Bylaws for the Arts and Sciences Faculty
SECTION I: The Faculty

A. Membership

1) In accordance with University Statute (4.11), the Arts and Sciences Faculty shall consist of the President and Executive Vice President for Academic Affairs of the University, the Camden Provost, the Dean of the Faculty of Arts and Sciences, the Professors, Associate Professors, Assistant Professors, and Instructors who have served at least one year. The Arts and Sciences Faculty shall also include professional librarians of equivalent rank. Other officers may be designated as faculty in accordance with University Statute 4.11.

2) Other officers may be invited by the Arts and Sciences Faculty to its meetings and may take part in the discussion but shall not vote (4.13).

B. Duties and Responsibilities

1) All duties and responsibilities not assigned by these By-Laws to the Arts and Sciences Faculty or the Faculty Senate are reserved to the appropriate colleges, or to the Arts and Sciences faculty, or to the several departments.

2) Under the President the Arts and Sciences Faculty shall have jurisdiction within the undergraduate colleges in Camden over academic matters, subject to review by the University Senate as set forth in the University Statute 4.31 (See Appendix A). In exercising this jurisdiction the Arts and Sciences Faculty:

a) Shall refer all matters under its jurisdiction to the 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 Arts and Sciences Faculty.
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 Arts and Sciences Faculty shall conduct elections of its officers and its other Elected representatives.

4) The President and Vice President of the Faculty Senate are to be elected by the entire Arts and Sciences Faculty by the end of the Spring term for the following year. Full-time faculty members, at or above the rank of Assistant Professor, are eligible for the office. Before any election of these, recommendations to the Arts and Sciences Faculty are to be made by the Rules of Procedure Committee. Additional nominations may be made from the floor of the Faculty Senate. If the individual elected by the Arts and Sciences Faculty is not a senator, he/she will be designated member-at-large for the period of his/her tenure.
5) The Arts and Sciences Faculty may amend, add to, or repeal these By-Laws by a majority vote of the Arts and Sciences Faculty present at any duly constituted meeting, provided weeks before the meeting, and provided that no such changes are contrary to the University Statutes.

6) 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.

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 Arts and Sciences Faculty shall be held once each semester (Statute 4.41). The fall semester meeting shall be in September and the spring semester meeting shall be in the first business week in April. Announcement of the date shall be made by the Dean at least two weeks in advance of each meeting.

2) Special meetings of the Arts and Sciences Faculty may be held at the call of the President or the Dean. The Dean shall call a special meeting on the written request of 25% of its members (Statute 4.41), or at the request of the President of the Faculty Senate.

3) Any meeting may be closed by a majority vote of the Arts and Sciences Faculty. When it is deemed desirable, the Dean may call a closed meeting.

4) The Dean shall be the presiding officer at all meetings of the Arts and Sciences Faculty unless the President of the University is present and presides (Statute 4.1). The Dean shall accept items for the agenda and distribute the agenda for those meetings.

5) Fifty percent of the Arts and Sciences Faculty shall constitute a quorum for the transaction of business.

6) A section of twenty seats shall be reserved at Arts and Sciences Faculty meetings for student observers, who may participate in the discussion only at the invitation of the Arts and Sciences Faculty.

7) Meetings of the Arts and Sciences Faculty shall be conducted in accordance with Robert's Rules of Order.

D. Officers and Elections

1) Arts and Sciences Faculty Secretary
   a. A Secretary of the Arts and Sciences Faculty shall be elected for the term of one year.
   b. The duties of the Secretary shall be:
      i. To keep a book of minutes of proceedings (Statute 4.42).
ii. To send, immediately after each meeting of the Arts and Sciences Faculty, to each member of that Faculty and to the Secretary of the University a copy of the minutes of that meeting.

iii. To issue annually in September a list of the voting members of the Arts and Sciences Faculty.

iv. To conduct such correspondence as may be necessary for informing the Arts and Sciences Faculty of any business pertinent to an announced meeting.

v. To serve as Secretary of the Faculty Senate.

2) University Senators
   a) Representation in the University Senate and the term of office shall be as specified in the University Statutes (7.12 and 7.13).
   b) One of the Senate Representatives shall be designated by the Dean to keep the Arts and Sciences Faculty informed concerning all Senate actions of interest to that faculty.
   c) One of the Senate representatives shall be elected to membership on the University Committee on Committees (Senate Rule).

3) Nominations for Arts and Sciences Faculty Secretary, members of the University Senate, or any other Arts and Sciences Faculty Elective office, shall be made by the Rules of Procedure Committee. Before the end of the spring semester, the names of nominees shall be sent by the Rules of Procedure Committee to each member of the Arts and Sciences Faculty eligible to vote.

4) Election shall be by ballot in each case where there are more candidates than offices to be filled. A majority of valid ballots cast shall be required for election in all cases.

Appendix A

4:30 Duties and Powers

4.31 Under the President each faculty shall have jurisdiction within its own unit over academic matters, subject to review by the University Senate as hereinafter set forth, such as:

Determining such additional requirements for admission as are deemed necessary for entrance into its several curricula

Setting up the requisite curricula for its academic work and providing for the schedule of courses.

Encouraging the research work of the faculty members and of advanced students

Adopting additional regulations regarding attendance, conduct of examinations, grading, scholastic standing and honors in course, and other appropriate matters.
Fixing specific requirements for degrees

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:

1) University College - Bachelor of Arts, Bachelor of Science
2) Camden College of Arts and Sciences, Bachelor of Arts, Bachelor of Science

Adopting regulations governing its own procedures.

Making recommendations to the President or to the Senate respecting any phase of college or University activity

Proposing through the Senate and the President amendments to these regulations to be adopted by the Board of Governors

SECTION II: The Faculty Senate

A. Membership
1. The Faculty Senate shall consist of not less than 30 nor more than 60 members. Only full-time faculty members whose primary function is teaching or research and librarians may serve as Senators. In cases of disputed eligibility, the Faculty Senate shall make the determination.
2. The Arts and Sciences faculty shall have a representation of five Senators at-large.
3. Each discipline (see Appendix B) shall have at least one representative. Disciplines 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 discipline is entitled to for any academic year shall be based on the number of full-time equivalent members in each discipline during the preceding Spring semester.
4. The Rules of Procedure Committee will ensure that not less than 10% of the Faculty Senate shall be composed of members whose primary teaching responsibility is in University College.
5. The election of Faculty Senators will be conducted by secret ballot in April of each year by the Rules of Procedure Committee.
6. Nominations for Senators-at-large (see Section 2 immediately above) shall be made by the Arts and Sciences faculty.
7. Nominations for a discipline's Faculty Senator(s) may be made by any faculty member of that discipline. Nominations shall be received by the chairman of the Rules of Procedure Committee, who will draw up ballots for Senators-at-large and for each discipline. Full-time faculty members whose affiliation with the University will continue the following year will be eligible to vote, each faculty member of a discipline casting one vote for each of the appropriate number of Faculty Senators to be elected by that discipline.
8. A run-off election will be held when no candidate receives a majority of the votes. In the event no candidate receives a majority in the run-off election, the candidate with the highest number of votes will be elected. In the event of a tie, the choice will be determined by the toss of a coin.

9. The term of office for each Faculty Senator shall be for two years. A Faculty Senator may not serve more than two consecutive terms.

10. Reapportionment shall be determined by the Rules of Procedure Committee when the Faculty Senate will exceed 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 Arts and Sciences Faculty except that the Senate shall make no changes in the By-Laws (see Statute 4.31 in Appendix A).

2. The Faculty Senate shall act as an advisory body to the Dean.

3. The Faculty Senate shall report on its activities to the Arts and Sciences Faculty and may, through the President of the Faculty Senate, refer specific matters to the Arts and Sciences Faculty for advice or action.

C. Officers

1. A President and a Vice-President shall be elected by the members of the full-time Arts and Sciences Faculty or a term of one year. The President shall determine the agenda and distribute it to the Arts and Sciences Faculty, call and conduct meetings of the Faculty Senate, report to the Arts and Sciences Faculty, and perform any other duties which may be stipulated by the Senate. These duties shall be performed by the Vice President in the absence of the President.

2. The Arts and Sciences Faculty Secretary shall also serve as Secretary of the Faculty Senate. The Secretary shall have no vote unless he/she is a duly elected member of the Faculty Senate. The duties of the Secretary shall be to record and distribute the minutes of the Senate meetings to the Arts and Sciences Faculty.

3. A Parliamentarian shall be appointed by the President of the Senate.

D. Steering Committee (of the Faculty Senate)

1. This committee, to be composed of President, Vice-President, and one Senator elected by the Senate, will advise the President of the Senate on direction of the Senate, agenda, issues requiring immediate action, and will establish an annual schedule of committees to report to the Senate and/or to the Arts and Sciences Faculty.
E. Meetings

1. Meetings of the Faculty Senate shall be called by the President or upon petition of 25% of the members of the Faculty senate. These meetings shall be open to students (beyond the eight student representatives [see Section F immediately below]), all Faculty, instructors in the first year, and administrators; the number of observers shall be set by the Faculty Senate, with provision for a minimum of ten of each group. If any observer wishes to speak to the Faculty Senate, he/she must receive permission from the Presiding Officer prior to a Faculty Senate meeting.

2. Only members of the Senate may vote; however, when a Senator is absent, a member of his/her constituency may attend in order to speak and to communicate information to the constituency.

3. A quorum of the Faculty Senate shall be one-half plus one of the membership.

4. The meetings of the Faculty Senate shall be governed by Robert's Rules of Order.

F. Student Representatives to the Senate

1. There shall be eight student representatives to the Senate two of whom shall be matriculated in University College. They may participate in the discussion 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 a Faculty Senate member.

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

G. The Administration and the Senate

1. The Camden Provost, the Deans of the Colleges and of the faculties, the Dean of Students, the Registrar, the Director of Undergraduate Admissions, the Business Manager, the Director of the E.O.F. program, or their representatives, and any other that the Faculty Senate designates may attend Senate meetings and participate in the discussion but shall have no vote.

Section III: Committees and Their Duties

A. The following are standing committees of the Faculty of Arts and Sciences:

1. Academic Policy and Courses of Study
2. Admissions and Retention
3. Appointments and Promotions
4. Honors Program
5. Information Services
6. Planning and Budget
7. Review
8. Rules of Procedure
9. Scholastic Standing
10. Student Life
11. Faculty Life

B. Description of Membership and Duties

All committees serve both CAS and UC. All committees, unless otherwise specified, will submit a written report at the end of each academic year to the Faculty Senate for its review and subsequent transmission to the full faculty. The three divisions of the faculty are Humanities, Social Sciences and Natural Sciences. 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), 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 faculty member, the Faculty Senate, or any discipline or 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; three students, one representative from Admissions, one from Student Life, and one from Advising (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

The faculty will, each year, elect nine tenured members, three from the humanities, three from the social sciences, and three from the natural sciences to form a Committee on Appointments and Promotions. The functions of this committee shall be:

a) To serve as a pool of members from which the Dean may select members for all Advisory Committees on Appointments and Promotions

Membership: For each division of the faculty (Humanities, Social Sciences and Natural Sciences), there shall be a committee of six tenured faculty members appointed by the Dean. Two alternates shall be assigned to each committee to serve when an appointed member is unable to serve.

Duties:
   a) To advise the Dean as to appointments, reappointments, retirement or personnel procedures generally.
   b) In the case of appointments, reappointments, or promotions into and within tenure rank, the recommendations of the committee shall also be forwarded to the Vice President for Academic Affairs.
   c) The committee may also on its own initiative make suggestions as to personnel matters to administrative officers (Statute 4.24).

4. Information Services

Membership: Three elected faculty members serving three-year overlapping terms; Librarian (ex officio); Audio-Visual Coordinator (ex officio); Director of Information Technology (ex officio); Director of Computing and Instructional Technologies-FAS (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 A-V equipment and services
   c) To represent faculty interests and concern in all matters involving computer equipment and computing services

5. 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

6. Review

Membership: Two elected tenured faculty members and two appointed tenured faculty 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 college or school, or in the provost, or the 
      President, or the Governors, and may in its discretion make reports also for the 
      information of the legislative body. The duties of the committee shall be to 
      counsel and advise any member of the legislative body who seeks such advice 
      with respect to any problem affecting his or her status as a member of the 
      University. (Section 4.23)
   c) The committee may also on its own initiative make suggestions as to personnel 
      matters to the administrative officers. (Section 2.1.2)

8. Rules of Procedure

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

Duties:
   a) To conduct elections
   b) To resolve any questions of procedure under the faculty By-Laws.
   c) To formulate rules, subject to the approval of the faculty, under which the 
      business of the faculty may be transacted
   d) To revise and amend existing rules, subject to approval by the faculty
   e) To propose to the faculty changes in the University Statutes

9. Scholastic Standing

Membership: Six elected faculty members (two from each division), serving three-year 
overlapping terms; one representative from Student Life, one from the Registrar's Office, 
one from EOF, one from Advising (all ex officio)

Duties:
   a) To interpret and execute the rules and regulations of the College of Arts and 
      Sciences and University College 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 re-admission 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 re-admitted 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
10. Student Life

Membership: Three elected faculty members, serving three-year overlapping terms; three students; 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 Excellence Center on all matters relating to teacher evaluation
  h) To work as needed with the offices of Advising, Registration and Student Life on matters relating to new student orientation
  i) To work as needed with the Alumni Office on matters related to alumni affairs and development

11. Faculty Life

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

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 organize seminars and educational programs from time to time with a view to improving information and awareness of security problems
  d) To receive grievances and suggestions from faculty members regarding problems with parking and other campus physical facilities
  e) To oversee the periodic evaluation of college administrators

B. GRADUATE SCHOOL BYLAWS

Article 1. Organization of the Graduate Faculty

Section 1. The Dean of the Graduate School in Camden and, under the authority of the Dean, the Associate Dean, shall be chief administrative officers of the Graduate School per Article IV, Section I, and shall serve as spokespersons for Programs of the Graduate School in Camden to the Camden Provost and to all other appropriate officers of the University. The powers and
responsibilities of the Dean shall follow regulation 2.41 of the University Statutes. The Dean may delegate such powers as he/she chooses to the Associate Dean.

Section 2. The Rutgers-Camden Graduate Faculty, subject to the reserved powers of the Board of Governors and the Statutes of the University, shall have the power, and it shall be its duty:

a) To exercise jurisdiction over academic matters and to prescribe requirements for admission, curricula, and graduation as outlined in Section 4.31 of the University Statutes.

b) To recommend, through the President to the Board of Governors, those candidates who have fulfilled the requirements for the degrees of Master of Arts, Master of Arts in Teaching, Master of Physical Therapy, Master of Science, Master of Science in Teaching, and Master of Public Administration.

c) In accordance with Section 1.11 of the University Statutes, to be responsible for all instruction at the graduate level offered at the Camden Campus in fields not assigned by the Statutes to other divisions of the University.

Section 3. The Dean and Associate Dean will be advised by an Executive Council, which shall consist of the Program Directors. All standing committees of the Graduate Faculty shall report to the Dean directly, through the Associate Dean, or through the Executive Council.

Section 4. The basic educational unit of the Graduate Faculty shall be the Graduate Program. Under regulation 2.52 of the University Statutes, each Program shall be administered by a Program Director, who will be appointed by the Dean, ordinarily in consultation with a department chairperson to whom the director reports. The Program Director, with the concurrence of the Program Executive Committee, will formulate policy and implement actions of the Program in conformance with the bylaws and regulations of the Graduate School and the bylaws of the Program. The Program Director will submit, by June I of each academic year, a report to the Program faculty and to the Dean. Each Program shall be covered by bylaws approved by the membership of the Program and the Dean or Associate Dean.

Section 5. The bylaws of the Graduate Programs shall provide for the following:

a) A procedure for nomination of faculty to Membership, Associate Membership, or Adjunct Membership.

b) A procedure for the designation of a Program Executive Committee, which shall be representative of the Program members.

c) A statement of the frequency of faculty meetings and the procedures governing such meetings, including such matters as attendance and voting privileges, prerequisites for a quorum, and the privilege of calling extraordinary meetings.

d) Procedures for the representation of students and for the solicitation of student opinion.

e) A procedure by which faculty are assigned to course instruction, advising, and administrative, thesis, and examining committees.

f) Program organization, including the functions of committees and procedures for the appointment of their members. Responsibility should be located for admissions, advising, review of student progress, curriculum, and placement.

g) A procedure for student appeals and grievance
Article II. Membership of the Graduate Faculty

Section 1. By virtue of their office, the Camden Provost, the Dean and Associate Dean of the Graduate School, the Librarian of the Camden College of Arts and Sciences, and the Dean of the Camden College of Arts and Sciences shall be ex officio Members of the Graduate Faculty.

Section 2. There are three categories of membership: full membership, associate membership, and adjunct membership.

Section 3. General criteria for membership:
   a) All members should be involved in some way in a Graduate Program that is administered under the authority of the Graduate School-Camden.
   b) Full and associate membership is limited to persons who hold full-time appointments at Rutgers University in Camden or at the University of Medicine and Dentistry of New Jersey.
   c) Except in the cases of persons who hold clinical appointments at UMDNJ, it is expected that all members will be engaged in scholarly research or creative activity and that this work will be disseminated through refereed journals of distinction or their equivalent.
   d) To become a member, one must be nominated by the faculty of a Graduate Program and be appointed in writing by the Dean.
   e) Changes in membership status subsequent to appointment may be made by the Dean upon the recommendations of Program Directors. Members who are affected by such changes will be notified in writing by the Dean.

Section 4. The distinction between full and associate membership hinges on the extent to which a given member participates in a given Program. It has nothing to do with academic rank. A full or associate professor who is only occasionally or tangentially involved in a Program may be listed as an associate member of its Program Faculty, while an assistant professor who participates more regularly may be listed as a full member.

Section 5. Adjunct Members may be part-time lecturers or other persons from outside Rutgers University and UMDNJ who possess professional expertise or other forms of experience of potential value to a Program. They may teach courses from time to time, or they may serve only on Program committees.

Section 6. Full and associate members have the right to vote at meetings of the Graduate Faculty, to serve on committees of the Graduate School as defined by these bylaws, to teach graduate courses, and direct the research and chair committees of masters students. Adjunct members may teach graduate courses and serve on but not chair the committees of masters students. They shall have voice but not vote in the affairs of the Graduate Programs and at meeting of the Graduate Faculty.
Section 7. No one who is a faculty member of a Graduate Program may simultaneously take
graduate courses in that Program for degree credit without the written approval of the Dean or
Associate Dean.

Article III. Meetings of the Graduate Faculty

Section 1. The Dean or Associate Dean shall call a meeting of the Graduate Faculty at least once
each academic year. Additional meetings may be called upon notice of at least one week at the
initiation of either:

a) The President, the Camden Provost, or the Dean.
b) A vote of the Executive Council of the Graduate Faculty.
c) A petition to the Dean of at least 25 percent of the membership of the Graduate Faculty.

Section 2. When particularly urgent matters require prompt action by the Graduate Faculty
meetings may be called with less than one week's notice, provided that every reasonable effort is
made to notify members of the Graduate Faculty by telephone or telegram. The business of the
meeting shall be limited to those urgent matters for which the meeting was called.

Section 3. A quorum shall consist of at least one-quarter of the voting members. Voting will be
by simple majority except as otherwise specified in these bylaws. Meetings shall be conducted
according to Robert's Rules of Order.

Section 4. An agenda set by the Dean or Associate Dean and the Executive Council will be
circulated at least one week prior to a called meeting. Any original motion from the floor, or new
business in the hands of the Dean not on the agenda, requires a two-thirds vote of members
present to be placed on the agenda for discussion.

Section 5. Graduate students representing the Graduate School on the University Senate, or
serving on a Standing Committee of a Graduate Program, and the President of the Graduate
Student Association, may attend Faculty meetings with the privilege of voice but without vote.

Section 6. Members of other Rutgers University faculties and all graduate students may attend
meetings as observers. However, the Faculty may at any time, by majority vote, move to close a
meeting to all except Members of the Graduate Faculty.

Section 7. All minutes of Graduate Faculty meetings shall be distributed to Members and shall be
available to other members of the University community on request.

Article IV. Officers and Duties

Section 1. The Dean of the Graduate School. As provided by University Regulation 2.41:
a) The Dean shall be responsible for the effective academic and educational administration
of the Graduate School and shall promote its efficiency by every approved means.
b) The Dean or the Associate Dean shall preside at all meetings of the Graduate Faculty and at all meetings of the Executive Council.
c) The Dean of the Graduate School shall be an ex officio member of all Standing Committees of the Graduate School.
d) The Dean and the Associate Dean shall exercise a liaison function among the college department chairpersons, the school and college Deans, Directors of Graduate Programs, and the Executive Council of the Graduate Faculty.
e) The Dean and the Associate Dean shall use the resources of their office, the Standing Committees of the Graduate Faculty, and any other source that they may choose to prepare an annual report to the Provost.
f) Copies of this report shall be distributed to members of the Executive Council and be made available to members of the Graduate Faculty.
g) The Associate Dean shall keep minutes of the meetings of the Executive Council and of the Graduate Faculty, supervise all mail voting, and perform other duties as from time to time shall be designated by the Dean.

Section 2. The Executive Council of the Graduate Faculty

Membership and Selection

a) The Council shall be composed of the Program Directors of those Graduate Programs offered by the Graduate School in Camden. The term of service of the Council Member shall be coincidental with that of his/her appointment as Program Director. It follows that Council Members can serve as many terms as they are appointed as Program Directors. Each Program Director shall designate a Full or Associate Member of its graduate faculty as alternate in the event that the Program Director is unable to represent his/her Program.

b) The Executive Council shall act for the Graduate Faculty to:

i) Pass on proposals for new courses.

ii) Consider issues and proposals for action with regard to academic planning and Program development. Graduate Programs shall be evaluated at intervals by groups of senior scholars, in the relevant fields of study, chosen from outside the University. The Executive Council of the Graduate Faculty shall initiate such review. The reviewing panel shall be selected by the Executive Council in consultation with the Graduate Program under review.

iii) Make provision for the staffing of any committees which the Faculty may choose to establish and to receive and evaluate any reports that may issue from such committees.

iv) Maintain liaison with student governing bodies to elicit opinions on curricula, courses, teaching effectiveness, and student-faculty interaction.

v) Prepare, together with the Dean or Associate Dean, the agenda for faculty meetings on all routine and policy matters requiring faculty discussion and approval.

vi) Take other actions, as necessary, between regular meetings of the Faculty, and advise the Dean and Associate Dean.

c) The Executive Council shall ordinarily meet four times each semester. A majority of the Executive Council shall constitute a quorum. The Dean, or in his absence the Associate Dean, shall preside at all meetings of the Executive Council. The Dean or the Associate Dean shall cast tie-breaking votes.
d) Additional meetings may be called
   i) by the Graduate Dean,
   ii) by petition of 25 percent of the membership, or
   iii) by a vote of the Executive Council.

e) Council minutes shall be distributed to all Directors.

Section 3. Standing Committees may be established by a two-thirds vote of those present at a regular faculty meeting. The membership of new Standing Committees shall be elected by the membership from a slate presented by a Committee on Rules of Procedure. The Dean shall appoint replacements to Standing Committees as needed between elections.

Section 4. Ad hoc Committees, when required, shall be appointed by the Dean or the Associate Dean for a period of no longer than one year and shall submit written reports to the Dean and the Executive Council.

Article V. Amendments

Section 1. The bylaws may be amended at a meeting of the Graduate Faculty, or by mail ballot of the membership of the Faculty as follows:
   a) Amendments may be initiated by the Dean or Associate Dean, by a simple majority of the Executive Council, or by the written petition of ten voting members of the Graduate Faculty.
   b) Amendments may be voted on at a Faculty meeting provided that they have been submitted to the Faculty not less than ten days before the date of the meeting to consider said amendments and that a quorum is present.
   c) They may be voted on by mail ballot provided that a text of the proposed amendments is mailed to all the members of the Graduate Faculty not fewer than twenty days (excluding vacation periods) before the ballots are tallied.
   d) Amendments must be approved by two-thirds of the Members who vote.