

Policy on Appointment of CSLA Representatives to University-Wide Committees  
May 20, 2019

**Objective:**

Standardize appointments of faculty representatives of the College of Science and Liberal Arts to the various university-wide committees at New Jersey Institute of Technology.

**Statement of need:**

The system of shared governance at NJIT requires representation of the College in various university-wide committees, both standing and *ad hoc*. Examples of standing committees include the University Senate, which requires two faculty representatives from CSLA,<sup>1</sup> and the Faculty Senate Committee on Faculty Rights and Responsibilities, which requires one faculty representative from CSLA.<sup>2</sup> Examples of university-wide *ad hoc* committees include, among others, search committees for senior administration and planning and oversight bodies such as the 2020 Vision Steering Committee.

Generally, the NJIT system of Shared Governance follows the principle that each constituent body or stakeholder group shall follow its own procedures for selecting, recalling, and replacing its representative(s) to university committees.<sup>3</sup> However, the appointment of certain particular College representatives to University bodies, such as the University P&T Committee,<sup>4</sup> are defined elsewhere and thus would not be bound by the policy described below.

The policy and procedure described below is designed to provide for regular selection of Faculty representatives of the College to University-wide governance bodies. The general principle is that the Faculty of the College elects three finalists as recommendations to the Dean, who makes the final determination of which finalist(s) to nominate for the position.

**Policy and procedure:**

**Overview:**

Each of the Departments of CSLA shall nominate one candidate for each open committee position. The Dean will then organize an election of three finalists to be voted upon by the Faculty of CSLA. The Dean of CSLA will then choose the final nominee or nominees as is appropriate for the position.<sup>5</sup> The process should normally be completed within 20 business days of a vacancy.

These policies and procedures shall be in accordance with, and shall not contradict, other policies and procedures of NJIT, including the system of Shared Governance as

defined by the NJIT Faculty Handbook and Constitutions and Bylaws of the University and Faculty Senates.

Candidate nominations by Departments:

When a vacancy occurs, the Dean shall announce the vacancy to the Faculty, and request from the Department Chairs one nomination per department. The Department Chair shall solicit candidate nominations from Department Faculty – self-nominations are allowed. If more than one faculty member is nominated within a Department, the Department shall organize an election among the nominees. Normally, Department Chairs will forward their Departmental nominee to the Dean’s office within 10 business days from the call for nominations.

Election of finalists by the College Faculty:

Upon receiving nominations from the various Departments, the Dean shall organize an election of three finalists by the Faculty of the College.<sup>6</sup> The Dean may choose to conduct the election by email, sealed ballot, or electronic means such as Survey Monkey, as appropriate. However, the election must be by secret ballot at the request of any three Faculty members.<sup>7</sup> Faculty shall have five business days to complete and return their ballots. Only Faculty with a primary affiliation within the College are eligible to vote, inclusive of College Faculty on leave (subject to University personnel policies and regulations).

Selection of nominees from among the finalists by the Dean:

For committees requiring one College representative:

For committees requiring one representative from the College, the Dean shall choose his or her nominee from among the finalists within five business days of the close of voting. Finalists are defined as those candidates with the three highest numbers of votes by the Faculty. The Dean shall then notify the nominee and the appropriate chair or administrator(s) of the committee in question.<sup>5,8</sup>

For committees requiring more than one College representative:

For committees requiring more than one representative from the College, the Dean should seek to diversify representation from among the College’s departments and the Faculty’s diverse areas of study. The Dean shall choose at least one nominee from among the finalists within five business days of the close of voting. Finalists are defined as those candidates with the three highest numbers of votes by the Faculty. If the finalists do not represent a satisfactory distribution of College Faculty by academic department or area of study, the Dean shall consider the other (i.e., non-finalist) candidates in appointing a second College representative, The Dean shall then notify the

nominees and the appropriate chairs or administrator(s) of the committee in question.<sup>5,8</sup>

<sup>1</sup> NJIT University Senate Constitution, §3.1, February 6, 2014

<sup>2</sup> NJIT Faculty Senate Bylaws, §IV. C. 2., April 2016.

<sup>3</sup> NJIT University Senate Bylaws, §II. A. February 4, 2016; NJIT Faculty Senate Bylaws, §IV. B. 2., April 2016.

<sup>4</sup> NJIT Faculty Handbook, §4.5.3.1, July 2017.

<sup>5</sup> Some positions, such as College representatives to CFRR, may be filled directly by the College, in which case the Dean chooses the nominee from among the finalists. For other positions, such as search committees for senior administration, the Provost or President may request more than one nominee per college, in which case the Dean chooses the appropriate number of nominees from among the election finalists to forward to the Provost or President, as appropriate.

<sup>6</sup> The number of finalists could be at the discretion of the dean and dependent on the number of nominations requested and the preferences of the Dean. For instance, in the case of a Provost request for multiple nominees per college. Leaving it fixed at three gives the Dean more discretion.

<sup>7</sup> Some committee positions may be contentious, and it is important that Faculty, and in particular junior Faculty, be allowed the opportunity to vote in secret if they feel that is important. Setting the limit at three will avoid demands to have a secret ballot without due cause, though an argument could be made to require a secret ballot at the request of any single faculty member.

<sup>8</sup> In the event of a tie for third place, more than three candidates would be considered as finalists.