business pertinent to an announced meeting.
- Section 2. University Senators
- a. Representation in the University Senate and the term of office will be specified by university policies.
 - b. One of the University Senate Representatives shall be designated by Rules and Procedures Committee to keep FASC informed of senate actions of interest to the FASC, and will be asked to provide a report at regular meetings.
- Section 3. Camden Faculty Council
- a. Three representatives of FASC shall be elected, one from each division of the faculty.

b. Representatives will serve for three-year overlapping terms.

Section 4. Nominations for members of the University Senate and for the Camden Faculty Council, as well as officers of the Faculty Senate and members of FASC Committees, shall be made by the Rule and Procedures Committee.

Before the end of the spring semester, the names of nominees shall be sent to each member of the FASC for an official vote.

ARTICLE V. VOTING

Section 1. All full-time faculty of the FASC, shall be voting members of FASC. Voting members of the FASC who currently hold an administrative position shall continue to be voting members of FASC during the terms of their administrative appointments.

Section 2. The Dean, or his designee, may use the computer infrastructure of the University to carry out secure and anonymous voting whenever such a process is appropriate to the vote being taken. The precise methodology will change over time but will be widely announced, and will stress security, completeness, and ease of use.

ARTICLE VI. THE CCAS FACULTY SENATE

A. Membership

1. The CCAS Faculty Senate (hereinafter Faculty Senate) shall consist of not fewer than 30 and not more than 60 members. Only full-time members of the FASC may serve as Senators. In cases of disputed eligibility, the Faculty Senate shall determine the outcome.
2. The FASC shall have a representation of up to seven Senators at large. Nominations for Senators at large shall be made by the Rules and Procedures Committee, to be voted on by the FASC.
3. Each Department shall have at least one representative. Departments with more than five members (on the basis of full-time equivalents) shall have one representative for each five members or major portion thereof. The number of Faculty Senators each Department is entitled to for any academic year shall be based on the number of full-time equivalent members in each Department during the preceding spring semester. Departmental Senators are to be elected by Department members. The Senators' names should be given to the Office of the Dean before the end of the spring semester.

4. The term of office for each Faculty Senator shall be two years.
5. Reapportionment shall be determined by the Rules and Procedures Committee if the Faculty Senate exceeds 60 members under the existing formula for representation.

B. Duties and Responsibilities

1. The Faculty Senate may review and make recommendations on all matters within the jurisdiction of the FASC, except that the Faculty Senate shall make no changes in the bylaws.
2. The Faculty Senate shall act as an advisory body to the Dean.
3. The Faculty Senate shall report on its activities to the FASC and may, through the President of the Faculty Senate, refer specific matters to the FASC for advice or action.

C. Officers

The officers of the Faculty Senate are the President, President-Elect, and Secretary.

1. Each year, a President-Elect of the Faculty Senate is to be elected by members of the FASC for a two-year term. Every two years, a Secretary of the Faculty Senate is to be elected to a two-year term. Election will be conducted by the end of the spring term. During the second year of their term, the President-Elect will serve as President. Before any election of these officers, nominations are to be solicited by the Rules and Procedures Committee. If an individual elected by the FASC is not a Senator, he or she will be designated a member at large for the period of her or his tenure.
2. The President serves for one year. The duties of the President are
 - a. To determine the agenda of Faculty Senate Meetings
 - b. To call and conduct meetings of the Faculty Senate
 - c. To report to the FASC and perform any other duties stipulated by the Senate.
 - d. To serve on the Faculty Senate Steering Committee along with the Faculty Senate President and Secretary.
3. All Presidential duties shall be performed by the President-Elect in the absence of the President.
4. The duties of the President-elect are:
 - a. To communicate with the Standing Committees of the FASC and ensure that each committee reports to the Faculty Senate annually.

- b. To serve on the Faculty Senate Steering Committee along with the Faculty Senate President and Secretary.
5. The duties of the Faculty Senate Secretary are
 - a. To work in collaboration with a staff member assigned by the Dean's office to distribute agendas and to ensure that minutes of the Senate meetings are recorded and distributed to Senators and to members of the FASC.
 - b. To track eligibility and attendance of CCAS Faculty Senators.
 - c. To serve on the Faculty Senate Steering Committee along with the Faculty Senate President and President-Elect

D. Steering Committee

This committee will be composed of the President, the President-Elect, and the Secretary. It will be responsible for setting meeting agendas and times, inviting guests, tracking attendance, and any other Faculty Senate executive business. This committee acts as an advisory body to the Dean and is responsible for communicating the concerns of the Faculty Senate to the Dean's Office.

E. Meetings

1. Meetings of the Faculty Senate shall be called by the President or upon petition of 25 percent of the members of the Faculty Senate. These meetings shall be open to all FASC members and designated administrators as well as Senators and student representatives. Any nonsenator who wishes to speak to the Faculty Senate must receive permission from the President prior to a Faculty Senate meeting.
2. Only members of the Faculty Senate may vote. When a Senator is absent, a member of his or her constituency may attend in order to speak, but her or she may not vote.
3. Individual faculty members may make proposals for consideration by the Faculty Senate through a Faculty Senator, the President of the Faculty Senate, or an appropriate committee.
4. A quorum of the Faculty Senate shall be one-half plus one of the membership.
5. The meetings of the Faculty Senate shall be governed by Robert's Rules of Order.

F. Student Representatives to the Faculty Senate

1. There may be up to eight student representatives to the Faculty Senate. They may participate in discussions but shall have no vote. Student representatives, however, shall

have the right to make motions. For such motions to be considered, they must be seconded by Faculty Senate members.

2. Students shall have the right to petition the Faculty Senate for reconsideration of its decisions. Such a petition shall require signatures of 25 percent of the student body.

G. The Administration and the Faculty Senate

1. The Chancellor, the Provost, the Dean and the Associate Deans of FASC, and anyone else whom the Faculty Senate President designates may attend Faculty Senate meetings and participate in discussions but shall have no vote.

ARTICLE VI. STANDING COMMITTEES of the FASC

Section 1: The following are Standing Committees of the FASC

- a. Academic Policy and Courses of Study
- b. Admissions and Retention
- c. Appointments and Promotions
- d. Rules and Procedures
- e. General Education
- f. Planning and Budget
- g. Review
- h. Scholastic Standing
- i. Campus Life
- j. Shared Governance

Section 2. To further the work of the FASC, the faculty or the Dean may establish committees ad hoc. After an ad hoc committee has been maintained for two consecutive years, it shall either be disbanded or be established as a standing committee by amendment of these bylaws.

Section 3. All committees, unless otherwise specified, will inform the FASC and the Faculty Senate of its activities at least once during the semester, or as needed, and will submit a written report at the end of each academic year for review. Each committee will elect a chairperson from among its faculty members. All committee members who serve by virtue of their administrative offices are ex officio, non-voting members.

Section 4. **Academic Policy and Courses of Study**

Membership: Six elected faculty members (two from each division of the faculty), serving three-year overlapping terms.

Duties:

- a. To oversee college-wide curricular requirements and academic standards and to recommend revisions to the Faculty Senate for their review.
- b. To review and recommend to the Faculty Senate for their review and recommendations, the committee's approval of new curricula (i.e., major programs).
- c. To study recommendations for course changes received from any Department.
- d. To consult with the appropriate administrative officers concerning the effect of course changes on administrative procedure.
- e. To report to the FASC all course changes recommended and approved by the committee.
- f. To review and approve student-proposed interdisciplinary majors.

Section 5. **Admissions and Retention**

Membership: Three elected faculty members serving three-year overlapping terms; also, two students, one representative from Enrollment Management, one from Student Affairs, one from Advising, and the Associate Dean for Undergraduate Education (all ex officio).

Duties:

- a. To meet with admissions at least once per year to discuss admissions trends.
- b. To establish and regularly review admissions criteria and consult on policies for admission.
- c. To recommend admissions policies and the methods used to interpret and execute the existing rules for the admission of students.
- d. To supply the faculty each semester with pertinent data on incoming students and retention rates as needed.
- e. To determine what sanctions are to be applied, and under what circumstances, to already admitted students whose grades in the senior year of high school show a marked decline, or who drop senior year courses.

Section 6. **Appointments and Promotions**

Membership: The faculty will, each year, elect nine tenured members (three from each division of the faculty) to form three advisory Committees on Appointments and Promotions. These faculty members will serve as pools for the Dean to consider for appointment of the three advisory committees. For each division of the faculty there shall be a committee of six tenured faculty members appointed by the Dean. Two alternates shall be assigned to each committee to serve when an appointed member is unable to serve.

Duties:

- a. To advise the Dean as to appointments, reappointments, or promotions to ranks below that of Distinguished Professor (for which ad hoc committees are formed by the Dean).

Section 7. **Rules and Procedures**

Membership: Four elected faculty members, serving three-year overlapping terms.

Duties:

- a. To solicit nominations and if necessary—in consultation with the Dean’s Office—to recruit nominees for elected positions in the Faculty Senate.
- b. To conduct elections and notify nominees when they have been elected to a committee
- c. To formally update the Faculty Senate on vacancies at the first meeting of the semester and thereafter until such vacancies are filled.
- d. To ensure that year-end reports from all Standing Committees of the FASC are communicated to the FASC and Faculty Senate for review before the final spring semester Faculty Senate meeting and posted to the committee archive on the Faculty Senate website.
- e. To resolve any questions of procedure under the FASC Bylaws.
- f. To formulate rules, subject to the approval of the faculty, under which the business of the faculty may be transacted.
- g. To revise and amend existing rules, subject to approval by the faculty.
- h. To propose to the faculty changes in the University Statutes.
- i. Appoint one of the University Senators to provide updates and report on University Senate activities.

Section 8. **General Education**

Membership: Six elected FASC members (two from each division of the Faculty) serving three-year overlapping terms, a representative from the Business School, a representative from the Nursing School, as well as the Associate Dean for Undergraduate Education (ex officio).

Duties:

- a. To conduct ongoing review of the general education requirements with regard to curricular learning goals.
- b. To respond to petitions requesting modification of general education requirements, exemptions from general education requirements, or other issues raised by students.
- c. To develop assessment strategies to evaluate the effectiveness of the general education requirements with respect to their learning goals,
- d. To review and approve proposals from departments regarding the designation of courses for specific general education requirements.
- e. To consult as necessary with the Experiential Learning Office, Engaged Civic Learning Office, and the Writing and Design Lab.
- f. To seek the advice of the Faculty Senate in all General Education matters of concern to FASC as a whole.

Section 9. **Planning and Budget (Changes Approved in Spring, 2021)**

Membership: Three elected faculty members and three appointed by the Dean, serving three-year overlapping terms; up to two staff members, appointed by the Dean; up to two students, elected by the Student Government Association.

Duties:

- a. To advise the Dean on matters of broad educational and research planning, which matters include but are not limited to: budget priorities and allocations, the establishment or dissolution of programs, the relationship of Arts and Sciences to other units, colleges, and the community, and general planning. The Dean of the College shall act on such matters only after having received the advice of the Committee or after giving the Committee a reasonable time in which to present its views.
- b. To meet with the Dean on a regular basis regarding planning and budget matters

- c. To inform the faculty senate on a regular basis regarding its meetings with the Dean and its deliberations.

Section 10. **Committee on Review**

Membership: This committee shall be comprised of two tenured faculty members, one of whom is a member of the Faculty Senate Executive and the other appointed by the Dean, each serving a one-year term. This committee shall have advisory power only. The committee may report to the Dean of the College or School, or the Provost, or the President, or the Board of Governors.

Duties:

- a. The committee may at its discretion make reports also for the information of the legislative body.
- b. The committee may counsel and advise any member of the legislative body who seeks such advice with respect to any problem affecting his or her status as a member of the university.
- c. The committee may also on its own initiative make suggestions as to personnel matters to the administrative officers.

Section 11. **Scholastic Standing**

Membership: Six elected faculty members, serving three-year overlapping terms; one representative from Student Affairs, one from the Registrar's Office, one from EOF, one from TRIO, one from the Learning Center, one from Financial Aid, one from Advising, one from University College, and the Associate Dean of Undergraduate Education (all ex officio).

Duties:

- a. To interpret and execute the rules and regulations of the CCAS in individual student cases involving scholastic standing.
- b. To allow withdrawal from a course or courses after the usual deadlines have passed. For such withdrawal proper documentation must be provided by the student, the advisor and the instructor. If the instructor is not available, documentation must be provided by the department chair.

- c. To approve readmission of students who have been separated from CCAS or University College for academic or disciplinary reasons.
- d. To approve academic forgiveness of students who have not been enrolled at any Rutgers University campus for ten consecutive semesters and meet additional specified conditions.
- e. To impose such restrictions on the educational programs of probationary and readmitted students as may seem desirable for their satisfactory academic progress
- f. To inform the Faculty Senate on the current principles and methods used by the committee in interpreting and executing existing rules.
- g. To propose new scholastic regulations to the Faculty Senate.

Section 12. **Campus Life**

Membership: Four elected faculty members, serving three-year overlapping terms; two students; and the Dean of Students (ex officio).

Duties:

- a. To recommend procedures for improving relations between students and faculty.
- b. To work as needed with the Student Governing Association on elections for student representatives to the Faculty Senate as well as to CCAS committees.
- c. To attempt alleviation of conditions causing student frustration or discontent, through informal contacts or through recommendations for faculty or administrative action.
- d. To review regulations governing the general conduct of students on the campus including the Academic Integrity and Code of Student Conduct Policies and respond to any policy issues that arise.
- e. To work as needed with the Teaching Matters and Assessment Center on all matters relating to teacher evaluation.
- f. To work as needed with the offices of Advising, Registration, and Student Affairs on matters relating to new student orientation.
- g. To address issues of faculty morale and any other concerns which affect faculty life on campus.
- h. To consult with the Dean, Provost and other administrators on a regular basis on

all matters concerning campus security, problems with parking and other campus physical facilities.

- i. To represent faculty interests and concerns in all matters involving library collections and service; multimedia equipment and services; computer equipment, computing services, and mobile technology; and consult as needed with the Director of the Paul Robeson Librarian, the Director of Rutgers-Camden Information Technology, and the Director of Instructional Design and Technology. [formerly duties from Information Services]

Section 13. **Shared Governance**

Membership: Six elected Faculty members (two from each division) serving three-year overlapping terms, the Dean of Arts and Sciences (ex officio).

Duties:

- a. To advise the Dean, through the Faculty Senate, on the establishment, dissolution or merger of educational units, including the creation, termination, or suspension of academic programs.
- b. To review all matters relating to the composition and structure of the Faculty Senate.
- c. To evaluate reported CCAS members' concerns regarding the college and university administration and report findings to the Faculty Senate.
- d. To assess the performance of college and university administrators, on an ad hoc basis when issues arise, and make recommendations to the Faculty Senate.
- e. To study and make recommendations to the Senate on matters relating to the role and function of the Senate as a body within the Rutgers-Camden governance scheme.
- f. To consider and advise the Dean on special affiliations and programs, including formal relationships with other institutions.
- g. To coordinate relationships among the faculty and student governing bodies and the Senate, so that issues raised in one forum can be considered in other appropriate bodies.
- h. To study and make recommendations on relationships between Rutgers-Camden and the public.
- i. To consult with the Committee on Review as needed.

ARTICLE VII. APPENDICES

Section 1. Duties and Powers of the Faculty Regarding Academic Matters

- a. Determining such requirements for admission as are deemed necessary for entrance into its several curricula.
- b. Approving courses of study and requirements for major.
- c. Encouraging the research work of the faculty members and of advanced students.
- d. Adopting additional regulations regarding attendance, conduct of examinations, grading, scholastic standing, and other appropriate matters.
- e. Fixing specific requirements for degrees.
- f. Recommending for degrees in course, through the President to the Board of Governors, those candidates who have fulfilled the requirements for the appropriate degrees as follows:
 - University College - Bachelor of Arts, Bachelor of Science.
 - Camden College of Arts and Sciences, Bachelor of Arts, Bachelor of Science.
 - Camden Graduate School, Master of Arts, Master of Fine Arts, Master of Science, and Doctor of Philosophy.
- g. Adopting regulations governing its own procedures.
- h. Making recommendations to the University President, the University Senate, or the Dean respecting any phase of College or University activity.
- i. Proposing through the University Senate and the President amendments to University regulations to be adopted by the Board of Governors.