

# RowanUniversitySenate

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## A Brief Guide to the Rowan University Senate

### 1. What is the purpose of the Senate?

Founded in 1968, the Senate is a deliberative body designed to promote dialogue among faculty and professional staff, administrators and students. The Senate proposes, modifies, and reviews academic policies and also oversees the administration of personnel policies negotiated by the AFT. Our goal is to work together with other campus constituencies through shared governance to promote the well-being of the University.

### 2. Who are the members of the Senate?

The Senate consists of faculty, professional staff and library staff (anyone represented by and eligible for membership in the AFT bargaining unit). Each University department elects one senator for every sixteen department members. In addition, faculty, professional staff and library staff elect eight senators-at-large. Senators serve for two years, with officers elected each year. Senators and officers may be re-elected. For the 2021-22 academic year, the Senate has 100 members.

### 3. How is the Senate organized?

- A. **Senate Officers** ±Each year the Senate elects a President, Vice-President and Secretary; the President appoints a Parliamentarian as well.
- B. **Senate Executive Committee** ±At the May meeting, the Senate elects chairs of nineteen standing committees and two senators-at-large,



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  
VWXGHQWV U LJKW Views;R IRUP WKHLU RZQ
  - c. demonstrates respect for the student as an individual and adheres to the

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 ~~Association~~ ~~RI~~ ~~IUHH~~ ~~LQTXLU\~~ ~~RI~~ ~~RQH\~~ ~~V~~
- b. shows respect for the opinions of others;
- c. FDUULHV RXW R ~~Obligations~~ ~~FDGHPLF~~
- d. strives to be objective in the professional judgment of colleagues and to render such;
- e. DFFHSWV RQH\ ~~VKDUH~~ ~~RI~~ ~~IDFXOW\~~ ~~SURIHVVLRQDO~~ ~~institution~~ ~~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 LPSUR ~~Competence~~ ~~RI~~ ~~V~~ ~~VFKRODUO\~~
- 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. UHVSHFWV FROOHDJ ~~Style of individual~~ ~~WKH~~ ~~SXU~~

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 ~~LQIOXH~~ ~~Q~~ ~~judgment~~ ~~in~~ ~~the~~ ~~exercise~~ ~~of~~ ~~RQH~~ ~~professional~~ ~~duties~~;
- c. ~~HQJDJHV~~ ~~LQ~~ ~~QR~~ ~~DFWLYLW\~~ ~~WKDW~~ ~~LPSDLUV~~ ~~write~~ ~~HIHF~~ ~~FWLYH~~ ~~QHVV~~ ~~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 privacy of the complainant and the confidentiality of the proceedings.

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 by the current committee within that academic year.

2. After a formal request is submitted, the Committee will meet to discuss the complaint, after which the Committee will meet with the complainant to discuss the allegation(s). The purpose of this meeting will be to thoroughly discuss the allegation(s) and to examine any supportive data the individual(s) may wish to submit.

3. The Committee will then meet without the complainant present to discuss the allegation(s) and make one of the following determinations:

- a. The complaint deals more with working conditions and will be referred to both the bargaining agent and the university administration.
- b. The complaint deals more with procedural matters and will be referred to the bargaining agent or administrative office.
- c. The complaint, if of ethical concern, but may be resolved with the individual(s) concerned with the Committee acting as a mediator.
- d. The complaint is of ethical concern and a formal review of the matter will be made.
- e. The complaint is found to be without substance and the Committee finds no grounds for continuation.

4. If the committee determines that a formal review of the matter will be made, the committee will notify the individual(s) involved, send a copy of the allegation, and request an interview.

5. The Committee will interview others who might have information to contribute concerning the allegation(s).

8. A copy of the Ethics & R P P L W preliminary confidential report will be given to the President of the Senate prior to being given to the individual found in violation of the Code of Ethics for his/her possible input. A copy of the Ethics & R P P L W W H H ¶ V I L Q D O U H S R U W Z L P O S I D E O V R E H J L Y H Q W R W K H 6 H Q D W H

9. If the Ethics Committee so recommends, the President of the Senate and the Chair of the Ethics Committee will meet with the 3 U H V L G H Q W R I W K H 8 Q L Y H U V L W \ R U K L V K H U G r e c o r d e d a t i o n s W R U H Y L H Z W K

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 the Code of Ethics. In

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





3. Point of privilege/Question of privilege (some conditions may arise that require immediate attention for the comfort or safety of the meeting or an individual member or group of members).  
 No second; not debatable or amendable  
 Chair rules  
 May interrupt speaker, but speaker gets the floor again after the question of privilege has been decided
4. Orders of the day (stick to scheduled order of business)  
 No second; not debatable or amendable  
 Chair rules  
 May interrupt speaker

## II. Incidental Motions

(usually undebatable ±except for Appeal and Suspend Rules)  
 (all equal in importance ±deal with each as it arises)

5. Points of Order (to enforce rules)  
 No second; not debatable  
 Chair rules  
 May interrupt speaker
5. \$SSHDO<sup>3</sup>, DSSHDO WKH GHEP (Appeal) WKH FKDLU´

Needs second; can be debated

2/3 vote (preferable show of hands)

, I WKL V PRWLRQ SDVVHV WKH PDLQ PRWLRQ ZKLFK (dr) Wnly NLOOV' FDQ E  
E\ VRPHRQH ZKR RULJLQDOO\ YRWHG IRU WKH 3REMHW WR FRQVLGHU  
May interrupt speaker

5. Withdraw a Motion



May not interrupt speaker

Summary of Main Motion :

**Rowan University Senate  
Glassboro, New Jersey  
PRACTICAL POINTERS ON PARLIAMENTARY PROCEDURES  
(From Robert Rules of Order)**

The notions or pointers listed below, 1 through 9, are in order of precedence.

In order of precedence:

1. A motion to adjourn is in order at any time. When any one of these is pending, no amendment is in order, nor is a motion to amend in order.

Amendable	Debatable	Amendable	Amendable	Amendable	Amendable	Amendable	Amendable
Necessary	Not debatable	Not amendable	Majority Vote required	1. Adjourn	I move we adjourn	No interruption permitted	A second is not necessary
Necessary	Not debatable	Not amendable	Majority Vote required	2. Recess	I move we recess	No interruption permitted	A second is not necessary

Amendable	Debatable	Amendable	Amendable	Amendable	Amendable	Amendable	Amendable
Necessary	Not debatable	Not amendable	Majority Vote required	3. Motion to Reconsider	I move we reconsider	No interruption permitted	A second is not necessary
Necessary	Not debatable	Not amendable	Majority Vote required	4. Motion to Amend	I move to amend	No interruption permitted	A second is not necessary
Necessary	Not debatable	Not amendable	Majority Vote required	5. Motion to Postpone	I move to postpone	No interruption permitted	A second is not necessary
Necessary	Not debatable	Not amendable	Majority Vote required	6. Motion to Refer	I move to refer	No interruption permitted	A second is not necessary
Necessary	Not debatable	Not amendable	Majority Vote required	7. Motion to Sustain	I move to sustain	No interruption permitted	A second is not necessary
Necessary	Not debatable	Not amendable	Majority Vote required	8. Motion to Amend	I move to amend	No interruption permitted	A second is not necessary
Necessary	Not debatable	Not amendable	Majority Vote required	9. Motion to Amend	I move to amend	No interruption permitted	A second is not necessary







## 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**

The name of this body shall be the Rowan University Senate.

**Article II: Functions, Duties and Procedures**

1. The Senate may consider any University matter on its own volition or at the request of any member or organization of the University community.
2. Senate actions that relate to the carrying out of some policy by the University shall be sent, in writing, to the University president within seven (7) working days of the date when the action was taken. If the University president disapproves of a measure or takes no action, the Senate may then invite the University president to explain his/her position. The Senate may then refer the matter to the board of trustees if deemed necessary.
3. The Senate may review any University policies and make recommendations concerning them to the appropriate authority.
4. Senate actions not involving action by the University shall be communicated to appropriate persons or media as the Senate shall direct.
5. The Senate shall have complete control over its internal affairs.

**Article III: Membership**

1. **Constituency.**The University Senate constituencies are defined as follows:

a. Each academic department is one constituency. The number of members of that constituency shall be the number of full-time equivalent faculty (excluding adjuncts and overload) full-time equivalent librarians, and full-time equivalent coaches with a total of 120 members.

Camden Campus for Senate representation, and who choose not to be counted towards the membership of any other constituency.

**2. Apportionment to constituencies.**The number of Senators from each constituency is determined as follows:

a. The academic department, library, the athletics department, the professional staff, and Camden Campus constituencies shall be apportioned senators as follows:

Fewer than 16 constituency members: One (1) senator.

At least 16 but fewer than 31 constituency members: Two (2) senators.

At least 31 but fewer than 46 constituency members: Three (3) senators.

And so forth, in increments of fifteen (15).

b. The Senate is elected in the spring of the previous year for the next academic year based on the constituency members in the department at that time, not on projected or even expected numbers for the fall. Once the Senate is constituted it remains as is until the next election cycle regardless of numbers increasing or decreasing within a constituency in a given academic year.

**3. At-Large Senators**In addition to Senators apportioned to the constituencies defined in III.2, there will eight (8) Senators elected at-large from among the full-time faculty, librarians, coaches, and professional staff, with four (4) elected in each academic year.

**4. Terms.**

a. Senators will serve for two (2) years.

b. The Senate year (term) begins on July 1 and ends June 30, except for the organization meeting of the incoming Senate, which occurs in May.

c. Senators shall be elected with staggered terms, dividing the number elected in each year as evenly as possible into two election cycles. As senators are added, the elections committee shall, with the advice and consent of the Senate, determine the election cycle in which new senators will serve so to maintain the most even division of senators.

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

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 all correspondence.
8. The unit that the Senate president represents may elect another

be given to senators at least one (1)

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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
4. A proposed amendment becomes effective when approved by both a majority of the membership and the board of trustees.