

**Bylaws for the Rutgers-Camden Faculty of Arts and Sciences (FASC), the Camden College of Arts and Sciences (CCAS) Faculty Senate, and the CCAS Committees  
(online at <http://fas.camden.rutgers.edu--Faculty>, Resources; revised in October of 2015)**

**SECTION I: The Faculty**

**A. Membership and Divisions**

- 1) The 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 members of the following FASC Departments: Biology, Chemistry, Childhood Studies, Computer Science, Economics, English, Fine Arts, Foreign Languages, History, Mathematical Science, Philosophy and Religion, Physics, Political Science, Psychology, Public Policy and Administration, and Sociology, Anthropology, and Criminal Justice. The FASC shall also include librarians at the Robeson Library. Other officers may be designated as faculty by the Dean in accordance with University Policies.
- 2) Other officers of the University may be invited by the FASC to its meetings and may take part in discussion but shall not vote.
- 3) For various purposes, academic departments are divided into three groups:
  - a) Humanities (English, Fine Arts, Foreign Languages, History, and Philosophy and Religion)
  - b) Natural and Mathematical Sciences (Biology, Chemistry, Computer Science, Mathematical Science, and Physics)
  - c) Social Sciences (Childhood Studies, Economics, Political Science, Psychology, and Sociology, Anthropology, and Criminal Justice)

**B. Duties and Responsibilities**

- 1) All duties and responsibilities not assigned by these bylaws to the FASC or the CCAS Faculty Senate are reserved to the several Departments.
- 2) The FASC shall have jurisdiction within CCAS over academic matters, subject to review by the University Senate. In exercising this jurisdiction the FASC:
  - a) Shall refer all matters under its jurisdiction to the CCAS Faculty Senate.
  - b) Shall receive reports from the Faculty Senate.
  - c) Shall consider and vote on any issue referred by the Faculty Senate to the full FASC.
  - d) May over-ride any Faculty Senate decision by a majority of those present and voting at a special meeting called for the purpose of reconsidering a Faculty Senate decision.
- 3) The FASC shall conduct elections of its officers and its other elected representatives.
- 4) 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.

### **C. Meetings**

- 1) Unless, in the judgment of the Dean and the President of the Faculty Senate, a meeting is not required, a regular meeting of the FASC shall be held once each semester. Announcement of the date shall be made by the Dean at least two weeks in advance of each meeting.
- 2) The Dean may call a special meeting of the FASC at any time and shall do so on the written request of 25 percent of Faculty members or at the request of the President of the Faculty Senate.
- 3) Any meeting may be closed by a majority vote of the FASC. When it is deemed desirable, the Dean may also call a closed meeting.
- 4) The Dean shall be 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.
- 5) Fifty percent of the FASC shall constitute a quorum for the transaction of business.
- 6) Meetings of the FASC shall be conducted in accordance with *Robert's Rules of Order*.

### **D. Officers and Elections**

- 1) FASC Faculty Secretary
  - a) The Secretary of the CCAS Faculty Senate shall also serve as Secretary of the FASC.
  - b) The duties of the Secretary of the FASC shall be:
    - i. To keep a book of minutes of proceedings.
    - ii. To send, immediately after each meeting of the FASC, to each member of that Faculty and to the Secretary of the University a copy of the minutes of that meeting.
    - iii. To conduct such correspondence as may be necessary for informing the FASC of any business pertinent to an announced meeting.
- 2) University Senators
  - a) Representation in the University Senate and the term of office will be as specified in the University Policies.
  - b) One of the University Senate Representatives shall be designated by the Dean to keep the FASC informed concerning all Senate actions of interest to that faculty.
  - c) The Senate Representatives shall elect one of their number to membership on the University Committee on Committees.
- 3) Three Representatives of the Arts and Sciences Faculty (one from each division of the Faculty) shall be elected to serve on the Camden Campus Faculty Council for three-year overlapping terms.
- 4) Nominations for members of the University Senate and for membership on the Faculty Council, as well as for officers of the Senate and members of CCAS committees (see below), shall be made by the Committee on Committees. Before the end of the spring semester, the names of nominees shall be sent by the Committee to each member of the FASC.

## **Appendix A. Duties and Powers of the Faculty Regarding Academic Matters**

- 1) Determining such requirements for admission as are deemed necessary for entrance into its several curricula.
- 2) Approving courses of study and requirements for major.
- 3) Encouraging the research work of the faculty members and of advanced students.
- 4) Adopting additional regulations regarding attendance, conduct of examinations, grading, scholastic standing, and other appropriate matters.
- 5) Fixing specific requirements for degrees.
- 6) 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:
  - a) University College - Bachelor of Arts, Bachelor of Science.
  - b) Camden College of Arts and Sciences, Bachelor of Arts, Bachelor of Science.
  - c) Camden Graduate School, Master of Arts, Master of Fine Arts, Master of Science, and Doctor of Philosophy.
- 7) Adopting regulations governing its own procedures.
- 8) Making recommendations to the University President, the University Senate, or the Dean respecting any phase of College or University activity.
- 9) Proposing through the University Senate and the President amendments to University regulations to be adopted by the Board of Governors.

## **SECTION II: The CCAS Faculty Senate**

### **A. Membership**

- 1) The 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 five Senators at large. Nominations for Senators at large shall be made by the Committee on Committees, 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 by the start of the fall semester.

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

### **B. Duties and Responsibilities**

- 1) The Faculty Senate shall act on all matters within the jurisdiction of the FASC, except that the 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**

- 1) A President, a Vice President, and a Secretary of the Faculty Senate are to be elected by members of the FASC for one-year terms by the end of the spring term for the following year. Before any election of these officers, nominations are to be solicited by the Committee on Committees. 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 shall determine the agenda and distribute it to the FASC as well as to Senators and administrators. The President shall call and conduct meetings of the Faculty Senate, report to the FASC, and perform any other duties stipulated by the Senate.
- 3) These duties shall be performed by the Vice President in the absence of the President.
- 4) The main duty of the Faculty Senate Secretary shall be to record and distribute the minutes of the Senate meetings to Senators and to members of the FASC.

### **D. Steering Committee**

- 1) This committee will be composed of the President, the Vice President, and the Secretary.

### **E. Meetings**

- 1) Meetings of the Faculty Senate shall be called by the President or upon petition of 25 per cent 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 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 Senate**

1) There may be eight student representatives to the 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 per cent of the student body.

#### **G. The Administration and the Senate**

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

### **SECTION III: Committees of CCAS and Their Duties**

#### **A. The following are standing committees of CCAS:**

- 1) Academic Policy and Courses of Study
- 2) Admissions and Retention
- 3) Appointments and Promotions
- 4) Committee on Committees
- 5) Faculty Life
- 6) General Education
- 7) Information Services
- 8) Planning and Budget
- 9) Review
- 10) Scholastic Standing
- 11) Student Life

#### **B. Description of Membership and Duties**

All committees, unless otherwise specified, will submit written reports at the end of each academic year to the Faculty Senate for its 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.

##### **1. 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 its approval.
- b) To review and recommend to the Faculty Senate for its approval 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 Faculty Senate for its approval all course changes recommended by the committee.

## **2. Admissions and Retention**

Membership: Six elected faculty members serving three-year overlapping terms; also, three 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 establish and regularly review admissions criteria.
- b) To review applicants for admission and to pass upon their eligibility for acceptance for degree or special programs.
- c) To impose conditions for provisional admission and to suggest to students the means of clearing entrance deficiencies.
- d) To inform the Faculty Senate of the methods it uses to interpret and execute the existing rules for the admission of students.
- e) To supply the Faculty Senate each semester with pertinent data on incoming students.
- f) To monitor retention rates and report them to the Faculty Senate.
- g) To develop programs to improve student recruitment and retention.

## **3. 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:

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).

## **4. Committee on Committees**

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

Duties:

- a) To solicit nominations and if necessary—in consultation with the Dean—to recruit nominees

for elected positions in the CCAS.

b) To conduct elections.

## **5. Faculty Life**

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

Duties:

a) To consult with the Dean and Provost on a regular basis on all matters concerning campus security.

b) To receive grievances and suggestions from faculty members regarding security matters.

c) To receive grievances and suggestions from faculty members regarding problems with parking and other campus physical facilities.

d) To oversee the periodic evaluation of college administrators.

## **6. 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, and a representative from the Nursing School.

Duties:

a) To conduct ongoing review of the general education requirements with regard to curricular learning goals.

b) To monitor issues of implementation and to address identified problems regarding course availability or other issues.

c) To respond to petitions requesting modification of general education requirements, exemptions from general education requirements, or other issues raised by students.

d) To develop assessment strategies to evaluate the effectiveness of the general education requirements with respect to their learning goals.

e) To review and approve proposals from departments regarding the designation of courses for specific general education requirements.

## **7. Information Services**

Membership: Three elected faculty members serving three-year overlapping terms; the Librarian (ex officio), the Director of Rutgers-Camden Information Technology (ex officio), and the Director of Instructional Design and Technology (ex officio).

Duties:

a) To represent faculty interests and concerns in all matters involving library collections and service.

b) To represent faculty interests and concern in all matters involving multimedia equipment and services.

c) To represent faculty interests and concerns in all matters involving computer equipment, computing services, and mobile technology.

## **8. Planning and Budget**

Membership: Three elected faculty members and three appointed by the Dean, serving three-year overlapping terms.

Duties:

- a) To propose long-range plans, such as new program development.
- b) To consider the relationship of Arts and Sciences to other units in the University, other colleges in the area, and the community at large.
- c) To advise the Dean as needed on academic and budget priorities.
- d) To regularly inform the Faculty Senate regarding its deliberations.

## **9. Review**

Membership: Two elected tenured faculty members and two tenured faculty members appointed by the Dean, serving two-year overlapping terms. Two alternate members shall also be chosen, one elected and one appointed.

Duties:

- a) This committee shall have advisory powers only.
- b) It may report to the Dean of the CCAS, the Provost, the Chancellor, the President, or the Board of Governors and may in its discretion make reports also for the information of the legislative body. The committee shall counsel and advise any member of FASC 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.

## **10. Scholastic Standing**

Membership: Six elected faculty members (two from each division of the Faculty), serving three-year overlapping terms; one representative from Student Affairs, one from the Registrar's Office, one from EOF, and one from Advising (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 deviations from the published policy on course overload.
- d) To approve deviations from the published policy on the repeat option.
- e) To approve readmission of students who have been separated from Arts and Sciences or University College for academic or disciplinary reasons.
- f) To impose such restrictions on the educational programs of probationary and readmitted students as may seem desirable for their satisfactory academic progress
- g) To inform the Faculty Senate on the current principles and methods used by the committee in interpreting and executing existing rules.

- h) To provide to the Faculty Senate each semester a summary of the actions taken in the preceding semester.
- i) To propose new scholastic regulations to the Faculty Senate.

## **11. Student Life**

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

Duties:

- a) To recommend procedures for improving relations between students and faculty.
- b) To attempt alleviation of conditions causing student frustration or discontent, through informal contacts or
- c) through recommendations for faculty or administrative action.
- d) To review regulations governing the general conduct of students on the campus.
- e) To inform and counsel students about their student and civil rights, especially with regard to disciplinary procedures.
- f) To investigate matters involving academic dishonesty and other causes for disciplinary action and to take appropriate action consistent with the decisions of the Board of Governors.
- g) To work as needed with the Teaching Matters and Assessment Center on all matters relating to teacher evaluation.
- h) To work as needed with the offices of Advising, Registration, and Student Affairs on matters relating to new student orientation.
- i) To work as needed with the Alumni Office on matters related to alumni affairs and development.