

Camden Faculty Council

By-Laws

As Approved and Enacted on December 18, 2012,
Finalized on April 15, 2013,
and Amended on May 12, 2016 and March 28, 2017

I. Purposes

- A.
 1. The Camden Faculty Council is the campus-wide deliberative body of the combined faculties on the Camden Campus of Rutgers, the State University of New Jersey. The Council complements rather than supplants the faculties of individual units, university and campus administrative officers, and the University Senate.
 2. The Council is also an expression of campus unity and a reflection of the campus's enhanced autonomy within Rutgers University and its manifold missions in the region and beyond.
- B. The Council will
 1. Provide a forum for expressing Camden faculty opinion on campus-wide issues of concern.
 2. Study, discuss, and report on educational, administrative, strategic, and other issues affecting the campus.
 3. Regularly exchange information with, and provide advise to, the Chancellor, Provost, and other campus officers, and to officials of the central administration.
 4. Advise the Rutgers University-Camden Board of Directors and, if called upon, elect from among its own members a faculty representative to that Board.
 5. Mediate, when called upon, among individual faculty units on the Camden campus, discuss campus-wide and cross-faculty collaborations, and suggest means by which individual schools can, when necessary and appropriate, coordinate their requirements, rules, programs, or activities.
 6. Exercise such legislative authority as may in the future be delegated to it by the Chancellor or by the faculties.
- C. The members of the Council, however elected, shall represent and attend to the interests of the entire campus.

II. Definitions

- A. The term “academic unit” shall encompass each of the units (faculties, schools, and the Robeson library) listed in subsections 1-6 of section II(A) of these By-Laws.
- B. The term “full-time faculty” shall encompass tenured, tenure-track, clinical, and library faculty at the rank of assistant professor or above (or the equivalent) who are appointed to an academic unit on the Camden campus.
- C. The term “contingent faculty” shall encompass Part-Time Lecturers, Instructors, and others with similar positions who teach courses for credit on the Camden campus and are not included in the definition of full-time faculty.
- D. References to the Camden campus shall also encompass off-campus locations affiliated with Rutgers University - Camden.

III. Membership

- A. The Council shall consist of the Chancellor and Provost, who shall serve *ex officio* and without a vote, and eleven voting members, as follows:
 1. three members elected by and from the Faculty of Arts and Sciences, as further specified in section III(B) below
 2. one member elected by and from the faculty of the School of Law
 3. one member elected by and from the faculty of the School of Business
 4. one member elected by and from the faculty of the School of Nursing
 5. one member elected by and from the faculty of the School of Social Work
 6. one member elected by and from the faculty at the Robeson Library,
 7. one faculty member elected at-large by and from all the academic units,
 8. two members elected by and from the contingent faculty who teach in any school on the Camden campus, no more than one of whom shall be primarily attached to any one academic unit.
- B. Of the three members elected by and from the Faculty of Arts and Sciences, one shall be primarily affiliated with a department in the Humanities, one

shall be primarily affiliated with a department in the social sciences, and one shall be primarily affiliated with a department in the mathematical or natural sciences.

- C.
 1.
 - i. With the exception of members elected by and from the contingent faculty, only full-time faculty shall be eligible to participate in Council elections and to serve as Council members.
 - ii. Members of the contingent faculty who teach at least one course in a given academic year shall be eligible to vote for and serve as members of the Council during that year.
 - iii. Full-time faculty on leave shall continue to be eligible to vote for and serve as members of the Council.
 - iv. The Chancellor, Provost, Deans, and other senior officers of administration shall not be eligible to serve as voting members of the Council or to vote for its members. This exclusion shall not extend to Deputy Deans, Associate Deans, and Department Chairs with teaching or research duties who are otherwise eligible to serve.
 - v. Visiting faculty shall not be eligible to serve as members of the Council or to vote for its members.
 2.
 - i. Faculty with joint appointments at an academic unit on the Camden campus and a school or faculty on another Rutgers campus shall be eligible to vote for and serve as members of the Council if they ordinarily teach at least one course a year on the Camden campus and if they hold voting rights in their academic unit on the Camden campus.
 - ii. Faculty at schools at Rutgers with divisions on both the Camden campus and another Rutgers campus shall be eligible to vote for and serve as members of the Council if they ordinarily teach at least one course a year on the Camden campus and, when relevant, hold voting rights in the division of their school on the Camden campus.
 - iii. Faculty with joint appointments at two or more academic units on the Camden campus shall vote with, and be eligible to be elected by, the academic unit that is their primary academic home.

IV. Terms and elections.

- A. The members of the Council shall serve for staggered three-year terms.
- B. Terms shall begin on July 1 and elections shall take place in the preceding spring semester.
- C.
 - 1. The individual academic units shall organize and establish procedures for the election of members by and from those academic units.
 - 2. The Council shall organize and establish procedures for the election of at-large members and members by and from the contingent faculty.
- D.
 - 1. Any member of the Council shall be entitled to take a leave or leaves from the Council, but the entirety of such leaves shall not extend beyond a total of two semesters (continuous or not) or parts of two semesters during a member's single term on the Council. If a member takes a leave of absence from the Council, the relevant academic unit or constituency shall elect a substitute who shall serve during the member's leave of absence. In lieu of such an election, the relevant academic unit (or the Council itself with respect to a leave of absence by an at-large member), shall have the authority, in accordance with its own procedures, to appoint a temporary substitute to serve during the member's leave of absence.
 - 2. If a vacancy occurs in a member's position, the relevant academic unit or constituency shall elect a new member who shall serve for the remainder of the original member's term. Pending such an election, the relevant academic unit (or the Council itself with respect to a vacancy in at-large position), shall have the authority, in accordance with its own procedures, to appoint a temporary substitute who shall serve until an election is held and tabulated or until the end of the current academic year, whichever comes first.

V. Officers and committees.

- A.
 - 1. The Council shall elect a Chair.
 - 2. The Council may elect such other officers as it from time to time sees fit.
 - 3. The Chair and other officers shall serve for a term of one academic year.
 - 4. The Chair and other officers may be re-elected, but shall not serve in a single position for more than three consecutive terms.

5. If an officer takes a leave of absence from the Council, or if an office becomes vacant, the Council shall elect a substitute who shall serve for the length of the leave of absence or until the end of the officer's term as the case may be.
 6. The Council shall establish who will chair meetings in the absence of the Chair. If the Council has no Secretary, it shall establish who will record minutes and maintain the records of the Council.
- B.
1. The Council shall establish such committees as it may from time to time see fit.
 2. The Council shall, as it sees fit, assign members to committees or instruct the Chair to do so, in any event giving strong deference to the preferences of individual members.
 3. The Council or the Chair, as the case may be, may appoint non-members of the Council (including full-time and contingent faculty, administrators, and staff) to Council committees.
- C.
- The persons who will constitute the Council during an upcoming academic year shall meet during the Spring term, after new members have been elected, to elect a Chair and other officers for the upcoming year, and if they see fit, to organize committees and committee assignments for the upcoming year. The current Chair of the Council shall convene and chair this meeting, but shall not vote unless he or she will also be a member in the upcoming year.

VI. Operation

- A.
1. The Council shall maintain a regular schedule of meetings.
 2. The Council shall meet at least three times a semester.
 3. The Council shall hold additional special meetings at the call of the Chair or at the request of at least four of its members or the Chancellor or Provost. Insofar as possible, no meetings shall be held without at least one week notice.
 4. Members shall not vote by proxy.
 5. Members shall ordinarily be expected to be physically present for both regular and special meetings. If, however, a quorum is physically present, other members may, with good cause and the consent of the chair, participate by telephone or other electronic means.

6. Notwithstanding subsections A(3) and A(5) of this section, meetings of the Council may, in cases of extraordinary urgency, be held on short notice, or by telephone or other electronic means. But no substantive vote regarding advice or a resolution or report or legislative act at such a meeting shall be in order except with the consent of three-fifths of the entire voting membership of the Council.
- B.
 1. A quorum shall consist of the majority of the entire voting membership of the Council.
 2. Except as otherwise provided in these By-Laws, the vote required for any matter before the Council shall be the majority of members in attendance.
 - C.
 1. The Chancellor or Provost shall ordinarily attend meetings of the Council to participate in its deliberations, respond to questions from other members, and provide such additional information as the Council may require to facilitate its work. The Council may choose, when appropriate, to meet without the Chancellor or Provost.
 2. If requested, and as appropriate, the Chancellor or Provost shall provide the Council with written information bearing upon matters under the Council's consideration and written responses to advise or reports issued by the Council.
 3. The Council may invite members of the Chancellor's staff, Provost's staff, Deans and other Campus administrators, faculty officers of particular academic units or departments, and other specific persons involved in the governance of the campus or university or whose expertise is otherwise relevant to the deliberations of the Council to attend Council meetings as its agenda dictates.
 - D.
 1. Every meeting shall have a written agenda that, insofar as possible, shall be distributed at least one week in advance. The Chair shall prepare the agenda, but the Council may also direct at any meeting that an item be placed on the agenda for the next or a subsequent meeting. In addition, the Chancellor, Provost, or any three members shall be entitled, with at least one week notice, to place an item on the agenda for a forthcoming meeting.
 2. Any faculty member on the Camden campus may propose items for the Council's agenda, and the Chair shall communicate such requests to the Council.

3. Every agenda shall allot time for the consideration of new business not otherwise on the agenda. The Council may discuss such new business, direct that it be included in the agenda for the next or subsequent meeting, refer it to a committee, or request relevant information from the Chancellor or Provost. But no substantive vote regarding advice or a resolution or report on such new business shall be in order except with the consent of three-fifths of the entire voting membership of the Council. This same rule shall apply to items on the formal agenda with less than three days notice.
- E. To encourage frank and robust deliberations, meetings of the Council will ordinarily be limited to members and persons specifically invited to attend, but the Council may also hold open meetings as it sees fit.
- F.
1. The Council shall prepare minutes recording its formal votes and actions. It shall also from time to time prepare a summary narrative report of its deliberations, omitting matters discussed in confidence.
 2. The agenda, minutes, reports of deliberations, and other reports of the Council shall be made public once they are approved.
 3. Council members shall report regularly to their faculty colleagues on the overall work of the Council and shall transmit faculty reactions and suggestions to the Council .
- G. Meetings of the Council shall be conducted as informally as possible within the constraints of these By-Laws, relevant law, and general norms of fairness and decency. When necessary, the Chair shall be guided by the current edition of Roberts Rules of Order Newly Revised.
- H. The Council shall establish a web site on which it shall post these By-Laws, a list of Council members and their contact information, all the materials listed in subsection VI(F)(2), and any other materials or links that the Council deems appropriate.

VII. Amendments

Amendments to these By-Laws shall require a two-thirds vote of the entire voting membership of the Council. No Amendment to these By-Laws shall be voted on at a meeting of the Council unless it has been placed on the agenda for the meeting at least one week in advance.