

Governance

NYU Steinhardt Bylaws

Approved 10-14-02

NYU's Steinhardt School of Culture, Education, and Human Development
Bylaws

[Preamble \[#preamble\]](#)

1. [Constituent Groups and Their Responsibilities \[#I\]](#)
2. [The Faculty Secretary \[#II\]](#)
3. [The University Senators \[#III\]](#)
4. [The Parliamentarian \[#IV\]](#)
5. [The School Senate \[#V\]](#)
6. [The School Faculty Council \[#VI\]](#)
7. [Standing Committee \[#VII\]](#)
8. [The Student Affairs Committee \[#VIII\]](#)
9. [The Faculty Academic Affairs Committee \[#IX\]](#)
10. [The School Planning Committee \[#X\]](#)
11. [The Faculty Affairs Committee \[#XI\]](#)
12. [Grievance Advisory Panel and Committee \[#XII\]](#)
13. [Faculty Meetings \[#XIII\]](#)
14. [Referendum \[#XIV\]](#)
15. [Amendments \[#XV\]](#)
16. [Interpretation of the Bylaws \[#XVI\]](#)
17. [Continuity \[#XVII\]](#)

Preamble

These Bylaws are based on the following principles:

The Bylaws are designed to provide optimal participation of students, administrators and faculty of the School in preparing policy recommendations to the faculty, without infringing upon or abrogating the rights, duties and responsibilities accorded to students, administrators, and faculty by the Bylaws of the University.

The Bylaws are designed to provide the faculty maximum control of its business, and to expedite the conduct of that business. The responsibility for the preparation of policy recommendations is placed in the hands of The Steinhardt School of Education Senate, which is advisory to the faculty. (See Art V, A,1)

The Bylaws are designed to insure that policy recommendations to the faculty reflect the interests of the majority, while providing adequate representation of the varied academic and professional interests contained in the School of Education.

The Bylaws are designed to provide public knowledge of the duties, responsibilities, and operating procedures of the various offices and committees through which the Faculty conducts its business.

I. Constituent Groups and Their Responsibilities

A. Responsibilities of the Faculty

1. The Bylaws of the University are explicit on the matter of faculty responsibilities; the relevant texts are reproduced here:

(a) The educational conduct of each of the several schools and colleges, within the limits prescribed by these bylaws or by the Board, is committed to the faculty of each of the schools, and to such officers of the School as Board may appoint.

(b) Subject to the approval of the Board and of general University policy as defined by the President and the Senate, it is the duty of each faculty to determine entrance requirements of the school under its care, to determine courses of study to be pursued and the standards of academic achievement to be attained for each degree offered, to prepare a schedule of lectures, to make and enforce rules for the guidance and conduct of the students, and to certify to the President, for recommendation to the Board, qualified candidates for degrees and certificates.

(c) Each faculty shall make and enforce rules of eligibility for the participation of its own students in athletics and other extracurricular activities. However, the University requirements for student participation in inter-collegiate athletics shall be determined by the Senate on the recommendation of an appropriate committee of the several faculties and shall be uniformly applied in the schools concerned therewith. (New York University Charter and Bylaws May 27, 1968; Revised May 24, 1974; Chapter VI, Para 61)

2. The faculty of the School of Education is the policy making body of the school. It has all responsibilities for academic matters, curricula and program development, and the development of guidelines for the priorities of resource allocation. In addition it undertakes a continuing review and evaluation of the administration of these policies by the Dean through its Senate and Committees.

B. The Responsibilities of the Dean

1. The Bylaws of the University are explicit on the matters of responsibilities of the Dean; the relevant texts are reproduced here:

(a) There shall be a dean of each school, appointed by the Board on recommendation of the President. The dean shall be the administrative head of his faculty and shall be responsible for carrying out the policies of the University. He shall preside at meetings of his faculty and shall supervise the work of officers of instruction. He shall make recommendations to the Chancellor and Executive Vice President for the appointment, promotion, dismissal, and retirement of officers of instruction and administration in his school.

(b) The dean shall execute such rules as his faculty may from time to time adopt, and in general administer the affairs of his school or schools subject to the direction of the President, the rules of the faculty, and the bylaws of the University. He shall submit at the time requested each year a proposal budget of anticipated income and expenses for the ensuing year, including recommendations with respect to the rank and salaries of officers of instruction who are members of his faculty and of one or more faculties.

(c) The office of vice dean, associate dean, assistant dean, director, or secretary in a faculty or in a school may be created by the Board on recommendation of the President with such authority and responsibility as shall be assigned to such officer by the Board or the President, or may be delegated to him by the appropriate dean. (New York University Charter and Bylaws, May 27, 1968; Revised May 24, 1974; Chapter V, Para 52)

2. In accordance with the Bylaws of the University and under the direction of the President, the Dean of the School is responsible for the general administration of the School. His/her obligations include budget development and expenditure control recommendations on appointment, promotion,

termination and tenure for faculty members; execution of University policies and regulations which apply to the School; and administrative appointments and assignments within the School.

The Dean serves as liaison for the School with University administration and, by virtue of his/her office, as representative on several all-University bodies, including the Senate and the Graduate Commission.

The Dean is charged with administrative implementation of academic policies passed by the faculty of the School. He/she reports periodically to the faculty on the effects and feasibility of its policies, and recommends needed additions and changes.

The Dean offers professional leadership to the faculty and students by providing school-wide and profession-wide perspectives on critical educational issues to divisions, departments, programs, and individuals; stimulating faculty and students to undertake creative professional endeavors through fostering the fullest consideration of innovations, challenging conventional thinking, acting as a critically responsive sounding board, and encouraging the fruitful confrontation of conflicting ideas; and locating and securing support for faculty and student projects.

The Dean acts on the above matters directly or through delegation of specified responsibilities to subordinate officers appointed by him/her.

C. The Responsibilities of Students

1. Students in the School have an Undergraduate Student Government and a Graduate Student Organization. The constitution of each clearly stipulates their purposes.

The Student Council shall serve the undergraduate students by :

- a. coordinating and funding the curriculum clubs of the School;
- b. representing the students to the administration, to the faculty, and to other student organizations;
- c. committing itself to the aims of higher education through the establishment of a program of activities devoted to the professional and social interests of the students in the School;
- d. providing opportunities for students to participate in activities which develop and realize their potentialities; and
- e. seeking to serve the students in the School as a liaison to legitimate organs of change. (From Undergraduate Student Council Constitution, 1972; Article 1, Section 2).

2. The Graduate Student Organization shall satisfy the professional and intellectual aspirations of the graduate student by:

- a. promoting better communication between graduate students, the faculty, and administration;
- b. developing a program of cultural, social, and recreational enrichment for the graduate student; and
- c. providing facilities and services which will assist the student in his graduate work. (From Graduate Student Organization Constitution, March 7, 1975; Article II).

3. Students in the School select their own student senators who serve as their representatives in the University Senate.

4. Students in the School participate in formulating and recommending policy to the

faculty. They do this through representatives on the School Senate and its committees.

II. The Faculty Secretary

A. Eligibility and Term of Office

The Secretary is a full-time member of the faculty, of professorial rank, elected by the faculty for a term of two (2) years.

B. The Duties of the Secretary include:

1. to prepare and distribute the agenda and the minutes of the meetings of the Faculty and the School Senate;
2. to maintain the records of the Faculty and the School Senate meetings and of their committees;
3. to administer all details related to the conduct of the Faculty and the School Senate meetings;
4. to serve as *ex-officio*, non-voting member of the Steering Committee of the School Senate in relation to the above;
5. to call a meeting of the Faculty Elections Committee in October, for the purpose of electing a Committee chairperson; and
6. to monitor the Grievance Procedure by:
 - a. maintaining a complete record of each faculty grievance case with open access assured to all those involved in the grievance procedure. All case records are to be kept in a file separate from the School personnel files of those involved in the grievance dispute; and
 - b. administering all details in relation to the Faculty Grievance Procedure: record keeping, notification, scheduling and other duties as required.

III. The University Senators

A. Representation to the University Senate

1. School of Education representation to the University Senate shall consist of the maximum number prescribed by the rules of the Senate (three Faculty Senators, two Student Senators, and the Dean as determined by the Senate.)
2. The Faculty Senators shall report both orally and in writing regularly to the faculty, bringing to its attention past, pending, and probable future action of the Senate.

B. Eligibility and Election

1. Faculty Senators shall be elected according to the rules of the Senate for a term of three (3) years.
2. For each Faculty Senatorial position there shall also be chosen an Alternate. Upon the election of the senators the candidates with the next highest number of votes shall be declared the Alternate Senators, in the same order as the selection of the Senators. Alternates shall serve for a term of three years. Alternate Senators shall officially attend the Senate meetings upon the request of a Senator.
3. Alternate Senators shall attend all meetings of the Senate and participate in all discussions when the School's Senators meet as a caucus on issues of importance of the School. Alternates shall be subject to the same rules for attendance at Senate meetings as are Senators.
4. When a Senator is unable to complete a three-year term, the Alternate Senator elected with

him/her shall assume the position of Senator for the remainder of the academic year. At the next regular election for Senator the procedure described in B2 above shall determine the election of a new Senator.

5. Eligibility for election as Senator and Alternate shall consist of the following: full time appointment to the School for not less than three (3) years and professorial rank. An Alternative Senator may not run for the office of Senator without first resigning his/her position as Alternate. The name of an Alternate Senator shall automatically be placed in nomination for Senator in the year following the expiration of his/her term of office as Alternate.

6. Deans are not eligible to serve as Faculty Senators or as Alternates.

7. Student representatives of the University Senate are elected pursuant to the University Bylaws and the rules as determined by the appropriate student governing body.

C. Each of the Faculty and Student Senators is an ex-officio non-voting member of one of the Standing Committees of the School Senate.

IV. The Parliamentarian

1. The Parliamentarian attends all Faculty and School Senate meetings and is appointed by the Steering Committee. Both the Senate meetings and the Faculty meetings will be governed by Roberts' Rules of Order, except insofar as specific rules and procedures are set forth in the Bylaws.

V. The School Senate

A. Responsibilities

1. The School Senate will prepare and present policy proposals to the faculty on all matters that are the business of the faculty.

2. Such proposals must be ratified by the faculty in accordance with Article XII, Section E of these Bylaws.

B. Membership

The School Senate shall consists of 17 faculty and 6 students as follows:

1. One faculty representative elected from each department.

2. At-large representatives sufficient in number to bring the total membership to 17. The number of at-large representatives should remain at approximately 25% of the number of departmental representatives if the number of departments change from the 1992 total of 13.

3. Six matriculated student representatives. The proportional ratio of graduate students to undergraduate students is determined jointly by the Graduate Student Organization and the Undergraduate Student Government.

4. Persons holding the administrative title of dean or department chair cannot serve as members of the School Senate.

C. The School Senate Organization Calendar

1. At the regular May meeting of the Senate all newly elected and continuing members of the Senate will convene to elect a chairperson and standing committee chairpersons and the other members of the Steering Committee for the following academic year.

2. The regular May meeting of the standing committees following this election should include new

members where possible and should, at least in part, focus on plans for the next years as well as conclude committee business for the current year.

3. The first meeting of the Senate for the academic year should take place at approximately the same date as the faculty meeting.

4. If additional meetings are needed during May to conclude the year's business these should be under the chairpersonship of that year's chairperson.

D. Sanctions

1. Senate members who have been absent from three regularly scheduled Senate meetings or three regularly scheduled Committee meetings shall be considered for removal by a vote of the Senate.

2. Any member so removed shall be replaced as follows:

a. a department representative shall be replaced by the department in question as soon as possible.

b. an at-large representative shall be replaced by the next alternate in terms of votes received in the most recent election.

c. a student representative shall be replaced by the appropriate student body as soon as is practicable.

E. The Chairperson of the School Senate

1. The Chairperson of the Senate presides at all meetings of the Senate, serves as Chairperson of the Steering Committee and gives direction to the operations of the Senate.

2. The first order of business at the meeting of the Senate immediately following an election of new Senate members is the election of a chairperson from among Senate members.

3. The Chairperson is exempt from appointment to any standing committee.

4. The Chairperson serves a term of one year. The maximum number of consecutive terms any Chairperson may serve is three.

5. In the absence of the Chairperson of the Senate, the Chairperson of the Standing Committee on School Planning will preside at meetings of the Senate.

F. The Steering Committee

1. Functions

This committee serves as the body to which individuals or groups may bring issues and problems for discussion. It makes appropriate recommendations for action to one or more of the formal organizations within the School. This committee will plan all faculty meetings, prepare the agenda for Senate meetings, appoint the Parliamentarian, and appoint members of all standing committees.

When action needs to be taken and there is not a Senate meeting scheduled early enough to take such action, the Senate chairperson, in consultation with the Dean, may schedule an emergency meeting of the Steering Committee. Any actions taken by the Steering Committee at an emergency meeting are subject to review by the Senate.

2. Membership

The Steering Committee shall consist of 5 faculty and 2 students. The faculty shall be the Senate chair and the chairs of the 4 standing committee and the two students. The Faculty Secretary serves as an ex officio member.

G. The Faculty Elections Committee

1. At the end of each academic year, the Faculty Elections Committee will elect one of their members to serve as chair of the Elections Committee during the following academic year.
2. The Elections Committee Chair will convene a meeting in October of all faculty Senators serving the second year of their three year term of office to constitute the Elections Committee.

H. Election Procedures

1. The Faculty Elections Committee shall adopt a timetable and specific procedures each year to implement the intent of the election process set forth herein. The Committee is responsible for the preparation, distribution and collection of secret ballots for school-wide positions. The members of the Faculty Elections Committee serve as tellers for the election of at-large members, Senators, and other school-wide officers.
2. In December, the committee shall advise Departmental Chairs that prior to the nomination of at-large members later in the year, Departmental representatives to the Council and Senate must be elected by those departments in which there will be vacancies the following year. The Committee shall monitor progress in these elections and shall report the results to the Chair of the School Senate no later than January.
3. At the February faculty meeting, the Committee shall announce the results of the election of Departmental representatives. Each year by the first week in February, the committee shall solicit from each eligible voting member of the faculty, suggestions for nominations for University Senators, at-large members of the Faculty Senate, the Grievance Advisory Panel, the University Graduate Commission, and the Faculty Secretary (if necessary). The request for suggested names shall be accompanied by information indicating those faculty members who will continue to serve in each office, as well as those whose terms expire at the end of the year. Requirements for each position shall be included. In addition, the secretary shall indicate the procedures and timetable to be followed in the election process.
4. In early March, the Committee shall meet to review all nominations. The Committee shall then formulate at least three candidates for each Senate vacancy (i.e., if Senators are to be elected, 9 candidates will be proposed), and a minimum of at least two candidates for each of the other vacancies. This slate shall be distributed in writing to voting members of the faculty at least one teaching week prior to the March faculty meeting.
5. The Faculty Elections committee shall formally present its slate to the faculty at the March faculty meeting. Additional nominations may be made for any of the available offices by submission of a nominating petition signed by a minimum of eight faculty members. Petitions for Senator or the Graduate Commission must be signed by faculty members of Professorial rank. Petitions must be received no later than one week following the presentation of the slate of candidates to the faculty. Elections take place by mail ballot in late March of each year.
6. The Committee shall prepare, distribute, and collect the faculty vote and calculate the results by mid-April. It shall announce the names of all successful candidates at the April faculty meeting.
7. Faculty members of the Senate serve a term of three years. Approximately one-third of the Departmental representatives, and of the at-large representatives, are elected each year.
8. Student representatives are elected by the respective councils of the students' organizations and serve a one-year term. Either or both of the two student bodies may, at their discretion, decide to conduct an at-large secret ballot vote among their respective constituents.
9. The assignment of new and continuing Faculty Senators to Senate committees, and the election of the new Senate and standing committee chairs, shall take place prior to the May faculty meeting. The

Senate chair at the May faculty meeting shall announce the names of the Senate and committee chairs.

I. Meetings of the School Senate

1. Meetings are held on a Monday of each month during the academic year with the possibility of additional meetings scheduled by the Steering Committee as needed to complete business. All meetings of the Senate are open to all members of the faculty and students of the School.
2. Then requested in writing by twelve (12) or more members of the Senate, the Faculty Secretary will call a special meeting on three days notice, specifying the purpose of the meeting.
3. Emergency meetings may be called by the Steering Committee in consultation with the Dean. Every effort will be made to notify all Senate members of such a meeting.

J. Matters may be brought before the Senate by:

1. the Steering Committee by way of the planning the agenda;
2. a committee ready to report - the report to reach the members of the Senate one week in advance;
3. a written request signed by five members of the Senate; or
4. a motion duly placed before the Senate before any business has been transacted. At the beginning of each meeting the Chairperson will ask for such motions.
 - a. To add an item to the agenda of the meeting then assembled requires a two-thirds vote.
 - b. To add an item to the agenda of the next or a later specified meeting requires a majority vote.

K. Senate Meeting Agenda

1. The Steering Committee prepares the agenda for School Senate meetings.
2. The order of business of Senate meetings is determined in advance by the Steering Committee.
3. Items added by motion at a meeting in progress are placed at the end of the announced agenda in the order of adoption.
4. Items submitted by request are placed at the end of the announced agenda in the order of their receipt by the Secretary. (Art. V, J:2,3)
5. A motion to take items out of order on a priority basis may be made at any time.

L. Disposition of Actions taken by the School Senate

The motions passed by the Senate and the minutes of the Senate meetings are distributed to the entire faculty at least one week prior to the faculty meeting. At the faculty meeting the faculty will vote on those motions designated for such vote by the Senate. (See Article XIII, Section E)

M. Quorum

A majority of the members of the School Senate constitutes a quorum.

VI. The School Faculty Council

A. Responsibilities

The School Faculty Council will provide a forum for faculty discussion of matters concerning the educational conduct of the School.

B. Membership

The School Faculty Council shall consist of all Faculty members serving on the School Senate who are not administrators. Administrators shall be defined as those who are division heads or deans.

C. Functions

1. to provide for a strictly faculty discussion of matters coming before the School Senate
2. to recommend annual priorities for faculty action;
3. to sponsor discussions, debates and other programs on current educational issues and problems;
and
4. to plan other activities to meet faculty interest and needs.

D. The Chairperson of the School Faculty Council

The chairperson of the School Faculty Council shall be elected by that body.

E. Agenda and Meeting Schedule

Other matters such as time and frequency of meetings and agenda shall be determined by the School Faculty Council.

VII. Standing Committee

A. Membership

1. There are four standing committees: The Student Affairs Committee, The Faculty Academic Affairs Committee, The School Planning Committee, and The Faculty Affairs Committee. The membership of these standing committees is made up exclusively of members of the School Senate.
2. The standing committees create their own ad hoc and subcommittees which may include members from among the faculty, students and appropriate liaison personnel who are not members of the Senate. For this purpose each faculty member in the School may select one standing committee for which he/she agrees to serve as a member of an ad hoc or subcommittee.
3. Each University Senator is an ex-officio, non-voting member of one of the standing committees. (Articles III, C)
4. Members of the School Student Government, the Graduate Student Organization, and their designees also choose a standing committee, other than Faculty Affairs, for which each agrees to serve as a member of an ad hoc or subcommittee.

B. Appointment

1. Following the election of the chairperson of the School Senate, the members of the senate will elect the chairpersons of the four standing committees and the other three members of the Steering Committee as set forth in Article V, Section C1 of these Bylaws.
2. The Steering Committee will then appoint members of the School Senate to one of the four standing committees as described herein (Articles VIII, IX, X).

C. Reporting

Ad hoc and subcommittees issue their reports to the standing committees. The standing committee accepts,

rejects, or amends these reports. The standing committee then makes recommendations to the Senate.

D. Meetings

Each standing committee holds a meeting on a Monday of each month during the academic year. Additional meetings and meetings of subcommittees and ad hoc committees are scheduled as needed.

E. Liaison with Administration

The Dean of the School may assign one member of the administration group to each of the four standing committees as an ex-officio, non-voting member.

F. Quorum

A majority of the members of a standing committee constitutes a quorum for that committee.

VIII. The Student Affairs Committee

A. Composition: Five members (three faculty, two students)

B. Functions

1. to recommend policy concerning academic standards for student progress and to monitor execution of all such policies;
2. to recommend policy concerning student discipline and to monitor execution of all such policies;
3. to recommend school-wide policy for granting and continuing all scholarship awards and to monitor execution of all such policies;
4. to create a subcommittee on student discipline to hear and act upon cases involving student infractions of discipline. No members of the standing committee will serve on this subcommittee;
5. to create a subcommittee to hear and act upon appeals from decisions of the subcommittee on student discipline. Actions taken by this subcommittee are final and binding in accordance with University discipline procedures and the University Bylaws. No members of the standing committee and no members of the subcommittee on student discipline will serve on this subcommittee;
6. to appoint a School faculty representative to the all-University Discipline Committee;
7. to nominate an Ombudsperson and to receive and make recommendations to improve the effectiveness to that office; and
8. to hear and act upon appeals from administrative decisions on student progress. Such action is final and binding.
9. to recommend to the Senate policies concerning institutional relations with alumni and professional organizations, and to monitor execution of all existing policies.

IX. The Faculty Academic Affairs Committee

A. Composition: Eight members (six faculty, two students)

B. Functions

1. to recommend admission policy and to monitor execution of existing admission policies;
2. to recommend policy for the approval of new courses and programs, and to monitor execution of existing policies;

3. to evaluate the quality of existing courses and programs;
4. to recommend school-wide degree requirements, and to monitor execution of existing requirements;
5. to appoint the Doctoral Affairs Sub-Committee. The subcommittee shall consist of one faculty member from each department, a representative designated by the Dean, and two students. No faculty member of the sub-committee representing a department shall serve more than two consecutive three-year terms. The Chairperson of the sub-committee shall be a faculty member who is also a member of the Faculty Academic Affairs Committee and elected for a two-year term of office. No chairperson shall serve more than two consecutive terms as chair.
6. to appoint a Sub-Committee on Courses and Programs (CCP) and to act on applications for new courses and new programs:
 - a. The sub-committee shall consist of one faculty member from each department's curriculum committee, a representative designated by the Dean, two students, and a senator who is also a current member of the FAAC (who does not necessarily have to serve as chair). No faculty member of the sub-committee representing a department shall serve more than two consecutive three-year terms.
 - b. The Chairperson of the sub-committee shall be a faculty member who is also a member of the Sub-Committee on Courses and Programs and elected for a two-year term of office. No chairperson shall serve more than two consecutive terms as chair.
 - c. The Sub-Committee will review proposals against school-wide criteria only, such as limited course redundancy, cross-departmental collaboration, and school-wide trends and needs.
7. to appoint as needed liaisons to School and University Committees and Commissions.

X. The School Planning Committee

A. Composition: Seven members (five faculty, two students).

B. Functions

1. to recommend to the School Senate priorities for the School and, in consonance with the priorities adopted by the faculty, to recommend policies to serve as guidelines for the general allocation of resources, and to monitor the execution of all existing policies.
2. to recommend policies to the Senate concerning the allocation of space and facilities, and to monitor execution of all existing policies;
3. to recommend policies to the Senate concerning the Education Library, and to monitor execution of all existing policies;
4. to recommend to the Senate concerning institutional support for research, and to monitor execution of all existing policies; and
5. to work with the Dean on the development of the school budget.

XI. The Faculty Affairs Committee

A. Composition: Three faculty members

B. Functions

Deal with all matters that affect faculty and to cooperate with the Dean in developing and reviewing all personnel

policies and practices.

XII. Grievance Advisory Panel and Committee

In order to adjudicate formal faculty grievances there shall be established a Grievance Advisory Panel to the Dean in the following manner:

- a. The Faculty Grievance Advisory Panel shall consist of tenured faculty, with each of the three areas of the School of Education (Education & Applied Psychology; Health & Nursing; Arts & Communications) represented by four members.
- b. Members of the Faculty Grievance Advisory Panel shall be elected by the faculty at-large for a three-year term. The slate each year will be selected on a rotating basis from one of the three faculty areas.
- c. The Faculty Grievance Advisory Panel shall not include Deans, Department Chairpersons, or any faculty member whose primary assignment is administrative.
- d. At the beginning of each school year, the Faculty Grievance Advisory Panel shall meet and elect a Chairperson.
- e. Any member of the Faculty Grievance Advisory Panel who has a conflict of interest regarding a particular faculty grievance shall recuse himself or herself from serving on the Faculty Grievance Review Committee
- f. A Faculty Grievance Review Committee, to hear a grievance and advise the Dean, in accordance with University Bylaws, shall consist of three members chosen from the members of the Faculty Grievance Advisory Panel (Excepting the Chairperson), in the following manner and Sequence:

first, both the grievant and the administrator named in the grievance shall select two names from the Panel (rank ordered) and submit them in writing to the Faculty Secretary;

second, the Faculty Secretary will notify the first choice on each list (in the case of duplicate first choices, the grievant's second choice shall be selected); and

third, these two members shall in turn choose a third member from the Faculty Grievance Advisory Panel, who shall act as chairperson of this Committee.

No member of this three-person committee at any time shall discuss the case with either the faculty member or the administrator involved in the grievance. The Faculty Secretary shall supervise this entire selection process, and once it is completed so advise in writing both the grievant and the administrator.

The Faculty Grievance Review Committee shall be convened within three weeks by the Dean upon receipt of a written appeal from the grievant.

XIII. Faculty Meetings

A. Eligibility to vote

The bylaws of the University are explicit on how voting rights are allotted. The relevant texts are reproduced here:

The voting members of each faculty shall consist of the President, the Chancellor..., the dean of the school, and the professors, associate professors, and assistant professors who serve on a full time basis. In addition..., professors emeriti, adjunct and clinical and visiting professors of each grade and research professors without tenure of each grade, instructors, lecturers, master teachers, teachers, master artists, and artists-in-residence, whether they teach on a full-time or part-time basis, are entitled, subject to school regulations, to attend faculty meetings, but they shall not have the right to vote at such meetings, except as provides below. Every year, each faculty through affirmative

action of its voting members as specified in paragraph 64 (a) may in its discretion, and according to its own qualifications, grant voting privileges to all or some of the individuals described above on matters affecting that school only, and excepting matters directly or indirectly affecting the individual's candidacy for a degree or his status on the faculty at New York University, and the election of members of the Faculty Council or University Commissions. (New York University Charter and Bylaws, May 27, 1964, chapter VI, Para 64 a and b)

B. Meeting Schedule

1. Faculty meetings are held monthly during the academic year, regularly scheduled on a Monday of each month during the academic year except as required otherwise by the calendar.
2. Prior to the beginning of each academic year, the Steering Committee prepares a calendar of meetings for that year. The Secretary of the Faculty distributes this calendar to all members of the faculty.
3. Extraordinary meetings may be called by the School Senate as needed, or by petition containing signatures of twenty percent of the faculty, or by a majority vote at a regularly scheduled faculty meeting.
4. Emergency meetings may be called by the Steering Committee in consultation with the Dean. Every effort will be made to notify all faculty of such a meeting.

C. Matters may be brought before the faculty by:

1. a vote to that effect by the School Senate;
2. the Steering Committee of the School Senate;
3. an ad hoc committee created by the faculty;
4. a written request signed by ten percent of the faculty coming from at least three departments;
5. a request formally supported by either the Undergraduate Student Council or the Graduate Student Organization; or
6. a motion duly placed before the body at the outset of the meeting and before any business has been transacted. At the beginning of each meeting the Chairperson will ask for such motions.
 - a. To add an item to the meeting then assembled requires a two-thirds vote.
 - b. To add an item to the next subsequent or a later specified meeting requires a majority vote.

D. Faculty Meeting Agenda

1. The Steering Committee prepares the agenda in collaboration with the Dean. Each regular faculty meeting shall include:
 - a. approval of the minutes of the previous faculty meeting;
 - b. consideration of policy recommendation from the School Senate;
 - c. report from the Faculty Affairs Committee; and
 - d. report from one of the Faculty Senators.
2. Items added by a motion at a meeting in progress are placed at the end of the announced agenda in the order of adoption.
3. Items submitted by request are placed at the end of the announced agenda in the order of receipt

by the Secretary. (Art. XIII, C: 3,4,5)

4. A motion to take items out of order on a priority basis may be made at any time.
5. During the academic year the faculty will receive each of the following at a regular meeting.
 - a. the Dean's State of the School Report;
 - b. the Annual Salary Report;
 - c. the Budget Report;
 - d. a report on practices, policies and procedures current in the courses and programs;
and
 - e. a report on current research activities.

E. Ratification of Policy

1. Policy motions of the School Senate are presented to the faculty for discussion.
2. Once the faculty votes to accept a policy motion recommended by the School Senate, it becomes School policy.

F. Quorum

One-third (1/3) of the faculty eligible to vote constitutes a quorum.

XIV. Referendum

- A. A petition for a referendum signed by twenty percent of the faculty representing no fewer than three departments, or signed by twenty percent of the registered students will initiate a referendum. The initiation of a referendum must take place during the academic year, and the proposal must be put to a secret vote of the entire faculty during the academic year.
- B. If approved by a majority of those voting, the motion is adopted as policy and supersedes any contradictory or conflicting policy previously adopted by the faculty.
- C. The preparation, distribution and counting of referendum ballots is the responsibility of the Faculty Elections Committee. It is required to include with the ballot a statement favoring the proposal and another opposing it.

XV. Amendments

A. Initiation of Amendments:

- a. a majority vote of the School Senate, or
- b. a motion made and approved by a majority of the faculty voting at a regular faculty meeting.

B. Ratification

1. Ratification of an amendment must take place during the academic year in which it is proposed.
2. Proposed amendments are ratified in either of the following ways:
 - a. by a three-fourths (3/4) vote of the faculty voting at a regularly scheduled meeting, or
 - b. by a two-thirds (2/3) vote of the faculty casting a secret mail ballot vote.

C. Prohibited Amendments

An amendment that would alter the ratio of representatives on the Senate, or an of its standing committee, will

become effective the academic year following the date of its ratification by the faculty.

XVI. Interpretation of the Bylaws

- A. There will be an Interpretation Committee composed of the departmental representatives.
- B. The Interpretation Committee makes final and binding interpretations of the Bylaws in any cases where there is a disagreement concerning the meaning of any article contained herein.
- C. In cases of a tie vote, the chairperson of the School Senate will preside and cast a vote.

XVII. Continuity

All existing policies created by the faculty prior to the adoption of these Bylaws remain in force and effect, except for those superseded by the articles contained in this document, or revised, amended, or abrogated by a majority vote of the faculty.



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Steinhardt School of Culture, Education, and Human Development - 82 Washington Square East, New York, NY 10003
