The School of Environmental and Biological Sciences
By Laws
BYLAWS
Of the
COOK COLLEGE FACULTY
May 2003

I. PREAMBLE

Cook College is a professional college in Rutgers University, patterned on the land-grant concept. The instruction, research, and outreach programs are specific but interrelated functions of Cook College, carefully integrated in such a way as to be of mutual benefit. The Executive Dean of Agriculture and Natural Resources has overall authority over all programs of Cook College and the New Jersey Agricultural Experiment Station.

Faculty members frequently have joint appointments with two or more functions. In many cases, faculty members participate in establishing policies and procedures for these functions through activities of the assembled faculty and faculty committees. The Cook College faculty has special needs for communicating with the administration and the standing committees of the college, due to its wide range of interests. To assist in these communications, the administration, deans and directors, and the standing committees are encouraged to hold meetings and hearings to inform fully the special faculty groups and hear their reaction concerning important issues that may come before the faculty. Our interests are divided but the goals of Cook College draw them together into a united program.

An Academic Forum is provided to meet the ongoing diverse and intricate curricular and academic policy issues and needs of the college as they pertain to undergraduate education.

Cook College is also unique in that curricula have been established which cross the boundaries of departments. Each is under the supervision of an Undergraduate Program Director/Curriculum Coordinator who is responsible to the Dean of Academic and Student Programs.

The college is also associated with The Graduate School, providing instruction in graduate level courses and advisors for advanced degree candidates.

These bylaws, prepared, modified, and adopted by the faculty of Cook College, are intended to govern the affairs of the college in accordance with the provisions set forth in the several articles that follow and with the regulations governing Rutgers University. In the event of any conflict or inconsistency between these bylaws and the regulations governing Rutgers University, the university regulations shall prevail. The Rules of Procedure Committee shall provide temporary rules if they are required to phase in these bylaws.
II. THE FACULTY

A. Membership

1. The President and the University Vice-President for Academic Affairs.
2. The Executive Dean of the college, other deans and directors, and associate deans and associate directors of the college.
3. Members of the Cook faculty at the rank of Professor II, Professor, Associate Professor, Assistant Professor, or an equivalent research or extension rank, and members on leave of an equivalent rank.
4. Faculty members holding university appointments outside the college but whose tenure is in Cook College.
5. Instructor, Assistant Instructor or an equivalent research or extension rank, visiting faculty members, and adjunct faculty members.
6. Other faculty members at the ranks listed in II.A.3. may be granted membership in the faculty of Cook College upon recommendation by one of the departments of the faculty of Cook College and by the Executive Dean of Cook College. Such approval shall be based upon an involvement of the faculty member in an academic program of Cook College. The department shall also recommend a term of service, e.g., one year, three years, or indefinite term. Each department, in its bylaws, shall specify the criteria and procedures for making such nominations to the body of the faculty.
7. When appropriate, the term Fellow may be applied by the faculty to faculty members who serve other colleges within the university.
8. Officers of the university and representatives of other colleges who are invited by the Executive Dean.

B. Voting Members

Voting members of the faculty shall be those members listed in II.A.1.-5 who occupy 51 percent or more of a position in Cook College. Members of the Cook College faculty at the ranks previously listed as eligible for voting membership and who occupy less than 51 percent of a faculty line in the faculty of Cook College may be granted voting membership in the faculty of Cook College in the same manner as II.A.6. Approval shall be based upon a substantial involvement of the faculty member in an academic program of Cook College. Voting members of this faculty are automatically voting members of the Cook department that holds at least 51% of their line support. Additional department members may vote as provided in section V.B.4.f.

C. Officers

1. The Executive Dean of the college or the Executive Dean's designee shall chair all faculty meetings unless the President attends and chairs.

A Secretary shall be elected by the faculty for a three-year term. The Secretary's responsibilities shall be to record minutes of the college faculty meetings in accordance with Robert's Rules of Order and conduct the elections for positions for faculty committees, University Senate, faculty representatives to the Cook College Council, and Secretary of the Faculty. The Secretary shall also conduct the election of nominees for department chair.
2. The Parliamentarian shall be appointed by the Executive Dean annually to provide advice to the Chair.

D. Meetings

1. Regular meetings shall be scheduled and announced by the Executive Dean during the first week of the academic year, scheduled so the meetings do not fall on the same day of the week. Meetings may be subsequently cancelled, but at least one regular meeting must be held each semester. Regular meetings will not be scheduled for dates and times other than those arranged by the Executive Dean in the first week.

2. Special meetings may be held at the call of the Executive Dean or the President and also shall be held on written request to the Executive Dean of at least ten percent of the voting members for the current academic year. Unless the Executive Dean proclaims the existence of an emergency, such special meetings shall not be convened until a period of at least 72 hours has elapsed from the time that the call was issued. Resolutions and supporting data for consideration at the special meeting shall be transmitted to the members of the faculty as expeditiously as possible in advance of the meeting date. The agenda of the meeting shall be limited to such resolutions.

3. A quorum shall consist of ten percent of the voting members of the faculty for the current academic year as defined annually on September 1st. Voting shall be by simple majority except as otherwise specified in these bylaws.

4. Agenda for a regular meeting shall be prepared and circulated by the Secretary, prior to each meeting, after consultation with the Executive Dean and committee chairs.

E. Robert’s Rules of Order

1. Robert’s Rules of Order, in the latest edition, shall govern, except as modified in these bylaws. Normally a speaker shall be limited to three minutes on each question. An additional minute per person may be allowed for rebuttal.

2. All resolutions, motions, and reports that will commit the faculty to any policy position must be submitted to the Secretary of the Faculty in sufficient time that a copy can be sent to each member of the faculty and receive no later than seven calendar days before the meeting at which action is contemplated. Motions or resolutions normally shall be referred for consideration to a standing or ad hoc committee. Committees shall report as expeditiously as possible, or, where necessary, a specific reporting date may be established by action of the faculty.

3. All other motions or resolutions that have not been circulated in written form including electronic, at least seven calendar days prior to the meeting, may be put on the floor and debated, by vote of two-thirds of the voting members present, and will require a two-thirds majority for adoption.

4. A ballot, to be submitted to all eligible voting members of the faculty, shall be ordered on any question, before the final vote shall be taken, at the request of the majority of the voting members present. A motion requesting a ballot shall take precedence over a call for the question. The motion to reconsider shall not be applicable to votes taken by electronic or mail ballot.
5. Open and Closed Meetings
   a. The Presiding Officer shall be responsible for the decorum of the meeting.
   b. Meetings of the faculty shall normally be open to the public.
   c. Members of the faculty may at any time, by majority vote, move to close a meeting to the public.

III. STANDING COMMITTEES

A. Structure and Operation of Committees

Except for the Department Chairs' Council and as otherwise specified in these bylaws for specific committees of the faculty, the following general rules shall govern.

1. Membership of Committees
   a. Unless otherwise noted, there shall be two appointed and two elected faculty members funded by teaching and research lines and one elected and one appointed faculty member funded by Cooperative Extension. Only one person may be appointed from a department. Student membership is specified for some committees.
   b. The Executive Dean may ask a member of the committee to convene the first meeting of the year at which time officers of the committee shall be elected.
   c. Candidates for elected membership shall be voting members of the faculty. Such candidates shall be nominated by the Department Chairs Council or by written petition containing a statement certifying agreement of nominee to serve, if elected, and signed by at least five voting members of the faculty. The names of all candidates shall be reported to the Secretary of the Faculty, who shall conduct all faculty elections.
   d. Appointed members of the faculty committees shall be appointed by the Executive Dean of Cook College from among the voting members of the faculty unless otherwise indicated.
   e. Ex officio members, where such members are specified, normally shall not have voting rights. The Executive Dean or his/her designee shall be an ex officio member of all committees except the Appointments and Promotions Committee. The Executive Dean shall be a voting member of the Department Chairs’ Council.
   f. Student members, where such members are specified, shall be students in Cook College, shall have voting rights in the Committee and can represent the committee before the faculty. They shall not have access to the confidential faculty or student records. They shall be elected in accordance with procedures specified by the Cook College Council.

2. Officers
   All standing committees shall be appointed prior to July 1. Committee structure will consist of a chair, vice-chair and a secretary.
3. Terms of Office
The normal term of membership shall be two years, unless otherwise specified, whether elected or appointed. When originally elected or appointed for a one-year term (as in filling an unexpired term or in establishing rotating membership) a member shall be eligible or elected or appointed to the full two-year term immediately following. Otherwise, one year must elapse before becoming eligible for reelection or reappointment to the same committee, unless otherwise specified. This one year lapse rule shall also apply to committees with normal terms other than two years. Recommendations of the Executive Dean for appointment to university committees shall follow the same rule as far as practicable. This limitation does not apply to members serving by virtue of position.

Vacancies in the elected membership shall be filled temporarily by the Executive Dean or his designee until the incumbent is able to resume his/her duties or until the next election; the person with the next highest number of votes at the previous election shall be requested to fill the vacancy. If that person cannot serve, the Chair of the standing committee shall be empowered to appoint a member of the faculty or a student eligible to serve according to the requirements of these bylaws. No elected or appointed member’s terminal date of office shall be altered or extended as a result of absence from the committee.

Regular elections shall take place in the spring of each year. The term of all standing committees will be from July 1 through June 30 of each year.

4. Quorum
A quorum shall consist of a majority of the members eligible to vote on a committee, unless that committee establishes a different quorum and registers it with the Secretary of the Faculty and the Chair of the Rules of Procedure Committee.

5. Records
The records of each committee shall be filed in the Office of the Executive Dean at the end of each academic year and shall be kept for a period of not less than three years. Records of the Committee on Appointments and Promotions and the Committee of Review shall be confidential and shall be kept only for the use of the Executive Dean and the respective committees. None shall remain in the hands of committee members. Records of all other committees shall be available to members of the faculty.

6. Reporting
The Appointments and Promotions Committee and the Committee of Review are advisory to the Executive Dean. All other committees shall report to the faculty and to the Executive Dean. All committees shall report to the Rules of Procedure Committee any recommendations for changes in the bylaws concerning their organization or function.
B. College/NJAES Committees

1. Department Chairs’ Council
   a. Membership: Department Chairs, Directors of centers, institutes, bureaus and administrative units, and the Executive Dean. *Ex officio* members: other deans, associate deans and directors, the Director of Business Affairs, and, at the discretion of the Executive Dean, assistant deans and directors.
   b. Officers: A Chair, Vice-Chair, and Secretary shall be elected from the voting membership, excluding the Executive Dean.
   c. Meetings shall be held at least twice each semester.
   d. Responsibilities: (1) To advise the Executive Dean and to serve as the Executive Committee of the Faculty during recesses or during such times the faculty cannot meet. (2) Membership and nominating responsibilities. To nominate to the faculty through the secretary of the faculty the members of standing committees as required in these by-laws, to nominate appropriate members of other faculties for membership in the Cook College Faculty. All actions taken by the Department Chairs’ Council while acting as the Nominating Committee or as the Executive Committee of the Faculty shall be reported to the faculty for review.

2. Advisory Committee on Appointment and Promotions
   a. Membership: There shall be nine members appointed by the Executive Dean: six from teaching/research and three from Extension.
   b. Term of Office: The term of office shall be three years.
   c. Responsibilities: To advise the Executive Dean and other administrative officers on appointments, reappointments, and promotions of faculty members, and on personnel matters in general.

   To advise the Executive Dean on all new tenure appointments, applying the same standards as those established for promotions to the rank proposed.

3. Committee of Review (Grievance Committee)
   a. Membership: The members shall be selected in accordance with university regulations and the collective bargaining agreement between the university and the American Association of University Professors. All members shall be associate or full professors (or equivalent ranks) on indefinite tenure, chosen from units of the college for which the Executive Dean has budgetary responsibility.
   b. Chair: The members of the grievance committee chosen as above shall elect a chair for purposes indicated in items c.2.-3. below.
   c. Purposes and Responsibilities:
      1. Grievance subcommittees drawn from the pool in accordance with the collective bargaining agreement shall hear formal grievances as defined by that agreement.
III.B.3.2 – III.B.6a

(2) In case of claims initiated by a faculty member of alleged failure to follow the requirements and procedures set forth in the bylaws of the college or of a department, the Chair shall appoint a Committee of Review, of three members, to hear such claims and submit a report concerning them to an appropriate officer of the college. If either the faculty members or those against whom the claim is made so desire, the committee shall be selected by lot. Not more than one member of any committee may be from one department.

(3) The Chair of the Committee of Review or his/her designee shall assist the Secretary of the Faculty in counting ballots for elective positions.

4. Advisory Committee on Professor II
   a. Membership: All members shall be at the Professor II rank, on indefinite tenure from those units of the college for which the Executive Dean has budgetary responsibility. The Committee should be comprised of four members, appointed by the Executive Dean. Ordinarily, no more than one member shall be from the same discipline department or professional field. Members may serve for consecutive terms.
   b. Responsibilities: To make a recommendation to the Executive Dean for promotions to the rank of Professor II within the college, upon review of all material.

The committee may initiate a promotion review to the rank of Professor II. In that case, it shall function as “nominator,” as referred to in the procedure for promotion to Professor II.

5. Rules of Procedure Committee
   a. Membership: In addition to regular membership the Secretary of the Faculty shall be a voting member. The Parliamentarian of the Cook College Faculty shall also serve, ex officio.
   b. Responsibilities: To act as the bylaws committee for the college, to review and recommend changes in the bylaws, and receive and review recommendations from the faculty for changes in the bylaws.

To supervise the preparation of a current edition of the bylaws for periodic distribution to the members of the faculty.

To interpret the bylaws in cases where they may be found to be ambiguous or incomplete.

6. Affirmative Action, Diversity and Equal Opportunity Committee
   a. Membership: In addition to the regular membership, there shall be two students and one representative of the support staff at the college, appointed by the Executive Dean on nomination by the outgoing committee.
Ex officio members: The Director of the Cook College Equal Opportunity Fund, the Assistant Dean for Personnel, and the Affirmative Action Officer of Cook College.

The committee should have no more than two members from any one department.

b. Responsibilities: To advise the Executive Dean and the college Affirmative Action Officer in monitoring affirmative action progress and developing updates, goals and timetables in relation to the college’s affirmative action plans.

To assist the Affirmative Action Officer in preparing a yearly report to the Cook College faculty including an analysis of women and minorities in relation to rank, tenure, and promotions.

To act as a hearing board for complaints about discrimination from students, faculty members or support staff who wishes to explore a problem informally, as requested.

To monitor college recruitment procedures through review of UPF-1 forms submitted by Department Chairs in addition to other pertinent data.

To work with the Affirmative Action Office to insure that all departments are informed of university commitments to affirmative action and other suitable information.

To be informed about university and college efforts to increase the number of minority and disadvantaged students and to call attention to a need for action in this area, should such need emerge.

7. Library Committee
   a. Membership: In addition to the regular specifications, there shall be two student members. The Librarian of the Stephen and Lucy Chang Science Library shall serve ex officio.
   b. Responsibilities: To become knowledgeable about the potential and reciprocal responsibilities for university Library services, participating actively and jointly with the librarians in all libraries serving Cook College in developing and supporting library staffing, collections, and services responsive to and meeting the needs of students and faculty members, as well as of Experiment Station faculty members and staff.

The Chair along with one other faculty member and two student members of the Library Committee will be designated as the Cook College representatives to the Mabel Smith Douglass Library Committee.
8. College Planning Committee
   a. Membership: There shall be a total of nine elected faculty members, six from teaching and research and three from extension. Only one faculty member from a department may serve on this committee. One undergraduate and one graduate student will also serve annually, with the privilege of successive terms.
   b. Term of Office shall be for three years, with three elected each year.
   c. Quorum shall consist of seven members.
   d. Responsibilities: The duties of this committee will be to advise the Executive Dean on (1) program priorities in the area of faculty line assignments, teaching, research and Cooperative Extension in relation to resources to be allocated to the college, (2) it will make finding and resource allocation recommendations on the current budget and suggest strategies for the future and (3) long-range planning (three to five years) in the areas listed above.

To examine the role of the college within the framework of the university and of the three functions of the college.

The Committee will meet a minimum of four times a year with the Executive Dean. They will also prepare an annual report, making recommendations concerning the state of the college as an integral part of Rutgers University.

9. International Programs Committee
   a. Membership: Six or more faculty members appointed by the Executive Dean.
   b. Term of Office: One year.
   c. Responsibilities: To advise the Executive Dean and Program Deans regarding appropriate college/experiment station-wide international activities.

10. Plant Variety Release Committee
    a. Membership: Six faculty members, drawn from appropriate departments and/or centers, will be appointed by the Dean of Research/Director of the NJAES. Ex officio members include the NJAES Director or his/her designee, the Director of the Rutgers Office of Corporate Liaison and Technology Transfer, and the Senior Manager of the Cook NJAES Regional Office of Corporate Liaison and Technology Transfer.
    b. Term of Office shall be three years, with staggered terms so that two members will be replaced each year. Members may serve consecutive terms.
    c. Quorum shall consist of four voting members or alternates authorized by the chairperson of the committee. All decisions are made by the majority of the voting members or authorized alternates present.
    d. Responsibilities: The Plant Variety Release Committee is responsible for recommending policy guidelines for plant variety and germplasm releases generally and for reviewing and making recommendations to the NJAES Executive Director concerning each proposal for the release of new plant varieties including protected varieties.
11. The Professional and Continuing Education Committee
   a. Membership: Six faculty members, three from teaching and research appointed by the Dean of Academic and Student Programs and three from Extension appointed by the Dean of Outreach. The Director of Professional and Continuing Education shall serve ex officio.
   b. Terms of Office: Faculty members shall serve for three years, with privilege of reappointment.
   c. Responsibilities: To assist the Director of Professional and Continuing Education in evaluating current professional and continuing education programs, and to make recommendations to the director for possible new programs, new and innovative strategies, and sources of funding.

To stimulate interest and support for the professional and continuing education program throughout the Cook College community.

12. Cook College Buildings, Grounds and Infrastructure Committee
   a. Membership: Three elected faculty members, three faculty members appointed by the Executive Dean and three students chosen by the Cook College Council.

Ex officio members: The Executive Dean, the Associate Dean for Administration, the Director of Physical and Capital Planning or his/her designee, the Director of Cook/Douglass Facilities Maintenance Services, the Director of Cook/Douglass Housing and the Chair of the Planning Committee or his/her designee.
   b. Terms of Office: Faculty members shall serve three years, with membership staggered so that in any one year no less than two members will be added. Student members shall serve for one year. All members may succeed themselves.
   c. Responsibilities: To advise the Executive Dean and the faculty on all plans and/or proposals that impact upon the environmental and educational quality of the Cook College campus. The committee will prepare and present to the faculty an annual report on the state and status of campus facilities.

13. Communications and Outreach Committee
   a. Membership: Three elected faculty members and three faculty members appointed by the Executive Dean and the Dean of Outreach.
   b. Terms of Office: Elected faculty members shall serve three years; appointed faculty members shall serve for one year. All members may succeed themselves.
   c. Responsibilities:
      (1) Implement a study of how the College is perceived by its members, stakeholders, and the public, in terms of its teaching, research, and outreach missions, and use the results to design a proactive outreach effort to attract students and faculty and to enlist the participation and support of stakeholders and the public.
      (2) Encourage departments and centers to establish scientific displays and/or tours throughout the year and at special events such as Ag Field Day.
(3) Promote increased demonstrations and lectures on controversial or future trends on topics of particular concern to New Jersey.
(4) Strengthen relationships between Cook College and its alumni through an alumni action plan and creation of a Cook campus office and liaison for the Cook/CAES Alumni Association.
(5) Improve public relations, including the development of e-mail address lists for ready communication with constituents.
(6) Establish, maintain and promote a redesigned Internet Web site highlighting relevant research and research products at Cook College; create greater consistency among departmental, institute, and other sites; and develop a searchable database with linkages to other sites that establishes Cook as a "gateway" to information about the core areas of agriculture, natural resources, the environment, and the well-being of people and communities.

14. Administrative Performance Reviews Committee
   a. Membership: Nine elected tenured faculty members, six from teaching and research and three from Extension.
   b. Terms of office: Faculty members shall serve for three years. Three members will rotate off this committee each year.
   c. Responsibilities: To conduct performance reviews of the Executive Dean, the Dean of Academic and Student Programs, the Dean of Research and the Dean of Outreach. The review of the Executive Dean should be accomplished in conjunction with the University's review and with the permission and input from the Executive Vice President for Academic Affairs. The reviews of the Program Deans must be coordinated with the Executive Dean. These reviews will be conducted after the persons have been in office for five years. The Dean being reviewed will submit to the committee a job description, lists of accomplishments, plans for the future and a self-evaluation. The committee will also solicit input on job performance from a variety of sources including but not limited to faculty, students, Cook College Council, stakeholders, Board of Managers and alumni. The committee will structure the performance review to indicate areas of strength, areas requiring improvement and a rating system. Upon completion of the review the committee will meet with the appropriate dean to discuss the performance review. The Dean may submit a written response for the review. After meeting with the Dean the committee will present a summary of the review along with the response from the Dean at a faculty meeting. The committee's report and the Dean's response will be forwarded to the President of the University.

15. Technology and Patents Review Committee
   a. Membership: Six faculty members, from different disciplines but with intellectual property experience, will be appointed by the Dean of Research and Graduate Programs/Senior Associate Director for Research, NJAES. Ex officio members include the Dean of Research or his/her designee and the Senior
Manager of the Cook/NJAES Regional Office of Corporate Liaison and Technology Transfer.

b. Terms of Office: Faculty members shall serve three years, with membership staggered so that in any one year no less than two members will be appointed. Members may serve consecutive terms.

c. Quorum: A quorum shall consist of four voting members or alternates authorized by the chairperson of the committee.

d. Responsibilities: To review and advise the NJAES Executive Director as to each proposal to seek intellectual property protection for inventions. Given the Cook/NJAES land grant mission of economic and industry development, the committee will examine the best procedures for transferring the technology to private and public entities, the best procedures to protect the intellectual property, and the potential for successful licensing of the technology. The committee is responsible for recommending policy guidelines for intellectual property protection and licensing.

C. Academic and Student Programs Committees

Membership shall include six faculty members (unless otherwise noted) who are voting members of the Academic Forum. At least one half of these members shall be elected by the faculty, and the remaining members shall be appointed by the Dean of Academic and Student Programs or his/her designee unless otherwise noted. Where student members are specified, they shall be elected by students according to procedures specified by the Cook College Council. Students serve one year terms. The Chair of each committee shall be elected by the voting members of the committee without regard to whether that person was elected or appointed.

The Dean of Academic and Student Programs and the Chair of the Academic Forum shall be ex officio members of each committee, in addition to one associate or assistant dean who shall serve as staff support for the committee.

Terms of office shall be six years (unless otherwise noted), one member being replaced each year, with elected and appointed members being replaced in alternate years. There must be a lapse of one year before a faculty member may serve on the same committee.

All committees shall report to the Academic Forum and to the Dean of Academic and Student Programs as appropriate, but not less than once during each academic year. The Academic Forum chair will report on behalf of the Academic and Student Programs Committees to the Cook College faculty at all meetings.

1. Admissions and Scholastic Standing Committee
   a. Membership: Six elected faculty members and the Admissions Officer for Cook College, ex officio.
   b. Responsibilities: To consider and report to the Academic Forum any proposed changes in admission requirements or procedures in the college, provided they conform to the minimum requirements approved by the University Senate for admission to all colleges in the University. On approval of the Academic Forum, to make policy recommendations to the University Committee on Admissions.
To review and act on requests for waiver or substitution of college and curriculum requirements.

To review the records of students rated deficient in their work and whose weighted numerical average to date does not meet appropriate standards established by the Academic Forum. The committee shall take appropriate action in each case and report its action to the Academic Forum.

To ensure an effective program of student advising.

To consider general problems relating to grades, grading, readmission and other pertinent matters brought to its attention by the Dean of Academic and Student Programs or members of the faculty.

To provide faculty input to decisions involving enrollment at Cook College and the mix of freshman and transfer student admissions.

2. Curriculum and Educational Policy Committee
   a. Membership: There shall be six elected faculty members and two student members.
   b. Responsibilities: To consider the undergraduate curricula of the college as a whole in relation to the objectives of Cook College.

   To consider changes in curricular programs, proposals for new undergraduate courses, deletion of old courses or changes in content of courses, and requests for independent majors, and make recommendations to the Academic Forum. Proposals for the consideration of the committee may come from Department Chairs, Undergraduate Program Director/Curriculum Coordinators, the Dean of Academic and Student Programs, the Executive Dean, or the university administration.

   To serve in an advisory capacity to the Dean of Academic and Student Programs in matters pertaining to educational policy, to receive and review educational policy proposals originating with the faculty and/or the Academic Forum and students, and to assume the initiative in bringing such proposals to the Academic Forum with its recommendations.

3. Differential Tuition and Special Projects Advisory Committee
   a. Membership: There shall be six elected faculty members and six student members.
   b. Responsibilities: To assist and advise the Dean of Academic and Student Programs by considering appropriate college-wide projects and initiatives.

   To assist and advise the Dean of Academic and Student Programs in considering special needs funding requests submitted by departments/curricula in response to the college’s annual Special Needs Funding Program.
To assist and advise the Dean of Academic and Student Programs concerning the differential tuition rate for the college.

4. Financial Aid Committee
   a. Membership: There shall be eight faculty members appointed by the Dean of Academic and Student Programs, and ex officio, the Director of the Equal Opportunity Fund and the Financial Aid Officer for Cook College.
   b. Term of Office shall be four years with the privilege of successive terms, with two members appointed each year.
   c. Responsibilities: To review on a continuing basis the policies under which scholarship funds and other forms of student aid are administered.

To examine applications for all forms of financial aid and to recommend awards.

5. George H. Cook Honors Committee
   a. Membership: There shall be five elected faculty members, five appointed faculty members, and four student members. The Dean of Academic and Student Programs may appoint additional adjunct members for a one-year term upon recommendation of the Committee.
   b. Term of Office shall be five years for faculty members, with the privilege of successive terms, with one to be elected and one to be appointed each year.
   c. Responsibilities: To review and administer the George H. Cook Scholars Program for the faculty and to search for new ways of encouraging and rewarding superior scholarship.

6. General Honors Program Committee
   a. Membership: There shall be six faculty members appointed by the Dean of Academic and Student Programs. Three are appointed each year.
   b. Term of Office shall be two years.
   c. Responsibilities: This committee insures the implementation of the Cook College General (Four-Year) Honors Program as described in the catalog and as mandated by the university.

7. Judicial Panel
   In accordance with the regulations governing Rutgers University, as described in the New Brunswick Undergraduate Catalog, a panel of Academic Forum faculty members and students shall be selected by the Dean of Academic and Student Programs during the first three weeks of the fall semester. From this panel, a Hearing Board of two faculty members and three students shall be selected for each specific case.

8. Student Life and Services Committee
   a. Membership: There shall be six faculty members and six students appointed by the Dean of Academic and Student Programs.
   b. Term of Office: Faculty members shall serve for three years with two appointments each year.
c. Responsibilities: To advise as appropriate, the Executive Dean, the Dean of Academic and Student Programs, and the Dean of Students on major policies governing non-classroom activities for resident and commuter students.

To make suggestions to the proper university authority concerning general student concerns.

To review the regulations governing the general conduct of students with reference to current problems of student life.

To hear individual complaints in non-academic matters about actions of faculty members, administrative officers, and non-academic personnel.

To review and to make recommendations with respect to the adequacy of counseling and placement services, the Student Health Center, food services, the library, bookstores, Housing and Business Offices, and with respect to such other services that are of interest to students.

To arrange concerts, lectures, and other educational and cultural events.

To review and recommend to the Student Recreation Association Board ways of strengthening the intramural and recreation programs of the college.

9. Teaching Effectiveness and Improvement Committee
   a. Membership: There shall be three elected faculty members and three faculty members appointed by the Dean of Academic and Student Programs. Four students shall also serve on this committee.
   b. Term of Office for faculty members shall be three years, with two new members each year and with the privilege of successive terms.
   c. Responsibilities: To represent to the Teaching Excellence Center general Cook College faculty concerns about the effectiveness of the campus-wide course evaluation procedures as a means of providing useful feedback to instructors and students and of serving as a uniform and objective means of evaluating instruction.
   To provide direction for future improvements in course evaluation.

   To establish and review guidelines for the peer evaluation of teaching and the development of standards for the assessment of teaching effectiveness.

   To assist the Dean of Academic and Student Programs in conducting the annual Academic and Professional Excellence Awards program and to advise the Dean of Academic and Student Programs of possible candidates for additional teaching honors and awards sponsored by the university as well as by state and national professional associations.
To initiate, develop and coordinate formal and informal programs to assist faculty in the improvement of their teaching and to promote the ongoing discussion of teaching effectiveness within the faculty.

D. *Ad Hoc Committees*

1. To further the work of the faculty, the Executive Dean may create *ad hoc* committees.

2. Ten voting members of the faculty may present a request for an *ad hoc* committee to any meeting of the faculty. Endorsement by majority vote is required for formation of such a committee.

3. Members shall be appointed by the Executive Dean for the life of the committee.

4. After two years such a committee shall either be established as a standing committee or be disbanded.

E. *University Senate Representatives*

1. The number of elected representatives from Cook College is determined by university regulations. The number of representatives will maintain the balance of faculty representation as in III.A.1a. Any remaining number of Senate positions beyond the number that can be divided by three shall be elected at large with nominees from each of the areas, in the same two to one proportion.

2. Term of Office shall be three years with privilege of successive terms.

3. Responsibilities: To serve as representatives of Cook College in establishing such university policies as are the function of the Senate.

   To assure that the unique interests of Cook College are appropriately represented to the Senate and its committees.

F. *Cook College Council Representatives*

1. The number of faculty representatives is determined by the bylaws of the Cook College Council.

2. Term of Office shall be one year.

3. Responsibilities: To serve as representatives of the Cook College faculty and participate with the student representatives in fulfilling the purposes of the Cook College Council as stated in its Constitution.
G. New Brunswick Faculty Council Representatives

1. Number of Representatives: Faculty members are represented according to department. Each department of at least fifteen members (including Extension departments) shall elect one representative. Departments of fewer than fifteen members will share representation.

2. Term of Office shall be three years.

3. Responsibilities: To serve as representatives of the Cook College faculty and participate in the New Brunswick Faculty Council.

To report to the faculty on a regular basis regarding this council.

To interact with standing or ad hoc committees of the college as needed to facilitate the functioning of those committees with respect to the university.

IV. THE ACADEMIC FORUM

A. Purpose

The broad purpose of the Academic Forum is to address any and all issues which affect the character, availability and quality of undergraduate programs of Cook College.

The Academic Forum will represent the faculty on all academic issues that are clearly the responsibility of the faculty and will recommend policies on issues such as size of student body/total enrollment, standards for admission and graduation, implications of student/faculty ratio shifts, the percentage of courses being taught by part-time faculty members, and will advise on priorities for the distribution of teaching resources, both financial and human.

The Academic Forum will consider and take action on all committee reports and academic proposals brought before it. The actions of the Academic Forum will be presented as recommendations to the Cook faculty for approval.

B. Membership

1. The President and the University Vice-President for Academic Affairs.

2. The Executive Dean of Cook College and the Dean of Academic and Student Programs of Cook College.

3. All other Cook College department chairs, center directors, associate and assistant deans and directors.

4. All Cook College Undergraduate Program Directors/Curriculum Coordinators.
5. All Cook faculty members as described in II.A.

6. Cook College undergraduate academic advisors, part-time faculty members and teaching assistants in courses offered by Cook College.

7. The Director of Professional and Continuing Education.

8. Student Representation
   a. Student representation in the Academic Forum will be comprised as follows:
      (1) The President of the Cook College Council or his/her designee.
      (2) The elected student representatives from committees as specified in III.B.-C.
   b. Student members shall elect a spokesperson who will represent them on the Academic Forum Executive Committee.

C. Voting Members

1. The Executive Dean, Department Chairs, and Undergraduate Program Directors/Curriculum Coordinators are automatically voting Forum members.

2. All people as indicated in II.B.

3. Any Cook College full or part-time faculty member who has a deep interest in undergraduate teaching may declare annually to the Executive Committee his or her desire to participate in the Academic Forum as an active voting member.

4. All students listed in IV.B.8.

D. Academic Forum Governance

1. Academic Forum Chair
   a. The Academic Forum shall elect a chair from among its tenured faculty members.
   b. Term of Office for the Chair shall be three years with a maximum of three successive terms.

2. Academic Forum Vice-Chair
   a. The Academic Forum shall elect a Vice-Chair from among its tenured faculty members.
   b. Term of Office for the Vice Chair shall be three years with a maximum of three successive terms.

3. Academic Forum Secretary
   a. The Academic Forum shall elect a Secretary from among its membership. Any regular voting or ex officio member is eligible.
   b. Term of Office for the Secretary shall be three years, with no limit on successive terms.
4. A Parliamentarian shall be appointed by the Chair, from among the Academic Forum membership, for a one-year term to advise on parliamentary procedure, using the latest edition of Robert's Rules of Order.

5. Executive Committee
   a. The Executive Committee shall be comprised of the Academic Forum Chair, Academic Forum Vice-Chair, Academic Forum Secretary, Dean of Academic and Student Programs, the chairs of all Academic and Student Programs committees, and one student representative.
   b. The function of the Executive Committee shall be to prepare the agenda for Academic Forum meetings. It shall also receive and evaluate applications for voting membership in the Academic Forum from those faculty members described in IV.C.3 and recommended appropriate action.

6. Quorum shall consist of twenty percent of the voting members of the Academic Forum for the current academic year as defined annually on September 1st. Voting shall be by simple majority, except as otherwise specified in these bylaws.

7. Meeting Frequency
   a. The Academic Forum shall schedule a minimum of three meetings each academic year as follows:
      
      Fall Semester (1 required)
      Spring Semester (2 required)

   b. Special meetings may be called, following the guidelines outlined for the entire Cook faculty. (II.D.2), using membership numbers appropriate for the Forum.

V. FACULTY ORGANIZATION

A. General Statement

The range of subjects included in the mission of Cook College is so broad that the subjects may be quite logically organized in different ways. The mission of the college requires a structure that provides for the needs of teaching, research, and off-campus education and service.

Cook College is unique in that in addition to the subject matter or discipline departments, there are multidisciplinary undergraduate teaching curricula. As the curricula transcend department lines, it is essential that the responsibilities of Department Chairs and Undergraduate Program Directors/Curriculum Coordinators be defined as clearly as possible. The Dean of Academic and Student Programs shall assist in coordinating the assignments to undergraduate and graduate teaching when necessary.
B. Departments, Bureaus, and Administrative Units

1. Departments
Departments, unless otherwise designated, must consist of at least three tenured faculty members with the rank of Associate Professor, Professor, or Professor II. They are the basic administrative units of the college. Faculties are organized into departments along discipline or functional lines by the Executive Dean, and departments may have several interrelated areas of subprograms. A department is responsible for the development and maintenance of an overall program with undergraduate, non-degree, and graduate teaching, basic and applied research, and Cooperative Extension to meet the needs of students and the people of the State.

A current list of Cook College departments may be obtained from the Office of the Executive Dean.

2. Bureaus, Administrative Units, Centers, and Institutes
Bureaus, administrative units, centers, or institutes are special purpose groups with a specific theme or function. They may be composed of personnel from various departments and are oriented primarily toward research, Cooperative Extension, and service activities. This definition shall include special purpose groups now in existence or created in the future. A list of current bureaus, administrative units, centers, and institutes may be obtained from the office of the Executive Dean.

3. Department Membership
Those Cook College faculty members for whom assignment to a discipline is appropriate, whether on research or Cooperative Extension lines within the budget of the New Jersey Agricultural Experiment Station, or on teaching lines in the general university budget, or any combination thereof, shall be equal members of their respective discipline department except for voting on personnel matters that concern reappointment, promotion, tenure, dismissal, salary improvement, and similar actions. With the exception of nominating ballots for Department Chair, all eligible faculty members shall vote on such personnel matters only in the department that holds the major portion of their line, although input into departmental matters is expected.

The Department Chair shall have a vote on all matters even if he/she does not have a major portion of a line within the department.

Except for voting on personnel matters, faculty members may hold full membership in more than one department. The Executive Dean, acting on the advice of the department concerned, shall effect all changes in department membership.

In the case of split appointments, personnel actions on faculty members will be initiated and carried out by the department holding the major portion of the line while consulting with the department holding the minority portion of the line.

All tenured and tenure-track faculty members of a department shall be consulted on all new tenured and tenure-track appointments to that department, for initial appointment and for transfer of tenured and tenure-track faculty from other academic units. Each department shall develop a procedure, involving all tenured and tenure-track members, to provide
advice, in writing, to the Executive Dean prior to the appointment of tenured and tenure-track faculty members to department membership. This consultation is in addition to the already-defined involvement of the tenured faculty in the appointment process.

4. Department Bylaws
Each department shall adopt a set of bylaws which will be voted upon by the faculty members eligible to nominate for department chair. The department bylaws shall be in accordance with university regulations and the college bylaws.

Department bylaws, at a minimum, shall include provision for the following matters:
   a. Procedures for adding voting and/or non-voting members of the department, in addition to those specified in these bylaws.
   b. A schedule of regular departmental meetings with a minimum of one meeting each six months.
   c. Detailed procedure for the convening of a departmental meeting and a definition of quorum.
   d. Detailed procedure for making recommendations concerning appointments, reappointments, promotions, non-reappointments, and dismissals.
   e. A specific procedure to nominate a search committee to the dean.
   f. Procedures to be used by the department for recommending faculty members of other divisions of the University for voting or non-voting membership in the Cook College faculty as per II.A.6 and II.B.

A copy of the bylaws as adopted by the department shall be forwarded to the Rules of Procedure Committee, which will review them for compliance with the bylaws of the college. Upon approval by the Rules of Procedure Committee, a copy will be filed with the Secretary of the Faculty and the Executive Dean of Cook College and, where appropriate, with the Dean of The Graduate School.

All subsequent amendments shall be forwarded by the department to the Rules of Procedure Committee within thirty days of their adoption for review and forwarding to the appropriate dean(s), as above.

The Rules of Procedure Committee will regularly report to the faculty its approval of department bylaws and their amendments.

5. Department Chair
There shall be a chair for each department of the college, appointed by the Executive Dean.

It shall be the duty of a department chair to have administrative responsibility for the overall program of the department according to the provisions and the regulations governing Rutgers University and departmental bylaws.
   a. Nomination Procedure: When a department includes at least three tenured members with the rank of Associate Professor, Professor, or Professor II, these faculty members are eligible to be on the ballot for department chair nomination to the Executive Dean.
The ballot shall be conducted by the Secretary of the Faculty who shall notify all qualified department faculty members of their eligibility in writing. The letter will include a list of all qualified department faculty members and a request for written notification to the Secretary of the Faculty by a specific date from those who do wish to be candidates for the department chair nominee election. All eligible department faculty members responding will be considered candidates and included on the ballot.

Results of the ballot are confidential and advisory to the Executive Dean.

Only a voting member of the department, who is a Professor II, Professor, or Associate Professor with tenure, is eligible to serve as chair.

b. Selection: The Executive Dean of Cook College shall appoint a chair for each department and bureau. Whenever a department includes at least three tenured members of the rank of Associate Professor, Professor, or Professor II, the members above the rank of instructor who occupy tenurable line positions and who are in their second or subsequent semester of service in the department and instructors who occupy tenurable line positions with a least one full year of service in the department shall by ballot, conducted by the Secretary of the Faculty, nominate to the Executive Dean one of the eligible persons for appointment as department chair when a vacancy shall occur through expiration of term or otherwise.

In the case of the temporary absence of the Chair, the Executive Dean may appoint, without balloting, an acting chair for a period not to exceed six months. If it is necessary to appoint an acting chair for a period longer than six months, the department shall nominate to the Executive Dean a person to serve in this capacity according to the procedure for the nomination of a chair.

c. Term of Office shall be three, four or five years, at the discretion of the Executive Dean, with the privilege of successive terms.

d. General Responsibilities of Department Chairs: To plan with the members of the department a progressive program for the department.

To evaluate continuously the instruction, research, and administrative processes of the department, and to make appropriate recommendations to the Executive Dean.

To evaluate periodically members of the department and annually evaluate untenured members, and to report the evaluation as required by the regulations governing Rutgers University.

To recommend appointments, reappointments, promotions, non-reappointment, and dismissals, on consultation with the members of the department on indefinite tenure.

To see that adequate supervision, advice, and training are afforded new members of the department and other members who might profit thereby. In
general, to promote the effectiveness of the department, college, and university by every appropriate means.

e. Responsibilities in the Teaching Program: To be responsible in consultation with the appropriate Undergraduate Program Director/Curriculum Coordinator(s) for the general supervision of all courses which fall under the subject index numbers assigned to the department by the Office of Academic and Student Programs.

To have primary responsibility for decisions on which courses should be offered and by whom they should be taught, with the concurrence of the Undergraduate Program Director/Curriculum Coordinator(s) and of the Graduate Director(s) when necessary.

To initiate any budget requests or proposals relating to the undergraduate and graduate teaching programs, including below-the-line budget items needed to support courses falling under the department’s subject index number(s), and to submit them to the appropriate office.

To initiate corrections and additions to the Schedule of Classes and submit them to Undergraduate Program Director/Curriculum Coordinator(s).

To distribute class rosters and registration printouts to appropriate faculty members in the department.

C. Curricula
A list of the current undergraduate curricula in Cook College may be obtained from the Office of Academic and Student Programs.

1. Curriculum Group Membership
Those faculty members who teach one or more of the undergraduate Cook College courses offered in a curriculum, or who are advisors within the curriculum, including those who do not have the majority of their appointment at Cook College, become members on written notice to the Undergraduate Program Director Curriculum Coordinator. Faculty members may belong to more than one curriculum group.

2. Meetings
Meetings of the curriculum group are called by the Undergraduate Program Directors/Curriculum Coordinators as necessary, but at least once each academic year.

3. Undergraduate Program Director or Curriculum Coordinator
The Undergraduate Program Director or Curriculum Coordinator is responsible for the supervision, operations, and academic quality of the undergraduate programs in his or her curriculum and for keeping the appropriate Department Chair(s) informed about all aspects of the undergraduate programs of study.
a. Selection

(1) In those instances in which program requirements are wholly or largely delivered by the faculty of a single department, the Department Chair, in consultation with the faculty, recommends to the Dean of Academic and Student Programs the appointment of an undergraduate program director.

At the discretion of the Department Chair, this individual may also serve as Vice-Chair.

(2) In those instances in which the program requirements are delivered by faculty from two or more departments, the curriculum faculty shall by ballot nominate one member to the Dean of Academic and Student Programs to serve as Curriculum Coordinator. The Dean of Academic and Student Programs will consult with the appropriate department chairs prior to making the appointment.

(3) In those instances in which the program requirements are primarily the responsibility of a faculty group outside of Cook College, the Dean of Academic and Student Programs will appoint a Curriculum Coordinator.

b. Term of Office shall be three years, with the privilege of successive terms. The incumbent may be reappointed after consultation with the faculty, as outlined in section V.C.3a.

c. Responsibilities: The Undergraduate Program Director/Curriculum Coordinator is responsible, in consultation with the department chair(s) and faculty, for facilitating the offerings of the academic programs. The department chair(s), however, have the ultimate responsibility for the allocation of resources and faculty assignments. Specific responsibilities of the Undergraduate Program Director/Curriculum Coordinator include the following:

(1) To represent the curriculum to prospective students.

(2) To admit students into the curriculum, assign advisers, review senior evaluations and transcripts to verify requirement satisfaction, and recommend variances from curriculum requirements.

(3) To convene the curriculum faculty to review and update the curriculum.

(4) To work with the department chair(s) in the assignment of faculty teaching loads.

(5) To share with the department chair(s) the responsibility for course and curriculum quality.
(6) In consultation with the department chair(s), to schedule course meeting times and complete course construction sheets.

(7) To advise the department chair(s) of the budgetary and staffing needs of the curriculum.

(8) To participate in the recruitment of new faculty for the undergraduate program, to assist in the development of a job description and preparation of the LARF form, and to participate in the search process.

(9) To participate in the evaluation of teaching effectiveness and provide input to the reappointment/promotion process.

(10) To serve as curriculum spokesperson at meetings of the Curriculum and Educational Policy Committee, the Admissions and Scholastic Standing Committee, and The Academic Forum.

(11) To gather student views on program content and operations and communicate findings to appropriate faculty groups and college administrators.

D. Graduate Programs

The Graduate School – New Brunswick is responsible for all instruction at the graduate level in all degree programs offered through the faculty of Cook College departments. Bylaws of The Graduate School will govern faculty participation in graduate programs.

E. Faculty Recruitment

Meeting the long-range goals of the college involves consideration of the needs for teaching, research, and, in some cases, Cooperative Extension. The improvement or maintenance of the quality of programs in the undergraduate curricula is the responsibility of the Undergraduate Program Director/Curriculum Coordinator. Graduate Directors have similar responsibilities in relation to graduate programs, and Department Chairs for the overall department programs. Thus, it is essential to coordinate efforts in establishing the needs for positions, whether new or vacant, and in determining the qualifications of the individual to fill the position.

Undergraduate Program Directors/Curriculum Coordinators and Graduate Directors should express their needs for positions to the appropriate Department Chair, to the Dean of Academic and Student Programs, and, in some cases, to the Dean of Research/Director of the Agricultural Experiment Station. The latter two will be responsible for assigning available budget lines, or parts of lines, to the departments to meet the needs.

Generally, the Department Chair, in consultation with those who have direct interest in the position, shall prepare a job description and the Line Allocation Request Form (LARF). The department shall nominate to the Executive Dean suggested faculty members for a search
committee. The Executive Dean appoints the search committee, normally of faculty members nominated by the department, but may also appoint other appropriate persons to a number less than the number of department members appointed. The Search Committee shall have an odd number of members. The Department Chair shall not be the chair of the Search Committee, unless specifically named by the Executive Dean.

When a Cooperative Extension position is appropriately associated with a discipline department, that discipline department shall be represented on the Search Committee by at least one member. The chair of each Search Committee shall submit UPF-1 forms and other pertinent data to the Affirmative Action and Equal Opportunity Committee for review prior to the conclusion of the search.

VI. SEARCH COMMITTEE FOR THE EXECUTIVE DEAN

In the event of a vacancy in the position of Executive Dean and Director of the New Jersey Agricultural Experiment Station, the President shall appoint an Acting Executive Dean and Director of the New Jersey Agricultural Experiment Station and an Executive Dean Search Committee. Nominees for the committee will be selected by the appropriate groups as follows:

A. The faculty will elect four representatives from faculty members funded by Teaching and Research lines and two from faculty members funded by Cooperative Extension. The Secretary will conduct the election within thirty days of the announcement of the vacancy, and the election will be conducted as specified in III.A.1b.

B. The Board of Managers will designate two representative members.

C. The Alumni Association will designate one representative member.

D. The Cook College Council will designate one student representative.

E. The State Board of Agriculture will designate one representative member.

The names of the nominees will be forwarded to the University Vice-President for Academic Affairs, who will, in turn, report to the President.

The President may designate additional members.
VII. AMENDMENTS

Proposed amendments to these bylaws shall be submitted to the Rules of procedure Committee. After consideration and evaluation by the Committee, amendments shall be circulated as specified for resolutions in sections II.E.2. ~ 3. A two-thirds majority at a regular or special meeting shall be required for approval.

Cook College Bylaws Adopted December 12, 1984
   Amended March 25, 1987 and December 17, 1987
   Amended April 23, 1990
   Amended April 26, 1991
   Corrected, updated and revised October 1993 (Rules of Procedure Committee)
   Amended December 16, 1993
   Amended March 16, 1994
   Amended September 19, 1994
   Amended September 27, 1995
   Amended December 12, 1995
   Amended September 24, 1997
   Amended December 4, 1997
   Amended April 30, 1998
   Amended September 23, 1998
   Amended May 2003