

CONSTITUTION

FACULTY OF STOCKTON UNIVERSITY

Based upon the principle of shared governance, we the Faculty, in order to fully engage in that governance, do hereby adopt this Constitution.

ARTICLE I. NAME AND PURPOSE

1. **PURPOSE:** In superseding the previous Constitution of the Faculty Assembly of Richard Stockton College, this Constitution creates a Faculty senate to serve as the representative body elected by the Faculty to provide a Faculty voice in the formulation of University policy, while modifying the role of the Faculty Assembly.
2. **NAME:** The name of the new body shall be the Faculty Senate of Stockton University, herein referred to as the "Senate."

ARTICLE II. DEFINITIONS

1. **FACULTY:** The "Faculty" means all employees of the University
 - a) who hold the academic rank of Distinguished Professor, Professor, Associate Professor, Assistant Professor, Instructor, or Non-Tenure Track Teaching Position,
 - b) who serve under at least a half-time contract, and
 - c) whose primary appointment is teaching or serving as faculty-librarians.
2. **FACULTY ASSEMBLY:** The "Faculty Assembly" refers to all members of the Faculty acting as a corporate body.
3. **SENATE:** The "Senate" refers to the representative body of the Faculty.
4. **COMMITTEES:** The term "Committees" means all the standing committees and task forces of the Senate, with the exception of the Executive Committee and the Nominating Committee.
5. **STANDING COMMITTEE:** The term "standing committee" refers to a Committee that is constituted to perform a continuing function and that remains in existence permanently unless dissolved by a Faculty Assembly referendum under Article VIII, section 1.
6. **TASK FORCE:** The term "task force" means a Committee charged by the Senate or Executive Committee to carry out a specific task that will typically take at least a year.
7. **SCHOOL:** In this document, the word "School" includes the Library and all academic schools of the University.
8. **PRESIDENT:** "President" means the President of the Senate.
9. **PETITION:** The term "Petition" includes petitions that are electronically circulated and signed.

10. **ACADEMIC WEEK:** An “Academic Week” refers to a week during the Fall or Spring semester during which classes are scheduled but does not include the final (extended class hour) week of each semester.

ARTICLE III. FUNCTIONS AND POWERS

1. **SENATE:** The Senate is the principal agent of the Faculty in the governance process. The Senate may consider any University matter on its own initiative or at the request of the Faculty Assembly, the Committees, individual Faculty members, students, the University administration, the Board of Trustees, or any campus organization. It may review any University policies and make recommendations concerning them.
2. **FACULTY ASSEMBLY:** The Faculty Assembly is the ultimate authority on all matters within its jurisdiction; the Senate is its agent. The Faculty Assembly may, therefore, reverse a Senate action, consistent with procedures described in Article IV, section 5.

ARTICLE IV. THE FACULTY ASSEMBLY

1. **REGULAR MEETINGS:** The Faculty Assembly shall meet at least three times a year, as follows:
 - a) a meeting in the Fall at which Senate leaders and senior administrators shall report on the ongoing work of the Senate and administration, respectively, and Faculty members shall be given an opportunity to recommend items for the Senate agenda for the year,
 - b) a forum in the Fall for Faculty members to discuss one or more issues of importance to the Faculty and for the Senate leadership to hear Faculty concerns on those issues, and
 - c) a meeting in the Spring at which senior administrators shall report to the Faculty and hear concerns of the Faculty.
2. **OTHER MEETINGS:** In addition to the three regular meetings, Faculty Assembly meetings may be called by the Senate or by a Petition signed by at least 20% of the Faculty.
3. **OBSERVERS:** Faculty Assembly meetings shall be open to the University community unless the Faculty Assembly votes to close a session, but observers may not vote.
4. **QUORUM:** A quorum for Faculty Assembly meetings shall be 20% of the membership.
5. **REVERSAL OF SENATE ACTION:** The Faculty Assembly, by a Petition signed by at least one-third of its members no later than two Academic Weeks after an action by the Senate is reported to the Faculty Assembly, may call for a Faculty Assembly vote to reverse the action. A vote must be held no later than two Academic Weeks after the President’s receipt of a Petition with a sufficient number of Faculty signatures. If at least two-thirds of the Faculty Assembly vote for reversal, the action of the Senate shall be reversed.

ARTICLE V. THE SENATE

1. **ELIGIBILITY FOR SENATE MEMBERSHIP:** Eligibility for Senate membership is limited to Faculty members.
2. **COMPOSITION OF SENATE:** The Senate shall be composed of the President, the Vice President, the Secretary, the President of the Union or a designee (ex officio), and one Senator for every ten Faculty members serving in the University as of March 1 of the election year, elected as set forth in this Article.
3. **SCHOOL SENATORS:** Each School shall elect one Senator.
4. **SENATORS AT LARGE:** The remaining Senators shall be elected at large by and from the Faculty Assembly.
5. **ADJUNCT LIAISON:** The President, in consultation with the Executive Committee, shall appoint an adjunct instructor to serve as non-voting Adjunct Liaison to the Senate.
6. **OBSERVERS:** Senate meetings shall be open to the University community unless the Senate votes to close a session. Faculty members and the Provost or a designee shall be given an opportunity to speak before an action is taken. Other observers may be allowed to speak at the discretion of the presiding officer, but only Senators may vote.
7. **ELECTIONS:** School Senators shall be elected in April of odd-numbered calendar years (April 2011, April 2013, etc.) and at-large Senators in April of even-numbered calendar years (April 2010, April 2012, etc.). Senators shall serve for a term of two years beginning on the first day of the Fall semester following their election.
8. **VACANCIES:** A vacancy occurs when a Senator resigns from the Senate, loses his or her eligibility for Senate membership, or is removed by Senate action, or in the case of a Senator elected from a School, when he or she leaves that School. If a Senate seat filled by a School election becomes vacant, the School shall elect a replacement to fill out the term. If an at-large seat becomes vacant, the candidate who received the next highest number of votes in the most recent at-large election shall complete the term. If that person is unable or unwilling to serve, the seat shall remain vacant until the next election of Senators at large.
9. **MEETINGS:** The Executive Committee shall schedule regular meetings of the Senate and publicize the dates of those meetings to the University community.
10. **QUORUM:** A quorum for Senate meetings shall be a majority of the Senators.
11. **INFORMAL SOLICITATION OF FACULTY OPINION:** Periodically, the Senate shall actively solicit Faculty opinion on pertinent issues through informal methods such as forums and email surveys.
12. **REFERENDA:** The Senate shall have the discretion to call for an electronic vote by the Faculty Assembly on any matter.

ARTICLE VI. THE OFFICERS OF THE SENATE AND PARLIAMENTARIAN

1. **ENUMERATION OF OFFICERS:** The Officers of the Senate are a President, a Vice President, and a Secretary. The Officers of the Senate shall also serve as officers of the Faculty Assembly.
2. **ELIGIBILITY:** The Officers must be tenured Faculty members. The Parliamentarian must be a Faculty member.
3. **SELECTION OF OFFICERS:** The Officers shall be elected by the Faculty Assembly in April in odd-numbered calendar years. Officers shall serve for a term of two years beginning on the first day of July following their election.
4. **SELECTION OF PARLIAMENTARIAN:** Prior to the first meeting of the Senate after the election of Officers, the President shall appoint the Parliamentarian, who shall begin serving a two-year term immediately. The Parliamentarian's term shall end when the next President's term begins; provided, however, that the Parliamentarian may continue serving as acting Parliamentarian until a replacement is appointed.
5. **DUTIES OF PRESIDENT:** The President shall:
 - a) be responsible for the administrative operation of the Senate,
 - b) preside over meetings of the Faculty Assembly, the Senate, and the Executive Committee,
 - c) together with the Secretary, maintain the archives of important documents of those three bodies,
 - d) attend meetings of the Board of Trustees, either in person or through a designee, and represent the Faculty to the Board,
 - e) act as the main spokesperson for the Faculty in discussions with the administration, and
 - f) serve as representative for the Faculty at community and University events, such as convocation and commencement.
6. **DUTIES OF VICE PRESIDENT:** The Vice President shall:
 - a) fulfill the duties of the President in his or her absence or incapacity,
 - b) serve as liaison between the Senate and the chairs of Committees, and
 - c) perform other duties as assigned by the President or Senate.
7. **DUTIES OF SECRETARY:** The Secretary shall:
 - a) in consultation with the President, ensure that actions of the Senate are communicated to the appropriate persons or media as the Senate may direct,
 - b) in consultation with the President, conduct other communications pertinent to the Senate and its activities,
 - c) record the minutes of the Senate and Faculty Assembly meetings, including a summary of relevant discussions, and distribute these to the Faculty within one week,
 - d) in consultation with the President, publish advance notification and agenda of all meetings of the Senate and Faculty Assembly,
 - e) together with the President, maintain current archives of important documents of the Faculty Assembly, the Senate, and the Executive Committee, and

- f) perform other duties as assigned by the President or Senate.
- 8. **DUTIES OF PARLIAMENTARIAN:** The Parliamentarian shall:
 - a) advise the President on matters of procedure during meetings of the Senate and the Faculty Assembly,
 - b) supervise all elections, including establishing eligibility to vote and determining the number of Faculty members in the University for purposes of representation, and
 - c) supervise any votes under Article IV, section 5, or Article V, section 12, and any votes on amendments to this Constitution.
- 9. **VACANCIES:** A vacancy occurs when an Officer resigns from office, loses his or her eligibility to hold office, or is unable to complete his or her term of office. If the office of President becomes vacant, the Vice President shall assume the office. If the office of Vice President or Secretary becomes vacant, a special election shall be held to fill out the term.

ARTICLE VII. THE EXECUTIVE COMMITTEE OF THE SENATE

- 1. **PURPOSE OF EXECUTIVE COMMITTEE:** The Senate delegates to its Executive Committee the authority to conduct routine business of the Senate, to organize the work of the Senate, and to respond to urgent matters.
- 2. **COMPOSITION OF EXECUTIVE COMMITTEE:** The Executive Committee shall consist of the President, the Vice President, the Secretary, the President of the Union or a designee (ex officio), and three Senators elected at large by and from the Senate.
- 3. **TERMS OF AT-LARGE MEMBERS OF EXECUTIVE COMMITTEE:** No later than three Academic Weeks after the beginning of every Fall semester, the Senate shall hold an election to fill any upcoming vacancies in the at-large seats on the Executive Committee. At-large members of the committee shall begin serving immediately upon their election to the committee. Their terms on the Executive Committee shall expire two Academic Weeks after their Senate terms expire, or when their replacements are elected, whichever is earlier.
- 4. **MEETINGS:** The President shall call regular meetings of the Executive Committee. Any two members of the Executive Committee may call additional meetings as needed.
- 5. **AGENDA:** The Executive Committee shall set the agenda for its own meetings and also for meetings of the Senate and Faculty Assembly. Any member of the University community may propose to the Executive Committee that an item be placed on the agenda of the Faculty Assembly, Senate, or Executive Committee. Upon a Petition signed by at least 30% of the Faculty, or upon a Petition signed by at least 20% of the Senate, the Executive Committee must place the item on the agenda of the appropriate body.
- 6. **QUORUM:** A quorum for Executive Committee meetings shall be a majority of the committee's members.
- 7. **OBSERVERS:** Meetings of the Executive Committee shall be closed except by invitation. Only members of the Executive Committee may vote.

8. **REPORTS:** The Executive Committee shall prepare an annual report to the Faculty Assembly on the work of the Senate.
9. **RELATIONSHIP WITH THE UNION:** The Executive Committee shall be mindful of the legal rights and responsibilities contained within the relevant collective bargaining agreements and ensure that actions of the Senate do not intrude on areas properly the concern of the collective bargaining agent.

ARTICLE VIII. THE COMMITTEES OF THE SENATE

1. **CREATION AND DISSOLUTION OF STANDING COMMITTEES AND TASK FORCES:** The Senate shall have two categories of Committees: standing committees and task forces. Notwithstanding the enumeration of standing committees in this Article, the Senate shall have the power to propose to the Faculty Assembly the creation of new standing committees, changes in their composition, or the dissolution of existing standing committees. In the event of administrative reorganization that changes the titles of any of those identified as ex officio members of a committee, the Executive Committee may approve substitution of equivalent ex officio members. All other changes require simple majority approval by the Faculty Assembly through a referendum as described in Article V, Section 12. New standing committees should provide balanced representation from across the University comparable to that of existing standing committees. Either the Senate or the Executive Committee may create new task forces. Task forces shall be automatically dissolved at the end of the academic year in which they were created, unless specifically continued by the Senate or the Executive Committee.
2. **ELIGIBILITY FOR COMMITTEE MEMBERSHIP:** The chairs of standing committees must be Faculty members but need not be Senators. The vice chairs of standing committees must be Senators. Where appropriate because of their special nature, committees may include non-voting members from outside the Faculty, but in no case will a non-Faculty member be a voting member, serve as a chair, or serve as vice chair of a standing committee.
3. **SELECTION OF CHAIRS OF STANDING COMMITTEES:** Chairs of standing committees shall be elected at large by the Faculty Assembly in April of even-numbered calendar years. Chairs shall serve two-year terms to begin on the first day of the Fall semester following their election.
4. **DUTIES OF CHAIRS OF STANDING COMMITTEES:** The chair of each standing committee shall:
 - a) convene the standing committee regularly and be responsible for its work, and
 - b) submit to the Senate oral and written reports as described in section 10 of this Article.
5. **SELECTION OF REPRESENTATIVES TO STANDING COMMITTEES:** Elections of the Schools' representatives to standing committees shall be held in odd-numbered calendar years as soon as practicable after the results of elections of Officers and School Senators are announced, with one exception: In the case of the Committee on Research and Professional Development, one representative

from the Library shall be elected each even-numbered calendar year, and one representative from each of the other Schools shall be elected each year. All representatives to standing committees elected pursuant to this section shall serve two-year terms to begin on the first day of the Fall semester following their election.

6. **SELECTION OF VICE CHAIRS OF STANDING COMMITTEES:** No later than four Academic Weeks after the beginning of every Fall semester, the Senate shall elect a Senator to serve as vice chair of each standing committee. The vice chair may, but need not be, elected from among Senators already serving on that standing committee as School representatives or G-conveners. Each vice chair shall begin serving a one-year term immediately upon election.
7. **DUTIES OF VICE CHAIRS OF STANDING COMMITTEES:** The vice chair of each standing committee shall:
 - a) serve as a liaison between the Senate and that standing committee,
 - b) assist the chair, and
 - c) perform the duties of the chair in his or her absence or incapacity.
8. **SELECTION OF MEMBERS OF TASK FORCES:** The Senate shall elect the chairs and members of task forces, who shall begin serving immediately upon election. The Senate may delegate this power to the Executive Committee.
9. **ASSIGNMENT OF WORK:** The Executive Committee shall assign business to appropriate Committees, and the Secretary shall be responsible for conveying the assignments to the Committees and to the Faculty.
10. **REPORTING:** All Committees are responsible to the Senate. Once a year, by a date established by the Senate, each standing committee shall submit to the Senate a written report on its activities. Task forces shall report in writing to the Senate at the end of their work or by a date established by the Senate. The President may, from time to time, require standing committees and task forces to present additional written or oral reports to the Senate.
11. **RECOMMENDATIONS:** Committee recommendations requiring Senate action, together with Committee reports related to such action, shall be placed before the Senate by the Vice President.
12. **SUBCOMMITTEES:** Each Committee shall be free to form subcommittees to deal with special issues. Upon notice to the Executive Committee, such subcommittees may include members from outside the Committee and outside the Faculty. Those invited to serve on a subcommittee do not become voting members of the full Committee.
13. **ALTERNATES:** If a member of a Committee is unable to attend one of its meetings, he or she may designate an alternate to represent him or her.
14. **VACANCIES:** A vacancy occurs on a Committee when a member resigns from the Committee, loses his or her eligibility for Committee membership, or is unable to complete his or her term; or in the case of a member elected from a School, when he or she leaves that School; or in the case of a vice chair, when he or she leaves the Senate. Appointments to fill vacancies on task forces shall be made by the Executive Committee. Vacancies on standing committees shall be filled, in the case of a chair, by a special at-large election by and from the Faculty Assembly; in the case of a vice chair, by a special Senate election; in the case of a

representative from a School, by a special School election; and in the case of a member other than a chair, vice chair, or School representative, by an appropriate method.

15. **ENUMERATION OF STANDING COMMITTEES:** The initial standing committees of the Senate, their areas of concern, and their members, apart from the respective chairs and vice chairs, are as follows:
- a) The **Committee on Academic Policies** has oversight and advisory responsibility for all current Programs, both undergraduate and graduate, and addresses all aspects of Program curriculums, academic policies and procedures, and academic advising. Members: One member elected by and from the Faculty of each School, two members nominated from among those Faculty teaching graduate courses and elected at large by the Faculty, the Director of Graduate Enrollment Management (ex-officio), another Dean chosen by the Provost (ex-officio), the Provost or designee (ex-officio), and a bargaining unit representative appointed by the President of the Union (ex-officio). One undergraduate student and one graduate student shall be appointed to serve as non-voting liaisons.
 - b) The **Committee on Academic Programs and Planning** recommends a long-range plan for undergraduate and graduate education and reviews and approves new degree-granting programs at both undergraduate and graduate levels. Members: One member elected by and from the Faculty of each School, two members nominated from among those Faculty teaching graduate courses and elected at large by the Faculty, the Director of Graduate Enrollment Management (ex-officio), another Dean chosen by the Provost (ex-officio), the Provost or a designee (ex-officio), and a bargaining unit representative appointed by the President of the Union (ex-officio). One undergraduate student and one graduate student shall be appointed to serve as non-voting liaisons.
 - c) The **Committee on Administration & Finance** has oversight and advisory responsibility for all matters of budget and finances, and all questions of institutional priorities and resources. Members: One member elected by and from the Faculty of each School, the Chief Financial Officer or a designee (ex-officio), and a bargaining unit representative appointed by the President of the Union (ex-officio).
 - d) The **Committee on General Studies** has oversight and advisory responsibility for all aspects of the General Studies Program. Members: The Coordinator of the Freshman Seminar Program and the G-conveners, elected at large by and from the Faculty; the Dean of General Studies (ex-officio); the Provost or a designee (ex-officio); and a bargaining unit representative appointed by the President of the Union (ex-officio). Additional voting members shall be elected as follows: As soon as practicable in each odd-numbered calendar year, one member shall be elected by and from the Faculty of any School that is not already represented on the Committee by either a G-convener or the Freshman Seminar Coordinator.

- e) The **Committee on Information Technology and Media Services** has advisory responsibility for all matters of academic computing, distributive education, media services and related information technology infrastructure. Members: One member elected by and from the Faculty of each School, the Director of Library Services (ex-officio), the Director of the Center for Learning Design (ex-officio), the Director of Computer Services (ex-officio), the Chief Information Officer (ex-officio), and a bargaining unit representative appointed by the President of the Union (ex-officio).
- f) The **Committee on the Library** has advisory responsibility for all matters of Library policy. Members: One member elected by and from the Faculty of each School, the Director of Library Services (ex-officio), the Director of Production Services (ex-officio), the Director of the Center for Learning Design (ex-officio), and a bargaining unit representative appointed by the President of the Union (ex-officio).
- g) The **Committee on Research and Professional Development** has responsibility for the development and administration of policies for awarding internal grant monies and sabbaticals for faculty research and development. Members: One member elected by and from the Faculty of the Library, two members elected by and from the Faculty of each of the other Schools, the Provost or a designee (ex-officio), and a bargaining unit representative appointed by the President of the Union (ex-officio).
- h) The **Committee on Student Affairs** has oversight and advisory responsibility for all matters of student life and discipline. Members: One member elected by and from the Faculty of each School, the Vice President for Student Affairs (ex-officio), the Dean of Students (ex-officio), and a bargaining unit representative appointed by the President of the Union (ex-officio). One undergraduate student and one graduate student shall be appointed to serve as non-voting liaisons.

ARTICLE IX. ELECTIONS

1. **PURPOSE OF NOMINATING COMMITTEE:** The Nominating Committee shall affirmatively seek out capable Faculty members and encourage them to run in Faculty Assembly and Senate elections. It shall also strive to promote diversity and balance in Faculty governance by seeking candidates of different ranks, Schools, disciplines, genders, races, and ethnicities.
2. **COMPOSITION OF NOMINATING COMMITTEE:** The President, in consultation with the Executive Committee, shall appoint five Faculty members to serve on the Nominating Committee of the Senate, and shall appoint one of those five as the committee's chair. The chair and other members of the Nominating Committee shall serve two-year terms. The President shall serve ex officio on the Nominating Committee as a sixth member.
3. **NOMINATION PROCEDURE:** The Nominating Committee shall select candidates for all positions elected by the Faculty at large, but not for elections within the Schools. The Nominating Committee shall submit to the Faculty

Assembly one nominee for each vacancy no later than two Academic Weeks prior to the election date. Additional candidates may self-nominate. The nominations shall close no later than three working days before the election, and a final list of candidates shall be circulated no later than one working day after nominations close.

4. **ELECTIONS WITHIN THE SCHOOLS:** Elections of the Schools' representatives to the Senate and the standing committees shall be by secret ballot and may be held by electronic voting. The Faculty of any newly created School shall vote for interim representatives to the Senate and standing committees to serve until the next regular election.
5. **FACULTY ASSEMBLY ELECTIONS:** Elections of Officers, Senators at large, and chairs of standing committees, and any other elections by the Faculty Assembly shall be conducted electronically with secret ballots, with every Faculty member having one vote. The candidate with the highest number of votes shall be elected.
6. **ELECTIONS OF SENATORS AT LARGE:** In the case of elections by the Faculty Assembly for Senators at large, each Faculty member shall vote for a number of candidates not to exceed the number of seats to be filled. The candidates with the highest number of votes shall be elected with one exception: where this would result in untenured Faculty constituting less than 10% of the total membership of the Senate, the untenured at-large candidate or candidates with the highest number of votes will be selected until 10 % of the Senate is untenured.
7. **ELECTIONS BY THE SENATE:** Elections of at-large members of the Executive Committee, chairs and members of task forces, vice chairs of standing committees, and any other elections by the Senate shall be conducted according to procedures that the Senate shall provide in its own internal rules.
8. **TIE BREAKING:** In the event of a tie, there will be a run-off election no later than one Academic Week after the election day.
9. **REFERENDA:** Any votes by the Faculty Assembly under Article IV, section 5; Article V, section 12; or Article XI, section 4, shall be conducted electronically, by secret ballot, with every Faculty member having one vote; provided, however, that if an electronic vote is not feasible within the period of two Academic Weeks specified in Article IV, section 5, a non-electronic method may be used.

ARTICLE X. PROCEDURES

1. **ROBERTS RULES:** Proceedings of the Faculty Assembly, the Senate, the Standing Committees, and the Executive Committee shall be governed by the latest edition of Roberts Rules of Order except where otherwise provided in this Constitution.
2. **COMMITTEE OF THE WHOLE:** As provided under the latest edition of Roberts Rules, the Faculty Assembly, Senate, or Executive Committee may call for a suspension of the rules and meet as a committee of the whole.

ARTICLE XI. AMENDMENTS

1. **INITIATION:** Proposals to amend this Constitution may be brought to the Senate in any of the following ways:
 - a) by the Executive Committee,
 - b) by a Petition signed by at least one-third of the Senators, or
 - c) by a Petition signed by at least one-third of the Faculty.
2. **FORM OF PROPOSAL:** Once a proposal to amend has been properly initiated under section 1 of this Article, the Executive Committee shall ensure that the proposal is precisely worded and includes all modifications of this Constitution necessary to keep it a consistent document.
3. **RATIFICATION BY SENATE:** After sections 1 and 2 of this Article have been satisfied, the Executive Committee shall distribute the proposed amendment to the members of the Senate at least one Academic Week in advance of the meeting at which it will be considered. Ratification of the proposed amendment by the Senate shall require an affirmative vote of two-thirds of the members of the Senate.
4. **RATIFICATION BY FACULTY ASSEMBLY:** If ratified by the Senate, the proposed amendment shall then be submitted to the Faculty Assembly for an electronic vote. The Executive Committee shall distribute the proposal electronically to the Faculty Assembly at least one Academic Week in advance of the vote. The amendment shall become effective when ratified by an affirmative vote of two-thirds of the Faculty Assembly vote.

This Constitution was adopted by the Faculty Assembly on November 10, 2008 and took effect on March 1, 2009. It was amended on October 14, 2011. The additional amendments proposed here were submitted to the Faculty Senate on Friday, April 17 for consideration.