

## UNIVERSITY POLICY

<b>Policy Name:</b>	Senate – Membership and Organization				
<b>Section #:</b>	50.2.1	<b>Section Title:</b>	Governance & Legal Matters: University Senate	<b>Formerly Book:</b>	2.2.1
<b>Approval Authority:</b>	Board of Governors		<b>Adopted:</b>	1959	<b>Reviewed:</b> 04/07/2020
<b>Responsible Executive:</b>	Senior Vice President for Academic Affairs		<b>Revised:</b>	12/10/1999; 06/09/2005; 02/28/2013; 07/01/2013; 04/07/2020	
<b>Responsible Office:</b>	Office of the Senior Vice President for Academic Affairs		<b>Contact:</b>	svpaa@oq.rutgers.edu	

1. **Policy Statement**

This policy is intended to inform those members of the Rutgers community interested in becoming University Senators, as well as those responsible for conducting elections of University Senators. It also informs the Rutgers administration and community regarding the representation and election of the University Senate Members.

2. **Reason for Policy**

This policy codifies eligibility of members of the Rutgers community to become members of the University Senate and guides Rutgers units in understanding how they are represented in the activities of the Senate.

3. **Who Should Read This Policy**

All members of the Rutgers University community

4. **Resources**

[University Policy 10.1.2: Academic Units](#)

[University Policy 50.2.2: University Senate – Duties and Powers](#)

[University Policy 50.2.3: University Senate – Procedures](#)

[University Policy 60.5.2: Academic Titles and Rank Equivalencies for Tenured, Tenure-Track and Non-Tenure Track Faculty](#)

[Rutgers University Senate](#) – Phone 848-932-7642

## 5. Definitions

1. The term "faculty member" as used in paragraphs A(1), A(2), A(3), A(4), A(5), and A(6) with respect to eligibility to vote for a representative and/or to be elected to the Senate shall refer to tenure-track, non-tenure-track, and clinical faculty members of the University (other than part-time lecturers) holding the ranks defined in Policy Section 60.5.2 A and B of the University Policy Library.
2. The term "faculty member" as used in paragraphs A(2) and B(1)-(6) with respect to being counted for the purpose of determining the entitlement of a unit shall refer to all budgeted instructional, research, clinical, and extension faculty lines assigned to each faculty, school, and division of the University in the fall semester of each academic year.
3. The term "part-time lecturers" as used in Definitions (1), and in paragraphs A(5) and B(1) with respect to eligibility to vote for a representative and/or to be elected to the Senate, shall refer to lecturers hired on a semester/course basis. All part-time lecturers employed by the University at the time of the election are eligible to vote in their respective major campus elections. Those who have taught at the University for at least three semesters during the last three calendar years are eligible to serve.
4. The term "full-time-equivalent student" as used in paragraphs B(1), B(2), B(3), B(4), and C shall be defined as the number of full-time students plus two-fifths the number of part-time students matriculated in each school in the fall semester of each academic year.
5. The term "Graduate Schools" as used in paragraphs A(2) and B(4) shall refer to the School of Graduate Studies, the Graduate School–Newark, and the Graduate School–Camden.
6. The term "staff" as used in paragraphs A(1), A(9) and E(1) with respect to eligibility to vote and/or be elected to the Senate shall refer to full-time employees of the University who are not faculty members as defined in Definitions (1) and (3).

## 6. The Policy:

### A. Membership and procedures

1. The voting members of the University Senate shall be the Faculty Senators, elected by and from the faculty members of the faculties, colleges, schools, major campuses, and other units of the University as described in paragraphs B(1)-(5), the Student Senators as described in paragraph C, 20 representatives from among the staff, and eight representatives elected by the Rutgers University Alumni Association. The President of the University, the Senior Vice President for Academic Affairs, the Executive Vice President for Finance and Administration and University Treasurer, the Chancellor–New Brunswick, the Chancellor–Rutgers Biomedical and Health Sciences, the Chancellor–Newark, the Chancellor–Camden, the Vice President for Information Services and University Librarian, and one additional member of the administrative staff to be named by the President shall also be voting members of the Senate. The immediate past chair of the University Senate, if not already serving as an elected senator, shall remain a voting senator for one further year. The Senate may also appoint non-voting members.

2. By December 1 of each year, the President of the University or the President's designee shall certify to the Executive Secretary of the University Senate the number of faculty members and full-time-equivalent students in each unit and the number of members and associate members of the graduate faculties for the purpose of determining the faculty representation for the following academic year. A faculty member shall be counted only in the unit to which the faculty member's faculty line is budgeted, with the exception that a member of the faculty of one of the major campus graduate schools will be counted as a faculty member of that graduate school in accordance with paragraph B(4) below, in addition to the faculty member's home division.
3. The election of Faculty Senators shall be in accordance with their unit's bylaws and shall be at-large within each unit unless otherwise provided in the unit's bylaws. When representatives are elected at-large for a major campus, the elections shall be conducted by the respective Chancellor's Office. Each major campus shall have the option of conducting elections of at-large Faculty Senators through action of its respective campuswide faculty body/group in lieu of campuswide elections.
4. For the purpose of voting for a representative to the University Senate and/or being elected to the University Senate, a faculty member, excluding members of the graduate faculties, shall have eligibility to vote and/or to be elected in the unit in which the largest share of the faculty member's line is budgeted, providing that in the event a line is equally distributed between or among academic units, such faculty member shall choose and thereafter continue to be associated with the chosen unit for the purposes set forth in this paragraph.
5. Faculty Senators shall normally serve a term of three years. The terms of Faculty Senators shall be specified by the Executive Committee of the Senate in accordance with the principle that approximately one-third of the terms of Faculty Senators from each unit shall end each year, without excluding the possibility of re-election. The term of Faculty Senators shall begin on July 1. Senators representing part-time lecturers shall be elected annually by vote of part-time lecturers. The term of part-time lecturer representatives will be for a period of one year and will begin on July 1.
6. When an elected Faculty Senator leaves the unit from which the senator is elected, the respective Senate seat shall be deemed vacant. When an elected Faculty Senator assumes a new position within the unit from which the senator is elected (i.e., a position other than that of a faculty member as defined in Definitions above), then the Senate seat shall be declared vacant if the senator is not eligible to be elected to the Senate from the new position in accordance with the respective unit's bylaws at the time the senator assumes the new position. Vacancies when this occurs shall be filled in accordance with the respective unit's bylaws.
7. All matriculated students at the University shall be eligible to vote for and to be elected as Student Senators. The time, place, and manner of the election of Student Senators shall be determined by the student governing body in each of the schools and colleges of the University. Student Senators shall serve for a term of one year without excluding the possibility of re-election. When an elected Student Senator leaves the unit from which the senator is elected, the respective Senate seat shall be deemed vacant, and the vacancy shall be filled in accordance with the respective student governing body's bylaws. Student Senators shall have full rights to participate in the affairs of the Senate, including voting and holding office. The term of Student Senators shall begin on July 1.

8. The presidential nomination of one member of the administrative staff shall be for a term of one year and shall be forwarded to the Executive Secretary of the University Senate by June 15 each year. When individuals hold multiple titles of administrative positions which are included in paragraph A(1) for membership in the Senate or when vacancies exist in administrative positions which are included in paragraph A(1) for membership in the Senate, the President of the University, in consultation with the individual holding multiple titles in the unit may designate another administrative member of that unit to serve in lieu of the affected positions as members of the Senate until the titles are separately held or the vacancies filled. The names of designees shall be forwarded to the Executive Secretary of the University Senate.
9. The 20 staff representatives will be elected at-large from their respective campuses, with seven senators representing New Brunswick, six senators representing Rutgers Biomedical and Health Sciences, four senators representing Newark, and three senators representing Camden. Staff Senators will serve for a term of three years starting on July 1. When vacancies exist among these senators, new representatives will be elected to finish their term.
10. When an elected senator will be on leave for a period of one semester or more, that senator shall inform the Executive Secretary of the University Senate and the dean (or the chancellor if an at-large senator) that the senator will be on leave and state whether or not the senator can attend to Senate business during that time; the dean (or chancellor) will then seek the advice of that faculty or student governing body, as appropriate, as to whether or not they wish to have a replacement elected according to the bylaws of that unit for the period of the leave of the regularly elected senator.
11. The dean of each faculty and school shall be a non-voting *ex-officio* member of the Senate with voice.
12. Senators representing alumni shall serve for terms of three years starting on July 1.

B. Faculty Representation

1. The University Senate shall have its faculty membership distributed among the units of the University in proportion to the number of faculty members or full-time-equivalent students in each unit as provided in paragraph B(2) through B(6) below, to be elected in accordance with each unit's bylaws. In addition, each of the four major campuses shall be represented by three senators-at-large and two senators-at-large representing part-time lecturers.
2. Each undergraduate and graduate professional college or school (except those listed in (3) below) shall be entitled to the larger number of Faculty-Senators based upon: (a) one senator for each 60 budgeted faculty lines or major fraction thereof, or, (b) one senator for each 800 full-time-equivalent students or major fraction thereof, except that: (i) each college or school shall be entitled to at least one representative; (ii) for a college or school whose entitlement has reached 10 Faculty Senators, further entitlement shall be based on the larger number of Faculty Senators based upon: (a) one senator for each 120 budgeted faculty lines or major fraction thereof, or (b) one senator for each 1600 full-time-equivalent students or major fraction thereof; and (iii) the maximum number of Faculty Senators for each college or school shall be 20. This provision applies to those undergraduate and graduate and professional colleges or schools not

specifically included in B(3) below.

3. Faculty representation in units that share faculty (the Faculty of Arts and Sciences–Newark, the School of Arts and Sciences–Newark, University College–Newark, the Faculty of Arts and Sciences–Camden, Camden College of Arts and Sciences, and University College–Camden) shall be the larger number based on the same formula as provided in B(2), and the number for each campus shall be distributed as follows: one-half to the colleges and one-half to the faculty or faculties (in case the number is uneven, the extra senator is to be assigned to the faculty or faculties); for the colleges, the number is to be divided among the appropriate units on each campus in proportion to full-time-equivalent student enrollment, except that each college shall have at least one representative; for the faculties of a campus, the number is to be divided in proportion to faculty lines, except that each faculty shall have at least one representative.
4. The graduate schools shall be entitled to a number of Faculty Senators which is the greater of: (a) one senator for each 60 budgeted faculty lines or major fraction thereof plus one senator for each additional 267 members and associate members of that graduate school faculty or major fraction thereof, or (b) one senator for each 800 full-time-equivalent students, or major fraction thereof, except that: (i) for a graduate school whose entitlement has reached 10 Faculty Senators, further entitlement shall be based upon the greater of: (a) one senator for each 120 budgeted faculty lines or major fraction thereof plus one senator for each additional 533 members and associate members of that graduate school faculty or major fraction thereof, or (b) one senator for each 1200 full-time-equivalent students, or major fraction thereof; and (ii) the maximum number of Faculty Senators for each graduate school shall be 20.
5. The University Libraries shall be represented by two senators with the title Librarian who shall serve for a term of three years starting on July 1.
6. Other research and academic units on a major campus shall collectively comprise one unit (for the purpose of Senate representation) which shall be entitled to one senator for each 60 budgeted faculty lines or major fraction thereof. This provision shall include the research and academic units as maintained on a current listing by campus in the Office of Institutional Research and Academic Planning, as provided in [University Policy 10.1.2: Academic Units](#), unless such units are otherwise provided for above, plus any faculty lines budgeted to the Division of Continuing Studies.

#### C. Student Representation

One Student Senator shall be elected for each 1200 full-time-equivalent students, or major fraction thereof, of each school or college offering degrees, except that: (i) each school or college shall be entitled to at least one student representative; (ii) for a school or college whose entitlement has reached 10 Student Senators, further entitlement shall be based on one senator for each 2400 full-time-equivalent students or major fraction thereof; and (iii) the maximum number of Student Senators for each school or college shall be 20.

#### D. Officers

1. The elected officers of the Senate shall consist of a Chair and Vice Chair who shall be elected from among the voting membership of the Senate. The officers of the Senate shall assume office on July 1 following the date of their election and shall serve a period of one year.

2. The Chair of the Senate shall serve for no more than three consecutive one-year terms.
- E. Executive Committee
1. There shall be an Executive Committee of the Senate consisting of the Chair, Vice Chair, six faculty members, four student members, one part-time lecturer member, one staff member, and one alumni member elected from the Senate. All members of the Executive Committee must be voting senators. One faculty member shall be elected from each major campus with the additional members elected at large. One student member shall be elected from each major campus. If not serving as the current Chair of the Senate, the Chair from the preceding year becomes the Immediate Past Chair and serves for one year as an additional voting member of the Executive Committee. Members of the Executive Committee shall assume office on July 1 following the date of their election, and shall serve for a period of one year.
  2. The Executive Committee shall be responsible for coordinating the activities of the Senate and its committees, exercising such powers as the Senate may delegate to it and acting on its behalf between meetings of the Senate. If the Executive Committee deems a member to be excessively absent from its meetings, it may request that member's resignation or recall from the Executive Committee. If a vacancy occurs on the Executive Committee, a replacement will be appointed by the Executive Committee as soon as possible. The Executive Committee should then advance that appointment to the Senate, to be voted upon at the next meeting of the Senate.