Date: April 10, 2015

To: Faculty of Arts and Sciences-Newark

From: Jan Lewis
Dean of Faculty

Re: Faculty Meeting

There will be a meeting of the Faculty of Arts and Sciences-Newark on Monday, April 20, 2015 at 11:30 a.m in Smith Hall, Room 220.

The agenda will be as follows:

I. Dean's Report

II. Committee Reports
   a. Courses of Study
   b. General Education
   c. Committee on Governance, Bylaws and Nominations

III. University Senate

IV. Old Business

V. New Business

*Faculty Minutes are now available on the FASN Dean's web-site: http://ncas.rutgers.edu
To: Faculty of Arts and Sciences - Newark
From: Harold Siegel, Chair of the Courses of Study Committee
Date: Monday, April 6, 2015

AGENDA
Monday, April 6, 2015

The committee recommends approval for the following course requests:

I. American Studies

Offer Existing Course in an Online Format:
21:050:200 Intro to American Studies (3 credits)

II. English

Creation of a New Course:
21:352:209 Literature of New Jersey (3 credits)

III. Health Professions

Creation of a New Course:
21:090:190 Introduction to Health Professions (1 credit)

IV. Psychology

Offer Existing Course in an Online Format:
21:830:358 Introduction to Clinical Psychology (3 credits)
21:830:371 Psychology of Personality (3 credits)
21:830:372 Perception (3 credits)
V. Urban Education

Course Title and Credit Changes:
From: 21:300:298 - 21st Century Urban Education (3 credits)
To: 21:300:298 - 21st Century Urban Educator: Students with Disabilities (1 credit)

From: 21:300:386 Methods of Teaching Secondary School (3 credits)
To: 21:300:386 Methods of Teaching Secondary School Seminar (2 credits)

From: 21:300:388 Curriculum and Instruction (3 credits)
To: 21:300:388 Curriculum and Instruction Seminar (2 credits)

Creation of New Courses:
21:300:359 Curriculum & Instruction: Biological Sciences (1 credit)
21:300:360 Curriculum & Instruction: Chemistry (1 credit)
21:300:361 Curriculum & Instruction: Earth & Environmental Sciences (1 credit)
21:300:362 Curriculum & Instruction: English (1 credit)
21:300:363 Curriculum & Instruction: History/Social Studies (1 credit)
21:300:364 Curriculum & Instruction: Mathematics (1 credit)
21:300:365 Curriculum & Instruction: Physical Science (1 credit)
21:300:366 Curriculum & Instruction: Physics (1 credit)
21:300:367 Curriculum & Instruction: Portuguese (1 credit)
21:300:368 Curriculum & Instruction: Spanish (1 credit)
21:300:369 Curriculum & Instruction: Technology Education (1 credit)
21:300:370 Methods of Teaching Secondary School: Biological Sciences (1 credit)
21:300:372 Methods of Teaching Secondary School: Earth & Environmental Sciences (1 cr)
21:300:373 Methods of Teaching Secondary School: English (1 credit)
21:300:374 Methods of Teaching Secondary School: History/Social Studies (1 credit)
21:300:375 Methods of Teaching Secondary School: Mathematics (1 credit)
21:300:376 Methods of Teaching Secondary School: Physical Science (1 credit)
21:300:377 Methods of Teaching Secondary School: Physics (1 credit)
21:300:378 Methods of Teaching Secondary School: Portuguese (1 credit)
21:300:379 Methods of Teaching Secondary School: Spanish (1 credit)
21:300:380 Methods of Teaching Secondary School: Technology Education (1 credit)
21:300:299 21st Century Urban Educator: Literacy Reading (1 credit)
To: Faculty of Arts and Sciences – Newark

From: Eva Giloi, Chair of the General Education Committee

Date: Wednesday, April 8, 2015

AGENDA
Wednesday, April 8, 2015

A. Course Items for Consideration

The committee recommends approval for the following course proposals:

I. English

   21:350:205 Fiction Into Film
   21:352:209 Literature of New Jersey
   21:352:214 American Literature of the 19th Century after 1865

II. History

   21:512:297 History of American Foreign Affairs I
Date: April 6, 2015

To: FASN Faculty

From: Committee on Governance, Bylaws and Nominations

Re: FASN Standing Committees 2015-2016 Slate

The following nominations are presented to the faculty for consideration:

**Affirmative Action and Review**

1. Evert Elzinga
2. Ameer Sohrawardy
3. Kornel Chang - Alternate
4. Elizabeth Hull - Alternate

**Appointments and Promotions**

**Humanities:**

Karen Caplan
Ruth Feldstein
Kenneth Aizawa

**Natural Sciences:**

Mark Feighn
Jacob Sturm
Wilma Friedman

**Social Sciences:**

Mariana Spatareanu
Gabriela Kuetting
Barry Komisaruk
Courses of Study

1. Elizabeth Sloan-Power
2. Barbara Foley
3. Antonio Vazquez-Arroyo

General Education

1. Rachel Hadas
2. Haesun Kim
3. Jane Gilman
4. Jennifer Austin

Governance, Bylaws and Nominations

1. Open
2. Open

Library and Computer

1. Ameer Sohrawardy
2. Elena Galoppini

Newark Faculty Council

1. John Graham
2. Robert Snyder
3. Laszlo Zaborsky

Planning and Budget

1. John Keene
2. Belinda Edmondson

Scholastic Standing

1. Phil Huskey
2. William Keigher

Student Affairs, Admissions and Financial Aid

1. Huixin He
2. Janet Larson
3. Michael Eversman
Teaching Effectiveness

1. Rachel Hadas
2. Jason Bird

University Senate

1. OPEN
2. OPEN
3. OPEN
Date: April 13, 2015

To: Faculty of Arts and Sciences – Newark

From: Jack Lynch, Chair of the Governance, Bylaws and Nominations Committee

Re: Proposal for revisions in the Bylaws of the Faculty of Arts and Sciences-Newark

The College bylaws, which are supposed to be revisited and revised every two years, have not been amended since April 2007. The Committee on Governance, Bylaws, and Nominations therefore offers the following revision of the Bylaws for Faculty approval.

Most of the revisions are concerned with promoting clarity and allowing easy consultation. Other revisions recognize changes in the institution since 2007: renamed departments, reorganized administrative posts in FASN and the Chancellor’s Office, the elimination of designated courses for University College, and so on. Several committees have been renamed, and the process for elections to committees has been streamlined.

The most important substantive revisions concern the nominations of department chairs. Assistant Professors are no longer eligible for nomination as chair, even in small departments, and departments may not nominate anyone after that person has spent six successive years as chair.
BYLAWS OF THE FACULTY OF ARTS AND SCIENCES–NEWARK

SECTION I: THE PURPOSE OF THESE BYLAWS

1. As a Faculty of Arts and Sciences of Rutgers University we have five basic responsibilities. These are:

   First, to formulate and implement policies designed to offer the best possible opportunities for higher education in the liberal arts and sciences, serving a diverse full-time and part-time, day and evening student body in an urban setting. Through the time-honored objectives of excellence in teaching, scholarship, and service, the Faculty will seek to attain:

   a. Understanding of our physical, biological, social, and cultural environments;
   b. Skills necessary to examine evidence critically in order to formulate independent judgments and conclusions; and
   c. Skills and experience necessary to foster enjoyment and creativity in the liberal arts and sciences.

   Second, to collaborate with other academic institutions and other units of Rutgers University in order to enhance the intellectual resources necessary to support undergraduate, professional, and vocational programs offered by Rutgers and its sister institutions of higher education;

   Third, to contribute new knowledge, understanding, skills, and experience through research, scholarship, and creative efforts;

   Fourth, to interact with other professionals in our various disciplines through publication and meetings so as to disseminate our contributions and to learn of theirs;

   Fifth, to make available to people generally our knowledge, understanding, skills, and creative work so that they may be served, enriched, and enlightened.

2. The purpose of these Bylaws is to facilitate meeting those responsibilities.

3. These Bylaws shall not contradict University Statutes.

4. Although instructed and governed by one common Faculty of Arts and Sciences–Newark (FASN), the Newark College of Arts and Sciences (NCAS) and University College–Newark (UCN) shall remain separate colleges, each with its own mission, student body, admissions standards, distribution requirements, and graduation requirements. NCAS shall continue to exist as a day college serving primarily younger, full-time students. UCN shall continue to exist as an evening college serving primarily older, part-time students.

5. The aforementioned responsibilities and missions cannot be effectively carried out without each eligible member of the FASN actively participating by being available to serve at least
once during each three-year period on the various committees created under these Bylaws (see below, Section VII).

6. In accordance with the goals outlined above, FASN may enter into agreements with the New Jersey Institute of Technology (NJIT) to form close relationships between the two units, while preserving their respective institutional identities. Such collaborative relationships may take many forms; a wide variety of informal cooperative arrangements already exist between departments at the two colleges. In order to promote more fully inter-institutional collaboration in teaching, research, and program development, provision is made in these Bylaws for the creation of Federated Departments to be formed out of similar disciplines at NJIT and FASN. It is envisaged that close cooperation will develop between standing committees of the faculty at the two institutions.

7. The Faculty of Arts and Sciences, other units of Rutgers based at Newark, and the various colleges and schools at NJIT all have individual and distinctive missions. For FASN it is the liberal arts and sciences tradition represented in its essentials through the various academic departments. These Bylaws provide for the possibility of federation with disciplinary counterparts at NJIT, as well as permitting less formally structured collaborative or cooperative arrangements. All such combinations require the consent of the members of the department concerned, and federation further requires the agreement of a majority of the faculty at FASN at a regularly scheduled meeting. No discipline currently represented at FASN may be eliminated through federation without the consent of both the Rutgers department and two-thirds of the faculty as a whole as provided in Section V of these Bylaws.

8. Student services and support shall be available to all students on an equitable basis and in a manner attentive to their different needs and schedules.

9. Every reasonable effort shall be made to ensure that the allocation of faculty within each department to day and evening courses reflects that department’s composition of full-time and part-time faculty and the distribution of senior and junior faculty.

**SECTION II: MEMBERSHIP**

1. *Voting Members.* The voting members of the Faculty of Arts and Sciences–Newark shall include the following: the President of the University; the Executive Vice President for Academic Affairs; the Newark Chancellor; the Newark Provost; the Dean of the Faculty of Arts and Sciences–Newark; the Senior Associate Dean of Faculty; the Associate Dean for Educational Initiatives; all full-time members of the Faculty of Arts and Sciences–Newark (excluding those on unpaid leave) holding the rank of Assistant Professor, Associate Professor, Professor, or Distinguished Professor; full-time non-tenure-track (NTT) faculty who have served at least one year; Chairs of Federated Departments; the Director of the Educational Opportunity Fund (EOF); the Director of the Writing Program; the Director of the Writing Center; the Director of the Rutgers Learning Center; and the Dean of Academic Services.
2. **Non-Voting Members.** The non-voting members of the Faculty of Arts and Sciences–Newark shall consist of the following:

   a) All full-time faculty members budgeted to units on the Rutgers University–Newark campus other than FASN who are invited to teach in an FASN academic department, during the tenure of such teaching only;
   
   b) NTT faculty in the first year of their appointment;
   
   c) All full-time Lecturers and Visiting Faculty members during the tenure of their relevant department appointment with voice, but no vote, on all faculty matters;
   
   d) All NJIT faculty members (other than Federated Department Chairs) who are members of Federated Departments as defined in Section V.

Such associate members will have the right to attend all FASN meetings with voice, but no vote.

**SECTION III: THE DEAN OF THE FACULTY**

1. The Dean of the Faculty of Arts and Sciences–Newark has a primary responsibility for the governance of the Colleges. University statutes charge the Dean with the administrative supervision of the Colleges, leadership of the Faculty in carrying out its responsibilities, and, with the advice of Department Chairs, the development of the budget.

2. The Dean shall be accountable to the Faculty of Arts and Sciences–Newark, and shall maintain open communication and consult with the Faculty concerning both resource allocations and long-range planning. The Dean shall also maintain open communications with individual departments regarding resource allocations and long-range planning relevant to the department’s mission. The Dean shall be the Faculty’s advocate to the Provost, the Chancellor, the Central Administration, and to the public at large, and shall help resolve conflicts of interest among faculty members so that collegiality is maintained.

3. It is the responsibility of the Dean to ensure that academic decisions of the Faculty are carried out and that the statutes of the University and the Bylaws of the Faculty are adhered to by all members of FASN.

4. The Dean shall be assisted by a Senior Associate Dean of Faculty. The Senior Associate Dean shall assist the Dean in his or her functions and act in his or her absence.

5. The Dean shall also be assisted by an Associate Dean for Educational Initiatives, who shall work directly with the Department Chairs on matters relating to the instructional mission of the Colleges as well as other educational initiatives.

6. The Dean of FASN shall be a tenured member of one of the academic departments at the rank of Professor or above.

7. The Senior Associate Dean of Faculty shall be a tenured member of one of the academic departments.
8. Neither the Dean, nor the Senior Associate Dean of Faculty, nor the Associate Dean for Educational Initiatives shall vote on departmental affairs.

SECTION IV: OFFICERS

1. The officers of the Faculty of Arts and Sciences—Newark, shall be the Faculty Secretary, the Parliamentarian, University Senators, representatives to campus-wide committees, and the members elected to faculty committees.

2. Nominations to each of these positions, except for the Parliamentarian and members of the Committee on Governance, Bylaws, and Nominations, shall be made by the Committee on Governance, Bylaws, and Nominations; additional nominations may be made from the floor of a Faculty meeting. Where positions are contested, election shall be by secret ballot. In the case of ties, run-offs shall be held; in the case of a tie in the run-off, the deciding ballot shall be cast by the Dean. The results of all faculty votes, including numerical totals, shall be promptly reported to the Faculty, either directly at the meeting wherein the vote is taken or to the departments for distribution.

3. The Faculty Secretary shall be elected by the faculty for a term of two years. The Faculty Secretary shall not be re-elected to an immediately succeeding term. The Faculty Secretary shall see that accurate minutes of Faculty meetings are kept and distributed to the members, shall supervise elections of faculty officers and Department Chairs, and shall serve ex officio on the Committee on Governance, Bylaws, and Nominations. The Faculty Secretary shall keep these Bylaws updated and ensure their distribution to the Faculty.

4. The Parliamentarian shall be appointed by the Dean for a term of one year, subject to reappointment by the Dean. The Parliamentarian shall advise the Faculty and the Dean on parliamentary procedures. Matters of substance concerning procedure shall be referred to the Committee on Governance, Bylaws, and Nominations, on which Committee the Parliamentarian shall serve ex officio.

5. University Senators shall be elected by the Faculty to serve three-year terms, staggered so that one-third of their number are elected each year. Their number and their duties shall be determined according to University statutes. The Senators shall designate one of their number to report to the Faculty at each Faculty meeting.

6. If, as strongly urged by this Faculty, the Chancellor or Provost should establish campus-wide assemblies or committees, members of these assemblies and committees shall be chosen in the manner of other elected Faculty officers.

SECTION V: DEPARTMENTS

1. Departmental Appointments. Each full-time tenured, tenure-track, or NTT member of the Faculty shall be appointed in accordance with University procedures to an appropriate academic Department in FASN.
2. **Establishing and Eliminating Departments.** Recommendations for the establishment, elimination, or combination of departments within FASN may be made only after open hearings by the FASN Planning and Budget Committee and after subsequent approval by a two-thirds vote of the voting members of the Faculty. Should a department present evidence to the FASN Planning and Budget Committee that indicates an inability to carry out its mission as specified in these Bylaws, owing to inadequate resource allocation, the Committee may meet with the Dean to discuss the department's concerns. Following these discussions with the Dean and by simple majority vote of the Planning and Budget Committee, the Committee may conduct open hearings on these concerns. Any proposals for establishment, elimination, or combination of departments within FASN shall be forwarded to the Board of Governors in accordance with University regulations.

3. **Federated Departments.** FASN departments will have the right to form Federated Departments with NJIT faculty in corresponding disciplines in accordance with procedures detailed below.

   (a) The term “Federated Department” recognizes that each federated department has been created out of two separate departments or divisions, one at NJIT and one at FASN. The procedures for formation of the federated department will be as follows. Whenever a majority of members of a FASN department and a majority of members in the same discipline at NJIT agree to a federation, the Chair of the FASN department will bring such a proposal for federation to the FASN. A recommendation for the establishment of a Federated Department shall be made to the Dean only after it is approved by a simple majority vote at a meeting of FASN. Such recommendation shall take effect after it is approved by the appropriate constitutional authorities at Rutgers University and NJIT.

   (b) Federated Departments will review the status of federation every three years and report on this review to the Dean, the Faculty, and the appropriate unit of NJIT. If, during such a review, either a majority of members of any one unit of a Federated Department, or a 2/3 majority of the full membership of a Federated Department, vote in favor of dissolution, such a Federated Department will be considered as dissolved at the end of that academic year. Furthermore, if the Chair of a Federated Department which has voted to dissolve itself is a member of the NJIT faculty, a new election for a Chair will be held for the FASN Department.

4. **Primary Department.** When a faculty member’s responsibilities fall in the domains of more than one department, whether at FASN, another Rutgers unit, or NJIT, his or her Dean shall designate one of them as the primary department where all personnel actions, scheduling, administrative support, etc., will be undertaken. A faculty member shall vote in his or her primary department.

5. **Department Chairs.** The Dean shall appoint in each FASN and Federated Department a member to be Department Chair. The Chair of the Federated Department can be either a member of FASN or NJIT. In the case of Federated Departments, the appointment becomes
6. The **Chair’s term** shall be determined by vote of the department, but shall not be for more than three years.

7. **Eligible Candidates.** The slate of candidates for nomination as Department Chair shall include all tenured faculty members whose primary appointment is in the Department at the rank of Associate Professor or higher. No individual shall be eligible to be nominated to serve as Chair at the end of six successive years as Chair.

8. **Nominations.** When a Department Chair’s term is to expire, the department must nominate to the Dean a candidate for the position in accordance with the following procedure. For the purposes of nominating a Department Chair, the following shall be considered voting members: all full-time, tenured or tenure-track faculty members primarily assigned to that department (excluding those on unpaid leave) holding the rank of Assistant Professor or higher.

9. **Ballots.** In the case of FASN departments, the Faculty Secretary shall circulate to all voting members a ballot containing the complete slate of eligible candidates. In the case of Federated Departments, the FASN and NJIT Deans will jointly appoint the Faculty Secretary from one institution or the other to carry out these responsibilities. These ballots shall be distributed no later than March 1 of the year in which a new Chair is to be appointed.

10. Prior to the balloting, those who do not wish to serve as Chair must be given an opportunity to indicate that fact on the ballot.

11. The ballot shall be marked in secret and returned to the Faculty Secretary, who shall, in turn, make the results of the voting, with the number of votes cast for each candidate, known to the Dean and to the members of the department no later than April 1.

12. **Nomination.** Nomination shall be by simple majority of the voting members. If no candidate receives a majority, a run-off shall be held between the two individuals with the highest number of votes. If there is a tie in the run-off, another ballot shall be conducted. If this ends in a tie, selection shall be made by the Dean.

13. **Disagreements.** If the Dean rejects the nominee of the department, he or she shall meet with the voting members of the department as a group to make the reasons known. If the disagreement is unresolved, the FASN department may appeal to the FASN Committee on Review for a final recommendation to be made by the Dean. In the case of Federated Departments, a joint FASN/NJIT Committee on Review composed of two tenured members from each institution will be empaneled to provide a final recommendation to the FASN and NJIT Deans. For FASN, the two elected members (or the elected alternates) of the FASN Committee on Review will serve as the members of the joint FASN/NJIT Committee on Review.
14. **Announcement.** The Dean shall announce the appointment of the Department Chair no later than April 15 of the year he or she is to take office.

15. **Acting Chairs.** Under extraordinary circumstances, the Dean may appoint a Faculty member to serve as Department Chair in an acting capacity for a period of not more than one academic year.

16. **Chairs’ Responsibilities.** Department Chairs shall normally assume their responsibilities on July 1, in consultation with the Dean. Department Chairs shall normally receive a calendar-year appointment for the duration of their term in office and should carry a diminished teaching load.

17. **Duties.** The Department Chair of an FASN or Federated Department is the chief administrative officer of the Department, charged with the task of supervising the daily activity of the Department in accordance with University Statutes. His or her primary duties are to allocate available personnel and facilities to provide effective undergraduate and graduate instruction and research in the disciplines represented by the Department, and to provide effective leadership for planning, growth, and improvement of the department. In conjunction with the members of the Department, he or she shall recruit, orient, and mentor new members; evaluate the members, curricula, and programs of the Department; ensure that students are properly advised and evaluated; develop the budget and allocate the resources of the Department; and assign Department members to their teaching and other responsibilities. Teaching assignments will be made after consultation with the Department members involved. He or she shall also see that the Department makes as effective as possible a contribution to graduate and professional educational programs appropriate to its disciplines, as well as to correlative undergraduate programs within the colleges. The Department Chair is accountable to the members of the Department, to the Dean, and to the Faculty at large.

18. **Reporting.** Members of the Department normally should bring all matters of departmental concern to the attention of the Department Chair before approaching any dean, provost, chancellor, or higher administrative authorities.

19. **Departmental Bylaws.** Each Department shall promulgate its own Bylaws, which may in no instance contradict the Bylaws of this Faculty or the Statutes of Rutgers University. In the case of Federated Departments, such Bylaws may not contradict the Bylaws of FASN or the Statutes of Rutgers University or NJIT.

20. **Departmental Personnel Committees.** In the case of both FASN Departments and Federated Departments, only tenured members of FASN primarily assigned to each Department shall constitute the Department’s Personnel Committee. Members of rank equal to or higher than that proposed for a candidate for appointment, reappointment, or promotion shall, after full and adequate discussion, evaluate the candidate and forward that evaluation to the Dean before personnel action is taken by FASN and the University. When there are fewer than six tenured faculty members at or above the proposed rank of a candidate for promotion or
reappointment, the Dean shall be guided by the appropriate University Statutes. In FASN Departments with fewer than six faculty members eligible for the Department Personnel Committee, the full-time tenured faculty in that Department shall nominate to the Dean faculty members from other Departments to augment the personnel committee. If the Dean does not accept the Department's nomination, he or she shall provide a written rationale to the department for his or her rejection of its nominees.

In the case of reappointment and promotion, departmental evaluations shall include evaluations by students of the candidate's teaching effectiveness.

In the case of Federated Departments, the responsibility for preparing and administering appointment, reappointment, and promotion packages will be in the hands of the current Chair, whether he or she be a faculty member in FASN or NJIT. In accordance with University procedures, tenured members of FASN at or above the rank for which appointment, reappointment, tenure, or promotion is being considered will evaluate the candidate and vote; tenured members of NJIT at appropriate rank will participate in the evaluation of such a candidate but record the evaluation in the form of a memorandum, which will accompany the packet. Faculty members who are tenure-track at the inception of the Federated Department shall have the choice at the time of tenure evaluation of being considered only by the faculty members who would have evaluated him or her if federation had not occurred. If the faculty member chooses the latter method and the Chair is not a tenured member of her or his home institution, the Dean shall select one of the tenured members of the home institution to act as Chair.

As specified in the University's Academic Reappointment/Promotion Instructions, "The department chair has the responsibility to draft the departmental report, reflecting both majority and minority views if there is a division, describing the candidate's contributions to collaborative efforts and adding any explanatory commentary the chair deems necessary for later levels to understand the departmental proceedings and viewpoints." The departmental narrative accompanying each reappointment and promotion packet shall be made available to all voting members of the Personnel Committee. A minority report may also be submitted. In the case of new appointments, reappointments, and promotions, all Department members shall have the right to express their views to the Personnel Committee.

21. **Department Meetings.** Each Department shall hold at least two meetings per year, for which minutes shall be kept and made available to all members.

**SECTION VI: COUNCIL OF CHAIRS**

1. There shall be established a Council of Chairs, composed of all current FASN and Federated Department Chairs and any other persons the Dean chooses to appoint.

2. It shall meet at regular intervals to discuss all administrative and academic questions of concern to NCAS and UCN and to facilitate communication between the Dean and NCAS, UCN, and NJIT, when appropriate.
SECTION VII: AD-HOC AND STANDING COMMITTEES

1. **Ad-Hoc** Committees may be formed for specific purposes at the initiative of the Dean or by mandate of the faculty. Members may be either appointed or elected by the voting members of FASN to serve until the specific purpose of the Ad-Hoc Committee has been achieved, at which time the Committee shall be dissolved. Each Ad-Hoc Committee shall report its activities in writing to the Faculty at least once each year.

2. The **Standing Committees** of the Faculty of Arts and Sciences-Newark are: Affirmative Action; Appointments and Promotions; Courses of Study; Educational Assessment and Effectiveness; General Education; Governance, Bylaws, and Nominations; Library and Information Technology; Planning and Budget; Review; Scholastic Standing; and Student Affairs, Admissions, and Financial Aid.

3. **Voting Members.** Except where noted, ex-officio members of the Standing Committees shall have voice but no vote.

4. **Eligibility.** All voting members of the Faculty who have regular academic appointments are eligible to be elected or appointed to all Standing Committees except Appointments and Promotions, but a member may not be elected or appointed to the committee on which he or she serves ex officio.

5. **Reports.** Each Standing Committee shall report its activities in writing to the Faculty at least once each year.

6. **Committee Chairs and Recorders.** The previous year’s chair of each Standing Committee shall convene the Committee for its first meeting of the fall semester. Should that person be unavailable, the Dean or his or her representative shall convene the Committee for the first meeting. At the first meeting, the Committee shall choose one of the members to serve as Chair for the year, and shall choose another of its members to act as Recorder.

7. **Procedures.** Each Standing Committee shall establish its own procedures within the general practices of FASN and the University.

8. **Terms.** Except where noted, the term of service on a Standing Committee shall be three years. Terms of members of Standing Committees shall begin on the first day of classes in the fall and end on the day their replacements take office.

9. **Staggered Membership.** In committees on which membership is staggered, one-third of the members shall be elected each year, and the terms of the faculty members shall be staggered so that at least one-fourth of their number are elected each year. When a new Committee is formed with staggering terms of membership, the length of the initial term of each member shall be determined by lot.
10. **Student Representatives.** In any Committee on which student members serve, the Student Government Association shall be invited to appoint student representatives. In any Committee on which more than one student member serves, at least one student shall be from NCAS and at least one from UC. No students shall participate in any matters that require access to confidential or otherwise protected information.

**Section VII-A: Affirmative Action**

1. **Membership.** The Committee shall consist of two tenured members and two tenured alternates elected by FASN, and two tenured members and two tenured alternates appointed by the Dean after the results of the faculty elections are known. No two of the four regular or four alternate members shall be from the same department.

2. **Terms.** Terms are for one year.

3. **Responsibilities.** The Committee may hear and attempt to settle disputes either among faculty members or between faculty members and the administration which do not fall under the terms of the current Collective Bargaining Agreement. The Committee shall be advisory to the Dean of the Faculty and shall report its findings to the appropriate administrative officers, Chairs of involved Departments, and to the Faculty. In addition to reviewing individual cases, the Committee may, on its own initiative, make recommendations on policy matters to the Deans, to departments, and to the Faculty.

**Section VII-B: Appointments and Promotions**

1. **Membership.** There shall be Appointments and Promotions Committees advisory to the Dean of the Faculty of Arts and Sciences, and their membership shall be drawn from a pool of fifteen tenured members, five from each of the three divisions of the Faculty. Within each division three of the five members must be full Professors. For purposes of these Bylaws these divisions are defined as follows:
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<th>Sciences and Mathematics</th>
<th>Social Sciences Arts</th>
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<td>Biological Sciences</td>
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*Eligible tenured members of the departments of Urban Education, African American and African Studies, and Psychology shall be distributed among these three divisions of the Appointments and Promotions Committee pool in accordance with their scholarly credentials. Cases for reappointment, promotion, and tenure of faculty from the Urban Education, African American and African Studies, and Psychology departments and candidates from other departments deemed appropriate by the Dean would go to an Appointments and Promotions Committee appropriate to the scholarly background of the candidate being considered.*

2. The Dean has the power of appointment, but shall consider the faculty’s recommendations for seven of the fifteen members. FASN shall recommend to the Dean its nominees for appointment to the Committee by regular election from a slate of candidates drawn by the FASN Committee on Governance, Bylaws, and Nominations.

3. When a candidate comes up for evaluation, the Dean shall appoint from the above pool of fifteen members a Committee consisting of four members, at least two of whom shall be drawn from the candidate’s division.

4. **Conflicts of Interest.** Individual members of the Committee are excluded from serving on cases involving a candidate from the member’s Department, or whenever the member believes he or she has a conflict of interest with regard to the candidate. Furthermore, a member of the Appointments and Promotions Committee may participate only in those appointments and promotions to ranks at or below the rank the Committee member currently holds. Each candidate for appointment, reappointment, or promotion shall have the right to raise questions of conflict of interest with regard to any member of a Committee. The Dean shall take such representation into consideration in deciding the composition of that particular Committee.

5. **Term.** The term of appointment for members shall be one year. No member of the Appointments and Promotions Committee shall serve more than two consecutive years. So far as possible, the Dean shall minimize any redundancy of membership within one department.

6. **Responsibilities.** It shall be the duty of the Committee independently to review recommendations for appointment, reappointment, and promotion of Faculty members. Each Committee shall appraise the evaluations of the candidate’s professional competence in accordance with established University procedures. Should a Committee reach conclusions substantially different from departmental recommendations concerning professional competence, it shall specify the reasons for its disagreement.
7. In addition to reviewing cases, the Committee may make recommendations about personnel policies to Departments, to the Dean, and to the Faculty.

Section VII-C: Courses of Study

1. *Membership.* The Committee shall consist of the Dean or his or her representative ex officio, two students, and nine faculty members elected by FASN to staggered three-year terms.

2. *Faculty Members.* Of the nine faculty members, three shall be from the Humanities, three from the Natural Sciences, and three from the Social Sciences. No two faculty members shall be from the same department.

3. *Responsibilities.* The Committee shall maintain a continuing review of all instructional programs and recommend to the Dean and the faculty ways of improving curricular quality and effectiveness; examine and make recommendations to the faculty concerning all proposed additions, deletions, or major changes in courses; and initiate, examine, and make recommendations to the Faculty concerning the establishment of new programs and the termination of old ones. Proposals for program change may also be initiated by faculty members other than those serving on this Committee.

Section VII-D: Educational Assessment and Evaluation

1. *Membership.* The Committee shall consist of two students; three faculty members, representing each of the three major divisions of the faculty, elected to staggered three-year terms; and the Associate Dean of Undergraduate Education or his or her representative serving ex officio.

2. *Responsibilities.* The Committee is responsible for assessing teaching effectiveness in the Colleges. The Committee shall develop and implement specific and credible measures for the evaluation of teaching at both the undergraduate and the graduate level, and shall continuously propose changes as needed to promote teaching excellence. It serves as an advocate for the faculty member in his or her function as teacher, and at the same time, oversees the teacher's responsibility to the students.

Section VII-E: General Education

1. *Membership.* The Committee shall consist of twelve faculty members, serving staggered three-year terms and representing the widest possible spectrum of FASN programs and departments.

2. Its composition shall include 1 member from the Writing Program; 1 from Mathematics; 2 from the Natural Sciences; 1 from History; 1 from English; 1 from Spanish & Portuguese Studies; 1 from Arts, Culture and Media; 2 from any other FASN departments not already represented.
3. No more than one member may be drawn from any one department.

4. The Committee may also include two additional non-voting tenured faculty members, one from the Rutgers Business School and one from either the School of Criminal Justice or the School of Public Affairs and Administration.

5. **Responsibilities.** The Committee shall:
   
   a. Determine, in collaboration with the relevant Departments, which specific courses within a discipline shall be recommended as meeting the General Education requirements;
   
   b. Ensure that said courses address the learning objectives as mandated by the 2009 Faculty resolution; and
   
   c. Review, at least every five years, the established General Education courses.

**Section VII-F: Governance, Bylaws, & Nominations**

1. **Membership.** The Committee shall consist of the Faculty Secretary and Parliamentarian ex officio, and five tenured faculty members elected by FASN for staggered three-year terms.

2. **Responsibilities.** The Committee shall maintain a review of the governance of FASN and the Colleges and shall make recommendations to the Faculty and the Dean for its improvement. The Committee may initiate and shall review proposed amendments to these Bylaws and report to the Faculty for final action. Questions of rules of procedure shall be referred to this Committee for ruling.

3. It shall be the duty of the Committee on Governance, Bylaws, and Nominations to review these Bylaws at two-year intervals and to update them as needed. All changes must be approved by FASN.

4. Further, the Committee shall prepare slates of nominees for elections to all FASN Standing Committees except itself. It shall nominate candidates for the post of Faculty Secretary, University Senators, representatives to campus-wide committees, and replacements for various elected posts, while the duly elected members are on leave or otherwise unable to serve.

5. In carrying out its duties pertaining to nominations, the Committee shall ensure that all disciplines of the Faculty are represented in the various committees and posts, including the University Senate. It shall prevent unfair burdens from falling on a few active faculty members. To this end, once a faculty member has completed a three-year term on a given committee, he or she shall not normally be renominated or reappointed to the same committee during the next year.
Section VII-G: Library and Information Technology

1. **Membership.** The Committee shall consist of the Director of Dana Library and a representative from the Chancellor’s office in the area of information technology ex officio, two students, and six faculty members elected by FASN for staggered three-year terms.

2. **Responsibilities.** The Committee shall consult with the Dana Library Director in areas such as the development of collections in accordance with campus needs and the maintenance and improvement of services. It shall serve as liaison between the Library and the Faculty of Arts and Sciences, and the dissemination of information to the University community.

3. The Committee shall also advise FASN on all matters concerning computers and their use on campus. It will encourage and assist faculty members and FASN departments in the use and integration of computers in all aspects of teaching and research. It will represent the FASN to RUCS and other components of the University in all matters pertaining to computers and their use on the Newark campus.

Section VII-H: Planning and Budget

1. **Membership.** The Committee shall consist of the Dean or his or her representative ex officio, two students, and six tenured or tenure-track faculty members elected by FASN for staggered three-year terms.

2. **Responsibilities.** The Planning and Budget Committee shall concern itself with long-range planning for FASN, with special attention to the separate missions of the two colleges. The Committee shall work with the Dean as internal resources are requested, allocated, and re-allocated, so that the annual budget reflects the long-term goals of the colleges.

Section VII-I: Review

1. **Membership.** The Committee shall consist of two tenured members and two tenured alternates elected by FASN members, and two tenured members and two tenured alternates appointed by the Dean after the results of the faculty elections are known. No two of the four regular or four alternate members shall be from a single department.

2. **Terms.** Members shall serve for one year.

3. **Responsibilities.** The Committee shall be organized to review any conflicts or problems in personnel assignment, curriculum, administrative structure and distribution of academic resources. The Committee shall advise the Dean, the Affirmative Action Officer, the Department Chairs, and the Faculty regarding hiring policies and practices, and, when necessary, review the statistics regarding rank, salary, promotion, reappointment, and tenure and other personnel factors to ensure that the colleges meet
their affirmative action goals without discrimination, consistent with University Policy 60.1.12, “Policy Prohibiting Discrimination and Harassment.” The Committee shall have the obligation to respect the confidentiality of individual personnel information under its review and shall issue periodically reports to the faculty.

Section VII-J: Scholastic Standing

1. **Membership.** The Committee shall consist of the Associate Dean for Educational Initiatives or his or her representative, serving ex officio; two students; and seven faculty members elected by FASN to serve staggered three-year terms.

2. **Responsibilities.** The Committee shall recommend for both NCAS and UCN criteria for academic honors and scholarships, academic probation, and academic dismissal. The Committee shall establish and administer appeals procedures for the colleges. However, student members of the Committee shall not participate in the evaluation of appeals by individual students. The Committee shall act as appeals board to review administrative decisions on student academic grievances.

Section VII-K: Student Affairs, Admissions, and Financial Aid

1. **Membership.** The Committee shall consist of the Associate Dean for Educational Initiatives or his or her representative, serving ex officio; three students; and six faculty members elected by FASN to serve staggered three-year terms. In addition, the committee may, at its discretion, appoint other administrative officers concerned with student life issues being discussed by the committee to serve as ex officio members. The committee may also create subcommittees to deal with specific issues.

2. **Responsibilities.** The Committee shall review, when necessary, criteria for admission to both NCAS and UC-N, in accordance with the mission and goals of each college.

3. The Committee shall concern itself with the quality of student life, including extra-curricular activities and the quality of life on campus.

4. The Committee shall, in consultation with appropriate student bodies, also recommend to the Faculty standards and regulations for student conduct and discipline, including appeal procedures, as they relate to non-separable offenses covered by the Rutgers University Code of Student Conduct. The Committee shall ensure that cases which may result in disciplinary penalties are handled with due process and that the rights of students accused of infractions are protected.

**SECTION IX: FACULTY MEETINGS**

1. **Frequency.** There shall be at least two Faculty meetings each semester of the academic year.
2. **Calling Meetings.** Meetings may be called by the President, the Chancellor, the Provost, or the Dean, or by written petition of at least twenty-five voting members of FASN.

3. **Quorum.** A quorum shall consist of thirty percent of the voting members of the Faculty on duty during the semester.

4. **Presiding.** The Dean shall normally preside at Faculty meetings, unless the President, Chancellor, or Provost are present and presiding. When necessary, the Dean may designate a member of the Faculty to preside.

5. **Procedures.** Robert’s Rules of Order shall be followed, and, except where noted, all decisions shall be by majority vote of the voting members present.

6. **Open Meetings.** Meetings shall be open to the public, including students and the press, provided that order is maintained.

7. **Order of Business.** The order of business at a Faculty meeting shall be: (1) approval of the minutes of the previous meeting; (2) announcements; (3) the report of the Dean; (4) reports of faculty councils; (5) reports of faculty members serving in the Senate and in other University or campus-wide organizations; (6) old business; and (7) new business.

8. **Agenda.** The agenda for a Faculty meeting shall be prepared by the Dean and circulated to all voting members of the faculty at least seven calendar days before the meeting. The agenda shall include an outline of the business to be considered and a sequence of the presentation of such business. All resolutions, reports, and motions that commit the Faculty to any policy questions shall be distributed to the voting members of the faculty at least seven calendar days before the meeting. Substitute resolutions shall be distributed to the voting members seven calendar days before resolutions may be offered from the floor, as may amendments to amendments.

9. **Suspension of These Rules.** Any of these rules may be suspended by a vote of two-thirds of the voting members present.

**SECTION X: CHANGES TO THESE BYLAWS**

1. Proposed changes in these Bylaws must be presented to the Committee on Governance, Bylaws, and Nominations before the Faculty meeting in which the changes are considered.

2. The Committee shall report in writing its recommendations concerning all proposed changes to the voting members of the Faculty at least seven calendar days before the Faculty meeting.

3. Amendments to the proposed changes, and amendments to the amendments, may be raised from the floor of the Faculty meeting.

4. Decisions shall be made by a simple majority of the voting members present.
April 1995
Approved by FASN

Amended 10/22/86  Amended 03/22/00
Amended 03/11/87  Amended 03/12/03
Amended 05/01/89; 05/03/89  Amended 11/2/05
Amended 03/05/90  Amended 04/27/07
Amended 04/20/92
Amended 04/19/93
Amended 04/18/94
Amended 04/12/96
Amended 11/30/98
FACULTY OF ARTS AND SCIENCES MEETING
Monday, March 9, 2015

Present

Arena Glamolija Oertel Sohrawardy
Benasich Huskey Pare Stemberger
Bonder Josephson Peterman Stewart-Winter
Bremner Keating Puhak Strub
Cohen Kiniry Rizzo Takesue
Dark Kline Rodriguez Watson
Dobrowolski Kraus Rodriguez Weber
Englot Lew Rollino Wu
Eversman Loftin Rouff Xiang
Friedman Malloy Satter Zaborszky
Gao Mao Seiglie
Gates Mundra Sharma

Excused

Abbas Goodman Larson
Baker Guo Loeb
Bartkowski Hadas Lomas
Bland Heffernan Lynch
Edmondson Hirschberg Maiello
Feighn Hoddeson Miller
Floreen Jones Phillips
Foley Jordan Randall
Franklin Keene Schaefer
Gonzalez Kirby Schorr

Approved Minutes

The Minutes of the December 8, 2014 meeting was approved as presented.

Dean’s Report

Dean Lewis called upon Dr. Phylis Peterman, Chair of the Department of Social Work to offer a memorial minute for Dr. Paul Shane, who passed away on June 25, 2014. Dr. Peterman acknowledged Dr. Shane accomplishments and called for the memorial minute to be included in the faculty minutes. After a moment of silence, the resolution was voted on and approved.

At this time, Dean Lewis continued her report, which included the following comments:

- Spoke briefly in remembrance of Dr. Said Samatar in the Department of History who recently passed away on February 24.
- Fundraising update
  - Capital Campaign $25,356,211
  - CY 2014, FASN $3,700,000
  - Contributions in honor of Dr. Clement Price $5 million and growing
- Renamed the IECME in honor of Dr. Price
  - Clement Alexander Price Institute on Ethnicity, Culture, and the Modern Experience
- Board of Governors appoints April A. Benasich first holder of The Elizabeth H. Solomon endowed chair in Developmental Cognitive Neuroscience.

The Dean concluded her report and called on the following committees to present their reports.
Course of Study Committee

Professor Harold Siegel, Chair of the Committee, moved for the adoption of Sections I, II, and III of the Committee’s February 16, 2015, report. Professor Siegel motion was seconded and approved.

General Education Committee

Professor Eva Gilo, Chair of Committee, moved for the approval of the following proposal for setting the minimum number of degree credits required for graduation at 120 credits. After some discussion, the Committee’s proposal was seconded and approved.

The Chancellor’s Office has asked that all units consider setting 120 credits as the minimum number of credits required for graduation. After due discussion, the General Education Committee would like to recommend that NCAS amend its degree requirements to a minimum of 120 credits, rather than the current 124 credits.

We recommend that the NCAS catalogue be changed to read:
“In order to graduate from the Newark College of Arts and Sciences or University College-Newark all students must complete the following requirements:
1. Successfully complete at least 120 academic credits.”

And the University College-Newark catalogue likewise be amended to read:
“In order to graduate from the University College Newark all students must complete the following requirements:
1. Successfully complete at least 120 academic credits.”

Background:
Setting the minimum degree requirement at 120 credits would align our requirements with those of RU-New Brunswick, RU-Camden, and numerous comparable institutions nationwide. It would also reflect the New Jersey State Assembly’s recent approval of a bill mandating that “the standard number of credits required for the award of a baccalaureate degree from a four-year public institution of higher education is 120 credit hours.” The rationale behind the change is that it would help to facilitate a manageable time to degree.

Scholastic Standing Committee

Professor William Keigher, Chair of Committee, moved for the approval of the following proposal for changes in the FASN academic dismissal policy. After some discussion, the Committee’s proposal was seconded and approved.

The FASN Scholastic Standing Committee recommends that the Faculty of Arts and Sciences – Newark adopt the following changes to the FASN academic dismissal policy.

These changes are being put forth with the goal of preventing more students from getting into academic difficulties by intervening with help for their program of study earlier than is the case currently. The changes are highlighted below in the proposed document.

The main goals of these changes are to:

- Provide for earlier intervention in cases of academic difficulties,
- Provide for a new level of intervention (suspension) between probation and dismissal, and
- Align the standards for acceptable academic progress with the existing standards in use to determine eligibility for financial aid.

In the document below, the deletions are indicated by strike-through and the insertions by underlining.
Academic Probation
A student is automatically placed on Academic Probation when any one of the following criteria is met:

<table>
<thead>
<tr>
<th>Credits Attempted</th>
<th>Percentage of Attracted Credits Which Must Be Completed</th>
<th>Minimum Cumulative GPA Which Must Be Attained</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-30</td>
<td>70%</td>
<td>2.000</td>
</tr>
<tr>
<td>31-59</td>
<td>75%</td>
<td>2.000</td>
</tr>
<tr>
<td>60-89</td>
<td>80%</td>
<td>2.000</td>
</tr>
<tr>
<td>90 and Above</td>
<td>85%</td>
<td>2.000</td>
</tr>
</tbody>
</table>

- A cumulative grade-point average of less than 2.000.
- A term grade-point average less than 1.750. Please note, this does not include summer or winter sessions.
- Semester (term) grade-point averages of less than 2.000 for two consecutive semesters of enrollment at Rutgers University, full time or part time. Please note, this does not include summer or winter sessions.
- Failure to complete successfully 60 percent or more of all credits attempted within seven years immediately prior to the time of academic review, including attempts for which W grades are received.
- Failure to enroll in a composition course, or preparatory course, as determined by the established placement standards at the college and prior course history, each and every semester until the writing proficiency requirement is satisfied, unless otherwise advised in writing by the Director of the Writing Program or the Office of Academic Services
- Failure to enroll in the mathematics Quantitative Reasoning course, as prescribed by the placement standards at the college and prior course history, and continue to enroll each and every semester until the mathematics Quantitative Reasoning proficiency requirement is satisfied, unless otherwise advised in writing by the Coordinator of Elementary Mathematics or the Office of Academic Services
- Failure to complete successfully earn a C or better in any course after three two attempts, including those for which W grades are received.
- When Academic Progress fails to meet any one of the following standards:

Suspension (NOTE: This is a new section.)
A student is automatically suspended for one term (fall or spring) when any one of the following criteria is met:

- A term grade-point average less than 2.000 for two consecutive terms. Please note, this does not include summer or winter sessions.
- Receipt of a failing grade in the Academic Success course.
- Failure to enroll in a composition course, or preparatory course, as determined by the established placement standards at the college and prior course history, for two semesters unless otherwise advised in writing by the Director of the Writing Program or the Office of Academic Services.
- Failure to enroll in a Quantitative Reasoning course, as prescribed by the placement standards at the college and prior course history, for two semesters unless otherwise advised in writing by the Coordinator of Elementary Mathematics or the Office of Academic Services.
- Failure to earn a C or better in any course after three attempts, including those for which W grades are issued.
- When Academic Progress fails to meet any one of the following standards:
<table>
<thead>
<tr>
<th>Credits Attempted</th>
<th>Percentage of Attempted Credits Which Must Complete at Least</th>
<th>Minimum Cumulative GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-30</td>
<td>60%</td>
<td>1.700</td>
</tr>
<tr>
<td>31-59</td>
<td>70%</td>
<td>1.900</td>
</tr>
<tr>
<td>60-89</td>
<td>75%</td>
<td>2.000</td>
</tr>
<tr>
<td>90 and Above</td>
<td>80%</td>
<td>2.000</td>
</tr>
</tbody>
</table>

**Dismissal**

A student is automatically dismissed for one year when any one of the following criteria is met:

- The cumulative grade point average is less than the minimum listed below:
  - 0–55 credits: 1.500
  - 56–89 credits: 1.700
  - 90–123 credits: 1.900
  - Over 123 credits: 2.000

- A semester term grade-point average less than 2.000 for three consecutive semesters of enrollment at Rutgers University, full-time or part-time terms and cumulative grade-point average less than 2.000.

- Failure to complete successfully 60 percent or more of credits attempted in any given semester while on academic probation, including attempts for which W grades are received. Success is defined as earning a grade of C or better.

- Failure to satisfy the conditions of an academic contract.

- The college determines that it is improbable that the minimum grade point average or other graduation requirements will be met.

- No student is dismissed for academic reasons until 24 credits have been attempted at Rutgers. No student is dismissed for academic reasons without having been on probation in the immediately preceding semester. No student is dismissed for academic reasons while on an academic contract if the minimal conditions of the contract are being met.

- When Academic Progress fails to meet any one of the following standards:

<table>
<thead>
<tr>
<th>Credits Attempted</th>
<th>Percentage of Attempted Credits Which Must Complete at Least</th>
<th>Cumulative GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>24-30</td>
<td>50%</td>
<td>1.500</td>
</tr>
<tr>
<td>31-59</td>
<td>60%</td>
<td>1.800</td>
</tr>
<tr>
<td>60-89</td>
<td>70%</td>
<td>2.000</td>
</tr>
<tr>
<td>90 and Above</td>
<td>75%</td>
<td>2.000</td>
</tr>
</tbody>
</table>

**NOTES:**

- Students on Probation MUST enroll and successfully complete the Academic Success course.
- Students on Suspension may enroll for one (1) course at Rutgers University – Newark, however, Financial Aid eligibility is unlikely.
- Students on Suspension do not need to apply for reenrollment the following term.
- Students on Dismissal must apply for reinstatement through the Scholastic Standing Committee. Reinstatement is not guaranteed.
University Senate

Robert Puhak, University representative, presented the following report:

Brief Overview of September, November, and December 2014 University Senate Meetings

This report highlights the September, November, and December 2014 Senate meetings. The October 2014 Senate meeting was canceled.

- 9/19/15 meeting at New Brunswick
  - Chair Ann Gould provided an update regarding Senate Executive Committee actions over the summer (taken on behalf of Senate, in light of urgent and constrained timeframe), essentially
    - As result of Condoleezza Rice situation, Senate was charged by the Administration to provide recommendations regarding selection procedure for commencement speakers and honorary-degree recipients, such that the process appropriately seeks and provides opportunity for input from RU community, including faculty, staff, students, and alumni
    - Given that the process needs to begin ~1.5-2 years before a commencement, effort was two-pronged, i.e., propose a model for i) 2015 and 2016 and ii) 2017 and beyond
    - Three special committees were formed, one per physical campus, addressing 2015 commencement at that physical campus; RBHS would be part of NB ceremony
    - Recommended removal of mandate that commencement speaker be an honorary degree recipient
  - Secretary Ken Swalagin’s report included
    - Again, in light of urgent/constrained timeframe, Executive Committee acted on behalf of University Senate, and endorsed proposal for merging Stratiford nursing program (of RBHS) with the School of Nursing in Camden, which is separate from RBHS, contingent on mutually satisfactory conclusion of Labor Management Committee process
  - President Barchi’s presented his annual address and made comments and responses on various topics including
    - Athletics funding and budget
    - Brain-injury risks related to football
    - Rutgers endowments and fundraising
    - Current status of integration, as well as responsiveness and support from state
    - Diversity and retention of faculty
    - State of the physical campuses
    - Rutgers faculty salaries relative to other AAU institutions
    - Academic Integrity Policy and related revisions
    - Rutgers’ culture and academic atmosphere

- 11/14/15 meeting at Camden
  - Secretary Ken Swalagin’s report addressed
    - RU new policy regarding Open Access
    - Correspondence from President Barchi indicating that more was being done to track amount of teaching being conducted by full and part time faculty
  - Research and Graduate and Professional Education Committee (RGPEC) provided an interim informational report regarding support for international students, indicating their final report would be delivered at the end of the academic year
  - Camden Chancellor Phoebe Haddon presented the Camden Campus Report which included comments regarding
    - Next 100 days of her chancellorship
    - Camden Strategic Plan
    - Camden having largest percentage of part-time lecturers among all RU faculty
    - Health-related research components in Camden programs
    - K-12 outreach programs
  - Senior Vice President for Finance, Michael Gower, read Administrative Report prepared by President Barchi (who was attending funeral of Clem Price in Newark); topics included
• New Dean of Rutgers Business School, Lei Lei
• RU fundraising campaign nearing $1 billion goal
• Strategic plans, physical master plans, and updates on capital programs across campuses
• Applications for admission increases
• Sexual assault and violence prevention survey

• Senior Vice President for Finance, Michael Gower also presented on the new budgeting system for RU, i.e., Responsibility Center Management (RCM); topics included
  • Differences between RCM and the current budgeting system
  • Defining the term "unit" in context of RCM
  • Tuition revenue distribution
  • Facilities and administration reimbursement
  • Conditions of RCM that would improve administrative efficiency
  • Deferred maintenance of facilities
  • Budget transparency and accountability
  • Consolidation or standardization of courses among schools and satellites
  • Role of athletics in RCM
  • RCM experiences at other universities

• 12/5/15 meeting at New Brunswick
  • Committee Reports
    • Student Affairs Committee presented a report on “Process of Changing Rutgers Cultural and Traditional Icons”
      • Spawned in large part by confusion surrounding the process that enabled a small group to change Alma Mater in 2013, and strong reactions to that change
      • Conclusions and recommendations included
        ▪ Future such changes to RU icons should be deliberated and settled through the University’s official body for shared governance, i.e., University Senate
        ▪ Study should be undertaken to evaluate satisfaction among RU community regarding 2013 changes to Alma Mater
    • Senate Executive Committee resolution to endorse American Association of University Professor’s (AAUP’s) Centennial Declaration
      • Proposed resolution to endorse AAUP’s Centennial Declaration and expanded resolution to address additional and related concerns
      • Discussion and motions on floor resulted in some minor modifications before adoption by full Senate
    • Resolution regarding Salary and Tuition
      • In light of contract negotiations regarding faculty salaries and administration’s breaking of the last contract, academic units around university recently adopted resolutions pointing out those facts and calling upon university administration to enter into serious negotiations with faculty
      • Similar resolution proposed and passed in Senate, specifically drawing attention to salary inequities for lower-paid groups, and asking administration not to further increase student tuition in order to meet reasonable salary costs
  • President Barchi presented his administrative report, addressed related questions, and heard related comments; topics included
    • Achieving $1 billion goal in fundraising campaign and allocations of some funds
    • Reserve funds
    • Physical Master Plan forums to be held at each campus
    • Applications, enrollment, administrative searches/appointments
    • Athletics financing, related six-year plan, and ultimate stature in Big Ten
    • Trends in faculty population, e.g. T, TT, NTT, PTL
    • Tuition remission for PTLs
There was no Old/New Business. The meeting adjourned at 12:17pm.

Respectfully submitted,

Eduardo Moncada
Faculty Secretary
To: Faculty of Arts and Sciences - Newark

From: Harold Siegel, Chair of the Courses of Study Committee

Date: Monday, February 16, 2015

AGENDA
Monday, February 16, 2015

The committee recommends approval for the following course requests:

I. Mathematics

Course Credit Change:
From: 21:640:114 Precalculus (3 credits)
To: 21:640:114 Precalculus (4 credits)

II. Psychology

Offer Existing Course in an Online Format:
21:830:308 Critical Thinking in Psychology (3 credits)
21:830:423 History and Modern Viewpoints of Psychology (3 credits)

Creation of a New Course (Online):
21:830:360 Professional Writing in Psychology (3 credits)

III. Sociology

Offer Existing Course in an Online Format:
21:920:303 Social Change (3 credits)
To: Members of the Faculty of Arts and Sciences – Newark

From: Eva Giloi, Chair of the General Education Committee

Date: Thursday, February 26, 2015

Re: Proposal for setting the minimum number of degree credits required for graduation at 120 credits

AGENDA
Thursday, February 26, 2015

The committee recommends approval for the following proposal:

The Chancellor’s Office has asked that all units consider setting 120 credits as the minimum number of credits required for graduation. After due discussion, the General Education Committee would like to recommend that NCAS amend its degree requirements to a minimum of 120 credits, rather than the current 124 credits.

We recommend that the NCAS catalogue be changed to read:
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And the University College-Newark catalogue likewise be amended to read:
“In order to graduate from the University College Newark all students must complete the following requirements:
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Background:
Setting the minimum degree requirement at 120 credits would align our requirements with those of RU-New Brunswick, RU-Camden, and numerous comparable institutions nationwide. It would also reflect the New Jersey State Assembly’s recent approval of a bill mandating that “the standard number of credits required for the award of a baccalaureate degree from a four-year public institution of higher education is 120 credit hours.” The rationale behind the change is that it would help to facilitate a manageable time to degree.
To: Faculty of Arts and Sciences – Newark

From: Bill Keigher, Chair of the FASN Scholastic Standing Committee

Date: Monday, February 23, 2015

Re: Proposal for changes in the FASN academic dismissal policy

The FASN Scholastic Standing Committee recommends that the Faculty of Arts and Sciences – Newark adopt the following changes to the FASN academic dismissal policy.

These changes are being put forth with the goal of preventing more students from getting into academic difficulties by intervening with help for their program of study earlier than is the case currently. The changes are highlighted below in the proposed document.

The main goals of these changes are to:

- Provide for earlier intervention in cases of academic difficulties,
- Provide for a new level of intervention (suspension) between probation and dismissal, and
- Align the standards for acceptable academic progress with the existing standards in use to determine eligibility for financial aid.

In the document below, the deletions are indicated by strikethrough and the insertions by underlining.

**Academic Probation**

A student is automatically placed on Academic Probation when **any** one of the following criteria is met:

- A cumulative grade-point average of less than 2.000.
- A term grade-point average less than 1.750. Please note, this does not include summer or winter sessions.
- Semester (term) grade-point averages of less than 2.000 for two consecutive semesters of enrollment at Rutgers University, full time or part time. Please note, this does not include summer or winter sessions.
- Failure to complete successfully 60 percent or more of all credits attempted within seven years immediately prior to the time of academic review, including attempts for which W grades are received.
- Failure to enroll in a composition course, or preparatory course, as determined by the established placement standards at the college and prior course history, each and every semester until the writing proficiency requirement is satisfied, unless otherwise advised in writing by the Director of the Writing Program or the Office of Academic Services.
- Failure to enroll in the mathematics **Quantitative Reasoning** course, as prescribed by the placement standards at the college and prior course history, and continue to enroll each and every semester until the
mathematics Quantitative Reasoning proficiency requirement is satisfied, unless otherwise advised in writing by the Coordinator of Elementary Mathematics or the Office of Academic Services

- Failure to complete successfully earn a C or better in any course after three two attempts, including those for which W grades are received.
- When Academic Progress fails to meet any one of the following standards:

<table>
<thead>
<tr>
<th>Credits Attempted</th>
<th>Percentage of Attempted Credits Which Must Be Completed</th>
<th>Minimum Cumulative GPA Which Must Be Attained</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-30</td>
<td>70%</td>
<td>2.000</td>
</tr>
<tr>
<td>31-59</td>
<td>75%</td>
<td>2.000</td>
</tr>
<tr>
<td>60-89</td>
<td>80%</td>
<td>2.000</td>
</tr>
<tr>
<td>90 and Above</td>
<td>85%</td>
<td>2.000</td>
</tr>
</tbody>
</table>

**Suspension**  (NOTE: This is a new section.)

A student is automatically suspended for one term (fall or spring) when any one of the following criteria is met:

- A term grade-point average less than 2.000 for two consecutive terms. Please note, this does not include summer or winter sessions.
- Receipt of a failing grade in the Academic Success course.
- Failure to enroll in a composition course, or preparatory course, as determined by the established placement standards at the college and prior course history, for two semesters unless otherwise advised in writing by the Director of the Writing Program or the Office of Academic Services.
- Failure to enroll in a Quantitative Reasoning course, as prescribed by the placement standards at the college and prior course history, for two semesters unless otherwise advised in writing by the Coordinator of Elementary Mathematics or the Office of Academic Services.
- Failure to earn a C or better in any course after three attempts, including those for which W grades are issued.
- When Academic Progress fails to meet any one of the following standards:

<table>
<thead>
<tr>
<th>Credits Attempted</th>
<th>Percentage of Attempted Credits Which Must Complete at Least</th>
<th>Minimum Cumulative GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-30</td>
<td>60%</td>
<td>1.700</td>
</tr>
<tr>
<td>31-59</td>
<td>70%</td>
<td>1.900</td>
</tr>
<tr>
<td>60-89</td>
<td>75%</td>
<td>2.000</td>
</tr>
<tr>
<td>90 and Above</td>
<td>80%</td>
<td>2.000</td>
</tr>
</tbody>
</table>

**Dismissal**

A student is automatically dismissed for one year when any one of the following criteria is met:

- The cumulative grade-point average is less than the minimum listed below:
  
<table>
<thead>
<tr>
<th>Credits</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>0–55</td>
<td>1.500</td>
</tr>
<tr>
<td>56–89</td>
<td>1.700</td>
</tr>
<tr>
<td>90–123</td>
<td>1.900</td>
</tr>
</tbody>
</table>
Over 123 credits ——— 2.000

- A semester term grade-point average less than 2.000 for three consecutive semesters of enrollment at Rutgers University, full time or part-time terms and cumulative grade-point average less than 2.000.
- Failure to complete successfully 60 percent or more of credits attempted in any given semester while on academic Probation, including attempts for which W grades are received. Success is defined as earning a grade of C or better.
- Failure to satisfy the conditions of an academic contract.
- The college determines that it is improbable that the minimum grade point average or other graduation requirements will be met.
- No student is dismissed for academic reasons until 24 credits have been attempted at Rutgers. No student is dismissed for academic reasons without having been on probation in the immediately preceding semester. No student is dismissed for academic reasons while on an academic contract if the minimal conditions of the contract are being met.
- When Academic Progress fails to meet any one of the following standards:

<table>
<thead>
<tr>
<th>Credits Attempted</th>
<th>Percentage of Attempted Credits Which Must Complete at Least</th>
<th>Cumulative GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>24-30</td>
<td>50%</td>
<td>1.500</td>
</tr>
<tr>
<td>31-59</td>
<td>60%</td>
<td>1.800</td>
</tr>
<tr>
<td>60-89</td>
<td>70%</td>
<td>2.000</td>
</tr>
<tr>
<td>90 and Above</td>
<td>75%</td>
<td>2.000</td>
</tr>
</tbody>
</table>

NOTES:

- Students on Probation MUST enroll and successfully complete the Academic Success course.
- Students on Suspension may enroll for one (1) course at Rutgers University – Newark, however, Financial Aid eligibility is unlikely.
- Students on Suspension do not need to apply for reenrollment the following term.
- Students on Dismissal must apply for reinstatement through the Scholastic Standing Committee. Reinstatement is not guaranteed.
Paul Shane was a committed and dedicated faculty member of the Department of Social Work for over 30 years and a consistent fighter against social injustice. He was a man of many passions. In social work, it was social welfare policy, justice and advocacy. In his personal and daily life, he had a deep seated commitment to his family, the secular Jewish community; his life reflected the intersection of these passions. For all who knew Paul, he was a character! He was consistent in being true to himself. He was always Paul and you could count on him to say whatever he thought needed to be said, to whomever, and wherever he was; he rarely sugar coated anything. To that end, he was the best champion anyone could ever wish for and the most solid defender to those who needed him in times of struggle.

Paul received his undergraduate degree from Cornell, the MSW from Columbia University, a masters in Public Health and the doctorate from Johns Hopkins University; his doctoral area of study was the Sociology of Mental Health. In his early years of practice, Paul was a social worker with the Pennsylvania Department of Public Welfare and was the Community Organization Representative. In Chicago, he was the project director with the Association for Retarded Citizens. While in Chicago he was a group worker with the world famous Hull House, an institution known as the model of the settlement house movement and community engagement. Paul also served his country as a member of the United States Army; his title was, Asst. Personnel Psychologist. The thought and visualization of Paul serving in the Army gives those of us who knew him a big chuckle, because Paul was not always one to go along with authority and was known to question bureaucracy. But he was also a proud citizen committed to his country, uplifting the greatness and dedicated to righting the wrongs.

Prior to joining Rutgers in 1976, Paul was on the faculty of Temple University School of Social Administration. At Rutgers, he served as Chair of Social Work for several years and was instrumental in further developing the Social Work major and gaining accreditation by the Council on Social Work Education. As an educator Paul was known to be tough but fair. I remember one day Paul went to class and came back about 10 minutes later. I asked him was something wrong; he indicated he walked out of class, because the students obviously had not read and were not participating in class discussion, although they knew the expectations and there were consequences. Paul later shared with me the next class and thereafter, the students were prepared and participated!

Paul’s early research was in the area of international police work and community; later he turned his attention to child welfare with his book, “What about America’s Homeless Children?” While his research and scholarly activities had a strong academic base, the scholarship was rooted in the practical and he continued this focus on applied research throughout his career. In more recent years he had a deep concern about an often neglected population, the families of those incarcerated. Paul developed and taught for many years a popular course, “Prisoners and Their Families.” He developed and coordinated a conference held at Rutgers Newark; that gathering brought together key people in the criminal justice system. The attendees worked with prisoners and their families but rarely talked or coordinated with each other. As part of this effort, Paul developed a resource directory of services for those being released from prison; he also presented training sessions on resource finding and development for parole officers and others who worked with the offender population.

Paul always had a deep interest in international research, travel and exposing students to the cultural enrichment of international study. From 1980-89 he was a visiting Professor at Hebrew University School of Social Work, Jerusalem Israel, and director of the summer in Jerusalem Program. The summer study was a joint program between the then Continuing Education Program Division at Rutgers-Newark and Hebrew University School of Social Work.

Paul lived in Philadelphia for many years including while at Rutgers and until his death. He was a well known figure in the Secular Jewish community. He served in many leadership capacities and was on the
Board of Directors of the Jewish Children’s Folkshul, a parent-run cooperative dedicated to Jewish Family Education. He taught Yiddish classes, coordinated conferences on various aspects of Jewish history, the Civil Rights Movement and Secular Judaism. His home was known to be a welcoming place for visitors who needed a place to stay and a center for meetings and programs. His home was featured in several publications with special recognition of an extensive art collection and the works of his father, who was a prolific artist.

In closing, let me share that one of Paul’s lasting legacies is the Annual Social Welfare Policy Symposium. He developed this event about twenty years ago as a vehicle to help policy come alive for students. The program started with about 50 students mostly from Social Work. Speakers and workshop leaders were those who were policy makers and those directly affected by policy. For many years the event was held at Rutgers-Newark. The last year it was held on our campus there were 250 in attendance. Paul expanded participation and sponsorship of the Symposium to include the Executive branch of the National Assoc. of Social Workers, NJ Chapter and the NJ Baccalaureate Social Work Education Association (NJBSWEA). For the past three years the Symposium has rotated to the campuses of the eight New Jersey Baccalaureate Social Work programs. The 2014 Symposium held at the Rutgers New Brunswick campus, had a record number of 500 attendees. Students, faculty and guest speakers from all over the state meet, share, network and learn about policy in NJ as well as nationally and how to be agents of change.

This year’s Social Welfare Policy Symposium was held February 27, at Georgian Court University, Lakewood NJ; there were over 200 in attendance. The Symposium was especially meaningful as one aspect of the program was the official renaming of the program, “The Paul G. Shane Social Welfare Policy Symposium.” Paul would have been so proud that his humble but passionate efforts to educate raise awareness and further the cause of social justice and advocacy, has grown so and continues to be appreciated.

Paul retired from Rutgers in 2011 after several year of declining health. He died peacefully at his home in June of 2014. Paul’s widow Ana, his two sons, and other family members, as well as the Rutgers community, have lost a unique individual; but Paul left a rich legacy that will continue well into the future and that is the hallmark of a life well lived.

Submitted by Phylis Peterman, Ph.D
Assoc. Professor and Chair, on behalf of the Rutgers Newark Department of Social Work