

Kean University

CONSTITUTION OF THE SENATE

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The Preamble to the Constitution

Kean University—a public higher education institution that serves the urban and suburban communities of New Jersey and beyond, guided by its core values and guiding principles of *access*, *affordability* and *inclusiveness*—holds that genuine shared governance is essential to the successful meeting of its mission. Effective, shared governance requires broad and meaningful representation from the University's many stakeholders: faculty, staff, students, administration, alumni, the Board of Trustees and New Jersey's families and citizens. Effective, shared governance also requires that these stakeholders, each in their distinctive ways, fully participate in conceptualizing, formulating, and executing University policy and practices that impact the University community.

The Kean University Senate has the distinctive province and responsibility of overseeing and helping to set policy for *academic matters as commonly understood in higher education*, inclusive of but not limited to items such as curriculum, student affairs, enrollment, budget, physical plant, and staffing – in sum, all items that are intrinsic to the successful learning and professional experiences of students and faculty/staff. In addition, the University Senate is a guiding force, working in coordination with the Kean University Administration and the Kean Federation of Teachers, that works to unify the various colleges and units of the University into a single system and structure that seeks a uniform standard of excellence and promotes shared values and goals: chief among them, the right to freedom of thought and speech on campus; the imperative of meaningful representation and participation of all members of the campus community in shaping the future directions of the University; and a broad-based commitment, among faculty, students and professionals, to the pursuit, transmission and advancement of knowledge.

The following Kean University Senate Constitution articulates a structure with detailed guidelines by which such effective, shared governance may be achieved and enacted. However, it is recognized that the successful implementation depends upon the goodwill of the entire University community dedicated to a common purpose and built upon relationships characterized by good faith, mutual respect, and integrity.

Article 1. The Organization of the Senate

Section 1.1 *About*

All full-time faculty, professional librarians, full-time unit professional staff (non-teaching eligible members of the KFT) and full-time non-unit managers are constituents of the University Senate. Administrators shall be non-voting members of the Senate. This Constitution is the basis for organizing the constituents of the Senate so that they may participate effectively in the shared governance of the University. The principal agent of the constituents in the governance process shall be the Senate.

Section 1.2 *Purpose*

The University Senate's primary function is to address the appropriateness and efficacy of policies and practices related to *academic matters*, inclusive of but not limited to items such as curriculum, student affairs, enrollment, budget, physical plant, staffing – in sum, items that are intrinsic to the successful learning and professional experiences of students and faculty/staff.

The University Senate Ad Hoc Constitution Committee created this revision. Members of the committee include: Sucheta Ahlawat, Charles Boateng, Dean Casale, Fran Daly, Craig Donovan, Emily Filardo, Raza Rafique and Dina Rosen.

The University Senate provides a faculty and staff perspective on university-wide issues; promotes diversity of thought through its appointments to university-wide committees and councils; encourages and supports excellence in teaching, scholarship, and service; and fosters community and collegiality.

The Senate operates according to the principles of shared governance and is free to discuss and take a position on university practices and procedures. The Senate is the primary communication channel between campus stakeholders and the university's central administration. In addition, the Senate is a key advisory body to the university's president and senior vice presidents. In this capacity, the Senate reviews and makes recommendations for the university's welfare, focusing particularly on those related to the mission and core values. In keeping with the principles of shared governance, senators shall report Senate activities regularly to their constituencies to ensure transparency at college, department and unit meetings.

Article 2. The Powers of the Senate

The University Senate serves as the legislative body of its constituents, with whom the President of the University shares the responsibility of formulating regulations and procedures for immediate governance. Through its agent, the Senate, the university constituents are empowered by the Board of Trustees of Kean University to fully participate in the decision-making processes that determine the following matters of the educational policy.

Section 2.1 *Academic Matters*

The Senate shall seek to enhance the University's intellectual vitality, research, teaching, libraries, and quality of academic programs. In matters of significant academic policies, the Senate has a vital role in formulating and providing consultation to the President and the Board of Trustees. Accordingly, the authority of the Senate shall include but not be limited to primary responsibility for educational and research policies, providing advice to the President and the Board concerning the University's budget, accreditation, designation and granting of University honors, policies concerning faculty appointment and tenure.

2.1.1 The University Senate encourages the President, Provost, and senior administration to proactively involve and consult with the University Senate on a regular and timely manner on the following issues:

- a) Plans to establish and organize new academic units, programs, centers, departments, initiatives, institutes, task forces, committees, working groups, etc., and instructional-support units.
- b) Plans on evaluation, restructuring, elimination of existing academic units, programs, centers, institutes, task forces, committees, working groups, etc., and instructional-support units.

The University Senate or its committees shall deliberate on the above issues and convey its recommendations to the President, the Provost, and/or the Board of Trustees as appropriate.

2.1.2 Help establish overall instructional and academic standards for admission, retention, degree-granting, student misconduct and discipline, and grading systems.

2.1.3 Help establish policies and priorities for scholarly, teaching and service activities.

- 2.1.4 Help establish standards for the preservation of academic freedom and intellectual climate.
- 2.1.5 The Deans of the colleges, Department Chairs, and the Registrar shall enforce academic standards and requirements for each program in conjunction with the University Senate and its Committee on Academic Standards and Policies.
- 2.1.6 A committee appointed jointly by the Provost and the Senate will nominate candidates for honorary degrees. The committee shall confidentially review each nominee, and the University Senate shall transmit its recommendation to the Provost and the President. The President and the Board of Trustees shall have final authority over selecting honorary degree candidates.
- 2.1.7 The University Senate may submit recommendations and resolutions to the Board of Trustees, transmitted only through the University President and/or Provost, on any matter affecting the academic interests of the University.
- 2.1.8 The enumeration of functions and powers above is illustrative of the nature of the jurisdiction of the faculty and is not to be construed as comprehensive in nature.

Section 2.2 *Personnel Matters*

- 2.2.1 Directly and through membership on appropriate committees, the University Senate shall participate in selecting and appointing principal administrative officers, including but not limited to the President, Provost, Vice Presidents, Deans, Directors, and other executive officers. In addition, such Search Committees will include at least two members chosen by the University Senate. The senate members to serve on the search committee shall be selected by the Senate Executive Committee. The full senate shall be informed of the selections before the names are forwarded to the administration.
- 2.2.2 The administration shall work with the University Senate to establish special task forces, committees, working groups or similar groups, if and when no Senate Committee on the matter currently exists. The University Senate shall be notified of the formation of any new task forces, workgroups, or other such bodies within seven days of their creation.
- 2.2.3 The Senate Chair and administration will select the Senate representation jointly to ensure a well-balanced and experienced voice contributes to the work. In addition, all special task forces, or such groups, convened by the administration, shall have representation of at least one-fifth of members (but no less than two) chosen by the University Senate. These representatives shall be voting members.
- 2.2.4 The University Senate shall, in collaboration with the Kean Federation of Teachers, establish and continuously review University policies for appointment, retention, tenure, promotion (ARTP) and post-tenure review of faculty and professional staff, equitable distribution of work, and other matters affecting the university senate constituents. In addition, the University Senate shall collaborate and recommend the standards on faculty evaluation of the ARTP process to the university administration, including proposals for modifications to the Provost and the President.

- 2.2.5 The University Senate will serve as the voice of the faculty and staff for any revisions to the Faculty and Staff Handbook.

Note: Because the following items have terms and conditions as well as academic aspects, the University Senate shall work in conjunction with the Kean Federation of Teachers.

- 2.2.6 The initial responsibility for the appointment, retention, and promotion of faculty shall reside with the Appointment, Tenure, Retention, and Promotion (ARTP) committees in each academic department/unit, subject to the concurrence of the Provost and the ultimate authority and approval of the President and the Board of Trustees or its designee(s). The departmental selections—made by those most knowledgeable about the subject matter and experience with the candidates—are expected to be respected by the administration.
- 2.2.7 A department chairperson is the chief representative of their department or school within the University. The department chairperson is responsible for the unit's educational, research, and service programs and budgetary matters. The chairperson has an obligation to build a department or school strong in scholarship, teaching, and service.
- 2.2.8 Department Chairpersons in academic programs/units shall be elected by the full-time tenure/tenure-track members of the respective programs/units and be chosen from the tenured members of the programs/units. The terms shall be based on the letter of agreement negotiated between Kean Federation of Teachers and the administration.
- 2.2.9 Faculty governance and service work shall receive due and equitable consideration in tenure and post-tenure evaluation processes. Differential workloads may be considered when the time and effort exceed normal expectations of the university service mission. Within the limits of the system and campus policies, appropriate compensation shall be considered for the service of officers and committee chairs in the ongoing business of shared governance.

Section 2.3 *Other Matters*

- 2.3.1 In addition to considering matters on its own initiative, the University Senate shall consider matters brought to its attention by the Board of Trustees, the President of the University, the Faculty, the Staff, the Students, and other appropriate individuals.
- 2.3.2 Any faculty or staff member may bring an issue to the University Senate for consideration. In addition, a constituent member may contact any member of the University Senate, who in turn should contact the Senate Chair to have the item placed on the agenda of the University Senate Executive Board. Members may also contact the Senate Chair directly. Issues brought before the Executive Board will be passed on to the entire University Senate at the discretion of the Board. It is the responsibility of the Senate Chair to contact members who bring an issue for consideration and let them know the disposition of the issue.
- 2.3.3 Issues for further deliberations and discussions may also be brought before the University Senate by the Standing Committees of the Senate or other university-wide committees.

Nothing in this Constitution bars the University Senate from discussing and expressing views on matters it deems appropriate.

Section 2.4 *Administrative Support for the University Senate*

- 2.4.1 To conduct the business of the Senate, the University Senate Office shall arrange a full-time office support staff person and other resources as needed. The support staff's responsibilities shall include, but not be limited to, logistics and operations, generating and maintaining confidential and public records, maintaining the senate website, and administrative activities essential for the effective functioning of the University Senate. In addition, the support staff shall assist with the elections of the University Senate.
- 2.4.2 Faculty engage in academic governance by serving on the Senate and other committees at the university, requiring significant time and energy. This work is an essential and integral part of the individual's work. It is suggested that the Administration recognize these service efforts in evaluating and creating teaching schedules or other work assignments.

Section 2.5 *Governance Records*

The University Senate shall maintain an accurate record of its activities, including an online archive of all meeting minutes, motions, and resolutions passed by the University Senate. The staff person in the University Senate office is responsible for maintaining these records with oversight from the Chair and Executive Secretary of the Senate. The Senate will establish the procedures by which the documents shall be secured and made available to the public.

Article 3. Organization of the Senate

Section 3.1 *Membership*

- 3.1.1 The Senate shall comprise of thirty (30) members chosen from its membership for staggered three-year terms, ten per year. Senators shall be nominated and elected at large by the full-time faculty, librarians, full-time bargaining unit professional staff, and non-unit managers as defined by the State College/Universities Classification Plan (http://cnjscl.org/Prof_Generic_titles.htm).
- 3.1.2 Full-time bargaining unit professional staff (non-teaching eligible members of the Kean Federation of Teachers) shall constitute ten percent (number equals three) of the Senate members. Non-unit managers shall constitute ten percent (number equals three) of the Senate members. Full-time faculty and librarians shall constitute the balance of the Senate members. The terms of the Senators shall be arranged so that one-third of the members' terms from each group expire each year. The full-time faculty and librarian constituents shall vote on the full-time faculty and librarian candidates, the full-time bargaining unit professional staff constituents shall vote on the full-time bargaining unit professional staff candidates and the non-unit manager constituents shall vote on non-unit manager candidates.
- 3.1.3 The President, Provost, Vice Presidents, Deans of the College, and other administrative officers that the Senate may invite are non-voting ex-officio members of the Senate.

- 3.1.4 The KFT President, the Adjunct Faculty Federation President, the President of CWA, the President of the Student Government Association, and the Graduate Student Government shall be ex-officio members of the Senate with voice but without a vote.
- 3.1.5 The University President, the Provost, and the Deans of the Colleges have standing invitations to attend Senate Meetings.
- 3.1.6 The KFT President, the Kean University Adjunct Faculty Federation President, the President of CWA and the President of the Student Government Association, and the President of the Graduate Student Government have standing invitations to attend Senate Meetings in a non-voting capacity and are encouraged to attend and participate in the University Senate meetings to promote shared governance.
- 3.1.7 During the academic year, the Senate Officers shall request to meet with the University President or their designee and the Provost to exchange information and views on current topics and progress on initiatives, such direct and personal exchanges being critical to effective shared governance.
- 3.1.8 Once each semester, the Senate will send a formal invitation to the Office of the President requesting his presence to address the full senate at a mutually convenient time.
- 3.1.9 Senate members shall be drawn from the broadest possible range of available talent among the faculty, librarians and professional staff.
- 3.1.10 As appropriate, Senators are expected to report on Senate business to their colleagues during College and Department-wide meetings and receive comments from faculty and staff.

Section 3.2 *Senate Membership Rules*

- 3.2.1 Senators are elected for a three-year term. Resignation from the University by an elected member of the Senate creates a vacancy in the Senate. The runner-up candidate from the most recent election subject to item 3.1.1 above from the most recent election in the Senate fills the vacancy.
- 3.2.2 Senators going on sabbatical or other leave of one semester or longer shall notify the Senate Chair so the position may be filled temporarily by a replacement (preferably from the same college) and appointed by the Senate Chair.
- 3.2.3 A Senator shall not be elected or appointed to more than two consecutive three-year terms. Upon election or appointment to two successive terms, a Senator will only be eligible to serve after taking a one-year absence from the Senate.
- 3.2.4 Senior Administrators such as the President, the Provost, Vice Presidents, Associate or Assistant Vice Presidents, Deans, and Associate Deans shall be ineligible for election to the University Senate.

Section 3.3 *Senate Attendance Rules*

- 3.3.1 With assistance from the Senate staff, the Vice Chair shall keep an up-to-date list of all Senate members and Senate Constituents. Each Senator or their designee shall officially sign in at each meeting when attending in person. Each Senator or their designee are required to attend Full Senate Meetings in-person, unless otherwise directed by the Senate Chair in advance.

In addition, Senate minutes shall record all present, excused, and absent members.

- 3.3.2 **Designees.** Senators unable to attend a meeting of the Senate due to absence on university business or illness may arrange for attendance by a designee. Such designees shall have the same eligibility and constituency, including the right to vote and to discuss motions as the replaced member. They shall have the same rights and privileges as the member replaced. The attendance record of a member who provides a designee shall be unaffected.
- 3.3.3 If a Senator chooses to use a designee, the designee must be a member of that Senator's college.
- 3.3.4 Senators shall notify the Vice Chair of the University Senate of each absence and designee before the meeting as is practical.
- 3.3.5 Senators are encouraged to familiarize their designees with their opinions regarding matters on the agenda of the meeting that the designee will be attending to maintain effective representation in the Senate.
- 3.3.6 Absences and removal. Members who miss two meetings in a semester, or three meetings in a single academic year, of the University Senate and fail to provide designees in their absences shall be removed from the Senate and replaced per Article 3, Section 3.2.1.
- 3.3.7 The immediate past-Chair of the University Senate shall be an ex-officio member of the Senate and the Senate Executive Committee.
- 3.3.8 When external agents wish to address the University Senate, as a courtesy and in the interest of productive dialog, said agents will provide an agenda of their topics to the University Senate at least one week before the scheduled meeting.

Section 3.4 *Calendar*

- 3.4.1 The official year for the University Senate, its members, officers, and all committees for all terms and appointments to ad hoc and standing Senate Committees, unless otherwise provided for, shall be from the date of the annual organizational meeting to the next annual organizational meeting.
- 3.4.2 Newly-elected Senators shall take office at the organizational meeting of the University Senate.

Section 3.5 *Elections - Eligibility*

Full-time bargaining unit professional staff (non-teaching members of the Kean Federation of Teachers) shall constitute ten percent (number equals three) of the Senate members. Non-unit managers as defined by the State College/Universities Classification Plan (http://cnjscl.org/Prof_Generic_titles.htm) shall constitute ten percent (number equals three) of the Senate members. Full-time faculty and librarians shall constitute the balance of the Senate members. The terms of the Senators shall be arranged so that one-third of the members' terms from each group expire each year. The full-time faculty and librarian constituents shall vote on the full-time faculty and librarian candidates, the full-time bargaining unit professional

staff constituents shall vote on the full-time bargaining unit professional staff candidates and the non-unit manager constituents shall vote on non-unit manager candidates.

Section 3.6 *Election Timeline*

- 3.6.1 No later than February 1, the Nominations Committee shall announce all pending vacancies on the Senate, other elected committees, and letter of agreement committees and invite the constituency nominations for those vacancies.
- 3.6.2 No later than February 20, the Nominations Committee shall submit a preliminary list of candidates for the University elections to the constituency.
- 3.6.3 No later than March 1, the Nominations Committee shall publish the final candidates for University elections.
- 3.6.4 No later than March 15, a mail or electronic ballot for Senate elections shall be mailed by an outside agency to the residencies of the Senate electorate. Ballots shall be returned to the agency and tabulated by it according to dates established by the Elections Committee but latest by April 15.
- 3.6.5 The Elections Committee shall publicly inform the electorate of the results within one week of receiving the results from the outside agency administering the elections.
- 3.6.6 The organizational meeting of the University Senate shall be held no later than one week after each Spring Commencement.

Section 3.7 *Officers of the University Senate*

- 3.7.1 **Election of Officers.** At the annual organizational meeting (immediately after the seating of the new Senators), the University Senate shall elect by secret ballot the officers of the Senate. The officers include Chair, Vice-Chair, Executive Secretary, and one Senate Representative to the Board of Trustees to serve until the election of officers at the next annual organizational meeting.
 - 3.7.1.1 Officers shall not serve more than three consecutive one-year terms in any given office.
 - 3.7.1.2 Any voting Senator may nominate any eligible senator from the floor at the meeting at which the election will occur.
 - 3.7.1.3 The election of officers is by a simple majority of the votes cast.
 - 3.7.1.4 Nomination and election for the Senate Chair shall be held first. Then, following the election of the Chair, nominations and election of the Vice Chair shall be held. Finally, the nominations and election of the Executive Secretary and the Board of Trustees representatives will conclude the election of officers.
 - 3.7.1.5 In the event that the Chair does not complete a term, the Vice Chair shall fill the vacancy.
- 3.7.2 **Chair.** The University Senate Chair shall call and conduct meetings of the University Senate and its Executive Committee, provide agendas for these meetings,

and perform the duties commonly associated with executive leadership within the jurisdiction and the declared policies of the Senate. In addition, the University Senate Chair shall initiate and conduct engaged dialogue with the Kean University President and administration. Each party is mutually responsible for sharing information and developments that impact the overall welfare of Kean University.

- 3.7.2.1 The Chair shall sign the official copies of all actions undertaken by the Senate.
 - 3.7.2.2 The Chair of the University Senate will preside at meetings of the University Senate.
 - 3.7.2.3 On all matters concerning the explanation of Senate actions, the Chair shall be the sole spokesperson and representative of the Senate.
 - 3.7.2.4 The Chair shall coordinate and expedite the work of the Senate committees.
 - 3.7.2.5 When an emergency item must be placed on the University Senate's agenda by a member of the Senate, a two-thirds majority vote of the attending members of the University Senate shall be required. The Chair shall submit an annual report of Senate activities to the constituency. In consultation with the Senate's executive committee, the Senate Chair shall be responsible for appointments on Senate committees not elected by the constituency. The Chair of the University Senate shall preside over Senate meetings called to consider matters referred to the University Senate.
- 3.7.3 **Vice Chair**. The Vice Chair of the Senate shall perform all duties in the absence or incapacity of the Chair and shall also be the Chair of the Elections Committee.
- 3.7.3.1. The Vice Chair shall also keep the official list of Senate members, elected committee members, and appointed standing committee members and accurate records of the annual Senate elections.
 - 3.7.3.2. The Vice Chair should actively solicit information from the President or the President's representative and the Provost on upcoming issues or projects that the Senate should be aware of or require the Senate action.
- 3.7.4 **Executive Secretary**. The Executive Secretary of the Senate shall compose and keep minutes of all regular, special, and Executive Committee meetings and distribute these minutes; perform such other secretarial duties as the Senate requires. The minutes of the meetings shall be presented for approval by the Senate at its next meeting. In addition, the Executive Secretary is responsible for overseeing the organizing records of current and past Senate actions so they are available to the university community as needed.
- 3.7.5 **Senate Representative to the Board of Trustees**. The Senate Representative to the Board of Trustees shall attend all public meetings of the Board and provide an oral/written summary of the Board's actions to the full Senate and include it with the Senate minutes. As evidenced at leading institutions nationwide, the Senate believes that a Senate seat on the Board, along with a Student seat, is the best way to support the voice of faculty and staff in the operation of the Board and its committees.

- 3.7.6 The Senate may designate additional officers as the need arises.
- 3.7.7 The newly elected Officers of the Senate shall meet in May to review all committees' annual reports and standing charges. In addition, the officers shall fill all vacant committee positions. The Senate Vice Chair shall make member rosters and email lists available to all committee members. The Senate Officers must ensure that the election of the Chairs and Secretary of each committee occur before the end of the academic year.

Section 3.8 *The Executive Committee of the Senate*

- 3.8.1 **About:** The responsibility of the Senate Executive Committee is to direct the practical affairs of the University Senate. The charge and membership of the University Senate Executive Committee shall be determined by the University Senate and stated in the University Senate Bylaws.
- 3.8.2 **Membership:** The Executive Committee consists of the following thirteen voting members:
- I. Chair of the Senate
 - II. Vice-Chair of the Senate
 - III. Executive Secretary of the Senate
 - IV. Senate Representative to the Board of Trustees
 - V. Three senators from each of the three classes of the Senate
- 3.8.3 **Past Chair (ex-officio).** The immediate past Chair and Vice-Chair of the Senate shall hold non-voting ex-officio status for one year following the end of their term (unless serving as a Senate officer or Senator).
- 3.8.4 **Senate Officers' Election and Terms**
- 3.8.4.1 In a caucus called for the purpose at the reorganization meeting after the seating of new Senators, each class shall choose three members to serve on the Executive Committee for one year. However, no one may serve as an elected class representative to the executive committee for more than three consecutive years.
 - 3.8.4.2 The Senate Executive Committee members shall be elected to one-year terms to commence on the day of the annual organizational meeting.
 - 3.8.4.3 The Senate Executive Committee members of the Senate shall serve for no more than three consecutive one-year terms.
- 3.8.5 **Duties of the Executive Committee of the Senate:**
- 3.8.5.1 The Executive Committee shall meet on its Chair's call and conduct the urgent business of the Senate when the fall and spring semesters are not in session. Agendas and minutes for these meetings shall be distributed to the full Senate on a timely basis.
 - 3.8.5.2 The Senate Executive Committee shall set the agenda for all Executive Committee and full Senate sessions. The Senate Chair shall assume chief responsibility for scheduling agenda items. All members of the senate constituency may propose to the Executive Committee items for Senate consideration.

- 3.8.5.3 Any member of the University may lay before the Executive Committee proposals for consideration by the Senate or a request to appear before the Senate to speak on a specific subject.
- 3.8.5.4 If the Executive Committee declines to include the request on the agenda, the member making the request may require the Senate Chair to lay the question before the Senate as the first item of business at the next meeting of the Senate. Should a majority of the Senate agree, the item may be assigned a place on the agenda of the meeting, or the person making the request may be allowed to speak, or the matter may be referred to an appropriate committee, as the Senate will direct.
- 3.8.5.5 The Executive Committee shall hold plenary power to make decisions on behalf of the electorate on most day-to-day business matters. However, when the Executive Council membership is divided on an issue of high controversy or salience, the matter shall be referred to the full Senate.
- 3.8.5.6 The Executive Committee shall be empowered to make decisions in the name of the Senate when immediacy demands such action and the Senate cannot assemble to consider the issue. All decisions under this grant of authority must be presented to the Senate at the next meeting.
- 3.8.5.7 The Executive Committee shall consult with and advise the President and their designee(s) on academic policies and issues and other institutional matters of concern to the University.
- 3.8.5.8 The Senate Executive Committee may appoint ad-hoc committees advisory to itself.

Section 3.9 *Meetings & Procedures of the University Senate*

- 3.9.1 The Senate meeting schedule, location, and agenda shall be posted on the Senate website. Senate meetings shall be open to the public.
- 3.9.2 The Senate shall meet at least monthly during the academic year and may be called to special meetings by its Senate Chair.
- 3.9.3 The Senate may be called into additional meetings by the University President.
- 3.9.4 The University President or his designee shall preside at the session called by the University President. At all other sessions, the Chair of the University Senate shall preside.
- 3.9.5 At the request of one-third of the Senate, the Senate Chair must call a special session.
- 3.9.6 University Senate meetings may be face-to-face or virtual as long as the virtual meeting provides for simultaneous aural communication among all participating members of the University Senate, similar to meetings held in face-to-face meetings.
- 3.9.7 Meetings of the Senate shall be consistent with the state's Open Meetings Law provisions. Robert's Rules of Order's most recent edition shall be the parliamentary manual for all University Senate meetings.
- 3.9.8 Under special circumstances, the Senate may adopt rules that do not conform to Robert's Rules of Order. Any deviations from Robert's Rules of Order shall be

presented to the Senate in the form of a motion and shall require a two-thirds affirmative vote to be adopted.

- 3.9.9 The majority of the members shall be present for any meeting of the Senate or its Executive Committee to be considered an official meeting.
- 3.9.10 Approval by a majority shall be necessary for any action to be binding unless otherwise stipulated.
- 3.9.11 The order of business shall be as follows:
 - 3.9.11.1 **Call to Order**
 - 3.9.11.2 **Approval of minutes from the last meeting.** The minutes from the previous meeting shall be brought before the Senate for discussion, revision if necessary, and formal approval by vote.
 - 3.9.11.3 **Items for notification.** Formal acceptance of Approvals of New and Revised Programs, concentrations and minors approved by the university curriculum committee.
 - 3.9.11.4 **President's Address to Senate.** The University President or their designee shall be accorded time at each Senate meeting should he so choose.
 - 3.9.11.5 **Old business.** Unfinished business from the previous senate meeting.
 - 3.9.11.6 **New business.** Senate shall discuss items listed in the agenda. These are issues of concern to the senate constituency and to express its opinion thereon. Motions and resolutions are brought to the Senate floor for discussion and action. Formal expression of thoughts and ideas through motions and resolutions shall be by a majority of the voting members present.
 - 3.9.11.7 **Committee Reports.** Reports from Standing Senate and Ad hoc Committees, as well as from Task Forces and Advisory Groups, may be presented. Committee reports not accompanied by motions for Senate action shall be filed in the senate office requiring no further action. The Senate may, however, refer such reports back to the originating committees for clarification or further action.
 - 3.9.11.8 **Notice(s) of Motion.** Notice shall be given for all motions and resolutions to be discussed and voted upon by the Senate at a future meeting.
 - 3.9.11.9 **Question/Discussion Period.** No formal action shall occur during the Open Question/Discussion period and motions shall not be brought to the floor for consideration.
 - 3.9.11.10 **Other Business/ Items.**
 - 3.9.11.11 **Adjournment.**
- 3.9.12 The order of business at specially called meetings shall be that outlined in the call for those meetings.

- 3.9.13 Up to ten minutes of every meeting of the University Senate shall be scheduled as a question period, during which meeting attendees may address comments and questions to the Senate.
- 3.9.14 **SPEAKING AND VOTING PRIVILEGES.** All full-time faculty, librarians, and professional staff, and non-unit managers may speak at Senate meetings. However, only members of the Senate may offer motions and vote.
- 3.9.14.1 Voting on routine matters before the University Senate, such as approval of minutes or when a roll call is taken, shall be by "ayes" and "nays" (voice vote or show of hands).
- 3.9.14.2 All other voting shall be anonymous by either written or electronic ballot.
- 3.9.14.3 Any five voting Senators may request a roll call vote which shall be instituted except in the election of officers. The Secretary shall record each Senator's vote in the minutes of that meeting if a roll call vote is taken.
- 3.9.15 Attendees or members of the Senate may ask supplementary questions, but it shall be the duty of the Senate Chair or their designee to prevent queries from becoming a debate. At the discretion of the Senate Chair or their designee, the question period may be extended beyond ten minutes.
- 3.9.16 By a two-thirds majority of the full Senate, the Senate may vote to refer any pending business to the constituency for its consideration. Such consideration shall be by referendum, which shall have the same effect as the Senate's passage of the designated item.
- 3.9.17 The senate constituency may countermand a Senate action or initiate a new action.
- 3.9.18 The procedure shall be as follows: A formal petition, signed by at least twenty-five percent (25%) of the constituency, should be presented to the Senate during any of its meetings. The Senate shall decide the matter no later than its third regular meeting following the presentation of the petition and after the validation of the petition by the Elections Committee.
- 3.9.19 Should the Senate's decision be averse to the position taken in the petition, the matter shall be settled by direct vote of the constituency in a referendum consistent with procedures outlined in Article III, Section 3.9, 3.9.17. The referendum shall be preceded by a discussion of the issue in an open Senate meeting, to be held no later than one month after the Senate's adverse decision. The referendum shall be held no later than one week after this meeting. The question's wording to be voted on shall be agreed to by the Nominations and Elections Committee and an equal number of petitioners' representatives. It shall be so worded that a definite YES or NO vote on the referendum can be registered.
- 3.9.20 A Senator absent without a designee from Senate meetings for either two meetings in a semester or three meetings in a single academic year shall be considered having resigned from the position unless a reason is presented to and accepted by the Executive Committee.

- 3.9.21 The University Senate Chair may determine that a meeting of the Senate shall be held entirely or partially by electronic or other communications means so long as the electronic communications facilities provide for simultaneous aural communication among all members equivalent to those held in a room. These electronic meetings shall be subject to all the rules of face-to-face meetings. A person participating in a meeting by such means is deemed present at the meeting, and votes taken at such a meeting will fulfill any requirement that a vote is cast.

Section 3.10 *Agenda and Notice*

The constituency of the Senate will be provided with an agenda for regular meetings of the Senate at least two academic days before the meeting. All Senators shall receive supporting documentation for agenda items at least one day prior to the meeting.

Section 3.11 *Minutes of Senate Meetings*

The Senate's previous meeting minutes shall be presented to the Senate for approval. The minutes shall also be posted on the Senate website once the full Senate approves.

Section 3.12 *Parliamentarian*

The Parliamentarian shall be named by the Executive Committee of the University Senate at the reorganization meeting from a list of nominees received from the floor. The Parliamentarian must have at least one year of experience in the Senate and possess a good knowledge of Robert's Rules of Order and with the Senate Constitution.

Section 3.13 *Parliamentarian Duties.*

The Parliamentarian shall attend all meetings of the full University Senate. The Parliamentarian shall provide an opinion on the manner of conduct of proceedings and has the authority to advise the Senate Chair when they are not adhering to said Rules. In addition, the Parliamentarian shall present a brief overview of Robert's Rules of Order at the first meeting of the University Senate. The Parliamentarian shall also be available to Senators for consultation on matters related to the University Senate meeting procedures.

Article 4. Committees of the Senate

The committees of the Senate are primary forums for faculty, staff, and administrative interaction in determining policies. To enhance the system of shared governance, the relationship between senate committees and administrative offices should be strong for all committees. Senate committees shall have a combination of faculty, staff, and administration members. It shall be the responsibility of the Senate to establish such committees that will advance, broaden and strengthen the role of the Faculty and member constituencies in the formulation of educational policies.

Section 4.1 *Standing committees.*

Participating in shared governance is an opportunity for members of the Kean University community across campuses to come together to share ideas, make a difference and gain professional experience. There are numerous opportunities to participate, either by serving on one of the committees or offering input through committee members.

Standing committees are encouraged to undertake projects on matters within their provinces as defined in their broad charges. Committee reports on such projects and activities shall be submitted to the Senate for further action.

Each standing and ad hoc committee chair should submit a written annual report to the newly elected Senate Executive Committee in June. The report should include: all the past year's agendas, activities pursued by the committee, matters that still need to be addressed, challenges encountered, recommendations for improving the committee's role, and any other pertinent information. The Senate executive secretary will give copies of these reports, resource data, and other materials to the next committee chairperson.

Each member shall be expected to serve as a voting member on at least one standing committee for at least one year during their three year term to provide for connection between the standing committees and the Senate. The appointment shall be made through mutual discussions between the Executive Committee of the Senate and the Senator.

The presence of the ex officio members shall not be considered necessary for purposes of a quorum. The Senate shall establish the following standing Senate committees:

- 4.1.1 **Academic Standards Committee (ASC)**. The domain of this committee involves all matters related to the creation, revision, and implementation of academic standards and academic policies implemented by the Registrar's Office, except for those specifically assigned to other Standing Committees in the Senate Constitution. These standards involve academic integrity policies, grading policies, examination policies, standards and policies for student admission, readmission, academic progress, probation, and dismissal for undergraduate and graduate programs. This committee shall also be concerned with policies and standards for centers and institutes. The Chair of the Academic Standards Committee shall be at least at the rank of a tenured Associate Professor.

Ex-officio members from: Office of the Provost and Senior Vice President for Academic Affairs, Kean Federation of Teachers, Registrar, Enrollment Management, Office of Accreditation & Assessment, Student Government Association, Graduate Student Government.

- 4.1.2 **Academic Technology and Multimedia Committee**. The broad charge of overseeing the digital resources for education, communication, and information storage and exchange rests with this committee. The committee's work helps define what it means to have an innovative campus and provides an essential voice in key technological initiatives.

Ex-officio members from: Office of Computer and Information Services, Kean Federation of Teachers, Student Government Association, Graduate Student Government.

- 4.1.3 **Assessment Committee**. This committee involves student-learning outcomes and program (institutional) effectiveness matters. The committee's duties include but are not limited to advising programs concerning the processes, objectives, and specific tasks associated with that review. In addition, the committee provides oversight concerning the progress and outcomes of program review and planning processes and makes recommendations to the Senate.

Ex-officio members from: Office of the Provost and Senior Vice President for Academic Affairs, Kean Federation of Teachers, Office of Accreditation & Assessment, Student Government Association, Graduate Student Government.

- 4.1.4 **Distance Learning Committee.** The distance learning committee participates in the design and approval process of online and hybrid course curriculum, reviews technology to support online education, and assists in assessing online and hybrid courses. In addition, the committee provides timely ongoing advice to Kean Online and ensures compliance with Middle States requirements.

Ex-officio members from: Vice President for Academic Affairs, Kean Online, Kean Federation of Teachers, School of General Studies, Library, Office of Computer & Information Services, Student Government Association, Graduate Student Government.

- 4.1.5 **General Education Committee:** The General Education Committee oversees all issues related to the General Education. The committee shall review, approve, and evaluate all new and existing courses used to meet the General Education requirements; make recommendations on academic and student policies impacting the General Education program; and establish and provide periodic internal and external reviews of General Education policies and practices. The Chair of the General Education Committee shall be at least at the rank of a tenured Associate Professor.

Ex-officio members from: Office of the Provost and Senior Vice President for Academic Affairs, Kean Federation of Teachers, Office of Accreditation & Assessment, Library, School of General Studies, English, Communication, History, Mathematics, Computer Science, Student Government Association, Graduate Student Government.

- 4.1.6 **Learning Commons (library) Committee.** This committee's domain is library resources, initiatives, and policies that affect the University. The committee works with the administration to ensure learning commons programs and policies meet and promote the instructional and research needs of faculty, students, and staff. The committee is also charged with understanding and overseeing the digital resources for education and communication.

Ex-officio members from: Office of the Provost and Senior Vice President for Academic Affairs, Kean Federation of Teachers, Office of Accreditation & Assessment, Student Government Association, Graduate Student Government.

- 4.1.7 **Nominations and Election Committee.** Working with the Office of Human Resources, the elections committee shall determine the electorates for all University Senate elections consistent with the University Senate Constitution, Senate policy, and Letters of Agreement. The committee shall solicit nominations and conduct elections for all elected Senate offices, Standing Committees, and Letters of Agreement committees. The committee makes nominations to the Senate Chair and the Senate Executive Committee for committee appointments, recommends ways to improve committee operations and the formation or disbandment of committees, and reviews and suggests amendments to the Constitution and Bylaws.

- 4.1.8 **University Appeals Board/Academic Integrity.** The committee acts on student complaints arising out of alleged unauthorized or unjustified acts or decisions by a faculty, administration, or staff member that adversely affects the status, rights, or privileges of a student body member. The complaints may include dismissal and suspension from the University. The committee also addresses issues related to academic integrity not resolved by respective colleges.

Ex-officio members from: Vice President for Student Affairs, Kean Federation of Teachers, Student Government Association, Graduate Student Government.

- 4.1.9 **University Curriculum Committee (UCC):** a standing committee of the University Senate reviews and makes recommendations regarding all proposals for the establishment, alteration and abolition of all the University's curricula, degree, minor and certificate programs. The committee also reviews and makes suggestions for improvements to the University Curriculum and Catalog website. The Chair of the University Curriculum Committee shall be at least at the rank of a tenured Associate Professor.

Ex-officio members from: Office of the Provost and Senior Vice President for Academic Affairs, Registrar, Kean Federation of Teachers, Office of Accreditation & Assessment, Student Government Association, General Education Curriculum Committee, Graduate Student Government, Senate staff member.

- 4.1.10 **University Planning Council.** The University Planning Council (UPC) is responsible for writing, implementing, and assessing the strategic plan by establishing measurable goals, objectives, and indicators of institutional effectiveness. The University Senate appoints eight members, with at least one from each college. The Senate Chair, in consultation with the Senate's Executive Committee, shall choose these eight members. The University Senate Chairperson or his designee also serves on the UPC.

- 4.1.11 **Writing Across the Curriculum.** The domain of this committee is to help establish a robust writing culture by providing clear guidelines and course requirements for Writing Emphasis classes. In addition, the committee assists faculty in infusing writing throughout their curricula in a meaningful and productive way.

Ex-officio members from: Office of the Provost and Senior Vice President for Academic Affairs, Kean Federation of Teachers, General Education Committee, Student Government Association, Graduate Student Government.

- 4.1.12 **College Curriculum Committees:** Each College shall have a college-level curriculum committee made up of the chairs of the individual department curriculum committees. The College Curriculum Committees shall exercise their authority to review and approve or reject all undergraduate and graduate courses proposed by academic units within their colleges.

Ex-officio members: College Dean

- 4.1.13 **Other Committees.** Any new elected committee approved by the Senate.

Section 4.2 *Letter of Agreement Committees.*

The Letter of Agreement Committees are within the purview of the Kean Federation of Teachers. The Senate includes these committees in its annual election.

Section 4.3 *Ad hoc committees.*

In consultation, the Senate and/or the administration may create ad hoc committees to address specific short-term issues as deemed appropriate. The administration and the university senate are encouraged to call on diverse members of the university community for the perspective they may bring to the consideration of issues when forming such committees.

Ad hoc committees report to the Senate at proper intervals and in writing at the conclusion of their charge.

Ad hoc committees will disband at the end of their designated term. However, the Senate Executive Committee may review the status of the charge given to the ad hoc committee and determine if an extension is warranted.

The Senate Chair, with due notice to the Senate as a whole, may also issue ad hoc and special charges to all Senate Committees.

Section 4.4 *Appointment of committee members.*

Any vacancies remaining after the election will be posted on the University Senate website with an opportunity for constituents to put their names forward. In consultation with the Executive Committee of the Senate, the Senate Chair shall appoint members to committees except in those instances in which Letters of Agreement specify the election of committee members from the faculties of the individual colleges.

Section 4.5 *Reporting.*

Senate committees shall be responsible to the Senate and submit annual reports of their activities to the University Senate. Committee charges shall be reviewed and renewed periodically and timely by the Senate.

Section 4.6 *Membership.*

Membership on committees of the Senate shall generally include at least five members chosen by the Senate Chair from a solicited list of volunteer members of the constituency. To preserve continuity, the terms of all appointed standing committees are for two years. However, one-year appointments may be made to ensure staggering membership on committees.

Committee members shall be encouraged to serve more than one term. However, no one shall serve for more than six consecutive years on the same committee without a one-year absence from the committee. The Chair of the Senate shall be responsible for publicizing all appointments or changes of committee personnel to the constituency not later than two weeks from the date of appointment or changes therein.

Section 4.7 *Duties of Committee Chairs.*

- 4.7.1 The Committee Chair shall call and conduct meetings of the Committee, provide agenda for these meetings, and perform the duties within the jurisdiction of the committee.
- 4.7.2 To coordinate the work of the committee with the appropriate administrative officers of the university

- 4.7.3 To be responsible for seeing that minutes of each committee meeting are maintained and transmitted to the senate office.
- 4.7.4 The chairperson of each Standing Committee shall submit an annual written report of that committee's activities and actions to the University Senate, summarizing the activities and actions of the committee during that year and its projected activities for the next academic year. The yearly report will itemize matters of significant concern to the committee. The end-of-the-year summaries will be posted on the University Senate site.

Article 5. Amendments

Section 5.1

A petition signed by thirty percent (30%) of the current constituency may propose an amendment. Within thirty days of submitting the petition, the Nominations and Elections Committee shall certify the signatures and notify the Senate Chair if the appropriate number of signatures is present. The Senate Chair shall then refer the matter for a referendum to the Senate in a manner consistent with procedures in Section 3. of Article 5.

Section 5.2

A petition signed by one third of the Senators may also propose an amendment. Within thirty days of submitting the petition, the Nominations and Elections Committee shall certify the signatures and notify the Senate Chair if the appropriate number of signatures from the Senators is present. The Senate Chair shall then refer the matter for a referendum to the Senators in a manner consistent with procedures outlined in Section 3 of Article 5.

Section 5.3

Senators will be notified in writing of a certified proposed amendment at least two weeks before it is brought before the Senate for discussion at the full senate meeting. The ratification vote will be scheduled via electronic ballot for the following Senate meeting.

Section 5.4

The Constitution will become effective upon ratification, provided approval is by at least two-thirds of those voting. If approved by the Senate by a two-thirds vote, the proposed amendment shall be submitted to the President and the Board of Trustees.

Article 6. Senate By-Laws

Section 6.1 *Rule 1*

The Senate Chair may enact procedures to handle discussions, including considering more than one motion.

Section 6.2 *Rule 2*

The minutes of all meetings will be presented for approval by the full Senate.

Section 6.3 *Rule 3*

Business of a confidential nature shall be so identified on the agenda and in the published minutes by title or otherwise. It shall be presented to and discussed by the Senate in executive session.

Section 6.4 *Rule 4*

During Senate meetings, motions should be made available in written form to every member present, either by incorporation in the agenda or by distribution at the meeting. However, motions may be made from the floor during meetings. Said motions may be tabled, discussed, moved and approved during said meeting. In addition, senators are urged to submit motions/proposals to the Executive Committee for inclusion in the agenda in advance. Advance mailing of the meeting agenda allows all senators to consider proposals before a Senate meeting and encourages enlightened discussion.

At the discretion of the Senate Chair, motions not so presented may be referred without discussion to the Executive Committee for consideration and recommendation to be presented at the next regular meeting of the Senate.

Section 6.5 *Rule 5*

The quorum for each Senate meeting consists of a majority of the voting members, except that voting members who have notified the Executive Secretary of the Senate before a University Senate meeting of their inability to attend shall not be included in the determination of a quorum for that meeting.