

# Rowan University Senat

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Code of Ethics  
Faculty/Professional Staff

Rowan University

Preamble

This code derives from two principles:

- (1) Faculty/professional staff status\* at Rowan University implies a commitment to certain standards of professional conduct;
- (2) The faculty/professional staff alone is responsible for the definition and maintenance of the standards.

The code is a set of standards for professional ethics which the faculty/professional staff is determined to maintain. In order to guarantee all faculty/professional staff the right to confidentiality and due process, application of the code will be in accordance with procedures approved by the University Senate.

Matters of law or contract shall take precedence over the code. Furthermore, the university administration also has recognized responsibilities in matters of ethics.

CODE OF ETHICS

(Order of listings does not imply degree of seriousness. Violations of all parts are equally serious.)

- I. Commitment to the Student ±The faculty/professional staff member:
  - a. encourages the free pursuit of learning;
  - b. encourages students to study varying points of view and respects the  
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  - c. demonstrates respect for the student as an individual and adheres to the proper role as intellectual guide and counselor;
  - d. deals justly and considerately with each student;

II. Commitment to the Institution ±The faculty/professional staff member:

- a. observes the stated regulations of the institution with the opportunity of dissent;
- b. brings serious violations of professional conduct to the attention of the appropriate authorities;
- c. uses educational facilities for intended purposes consistent with applicable policies and regulations.

III. Commitment to Colleagues and the Profession ±The faculty/professional staff member:

- a. UHVSHFWV DQG GHIHQGV WKH ULJKW RI IUHH LQTXLU\ RI RQH¶V DV
- b. shows respect for the opinions of others;
- c. FDUULHV RXW RQH¶V DFDGHPLF REOLJDWLRQV
- d. strives to be objective in the professional judgment of colleagues and to render such;
- e. DFFHSWV RQH¶V VKDUH RI IDFXOW\ SURIHVVLRQDO VWDII UHVSRQV
- f. keeps trust under which confidential information is exchanged;
- g. acts responsibly in the development and implementation of policies affecting the institution;
- h. GHYHORSV DQG LPSURYHV RQH¶V VFKRODUO\ FRPSHWHQH
- i. accepts the obligation to exercise critical self-discipline and judgment in using, extending and transmitting information;
- j. does not engage in harassment based on race, creed, color, national origin, religion, nationality, age, sex/gender, sexual orientation or disability;
- k. respects FROOHDJXH V¶ rights in the pursuit of individual life styles.

IV. Commitment to Professional Employment Practices - The faculty/professional staff member:

- a. conducts professional matters through recognized appropriate channels;
- b. accepts no gratuities or gifts that might influence RQH¶V MXGJPHQW LQ WKH H[HUFLVH R
- duties;
- c. HQJDJHV LQ QR DFWLYLW\ WKDW LPSDLUV WKH HIIHFWLYHQHV RI
- d. adheres to the conditions of a contract or to the terms of an appointment until either has been terminated legally or by mutual consent.

Approved by Senate 1/22/93

Amended by Senate 5/15/02

## Procedures of the Senate Ethics Committee

The University Senate Ethics Committee has been assigned the task of reviewing allegations of unethical conduct made against members of the faculty/professional staff. Due to the delicate nature of the

issues brought before the Committee, it is imperative that the procedures adopted by the Committee safeguard the confidentiality of all materials presented to it and guarantee the individual

1. An individual or group who believes that evidence of unethical conduct exists and feels that the Ethics Committee should review the matter must formally request the Committee to do so. This formal request must be a signed statement briefly outlining the allegation(s) and, if appropriate, indicating the specific section of the Code violated. If requests are received late in the academic year, there is a possibility that the case may not be resolved in the current academic year.

The purpose of this procedure is to ensure that all allegations of unethical conduct are handled in a fair and equitable manner. The procedure is designed to protect the confidentiality of all parties involved and to ensure that the process is conducted in a timely and efficient manner. The procedure is subject to change without notice.

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being given to the individual found in violation of the Code of Ethics for his/her possible input. A copy of the Ethics  
& RPPLWWHH\ V ILQDO UHSRUW ZLOO DOVR EH JLYHQ WR WKH 6HQDWH 3UHVL

9. If the Ethics Committee so recommends, the President of the Senate and the Chair of the Ethics Committee will meet  
ZLWK WKH 3UHVLGHQW RI WKH 8QLYHUVLW\ RU KLV KHU GHVLJQHH WR UHYL

10. In extreme cases, the Senate Ethics Committee may recommend University Senate Censure. Censure is an official or public reprimand whereby the academic community wishes to disassociate itself from the unethical behavior of an individual or from a reprehensible act committed by the individual. The Senate Censure could be the result of a single act or repeated violation(s) of the Code of Ethics. In such cases, a censure report or recommendation would be forwarded to the Senate President and the Senate Executive Committee.

#9 and #10 approved 9/96

Addition to #1 and revision of #4 & #6 approved 5/14/03

## Four Classifications of Motions ±Listed in Order of Precedence

### From Highest to Lowest

#### I. Privileged Motions

1. Adjourn
2. Recess
3. Point of privilege/Question of privilege
4. Orders of the day (stick to order of business)

#### II. Incidental Motions

\*\*All of these are equal in order of precedence\*\*

5. Point of Order (to enforce rules)

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5. Point of Information

5. Parliamentary Inquiry

5. Division/Count the Vote/Demand Verification of Vote

5. Suspend the Rules

5. Object to Consideration (V) (s) (i) (a) (n) (6) (9) (0) (4) (I) (II) (9) (0) (6) (s) (5) (6) (t) (t) (8) (0) (5) (b) (j) (3) (9) (ue) (of) (6) (9) (0) (6) (rt) (order) (5) (at) (8) (0) (2) (

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3. Point of privilege/Question of privilege (some conditions may arise that require immediate attention for the comfort of safety of the meeting or an individual member or group of members).

2/3 vote (preferable show of hands)

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E\ VRPHRQH ZKR RULJLQDOO\ YRWHG IRU WKH ³REMHFW WR FRQVLGHU  
May interrupt speaker

5. Withdraw a Motion

No second; not debatable

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(pause) There being no objection, the motion is withdrawn.

May not interrupt speaker

5. Division of a Motion (group wishes to vote separately on several parts of a motion)

Needs second; not debatable

Majority vote

Out of order unless each section of the motion is able to stand alone

Majority vote

### III. Subsidiary Motions

6. To lay on the Table (remove from co QVLGHU DWLRQ XQWLO PRWLRQ FDULHV WR ³WDN

WDEOH´

Needs second; not debatable

Majority vote

Out of order when used to avoid dealing with a measure (in that case, should use

³SRVW SURETLY)

May not interrupt speaker

7. Previous Question/Call the Question (to cut off discussion and force an immediate vote on pending motion)

Needs second; not debatable

2/3 vote (preferable show of hands)

May not interrupt speaker

8. Limit or Extend Discussion (to agree upon certain number of speakers on each side of an issue, each allotted a certain amount of time; or extend or limit the usual discussion time allotted to a motion)

Needs second; not debatable

May be amended as to length of speeches or when vote will be taken

2/3 vote (preferable show of hands)

Chair appoints timekeeper/monitor (or can designate parliamentarian for these duties)

May not interrupt speaker

9. Postpone to a Definite Time (not later than the next scheduled meeting)

Needs second; can be debated (but only as to 996 (eb)3.9911es ( des(nt)-r002 (ai)-8b06 (o)-9i094 (0)5 ( be)it)-2.9928 ( Mamootut on)

10. Commit or Refer a Motion (send to committee)
  - Needs second; can be debated and amended
  - Majority vote
  - If passed, the motion and any pending amendments to the motion are also committed.
  - Chair should press the maker of the motion for specifics (which committee the question should go to and when committee should report; if special or ad hoc committee needs to be created, how many members and how they will be selected)
  - May not interrupt speaker
  
11. Amend
  - Needs second; can be debated if attached to a debatable main motion
  - Majority vote
  - May be friendly or hostile amendment; friendly amendment strengthens by making minor changes; hostile amendment changes the intent of the main motion
  - Out of order if it does not relate to the main motion, is equivalent to a negative vote on the main motion, or would make the main motion incoherent
  - May not interrupt speaker
  
12. Postpone Indefinitely (kills a motion without taking a vote)
  - Needs second; may be debated
  - Majority vote
  - May not interrupt speaker
  
13. Reconsider (reconsider vote on a motion)
  - Needs second; can be debated but not amended
  - Majority vote
  - Can be moved only by someone who voted on the prevailing (winning) side originally
  - Must be moved on the same day as original motion (or next calendar day at a convention)
  - May not interrupt speaker
  
14. Rescind, Repeal, or Annul (nullifies a previously adopted motion)
  - Needs second; can be debated but cannot be amended
  - 2/3 vote if no previous notice given
  - Majority vote if notice given verbally or in writing at previous meeting
  - Out of order if any action has already been taken as a result of the originally passed Motion
  - May not interrupt speaker
  
15. Take from the Table, or Resume Discussion
  - Needs second; not debatable or amendable
  - Majority vote
  - May not interrupt speaker
  
16. To Create Orders (special orders ±create specific time to take up a motion; general orders ±designate a

May not interrupt speaker

Summary of Main Motion :

Requires second; can be debated and amended

Majority vote

May not interrupt speaker

Motions that can be applied to a main motion:

Object to Consideration (2/3 vote)

Withdraw a Motion (made by motion-maker ±no vote required if no one objects)

Division of Motion (when it can be broken into separate parts, each one able to stand on its own and therefore able to be voted on separately)

Lay on the Table

Previous Question/Call the Question (end discussion ±2/3 vote)

Limit or extend Discussion (2/3 vote)

Postpone to a Definite Time

Commit or Refer (to committee)

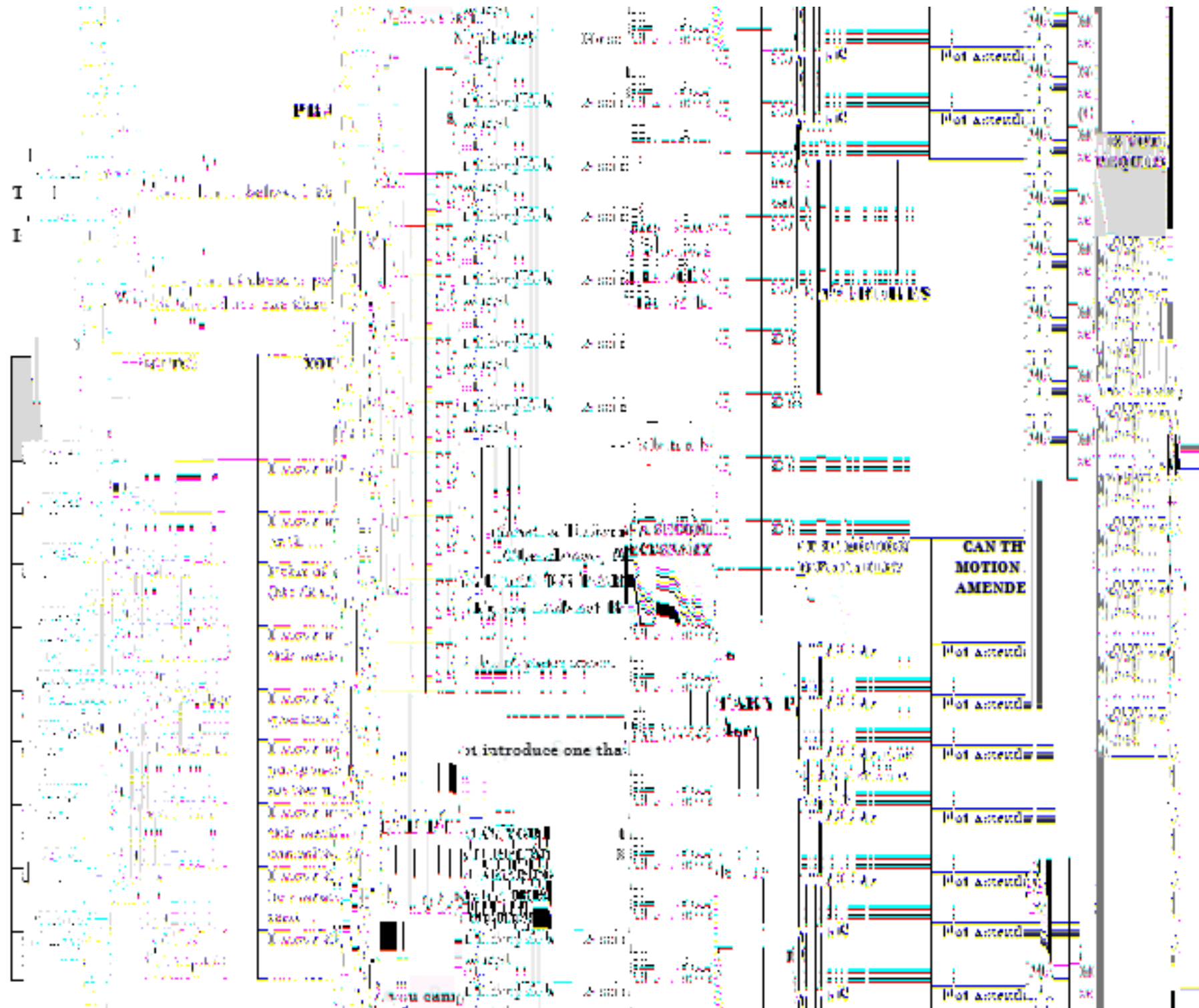
Amend

Postpone Indefinitely

Reconsider

Rescind (2/3 vote unless notice given at previous meeting)

Take from Table





Rowan University  
Senate Constitution

Revised April 2008

## Preamble

The faculty and professional staff of Rowan University do hereby acknowledge the commendable actions of the former State Board of Higher Education, the local board of trustees, and the University president, in which the guarantee for meaningful and systematic involvement of the faculty, librarians, coaches, professional staff and students, in the governance of the University was adopted. Believing that such meaningful and systematic involvement is best accomplished through a soundly established, carefully deliberative representative body of the University community, this community does now create, sanction and empower such a body, which is to be called the Rowan University Senate. This Senate shall promote the vitality of the institution as an academic learning community through which the purposes and specific goals of the institution may be accomplished. Finally, recognizing the scope of responsibility and gravity of duties being assumed through the establishment of this Senate, this body does hereby enter into an agreement of shared governance with the University president and the local board of trustees. Participation in university governance shall be conducted hereafter in accordance with this constitution of the University Senate of Rowan University, revised in April 2008.

Article I: Name





f. Election of at-large senators shall be supervised by the Senate elections committee under provisions of Bylaws and chaired by the Vice-President of the Senate after all the department, library, professional staff, and Camden Campus constituencies have completed their elections.

g. Additional procedures for the conduct of the elections committee, not in conflict with any provisions in this constitution, may be adopted by the Senate as bylaws.

h. The new Senate shall meet at least once before the end of the academic year in progress to reorganize for the upcoming academic year, but may not conduct any other official Senate business.

i. For any urgent committee work not completed by June 30, Senator committee members may choose to continue to serve on that committee as non-voting observers between July 1 and August 30 in the year in which their terms ends, should that committee need to meet over the summer.

5. Questions of eligibility.

a. Individuals assigned more than 50% to off-unit responsibilities shall not count toward the

6. The Senate vice president shall preside either in the absence of the Senate president or at the Senate president's request and shall perform other duties requested by the Senate president. The vice president will also chair the Senate elections committee. In the event that the Senate VP is running for election, the Senate shall select another Senator to chair the elections.

7. The Senate secretary shall be responsible for Senate minutes and records, electronic and web based, and correspondence.

be given to senators at least one (1) week in advance and shall include the reason for the meeting. No business shall be transacted at the meeting except that named in the notice.

3. Regular and special Senate meetings shall be open to Senate constituents and others who may be invited under rules established in the bylaws.

3. Copies of the proposed amendment must be made available to the eligible membership at least ten (10) days before the vote. Voting will take place by mail ballot or at a meeting of the University Assembly