New York University
Steinhardt School of Culture, Education, and Human Development

BYLAWS

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PREAMBLE

The full-time Faculty and its academic leadership drive the academic mission of NYU Steinhardt School of Culture, Education, and Human Development (NYU Steinhardt, “the School”). Faculty are responsible for “the educational conduct of… [the] School,” including determining entrance requirements, courses of study, and standards of achievement for degree attainment, as well as enforcing rules of student conduct and certifying degree recipients. (NYU Bylaw 79) The Dean (including appointed administrative personnel) serves as the “administrative head” of the faculty and is responsible for carrying out the policies of the University, and “will execute such rules as his or her faculty may from time to time adopt,” and in general will administer the affairs of their school, including budget, salary, appointment, tenure and promotion and termination recommendations. (NYU Bylaw 74)

PREAMBLE TO THESE BYLAWS

These Bylaws articulate general principles and specific guidelines and policies that govern how Steinhardt’s Faculty, Deans, and Administrative staff should best conduct the School’s business in a collaborative, consultative, and maximally transparent environment and process. The Principles of Joint Shared Governance that direct the University’s educational and administrative affairs (Faculty Handbook) forms the foundation for these Bylaws and relationships among the School’s constituents. These principles include: representation, conveyance of information, consultation, reasoned justification, and the establishment of systems of communication to support collaboration with and consultation of the faculty.

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

These Bylaws are designed to provide the faculty maximum control of its business and to expedite the conduct of that business.

These Bylaws are designed to ensure 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 NYU Steinhardt.

These 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.

These Bylaws supplement University policies. If any part of these Bylaws are inconsistent with NYU policies, the NYU policies then in effect will control. This document is subject to change, and the policies in effect at the time of an action will apply to that action.

I. CONSTITUENT GROUPS AND THEIR RESPONSIBILITIES

Steinhardt is one School, made up of several constituent groups, each striving to best achieve the academic mission of the School.

A. Faculty Defined

Steinhardt faculty include all those with full-time faculty appointments, whether tenured/tenure-track, or continuing contract. For Steinhardt governance purposes, we make no distinction between faculty with differing appointments; all faculty are eligible to serve on, and fully participate in governance bodies. Tenured/tenure-track, and contract faculty differ with respect to their life-long appointments or eligibility for life–long...
appointments; issues of their appointment contracts, including responsibilities, privileges, and benefits; and policies governing review and promotion. Policies respective to each are detailed in the Faculty Handbook and in School documents, the Steinhardt Full-Time Continuing Contract Faculty: Appointments, Grievance Procedures, and Disciplinary Regulations, and the Personnel Policy and Procedure for Promotion, Tenure, and Third Year Review of Tenured/Tenure-Track Faculty.

B. Responsibilities of the Faculty

1. University Bylaw 79 is 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 the Board may appoint.

   b. Subject to the approval of the Board and to 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."

2. The Faculty of NYU Steinhardt is a policy making body of the school. It has 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.

C. Deans Defined

The Dean, and Vice and Associate Deans that are appointed by the Dean are charged with the leadership and administrative management of the School. This includes, but is not limited to, academic policy, including faculty appointment, promotion, and tenure, annual budgeting, financial operations, other general administrative management, and fiduciary responsibility for the School’s academic business such as vendor contracts, state regulatory compliance, human resource management, accreditation, and the like.

D. Responsibilities of the Deans

1. University Bylaw 74 is explicit on the matters of responsibilities of the Dean; the relevant texts are reproduced here:

   a. Dean of Each Faculty. There will be a dean of each faculty, appointed by the Board on recommendation of the President and Chancellor. The dean will be the
administrative head of their faculty and will be responsible for carrying out the policies of the University. The dean will preside at meetings of their faculty and will supervise the work of the faculty. The dean will make recommendations to the President and Chancellor and Provost for the appointment, promotion, dismissal, and retirement of his or her faculty and administration in the faculty.

b. Powers and Duties. The dean will execute such rules as their faculty may from time to time adopt, and in general administer the affairs of his or her school or schools subject to the direction of the President and Chancellor, the rules of the faculty, and University Bylaws. The dean will submit at the time requested each year a proposed budget of anticipated income and expenses for the ensuing year, including recommendations with respect to the rank and salaries of faculty and administration in their faculty. The dean shall join with other deans in making recommendations as to the rank and salaries of faculty who are members of their faculty and of one or more other faculties.

c. Vice, Associate, and Assistant Deans, Directors, and Secretaries. The offices, if any, of vice dean, associate dean, assistant dean, director, or secretary in a faculty or in a school may be created by the President and Chancellor on recommendation of the Provost with such authority and responsibility as will be assigned to such officer by the President and Chancellor or the Provost, or as delegated to him or her by the appropriate dean.

2. In accordance with the Bylaws of the University and under the direction of the President and Chancellor, the Dean of the School is responsible for the general administration of the School. The 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.

a. The Dean serves as liaison for the School with University administration and, by virtue of their office, as representative on several all-University bodies, including the University Senate, the Graduate Program Committee, and the Undergraduate Program Committee.

b. 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.

c. 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, encouraging the fruitful confrontation of conflicting ideas; and locating and securing support for faculty and student projects.

d. The Dean acts on the above matters directly or through delegation of specified responsibilities to administration or staff appointed by him/her.
E. **Students Defined**

Steinhardt students include any matriculated member of the undergraduate or graduate student body. Steinhardt’s Undergraduate Student Government (USG) and Graduate Student Organization (GSO) represent NYU Steinhardt Students. Each of these bodies has their own Constitutions.

F. **Responsibilities of the Students**

1. Students in NYU Steinhardt have an Undergraduate Student Government (USG) and a Graduate Student Organization (GSO). The constitution of each clearly stipulates their purposes.

   a. Is the only assemblage that shall have the right to represent the collective student body of this school or authorize other students to do so.

   b. Represents and acts in the interests of the students.

   c. Shall create an academic and extra-curricular environment benefiting students through its programs and will work to sustain and improve these programs each year.

   d. Shall provide opportunities for students of the Steinhardt School of Culture, Education, and Human Development to experience personal growth and development both academically and socially.

   e. Shall develop and maintain avenues of communication within the Steinhardt School … especially between the faculty and students.

2. The Undergraduate Student Government (USG) purposes are as stated below.

   a. Is the only assemblage that shall have the right to represent the collective student body of this school or authorize other students to do so.

   b. Represents and acts in the interests of the students.

3. The Graduate Student Organization (GSO) Constitution specifies its objectives.

   a. Promote better communication among graduate students, the faculty, and administration.

   b. Develop a program of cultural, social, recreational, professional, and intellectual enrichment for graduate students.

   c. Provide activities and services which will assist students in their graduate and post-graduate work.

   d. Strengthen the Steinhardt community and bridge the relationships between academic programs through diverse programming.

4. Students in NYU Steinhardt select their own student senators who serve as their representatives in the University Senate and the School Senate.

5. Students in NYU Steinhardt participate in formulating and recommending policy to the faculty. They do this through representatives on the School Senate and its committees.
G. **Administrators Defined**

Administrators include all Steinhardt administrative professional personnel, excluding anyone with the title of Dean. For governance purposes, administrators include all personnel eligible for membership in the University’s Administrative Management Council.

II. **UNIVERSITY SENATORS**

A. **University Senate**

1. **University Bylaw 61** specifies members of the University Senate: “The Senate will consist of the President and Chancellor, and not more than one hundred and thirty-eight voting members as follows: (a) not more than thirty-eight members of the Tenured/Tenure Track Faculty Senators Council, including one representative of the Division of the Libraries of the University; (b) not more than twenty-nine members of the Full-Time Continuing Contract Faculty, including one representative of the Division of the Libraries of the University; (c) not more than twenty-one academic members of the Deans Council; (d) not more than thirty-eight members of the Student Senators Council; (e) not more than seven representatives of the Administrative Management Council; and (f) not more than five senior members of the administration of the University, including the President and Chancellor, the Provost, the Executive Vice President, if there is one, the Executive Vice President for Health, the Secretary and General Counsel, or such other senior members of the administrators of the University as may from time to time be designated by the President and Chancellor.”

2. **University Bylaw 65** specifies the functions, membership, elections and appointments of The Tenured/Tenure Track Faculty Senators Council (T-FSC):

   a. “Functions. The Tenured/Tenure Track Faculty Senators Council may consider any matters of educational and administrative policy and will function as the Faculty Personnel Committee of the Senate with respect to the Tenured/Tenure Track Faculty. It will designate representatives on the other standing committees, and in appropriate instances on the ad hoc committees, of the Senate. It may bring to the attention of the various committees of the Senate any matters that it believes should be presented to the entire Senate. It may bring to the attention of the President and Chancellor any matters that it wishes to discuss with him or her. It may perform such other functions as are requested of it by the President and Chancellor, by the Board, or by the Senate.

   b. Members. The Tenured/Tenure Track Faculty Senators Council will consist of not more than thirty-eight members of the Tenured/Tenure Track Faculty elected by the voting members of the several faculties of the University in the manner prescribed by the rules adopted by the Council for its own governance and consistent with these Bylaws.

   c. Elections and Appointments. In order to best assure the effective operation of the Tenured/Tenure Track Faculty Senators Council, all elections for members of the Tenured/Tenure Track Faculty Senators Council should be held prior to the University Commencement in May. The name of each representative to the
Adopted November 28, 2018

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Senate should be transmitted to the Secretary of the Senate within five days of the University Commencement in May. The thirty-eight elected representatives will be selected as follows: one from the Division of the Libraries of the University; six from the School of Medicine; and thirty-one apportioned among the colleges, schools, and the Abu Dhabi and Shanghai portal campuses by the method of equal proportions with the proviso that each college and school and each of the two portal campuses will be entitled to at least one elected Senator. Each year, the University Secretary and General Counsel will provide to the Tenured/Tenure Track Faculty Senators Council and the dean of each college and school and the vice chancellor of each of the two portal campuses the number of faculty members assigned to each for the purpose of Senate elections and will at the same time state the number of Tenured/Tenure Track Faculty Senator Council Senators to which each is entitled. A Tenured/Tenure Track Faculty Senators Council Senator whose term has expired will be eligible for reelection. For purposes of the election, any Tenured/Tenure Track Faculty member who is a member of more than one faculty will be assigned by the President and Chancellor to one faculty only, and any Tenured/Tenure Track Faculty member, otherwise eligible to vote, who is not formally attached to a faculty will be assigned by the President and Chancellor to one of the faculties of the University. Any Tenured/Tenure Track Faculty member who holds an administrative office and whose administrative responsibilities encompass a college, school, portal campus, the Division of the Libraries, or the University will not be eligible for election to the Tenured/Tenure Track Faculty Senators Council. Final determination of eligibility for membership rests with the extant Tenured/Tenure Track Faculty Senators Council.

3. **University Bylaw 66** specifies the functions, membership, elections and appointments of The Full-Time Continuing Contract Faculty Senators Council (C-FSC):

   a. Functions. The Full-Time Continuing Contract Faculty Senators Council may consider any matters of educational and administrative policy and will function as the Faculty Personnel Committee of the Senate with respect to the Full-Time Continuing Contract Faculty. It will designate representatives on the other standing committees, and in appropriate instances on the ad hoc committees, of the Senate. It may bring to the attention of the various committees of the Senate any matters that it believes should be presented to the entire Senate. It may bring to the attention of the President and Chancellor any matters that it wishes to discuss with him or her. It will perform such other educational functions as are assigned to it by the President and Chancellor or by the Board.

   b. Members. The Full-Time Continuing Contract Faculty Senators Council will consist of not more than twenty-nine members of the Full-Time Continuing Contract Faculty elected by the voting members of the several faculties of the University in the manner prescribed by the rules adopted by the Council for its own governance and consistent with these Bylaws.

   c. Elections and Appointments. In order to best assure the effective operation of the Full-Time Continuing Contract Faculty Senators Council, all elections for members of the Full-Time Continuing Contract Faculty Senators Council should be held prior to the University Commencement in May. The name of each representative to the Senate should be transmitted to the Secretary of the Senate within five days of the University Commencement in May. Elections and transmission of the names of the members in the first year of operations may be delayed while the
Full-Time Continuing Contract Faculty Senators Council is in formation. The
twenty-nine elected representatives will be selected as follows: one from the
Division of the Libraries of the University; and twenty-eight apportioned among
the colleges, schools, and the Abu Dhabi and Shanghai portal campuses by the
method of equal proportions with the proviso that each college and school and
each of the two portal campuses will be entitled to at least one elected Senator
and none will have more than six elected Senators. Each year, the University
Secretary and General Counsel will provide to the Full-Time Continuing Contract
Faculty Senators Council and the dean of each college and school and the vice
chancellor of each of the two portal campuses the number of faculty members
assigned to each for the purpose of Senate elections and will at the same time
state the number of Full-Time Continuing Contract Faculty Senators to which
each is entitled. A Full- Time Continuing Contract Faculty Senator whose term has
expired will be eligible for reelection. For purposes of the election, any Full-Time
Continuing Contract Faculty member who is a member of more than one faculty
will be assigned by the President and Chancellor to one faculty only, and any
such faculty member, otherwise eligible to vote, who is not formally attached to a
faculty will be assigned by the President and Chancellor to one of the faculties of
the University. Any Full- Time Continuing Contract Faculty member who holds an
administrative office and whose administrative responsibilities encompass a
college, school, portal campus, the Division of the Libraries or the University will
not be eligible for election to the Full-Time Continuing Contract Faculty Senators
Council. Final determination of eligibility for membership rests with the extant Full-
Time Continuing Contract Faculty Senators Council.

B. NYU Steinhardt Representation to the University Senate

1. NYU Steinhardt representation to the University Senate includes the Steinhardt
Dean; and representatives on the Tenured/Tenure Track Faculty (T-FSC); Full-Time
Continuing Contract Faculty (C-FSC), Administrative Management Council; and
Students Senators Council. The number of Council members is prescribed by the
rules of the Senate.

2. The Faculty Senators report in writing to the Steinhardt Faculty Council and report
both orally and in writing regularly to the faculty, bringing to its attention past,
pending, and probable future action of the University Senate.

C. Eligibility and Election

1. Tenured/Tenure Track Faculty Senators will be elected according to the rules of the
Senate for a term of three (3) years. Individuals nominated to serve as a
Tenured/Tenure Track Faculty Senator may be nominated by any Steinhardt faculty
member (tenured/tenure track and full-time continuing contract faculty). Once the
slate is formed, the ballot is prepared. Only tenured/tenure track faculty members
may vote for a Tenured/Tenure Track Faculty Senator.

2. For each Faculty Senatorial position an Alternate will also be elected. Upon the
election of the senators the candidates with the next highest number of votes will be
declared the Alternate Senators, in the same order as the selection of the Senators.
Alternates serve a term of three years. Alternate Senators officially attend the Senate
meetings on the request of a Senator.
3. Alternate Senators attend all meetings of the Senate and participate in all discussions when the School's Senators meet as a caucus on issues of importance to the School. Alternates are 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 will 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 will determine the election of a new Senator.

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

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

7. Full-Time Continuing Contract Faculty Senator (1) will be elected according to the rules of the Senate for a term of three years. Two (2) Alternates are elected at the same time as the Senator and service for a term of three years. Individuals nominated to serve as a Full-Time Continuing Contract Faculty Senator may be nominated by any Steinhardt faculty member (tenured/tenure track and full-time continuing contract faculty). Once the slate is formed, the ballot is prepared. Only full-time continuing contract faculty members may vote for a Full-Time Continuing Contract Faculty Senator.

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

D. Membership on Standing Committees

1. Each of the University Faculty Senators (Full-Time Continuing Contract Faculty Senators and Tenured-Tenure Track Faculty Senators) is an ex-officio non-voting member of one of the Standing Committees of the School Senate.

III. STEINHARDT FACULTY SECRETARY

A. Eligibility and Term of Office

The Steinhardt Faculty Secretary (Secretary) is a full-time member of the faculty, of professorial rank (tenure, tenure-track, clinical), elected by the faculty for a term of three (3) years.

A Faculty Secretary-Elect shall be elected by the faculty during the last year of the term of office of the Faculty Secretary. During that last term of office, the Faculty Secretary and Faculty Secretary-Elect work together to carry out duties and pass along institutional knowledge of the role.
B. **Duties of the Secretary**

1. Prepare and distribute the agenda and the minutes of the meetings of the Faculty, the School Senate, the Faculty Council, and the standing committees;

2. Maintain the records of the Faculty and the School Senate meetings and of their committees;

3. Administer all details related to the conduct of the Steinhardt Faculty Meetings, School Senate meetings, and Faculty Council meetings;

4. Serve as ex-officio, non-voting member of the Steering Committee of the School Senate in relation to the above;

5. Convene the Faculty Elections Committee in February to begin the process of identifying nominees for NYU Steinhardt governance positions open for election;

6. Administer the details of the annual Steinhardt election and any other interim elections that may become necessary;

7. 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.

IV. **STEINHARDT PARLIAMENTARIAN**

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

V. **STEINHARDT GOVERNING BODIES**

Steinhardt governance consists of two bodies – the Steinhardt School Faculty Council (the Faculty Council) and the Steinhardt School Senate (the School Senate). The purposes of these groups are to represent all Steinhardt constituent groups, and provide the faculty with the necessary governance instruments to execute their responsibilities related to academic matters, curricula and program development, and the development of guidelines for the priorities of resource allocation. This is intended to facilitate the effective and efficient conduct of School governance and fulfillment of administrative functions.

A. **STEINHARDT SCHOOL FACULTY COUNCIL**

1. **Responsibilities**

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

   The 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, department chairs, or deans.

3. **Functions**

   a. Provide for a strictly faculty discussion of matters coming before the School Senate;

   b. Recommend annual priorities for faculty action;

   c. Sponsor discussions, debates and other programs on current educational issues and problems;

   d. Plan other activities to meet faculty interest and needs; and

   e. Otherwise carry out the faculty’s role described in Section I.B.2.

4. **Chairperson of the Faculty Council**

   The chairperson of the Faculty Council shall be elected by that body and serves as the Chairperson of the Steinhart Senate. The Faculty Council may choose to elect co-chairs.

5. **Agenda and Meeting Schedule**

   Other matters such as time and frequency of meetings and agenda will be determined by the Chairperson in consultation with the Secretary, and members of the Faculty Council.

6. **STANDING COMMITTEES**

   a. **Membership**

      (1) There are four standing committees: Student Affairs Committee, Academic Affairs Committee, School Planning Committee, and Faculty Affairs Committee. The membership of these standing committees is made up exclusively of members of the School Senate.

      (2) The standing committees in consultation with the Faculty Council and School Senate 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 the individual 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 Undergraduate 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 non-voting member of an ad hoc or subcommittee.

b. **Appointment**

Following the election of the chairperson, or co-chairpersons, of the School Senate, the faculty members of the each of the four standing committees will elect their chairperson or co-chairpersons.

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 Faculty Council and the School Senate.

d. **Meetings**

Each standing committee holds six (6) meetings on a Monday in September, October, November, February, March, and April 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.

g. **STUDENT AFFAIRS COMMITTEE**

(1) **Composition**

Five members (three faculty, two students).

(2) **Functions**

(a) Serve as a venue for communication between students, faculty, and administrators on events, programming, and policy development related to student affairs;

(b) Recommend policy concerning academic standards for student progress and to monitor execution of all such policies;

(c) Recommend policy concerning student discipline and to monitor execution of all such policies;

(d) Facilitate ad hoc committees on student discipline to hear and act upon cases involving student infractions of discipline, in coordination with the
Office of Student Affairs;

(e) Facilitate ad hoc committees to hear and act upon appeals from decisions of the ad hoc committees on school student disciplinary actions and actions taken by the school's committee on academic student progress. Actions taken by ad hoc appeals committees are final and binding. No member may serve on both an ad hoc committee on student discipline and/or academic student progress and an ad hoc appeals committee regarding the same matter;

(f) Recommend to the Senate policies concerning institutional relations with alumni and professional organizations, and to monitor execution of all existing policies; and

(g) Select final student speakers for Steinhardt graduation baccalaureate and master's degrees ceremonies from the recommendations of the Steinhardt Student Affairs.

h. ACADEMIC AFFAIRS COMMITTEE

(1) Composition

Six members (four faculty, two students). One faculty serves as chair of this committee. The committee may decide to elect two faculty members to serve as co-chairpersons.

(2) Functions

(a) Serve as a consultatory body for any disputed decisions in existing courses or programs, especially in cases of disagreement between Faculty and Dean, and in advocacy of the Faculty’s responsibilities for the School’s educational conduct (Section IB1a);

(b) Recommend admission policies and monitor execution of existing admission policies;

(c) Recommend policies for the approval of new courses and programs and monitor execution of existing programs, inclusive of decisions concerning program termination, moratorium, expansion, or change of teaching medium (e.g., online);

(d) Consult in the evaluation of the quality of existing courses and programs and recommend policies for evaluation and oversight;

(e) Recommend school-wide degree requirements and monitor execution of existing requirements;

(f) Recommend faculty liaisons for appointment as needed to School and University Committees and Commissions; and

(g) Oversee the Doctoral Affairs Sub-Committee (DAC), the Undergraduate Sub-Committee (UAC), and the Sub-Committee on Courses and
(3) **Doctoral Affairs Sub-Committee (DAC)**

(a) Composition. The DAC Sub-Committee 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. In addition, non-voting members of this Sub-Committee include the Vice-Dean for Academic Affairs, two student representatives, and one administrator. The Chairperson of the sub-committee is elected for a two-year term of office. The committee may decide to elect two faculty members to serve as co-chairpersons. No chairperson shall serve more than two consecutive terms as chair.

(b) Meetings. The DAC meets three (3) times each semester.

(c) Functions

i. Review policies and criteria for admissions for doctoral programs in Steinhardt;

ii. Review and recommend policies related to the advisement, mentoring, and support school-wide of doctoral students;

iii. Serve as a forum to share and address issues involving the doctoral academic experience;

iv. Participate in the selection of recipients of awards for doctoral student teaching and research; and

v. Chairperson, or co-chairpersons, shall communicate proceedings to the Academic Affairs Committee after each of its meetings by written report.

(4) **Undergraduate Affairs Sub-Committee (UAC)**

(a) Composition. The UAC Sub-Committee shall consist of one faculty member from each department that has at least one undergraduate program (typically the Director of Undergraduate Studies) and an ex-officio representative designated by the Dean. Departments that offer undergraduate courses may also send a representative to this subcommittee, but voting is limited to the Departments that have undergraduate programs. The chairperson of the subcommittee shall be from a department that has an undergraduate program. The committee may decide to elect two faculty members to serve as co-chairpersons. No chairperson shall serve more than two consecutive terms as chair. A member of the subcommittee may attend AAC meetings on an as needed basis.

(b) Meetings. The UAC meets at least three (3) times per semester.

(c) Functions

i. Review and recommend policies related to school-wide
undergraduate students (e.g., but not limited to: school-wide requirements, core coursework, honors programs, research and teaching activities, university wide initiatives related to undergraduates);

ii. Serve as a forum to share and address issues involving the undergraduate academic experience; and

iii. Chairperson, or co-chairpersons, shall communicate proceedings to the Academic Affairs Committee after each of its meetings by written report.

(5) Sub-Committee on Courses and Programs (CCP)

(a) Composition. The CCP Sub-Committee shall consist of one faculty member from each department’s curriculum committee. No faculty member of the sub-committee representing a department shall serve more than two consecutive three-year terms. In addition, a non-voting member of this Sub-Committee includes a representative designated by the dean. The Chairperson of the sub-committee shall be a faculty member who is elected by the members of the CCP for a three-year term of office. The committee may decide to elect two faculty members to serve as co-chairpersons. No chairperson shall serve more than two consecutive terms as chair.

(b) Meetings. The CCP meets at least three (3) per semester.

(c) Functions

   i. Using school-wide criteria (e.g., limited course redundancy, cross-departmental collaboration; school-wide needs, school-wide trends) act on applications for new courses and new programs and on changes to existing courses and programs;

   ii. Oversee policies related to school-wide criteria; and

   iii. Chairperson, or co-chairpersons, shall communicate proceedings to the Academic Affairs Committee after each of its meetings by written report.

   i. SCHOOL PLANNING COMMITTEE

(1) Composition

Six members (four faculty, two students).

(2) Functions

(a) Recommend to the School Senate priorities for the School and, in consonance with the priorities adopted by the faculty, recommend policies to serve as guidelines for the general allocation of resources, and monitor the execution of all existing policies;
(b) Recommend policies to the School Senate concerning the allocation of space and facilities and to monitor execution of all existing policies;

(c) Recommend policies to the School Senate concerning the University libraries and to monitor execution of all existing policies;

(d) Participate in and recommend policies to the School Senate concerning information technology systems and services;

(e) Recommend policies to the School Senate concerning institutional support for research and to monitor execution of all existing policies;

(f) Recommend policies to the School Senate concerning financial aid, and to monitor execution of all existing policies; and

(g) Work with the dean on the development of the School budget.

i. FACULTY AFFAIRS COMMITTEE

(1) Composition

Four faculty members.

(2) Functions

(a) Deal with all matters that affect faculty (e.g., but not limited to, faculty recruitment, faculty retention, benefits, professional development, diversity, equity);

(b) Cooperate with the dean in developing and reviewing all personnel policies and practices (e.g., but not limited to, promotion and tenure guidelines, chairperson election, terms, and term limits, sabbatical leave, workload); and

(c) Serve as a venue for communication between faculty, deans, and administrators on programming and policy development related to faculty affairs.

B. STEINHARDT SCHOOL SENATE

1. Responsibilities

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

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

2. Membership

The School Senate shall consist of:

a. One faculty representative elected from each department by the Department
Chair; Full-Time Continuing Contract Faculty and Tenured/Tenure Track faculty are eligible to serve on the School Senate.

b. Four (4) at-large representatives; Full-Time Continuing Contract Faculty and Tenured/Tenure Track faculty are eligible to serve as at-large Senators on the School Senate.

c. Six matriculated student representatives. The proportional ratio of graduate to undergraduate students is determined jointly by the Graduate Student Organization and the Undergraduate Student Government. In general, three members of the USG and three members of the GSO who serve on a standing committee of the School Senate and one of the USG and one of the GSO representatives serve on the School Senate.

d. One representative from the University’s Administrative Management Council.

e. Persons holding the administrative title of dean cannot serve as members of the School Senate.

3. Voting

a. Faculty representatives and at-large representatives shall constitute the voting body of the School Senate.

4. School Senate Organization Calendar

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

b. During the September meeting, the Faculty Council identifies tentative plans for the next year.

c. The first meeting of the School Senate for the academic year should take place approximately one week before the October faculty meeting.

d. If issues arise during the summer months, the Chairperson and members of the Faculty Council of the prior academic year meet to determine directions to be taken.

5. Sanctions

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

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

(1) A department representative shall be replaced by the department in question as soon as possible.
(2) An at-large representative shall be replaced by the next alternate in terms of votes received in the most recent election.

(3) A student representative shall be replaced by the appropriate student body as soon as is practicable.

6. **Chairperson of the School Senate**
   a. The Chairperson of the School Senate presides at all meetings of the School Senate, serves as Chairperson of the Steering Committee and gives direction to the operations of the School Senate.
   b. The Chairperson of the Faculty Council serves as the Chair of the School Senate.
   c. The Chairperson is exempt from appointment to any standing committee.
   d. The Chairperson serves a term of one year. The maximum number of consecutive terms any Chairperson may serve is three.
   e. In the absence of the Chairperson of the School Senate, the Chairperson of the School Planning Committee will preside at meetings of the Senate.

7. **Steering Committee**
   a. Functions
      (1) Serves as the body to which individuals or groups may bring issues and problems for discussion.
      (2) Makes appropriate recommendations for action to the Faculty Council.
      (3) When action needs to be taken and there is not a School Senate meeting scheduled early enough to take such action, the School 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 School Senate.
   b. Membership
      (1) The Steering Committee shall consist of 5 faculty members and 2 student members. The faculty shall be the School Senate/Faculty Council chair, the chairs of the 4 standing committees.
      (2) The Faculty Secretary serves as an ex officio member.

8. **Faculty Elections Committee**
   a. Members of the Faculty Elections Committee are Steinhardt Senators who are serving the second year of the three-year term.
   b. The function of the Faculty Elections Committee is to encourage nominations of faculty to be placed on the ballot for open positions including: at-large Senators;
Steinhardt representatives to the University Senate (including both Tenured/Tenure Track Faculty Senators and Full-Time Continuing Contract Faculty Senators; representative to the University Graduate Program Committee and the Undergraduate Program Committee; members of the Steinhardt Grievance Committee; and the Faculty.

c. The Faculty Elections Committee will ensure representation of both Full-Time Continuing Contract Faculty and Tenured/Tenure Track Faculty.

d. The Call for Nominations is distributed to the faculty in March.

9. Election Procedures

a. The Faculty Elections are conducted through an electronic system.

b. The Faculty Secretary provides the appropriate Steinhardt personnel with the names of current members of the Steinhardt faculty, including both members of the Full-Time Continuing Contract Faculty and the Tenured/Tenure Track Faculty.

c. The Faculty Secretary provides a Call for Nominations to the faculty. The request for suggested names will 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. In addition, the Faculty Secretary will indicate the procedures and timetable to be followed in the election process. When the nomination process is completed, the Faculty Secretary will forward the ballot including the names of the nominees for each position and motions to be presented to the faculty for a vote to Steinhardt IT staff to prepare and distribute the ballot. The opportunity to vote will be available to the faculty for approximately one week in late March.

d. Faculty members of the School Senate serve a term of three years. Approximately one-third of the Departmental representatives and one-third of the at-large representatives are elected each year.

e. 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.

f. The results of the election will be announced to the Steinhardt Faculty in late April. The names of the Steinhardt University Senators will be forward to the Secretary of the University Senate within five (5) days of the May University Commencement as specified in the NYU Bylaws:

(1) Elections and Appointments. In order to best assure the effective operation of the Tenured/Tenure Track Faculty Senators Council, all elections for members of the Tenured/Tenure Track Faculty Senators Council should be held prior to the University Commencement in May. The name of each representative to the University Senate should be transmitted to the Secretary of the Senate within five days of the University Commencement in May. (University Bylaw 65).

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(2) Elections and Appointments. In order to best assure the effective operation of the Full-Time Continuing Contract Faculty Senators Council, all elections for members of the Full-Time Continuing Contract Faculty Senators Council should be held prior to the University Commencement in May. The name of each representative to the University Senate should be transmitted to the Secretary of the Senate within five days of the University Commencement in May. (University Bylaw 66).

10. Meetings of the School Senate

a. Meetings are held on six (6) Mondays in September, October, November, February, March, and April, with the possibility of additional meetings scheduled by the Steering Committee as needed to complete business. All meetings of the School Senate are open to all members of the faculty and students of the Steinhardt School.

b. When requested in writing by twelve (12) or more members of the School Senate, the Faculty Secretary will call a special meeting on three days' notice, specifying the purpose of the meeting.

c. Emergency meetings may be called by the Steering Committee in consultation with the Dean. Every effort will be made to notify all School Senate members of such a meeting.

11. Methods to Bring Matters Before the School Senate

a. The Faculty Council by way of the planning of the agenda;

b. A Committee ready to report - the report to reach the members of the School Senate one week in advance;

c. A written request signed by five members of the School Senate; or

d. A motion duly placed before the School Senate before any business has been transacted. At the beginning of each meeting the Chairperson will ask for such motions.

   (1) To add an item to the agenda of the meeting then assembled requires a two-thirds vote.

   (2) To add an item to the agenda of the next or a later specified meeting requires a majority vote.

12. School Senate Meeting Agenda

a. The Chairperson of the Faculty Council and the Faculty Secretary in consultation with the Dean prepare the agenda for School Senate meetings.

b. The order of business of School Senate meetings is determined in advance by the Chairperson and Faculty Secretary in consultation with the Dean.

c. Items added by motion at a meeting in progress are placed at the end of the
announced agenda in the order of adoption.

d. Items submitted by request are placed at the end of the announced agenda in the order of their receipt by the Secretary.

e. A motion to take items out of order on a priority basis may be made at any time.

13. Disposition of Actions Taken by the School Senate

The motions passed by the School Senate and the minutes of the School 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 School Senate. (See Article IX, Section D)

14. Quorum

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

VI. STEINHARDT FACULTY GRIEVANCE ADVISORY PANEL AND FACULTY GRIEVANCE REVIEW COMMITTEE

A. Composition Faculty Grievance Advisory Panel

1. Four members of the faculty, a majority of which shall be tenured, with each of the three areas of NYU Steinhardt (Education & Applied Psychology; Health; Arts & Communications) represented. Continuing Contract Faculty shall not review grievances pertaining to the reappointment, tenure, and promotions of Tenured/Tenure Track Faculty.

2. 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.

3. Will not include Deans, Department Chairpersons, or any faculty member whose primary assignment is administrative.

B. Functions of Faculty Grievance Advisory Panel

1. To adjudicate formal faculty grievances, as defined by the Faculty Handbook. Faculty grievances are classified into two main types: those connected with appointment, reappointment, promotion, or tenure; and those concerned with other matters, such as duties, salaries, perquisites, and working conditions.

2. As outlined in the Faculty Handbook, those grievances stemming from appointment decisions must be dealt with in a manner that conforms to the general appointment procedures. The initial protection for the faculty member is in the “Statement in Regard to Academic Freedom and Tenure” and the regulations and procedures on “Appointment and Notification of Appointment.”

C. Composition Faculty Grievance Review Committee

1. Three members chosen from the members of the Faculty Grievance Advisory Panel in the following manner and sequence:
a. 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;

b. 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

c. 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.

2. 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.

3. The Faculty Secretary shall supervise this entire selection process, and once it is completed so advise in writing both the grievant and the administrator.

D. Functions of the Faculty Grievance Review Committee

1. To hear a grievance and advise the Dean, in accordance with the Faculty Handbook.

2. Convened within three weeks by the Dean upon receipt of a written appeal from the grievant.

3. Members of this three-person committee shall keep confidential the details of the grievance.

VII. STEINHARDT FACULTY MEETINGS

The Full-Time Tenured/Tenure Track Faculty and Full-Time Continuing Contract Faculty members meet together in Steinhardt Faculty meetings.

A. Eligibility to Vote

All Full-Time Tenured/Tenure Track Faculty and Full-Time Continuing Contract Faculty members appointed to NYU Steinhardt are eligible to vote in Steinhardt Faculty meetings.

B. Meeting Schedule

1. Faculty meetings are held monthly during the academic year, regularly scheduled on 6 Mondays during September, October, November, February, March, April, (May, End-of-Academic Year Celebration) during the academic year except as required otherwise by the calendar. This schedule is in compliance with the Bylaws of New York University:

   a. Number of Faculty Meetings. The Tenured/Tenure Track Faculty and the Full-Time Continuing Contract Faculty in each college or school should hold at least four meetings each year, at such times and places and under such rules of procedure, as are consistent with these Bylaws. Such meetings may be joint meetings. Copies of the minutes of such meetings will be sent to the President and Chancellor and the Provost.
2. Prior to the beginning of each academic year, the Secretary of the Faculty 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. Methods to Bring Matters Before the Faculty

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; and

   b. To add an item to the next subsequent or a later specified meeting requires a majority vote.

D. Faculty Meeting Agenda

1. The Secretary of the Faculty and the Chairperson of the School Senate in 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 recommendations from the School Senate;

   c. Reports from the standing committees;

   d. Reports from the University Faculty Senators;

   e. Reports from the two student organizations, i.e., Undergraduate Student Government (USG) and Graduate Student Committee (GSO).
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. (Article. IX, D: 2, 3, 4)

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;
   e. 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.

VIII. REFERENDUM

A. Methods to Initiate a Referendum
   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. Approval
   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. Ballot
   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.

IX. AMENDMENTS

A. Methods to Initiate Amendments

1. A majority vote of the School Senate, or

2. 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 School Senate or on a standing committee will become effective the academic year following the date of its ratification by the faculty.

X. INTERPRETATION OF THE BYLAWS

An Interpretation Committee shall be responsible to any interpretation of these Bylaws

A. Composition of Interpretation Committee

The Interpretation Committee shall be composed of the departmental representatives of the School Senate. The Parliamentarian shall serve as an ex officio member.

B. Functions

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.

In cases of a tie vote, the chairperson of the School Senate will preside and cast a vote.

XI. 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.