



FACULTY BYLAWS

**REVISED
JULY 2011**

FACULTY BYLAWS OF MONMOUTH UNIVERSITY

The Monmouth University Board of Trustees recognizes the Faculty of Monmouth University as its officers of instruction and authorizes the Faculty to carry out the educational mission of Monmouth University within the limits of fiscal responsibility, statutory law, and the Bylaws of the Board of Trustees.

Article I - Membership

- A. The Faculty of Monmouth University shall consist only of Professors, Professor-Librarians, Associate Professors, Associate Professor-Librarians, Assistant Professors, Assistant Professor-Librarians, and Instructors. (See Voting Rights: III.D.7.a,b)
- B. The definition of Faculty membership in these Bylaws may differ from the definition used in the Agreement between Monmouth University and the Faculty Association of Monmouth University or any other bargaining unit in force.

Article II - Authority and Function of the Faculty

- A. As authorized by the Monmouth University Board of Trustees, the Faculty shall legislate policies in the following areas:
 - 1. Standards for admission, registration, and retention of students
 - 2. Programs, curricula, and outcomes
 - 3. Requirements for earned degrees
 - 4. Standards for instruction
 - 5. Standards for college-funded research and professional development
 - 6. Professional responsibility
 - 7. Standards for academic freedom
 - 8. Qualifications for Faculty rank and tenure
- B. The legislation of the Faculty shall be officially submitted by the Secretary of the Faculty to the President of the University, who shall have up to thirty days to review it. The President may approve, request modification of, or veto the legislation in a message to the Faculty.
 - 1. Approval. If the President approves the entire legislation as presented, the President may elect to inform the

Faculty in writing prior to the expiration of the review period. Failure to communicate with Faculty within the thirty-day period shall constitute approval of the legislation. Approved legislation shall become University policy and shall be implemented by the appropriate administrative office or department.

2. Request for Modification. If the President desires modification that does not substantially alter the intent of the original legislation, the President shall request in writing, within the thirty-day review period and through the Secretary of the Faculty, that the appropriate Faculty committee consider the adoption of such modification. The President's written request for modification shall remove the legislation from the thirty-day review period. The appropriate committee shall review the request and shall make recommendation to the Faculty for action. If the action of the Faculty is to support the original legislation in its entirety, then the legislation is transmitted to the President for either approval or veto. Otherwise, the legislation is transmitted to the President as new legislation.
3. Veto. If the President vetoes the entire legislation, the President shall send, within thirty days, a message to the Faculty stating reasons for the veto.

In case of veto, the legislation may be reconsidered by the Faculty. Upon a two-thirds vote of the entire voting Faculty reaffirming the legislation, the Secretary of the Faculty shall direct a communication to the President requesting permission for two Faculty representatives to meet with the Executive Committee of the Board of Trustees. At that time, the Faculty representatives shall present arguments for the legislation, and the President shall present arguments against it. The Board shall transmit its decision, with rationale, to the Secretary of the Faculty, within four months. If the Board approves the legislation, it shall become University policy.

- C. The Faculty shall have the authority to create committees to investigate and to recommend action on problems in both the academic and non-academic areas that concern the integrity and reputation of Monmouth University.

- D. The Faculty may function in an advisory capacity on matters concerning the budget, non-curricular student affairs, publications, public relations, and community service.

Article III - Meetings of the Faculty

A. Regular and Special Meetings

- 1. Regular meetings of the Faculty shall be held on the first Wednesday of October, December, February, March, and April.
- 2. Special meetings of the Faculty may be called by the President, the Provost, or, when authorized by the Faculty, the Chair of the Faculty Council. The Chair of the Faculty Council shall call such a meeting upon receipt of a petition signed by a least twenty percent of the Faculty or upon majority vote of the Faculty Council. Special meetings shall consider only items on the published agenda.

B. Officers

- 1. Officers of the Faculty include the President of the University and the Provost, who hold faculty rank; the Secretary and the Parliamentarian who are elected by the Faculty; and the Chair of Faculty Council, who is elected by the Faculty Council.
- 2. The President or Provost shall preside over the faculty meetings. In their absence, the Chair of the Faculty Council shall preside.
- 3. The Secretary shall:
 - a. record and distribute to the Faculty, the minutes of the meetings, at least one week prior to the next meeting. Copies of the approved minutes shall be distributed to Administrative Officers, members of the Board of Trustees, the Library (archival copy), and the Student Government Association.
 - b. submit legislation of the Faculty to the President within one week of approval.
 - c. correspond as instructed by the Faculty.

d. prepare an annual report of approved legislation and distribute it to the Faculty in May.

4. The Parliamentarian shall advise upon all matters of procedure in faculty meetings.

C. Election of Secretary and Parliamentarian

A Secretary and a Parliamentarian shall be elected annually at the October meeting of the Faculty.

D. Procedures of Meetings of the Faculty

1. Agenda

a. Notices and agendas of regular Faculty meetings shall be distributed one week in advance by the Chair of the Faculty Council.

b. The order of the agenda shall be:

I. Approval of Minutes

II. Old Business

III. New Business

IV. Reports

V. Announcements

VI. Other Discussion as Appropriate

Note: At the October meeting, the first item on the agenda will be the election of the Secretary and Parliamentarian.

c. All legislative items on the agenda originating in the Faculty Council shall include a record of the vote taken by the Council.

2. Legislation

Copies of proposed legislation shall be distributed to members of the Faculty and Administration prior to or at the same time as the distribution of the notices for the meeting.

3. Reports

Copies of all substantive reports to be presented shall be distributed to members of the Faculty and Administration to reach them no later than the Monday prior to the meeting.

4. Attendance

- a. Faculty members are expected to attend all meetings of the Faculty.
- b. Administrative officers who do not hold Faculty rank and students may attend by invitation from the President, the Provost, or the Chair of the Faculty Council when business relevant to their concerns is on the agenda.

5. Quorum

One-third of the voting membership of the Faculty constitutes a quorum.

6. Conduct

The meetings of the Faculty shall be conducted according to "Robert's Rules of Order" as they define parliamentary procedure, except as otherwise specified in these Bylaws.

7. Voting

- a. Faculty members, as listed in Article I.A., shall have the right to vote on all business conducted by the Faculty.
- b. Only administrative officers holding faculty rank shall have the right to vote on all business conducted by the Faculty.

8. Minutes

The Secretary shall record the minutes of all Faculty meetings (cf. Article III. B.3. a).

Article IV - School Meetings

- A. Meetings of the Faculty of the Schools shall be held on the first Wednesday of November.
 - 1. The Dean of the School shall preside over School Meetings.
 - 2. The Dean of the School will develop the agenda for the meeting in consultation with the Department Chairs.

Article V - The Faculty Council

- A. Membership of the Faculty Council
 - 1. The Faculty Council shall have the following members:
 - a. Councilors shall be elected by the faculty to represent the Schools as follows: Two from the School of Business, two from the School of Science, six from the School of Humanities and Social Sciences (three councilors from Area I and three councilors from Area II), one from the Library, and one each from every other school. School representatives shall be elected by the faculty of their respective schools.
 - b. One councilor from each school shall be elected from the faculty at large.
 - 2. All Councilors shall be elected for staggered two-year terms. All shall be members of the full-time Faculty with a minimum service of two years at Monmouth University. A councilor from the faculty at large must be tenured at the time of election.

The term of a Councilor will begin with the second half of the May meeting following their election (the only order of business is the election of Officers) and end with the first half of the May meeting (regular business) at the end of their term. The recognition of the Faculty Council Chair at commencement shall be the Chair of the previous year.

B. Elections of the Faculty Council

1. Councilors as prescribed in Article V.A.1 representing the Schools and Library, and the Members at Large shall be elected in March. If no Faculty meeting is scheduled in March, the Governance Secretary shall solicit nominations for Councilors at large from the floor at the February meeting, and in writing one week thereafter. The Committee shall distribute an election ballot during the third week in March.
2. The Governance Secretary shall solicit nominations for Councilors at Large from the floor at the March Faculty meeting, and in writing for one week thereafter. The Committee shall distribute an election ballot during the third week in March.
3. If the voting for the final place(s) in any election results in a tie, there shall be a special run-off election within one week.
4. The results of the elections including the tally of votes for all nominees shall be recorded in the Faculty Council minutes.
5. Vacancies

Vacancies shall be filled by those receiving successively the highest number of votes in the previous election, subject to the provisions of Article V.A.1.

- a. Councilors who are unable to continue their Council membership (either temporarily or permanently) shall inform the Council Chair.
- b. Unless information to the contrary is sent to the Council Chair, Councilors who have missed two consecutive meetings automatically relinquish their seats on the Council.

C. Responsibilities of the Faculty Council

1. To develop and review, regularly, the academic policies and programs in order to maintain academic excellence and relevance.
2. To consider, for presentation to the Faculty, reports and proposals from the standing committees of the Faculty, and create ad hoc committees of the Faculty Council.
3. To initiate and present proposed legislation to the Faculty.
4. To call special meetings of the Faculty.
5. To act in behalf of the Faculty if there is insufficient time for a meeting of the Faculty, as determined by the Chair of the Faculty Council, or if the Faculty is unable to act by reason of lack of a quorum. Such action must be confirmed or revoked at the next regular Faculty meeting.

D. Officers of the Faculty Council

1. The officers of the Faculty Council are Chair, Vice-Chair, Executive Secretary, and Governance Secretary. These officers constitute the Executive Committee of the Faculty Council.
 - a) Chair and Vice-Chair of Faculty Council must be tenured Associate or Full Professor with at least one year of Faculty Council service. This requirement should only be suspended under extraordinary circumstances (e.g., there are no eligible tenured candidates or none who have served for a year).
 - b) While tenure is preferable for the remaining positions, all other Executive Committee posts may be held by any full-time, tenure-track faculty member who has served at least one year on Faculty Council.
 - c) Consecutive service is not necessary for eligibility of any position (i.e., the nominee may have served on Faculty Council in the past even if not currently a member). All faculty members (except for first time newly elected members) can be nominated for the Executive Committee.
 - d) Nominations for Executive Committee positions should be submitted to the current Executive Secretary ten days prior to the May meeting.

- e) Nominated members should promptly submit a brief CV and/or brief letter of interest to the current Executive Secretary, and the names of nominees, along with the submitted letters and CV's will be forwarded to new and returning Council members within at least one week of nominations.
 - f) The current Faculty Council Chair will run the election for the new Chair, unless that person is also a nominee, in which case the Vice-Chair will conduct the election. The newly elected Chair will run subsequent elections.
 - g) All Faculty Council members, whether new or returning, are eligible to participate in the nomination/election of the Executive Committee nominees.
2. The officers are elected annually at the May meeting of the body by simple majority vote of those present.
3. The duties of the Chair are:
- a) To conduct the business of each meeting as prescribed by the agenda, and in accordance with the latest edition of "Robert's Rules of Order".
 - b) To appoint ad hoc committees.
 - c) To sign all official written communications from the Faculty Council and to keep the Faculty Council informed of all correspondence.
 - d) To prepare the agenda for each Faculty Council meeting.
 - e) To prepare the agenda for regular Faculty meetings.
 - f) To call special meetings of the Faculty Council.
4. The duties of the Vice-Chair are:
- a) To act for the Chair when the latter is unable to assume the duties.
 - b) To conduct an orientation for new Council members.
 - c) To assume special responsibilities assigned by the Chair.

5. The duties of the Executive Secretary are:
 - a) To distribute the agenda for each Faculty Council meeting to Councilors and academic administrators.
 - b) To distribute the agenda for each Faculty meeting to all Faculty members and academic administrators.
 - c) To conduct the general correspondence of the Faculty Council as directed by the Chair.
 - d) To prepare copies of documents needed for Faculty Council meetings, including minutes of the previous meeting.

6. The duties of the Governance Secretary are:
 - a) To chair the Governance Committee.
 - b) To supervise the conduct of elections by the Governance Committee.
 - c) To conduct a periodic evaluation of the effectiveness of faculty governance at Monmouth University.
 - d) To submit the Governance Committee's recommendations for revision of the Faculty Bylaws.
 - e) To maintain and distribute updated committee membership lists.

E. Regular and Special Meetings

1. Regular meetings of the Faculty Council shall be held on the second Wednesday of November, December, February, April and May, and on the fourth Friday of September, October, January, February, March, and April, except when the prescribed meeting day falls on an official holiday.
2. Special meetings of the Faculty Council may be called by the Chair of the Faculty Council.

F. Procedure of Meetings

1. a. Agenda. Notices and Agenda of regular Faculty Council meetings shall be distributed at least seven days in advance by the Executive Secretary.

- b. The order of the agenda shall be:
 - I. Approval of Minutes
 - II. Old Business
 - III. New Business
 - IV. Reports
 - V. Announcements
 - VI. Other Discussion as Appropriate
2. Copies of committee reports proposing legislation shall be distributed to Councilors prior to or at the same time as notices for the meeting, and shall be presented as New Business.
3. Administrative officers may request to attend a Council meeting in order to recommend legislation, present a report, or to speak for or against proposed legislation.
4. Quorum. Two-thirds of the Council membership shall constitute a quorum.
5. Minutes. A University secretary shall record the minutes of all Faculty Council meetings.
6. Conduct. The meetings of the Faculty Council shall be conducted according to "Robert's Rules of Order" as they define parliamentary procedure, except as otherwise specified in these Bylaws.

Article VI - Standing Committees of the Faculty

The Standing Committees of the Faculty shall be responsible for monitoring the integrity of all academic areas of the University as outlined in Article II.A. and for preparing proposals for legislation which recommend new policies or procedures, or the modification of policies and procedures as they relate to the academic affairs of Monmouth University. Inherent in the declaration of Faculty responsibility for the conduct of academic affairs is the belief that all Faculty members should stand for election, periodically, so as to participate in the governance of the University. All Standing Committees will include 2 year terms UNLESS otherwise noted in the committee membership.

A. Organization

1. Membership of the Standing Committees will be made up of the voting faculty, and appropriate members of the administration, as specified.

2. In general, for the purpose of elections, members of the Library Faculty shall be considered to be within the School of Humanities and Social Sciences.
3. Committee Chairs should be faculty members; Chairs will be elected by secret ballot of the members, at the first meeting of each academic year. The Dean of the Graduate School shall serve as Chair of the Graduate Studies Committee.
4. Committee Chairs will meet with the Executive Committee of the Faculty Council in November and April.
5. Committee Chairs will submit to the Faculty Council on February 1, or earlier, a list of changes in policy or procedure proposed by the committee.

B. Standing Committees

Enrollment Committee of Faculty Council

The Enrollment Committee of the Faculty Council will be responsible for the formulation of policy and oversight of procedural implementation relating to the minimal standards for admission and satisfactory progress toward a degree awarded by Monmouth University. The Committee will review enrollment, retention, and financial-aid incentives and trends, proposing modification to policy and procedures in light of those trends.

Membership: Vice President for Enrollment Management
Director of Admissions
Director of Financial Aid
One faculty member from each School
Elected by the Faculty on a three-year, rotating basis.

Appellate Committee

This committee will oversee the settlement of all grievances concerning the welfare of individual faculty members according to the procedures outlined in the current or most recent Agreement between Monmouth University and the Faculty Association of Monmouth University.

Membership: One faculty member from each school with an academic rank of Professor or Professor-Librarian, on a two-year, rotating basis.

General Education Oversight Committee

The committee will be responsible for oversight of the general education curriculum and its assessment. The committee will receive, review, and act upon annual outcomes assessment reports on the particular areas of the general education program from the General Education Area Committees. The committee will monitor trends in the best practice of general education, and recommend improvements to the university's curriculum accordingly.

Membership: Seven elected faculty members, one at large member, one each from the Schools of Business, Education, Humanities and Social Sciences Areas Area I, Humanities and Social Sciences Area II, and Science. The remaining elected members must be from either the School of Nursing and Health Studies or the School of Social Work. Two appointed faculty: a member of the Writing Committee (designed by the Writing Committee) and a member of the Experiential Education Committee (designated by the Experiential Education Committee). Three non-voting *ex officio* members: the Associate Vice President for Academic Program Initiatives, the Associate Dean for Support Services, and the Associate Vice President for Academic and Institutional Assessment. The term is for three years, with one-third of the committee changing each year. Annually, the voting members will elect one of the elected members to chair the committee.

General Education Oversight Area Committees

There are six GEOC Area Committees:

Area Committee I: English and Interdisciplinary Perspectives
Area Committee II: Social Sciences, History, and Aesthetics
Area Committee III: Cultural Diversity, Global Understanding, and Foreign Languages
Area Committee IV: First Year Seminar
Area Committee V: Science and Mathematics
Area Committee VI: Reasoned Oral Discourse and Technological Literacy

Each of the Area Committees will be responsible for general education course approvals in the specified area. They will coordinate with GEOC and faculty who teach courses in their area to agree upon which curricular goal or goals they will review for their annual reports. The Experiential Education appointee will review the Experiential Education area. The Writing Committee will review and approve courses in the Writing Intensive area.

Membership: Each Area Committee will have three members, with one member being an elected member of GEOC, who will serve as chair of the Area Committee. The chair of GEOC will assign the Area Committees to the elected members of GEOC. The Faculty Council will appoint two members, one a specialist from the area, and one not affiliated with a discipline or department specified in the area title. In Area I, the Faculty Council specialist appointment will alternate between a faculty member who has taught an English general education course, and one who has taught an IP course. In Area II, the specialist appointment will rotate among a faculty member who has taught a general education History course, one who has taught a general education Social Science course, and one who has taught an Aesthetics course. In Area III, the specialist appointment will alternate between a faculty member who has taught a Cultural Diversity course, and one who has taught a Global Understanding course. In Area IV, the specialist appointment will be a faculty member who has taught a First Year Seminar. In Area V, the specialist appointment will rotate among a faculty member who has taught a general education Biology course, one who has taught a general education Chemistry/Physics/SC100 course, one who has taught a general education Math course. In Area VI, the specialist appointment will alternate between a faculty member who has taught a Reasoned Oral Discourse course, and one who has taught a Technological Literacy course. In a year in which a large number of new syllabi are expected, or in a year when large scale General Education assessment is taking place, GEOC may request that Faculty Council appoint additional area specialists to an area committee on an ad hoc basis. The term for appointees is two years, with half of the appointed members changing each year.

Governance Committee

This committee will conduct the elections for standing committees; name replacements in case of vacancies on Faculty Council and maintain and distribute updated faculty membership lists. The committee will also conduct a periodic review of governance structure and review the faculty Bylaws annually. In the event of a change in faculty structure (eg. the addition or deletion of schools, departments, programs, changes in contractual obligations, etc.) the committee will examine issues related to committee structure.

Membership: Governance Secretary of the Faculty Council, elected from the membership of the Faculty Council. One faculty member from each school, elected by the School Faculty, on a two-year rotating basis.

Graduate Studies Committee

The committee will recommend and implement policies and monitor approved standards and learning outcomes for all graduate academic programs and courses, including; evaluate proposals to establish new or eliminate existing academic programs and recommend action to the Faculty on such proposals; review and rule on all requests for new courses, course changes, and modifications of existing programs; and recommend graduate faculty appointment, as described in "Graduate Faculty Criteria and Appointment".

A Graduate Academic Standards and Review Subcommittee, appointed by the Graduate Studies Committee, shall be responsible for the interpretation and implementation of approved graduate standards for academic honors, warning, probation, dismissal and appeals.

Membership: Provost
Deans of the Schools
Dean of the Graduate School (Chair)
Dean of the Library (non-voting)
The program director or a designated representative from each graduate degree program. In addition, the Committee may appoint additional members to represent heavily enrolled graduate programs.

Information Technology Committee

This committee will develop and recommend general strategies, policies and procedures and monitor standards for the use of technology in all academic areas such as online course delivery, scholarship and research, and the use of technology in work performed by faculty for departments and schools. The committee will also monitor and coordinate faculty needs with regards to technology use and recommend appropriate action as necessary. Membership on the committee will be comprised of elected faculty and student members and non-voting members as described below. Elected school representatives will also serve and be charged with convening and chairing their school's technology committee Teaching and Learning Technology Roundtable (TLTR) or other). Members should be generally knowledgeable about technology and technology related issues in the academic areas. The committee may also constitute sub-committees with non-voting members to address specific issues in academic technology affairs as appropriate.

Membership: One faculty member from each school, 2 from SHSS, one representing Area I and one Representing Area II
One faculty representative from the Monmouth Library
Two student representatives (1 graduate and 1 undergraduate)

Non-voting Members: Associate VP for Administrative Information Systems (or designate)
Associate VP for Telecommunications and Network Operations (or designate)
Associate Vice President for Instructional Technology Services (or designate)
Director of the Information Technology Program

Institutional Animal Care and Use Committee (IACUC)

This committee is designed to assist researchers and institutional administrators with their duty to protect the rights and welfare of non-human vertebrate animals in accordance with principles regarding animal care and use as stated in the Animal Welfare Act and the Guide for the Care and Use of Laboratory Animals, and in accordance with the following

authorities, the United State Department of Agriculture (USDA), and the Public Health Service (PHS). The IACUC will function according to the guidelines of the IACUC Policies and Procedures document. The IACUC is responsible for: reviewing the institution's program for humane care and use of vertebrate animals and inspecting all of the institution's animal facilities; developing and administering an Animal Use Protocol Application; reviewing and approving, requiring modification to or withholding approval of proposed activities related to the care and use of animals; preparing reports to be submitted to the Provost, Faculty Council, and officials of sponsoring Federal agencies upon request; inspecting all of the institution's animal facilities; reviewing concerns involving the care and use of animals at the institution; suspending activities that it determines are not being conducted in accordance with applicable provisions; and making recommendations to the Provost regarding any aspect of the institution's animal program, facilities or personnel training.

Membership: Three full time faculty members appointed by the Faculty Council knowledgeable and experienced in conducting laboratory studies using animals; one faculty member for two years, two faculty members for three years. Appointments will be staggered so that the three members' term will not expire in the same year. Terms begin in September. The Governance Committee will solicit nominations for new members from the full-time faculty at least four months prior to the expiration of the serving members' terms. A Doctor of Veterinary Medicine (*ex officio-voting member*) who is certified or has training or expertise in laboratory animal science and medicine. A member of the University's administration, chosen by the Provost, whose primary concerns are in a non-scientific area (three year term). A member of the community at large, chosen by the Provost, who is not affiliated with the University (two year term).

Institutional Review Board (IRB)

This committee will assist researchers and institutional administrators with their duty to protect the rights and welfare of human research participants. The committee is responsible for providing initial and continuing review of nonexempt research; ascertaining acceptability of proposed research in terms of University policies and procedures; documenting that reviews are conducted according to University policy; providing assistance and information to investigators engaged in all research involving human participants; developing policy,

procedures, information, and instructions regarding human participants research; adjudicating differences and reviewing problems arising in research involving human participants; ensuring compliance with externally mandated policies and regulations; reporting to the appropriate institutional officials and, for research governed by Health and Human Services (HHS) regulations, to the Secretary of HHS, any serious or continuing noncompliance by investigators with the requirements and determinations of the IRB.

Membership: Six tenured full-time faculty members knowledgeable and experienced in conducting human subject research and the protection of human subjects, with no more than two faculty members from any school. Appointments are for three years and will be staggered so that no more than two members' terms will expire in the same year. Terms begin in September. Faculty members are chosen by the Faculty Council. The Governance Committee will solicit nominations for new members from the full-time faculty at least four months prior to the expiration of the serving members' terms. Members also include the Dean of the Graduate School (*ex officio-voting member*), a member of the University's administration chosen by the Provost, and a member of the surrounding community chosen by the Provost, who is not affiliated with the University.

School Personnel Committees

This committee will receive and review all pertinent documents regarding School faculty members who are actively seeking continuance, tenure eligibility, tenure or promotion in rank; make recommendations to the Provost and the University Qualifications Committee; and notify the candidates of the nature of their recommendations.

Membership: Membership as outlined in the FAMCO-Monmouth University agreement.

Travel, Grants and Sabbaticals Committee

This committee will receive requests for sabbatical leaves, mini-sabbaticals, and monetary grants in support of scholarly research or other forms of creative endeavor suitable to an academic community, and make recommendations to the Provost. It will receive from faculty members requests for funds to reimburse them for authorized expenditures

incurred while participating in scholarly activities, including travel, and make recommendations to the Provost.

Membership: One faculty member from each School elected by the Faculty, in accordance with the current or most recent Agreement between Monmouth University and FAMCO, and on a two-year, rotating basis. No committee members shall serve more than six consecutive years.

Undergraduate Academic Standards and Review Committee

This committee will interpret and implement approved undergraduate standards for academic honors, probation, dismissal, readmission, and amnesty; monitor academic profiles; determine exceptions to academic standards; provide regular reports to the Undergraduate Studies Committee; and recommend policy.

Membership: Deans of the Schools, or designee
Dean of the Honors School, or designee
Dean of the Center for Student Success, or designee
Vice President for Student Services, or designee
Registrar or Director, Office of Registration and Records
One Faculty member from each School, elected by the Faculty

Undergraduate Studies Committee

This committee will recommend and implement policies and monitor approved standards and learning outcomes for all undergraduate academic programs and courses, including the writing proficiency and experiential learning requirements; evaluate proposals to establish new or eliminate existing academic programs and recommend action to the Faculty on such proposals; review and rule on all requests for new courses, course changes, and modifications of existing programs. Subcommittees shall be appointed as needed.

Membership: The Chair or a designee from each academic Department, plus the Deans of each academic School and the Provost. Other administrators may attend meetings by invitation, or when otherwise appropriate, but without vote.

Writing Committee

The Writing Committee will provide oversight of the Writing learning objective of the general education curriculum, including but not limited to the Writing-Intensive requirement. The Committee will collaborate with the Writing Center to provide resources and support for faculty integrating writing into their courses, including ongoing faculty-development workshops. The Committee will make itself available to develop workshops. The Committee will make itself available to review syllabi for general education courses that include writing as a learning objective, and will work with faculty and departments to support successful implementation. The Committee will engage in an on-going review of the Writing learning objective, and will recommend changes as appropriate to promote success in student writing University-wide.

Membership: The Director of Writing, the Associate Director of Writing, the Writing Center Director, and the Associate Vice President for Academic Administration; one elected faculty representative from each school elected by the faculty of their respective schools and one elected at-large faculty representative.

University Discipline Committee

The University Discipline Committee was established to help address violations of the University Code of Conduct and charges of academic dishonesty on campus. This Committee works to develop and recommend policies, procedures, and standards in matters of academic conduct; hear and judge all cases of students who appear before it on charges of academic dishonesty, and make recommendations to the Provost. Faculty members will predominantly serve as voting members on the Judicial Hearing Panel regarding violations of the Student Code of Conduct, on a rotating basis throughout the semester.

Membership: Senior administrator from Student Services or designee, one faculty member from each school elected by the faculty of their respective schools, and two members at large elected by the faculty on a three year rotating basis, and a student representative appointed by the Student Government Association.

University Qualifications Committee

This committee will receive and review all pertinent documents regarding faculty members who are actively seeking continuance, tenure eligibility, tenure, or promotion in rank; send recommendations to the Provost; and notify the candidates of the nature of their recommendations.

Membership: Membership as outlined in the FAMCO-Monmouth University agreement.

Article VII - University-wide Committees

Proposals for ad hoc or advisory committees on which Faculty members would serve should be communicated to the Governance Committee prior to their creation. The purpose, membership, and expected duration of such committees shall be included in the proposal. The committees may be established by administrative officers. When such committees are dissolved, the Governance Committee shall be notified.

Article VIII - Promotion and Tenure

- A. Policy. It is the policy of Monmouth University to promote deserving Faculty to higher rank and to grant tenure to those full-time Faculty members of professional and librarian rank who have completed a prescribed period of meritorious service to the University.
- B. Conditions. The conditions for the grant of promotion and tenure are specified in the Agreement between Monmouth University and the Faculty Association of Monmouth University. In the event that an Agreement becomes inoperative for any reason, the provisions relating to promotion and tenure in that Agreement will remain in force.

Article IX - Faculty Non-Reappointment, Suspension, or Dismissal

The conditions for Faculty non-reappointment, suspension, or dismissal are specified in the Agreement between Monmouth University and the Faculty Association of Monmouth University. In the event that an Agreement becomes inoperative for any reason, the provisions relating to non-reappointment, suspension, or dismissal in the last Agreement will remain in force.

Article X - Faculty Reduction Because of Financial Exigency

The conditions and procedures governing reduction because of financial exigency are specified in the Agreement between Monmouth University and the Faculty Association of Monmouth University. In the event that an Agreement becomes inoperative for any reason, the provisions relating to reduction because of financial exigency in the last Agreement will remain in force.

Article XI - Amendment

- A. The Bylaws may be amended according to the following procedures:
 - 1. Proposed amendments must be presented to the Faculty Council at least twenty-one days prior to the Faculty meeting at which action is to be taken.
 - 2. The Faculty Council shall review all proposed amendments and forward them to the Faculty with recommendations for action.
 - 3. The Chair of the Faculty Council shall distribute the proposed amendments to the Faculty at least seven days prior to the Faculty meeting at which action is expected to be taken.
 - 4. To be adopted, amendments must receive a two-thirds affirmative vote of the Faculty present and the subsequent approval of the President.
- B. Copies of amended Bylaws shall be distributed to all Faculty and Academic Administrators by the Chair of the Faculty Council.

Approved by the Board of Trustees, June 23, 2011