Faculty Governance Guidelines

New York University Abu Dhabi (NYUAD) has instituted the following faculty bodies and procedures to perform the functions of governance and administration in matters relating to the faculty. These structures and processes have been designed in the spirit of the principles of shared governance approved by the Faculty Senators Council at NYU on November 20, 2012 and subsequently incorporated in the NYU Handbook (December 12, 2012).

Following a motion passed by the NYU Senate, the deliberative body responsible for the discussion of university-wide policies and changes in university-wide practices and structure, the NYU Board of Trustees in June 2014 approved the official inclusion and representation of the portals in the university’s governance system. As a result, NYU Abu Dhabi has been allotted the following positions in the NYU Senate:

- 1 Senator and 1 Alternate for the Tenured/Tenure Track Faculty Senators Council (formerly known as the Faculty Senators Council, FSC)
- 1 Senator and 1 Alternate for the Full Time Non-Tenure Track/Contract Faculty Senators Council.

I. Faculty Council

1. Overview
   The NYUAD Faculty Council is a deliberative body that discusses all matters relating to policy and curriculum that are of interest or concern to the faculty. Its decisions and recommendations are recorded and forwarded to the University leadership.

2. Composition
   Attendance and participation at the Faculty Council is open to all members of Faculty (T/TT, contract, Affiliates, Visiting), and to Administration (President, VC, Deputy VC, Provost, Vice Provosts, Deans, Associate Deans), Library representatives (two), Post-Doc representatives (two), Student representatives (Chair of Student Council plus an additional representative, present for unreserved business\(^1\) only).

3. Voting
   Voting at the Faculty Council is open to T/TT faculty, contract faculty contracted at NYUAD for more than one year, Affiliated Faculty at NYUAD for 1 semester (14 weeks) or more, plus the Administration (Deputy VC, Vice Provosts, Deans, Associate Deans), Library representatives (two), Post-Doc representatives at NYUAD for at least one year or more (two) and Student representatives (Chair of Student Council plus an additional representative, voting on unreserved business only). Since Faculty Council decisions are recommendations to the Vice Chancellor and Provost, the Vice Chancellor and Provost do not vote. If agreed, these voting arrangements (in accordance with the NYU bylaws) will remain in force for one calendar year from the date of acceptance by the Faculty Council.

4. Meetings
   a. The Faculty Council meets three times a semester.
   b. The meeting agenda is prepared by the Faculty Council Steering Committee (FCSC).
   c. The Provost and the Chair of the FCSC jointly chair the Faculty Council.
   d. In case of his/her absence, the Provost will designate the Vice Chancellor or an alternate. In the case of absence of the Chair of the FCSC, he/she will designate another member of the FCSC as substitute.

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\(^1\) Matters, which are of a sensitive or confidential nature, will be considered reserved business.
II. Faculty Council Steering Committee (FCSC)

1. Overview
The FCSC is an advisory committee that provides a bridge between the senior academic administration and the Faculty Council. The FCSC normally meets weekly; twice a month the body is joined by the Provost and/or the Vice Chancellor. Since the inclusion of NYUAD in NYU’s larger faculty governance system starting in the fall of 2014, the NYUAD Senators and their Alternates are also invited to attend the FCSC meetings with the leadership. Other members of the academic leadership attend by invitation.

2. Composition
a. The FCSC is made up of five members. Each of the four divisions at NYUAD will elect its own representative to the committee. Additionally, the Faculty Council elects an at-large representative irrespective of discipline. The committee appoints one of the members to serve as chair. All members are elected to serve for two years and are eligible to serve for a third consecutive year (pending appropriate faculty approval).
b. The Chair of the FCSC should be a tenured member of the standing faculty.
c. Elections for the divisional representatives in the FCSC delegates are conducted by the FCSC in consultation with the divisional deans by means of secret ballot.

3. Functions
a. The FCSC's primary role is to represent the NYUAD faculty. The FCSC is the main channel for communication between the senior leadership and the faculty. The Chair of the FCSC is a member of the Academic Core meeting in order to ensure proper Faculty representation and to improve flow of information. Based on its communication with both senior leadership and the faculty, and the results of its deliberations, the FCSC prepares the agenda for the regular meetings of the Faculty Council.
b. The Committee’s primary remit in the start-up phase of NYUAD is to devise structures of faculty governance and to consider major issues that affect faculty. While its primary remit covers issues of policy, it may consider major developments relating to curriculum (such as a proposal for a new major). The FCSC helps define the remit of other committees (such as the Undergraduate Curriculum Committee) and liaises with these committees as necessary.
c. In exceptional circumstances, as when urgent need prevents a matter from being brought before the Faculty Council in a timely manner in keeping with the norms of shared governance outlined in the NYU Faculty Handbook, or when a decision is required over the summer recess, the FCSC shall be authorized by the Faculty Council to act on its behalf as its representative body. The faculty shall be informed as soon as is possible of any decisions made in such circumstances and any matter so decided will be placed on the agenda of the next scheduled Faculty Council.

III. Faculty Forum

1. Overview
The Faculty Forum is a Faculty only venue to allow the Faculty to collectively explore ideas and concerns in a less formal setting than the Faculty Council and to ensure the FCSC is fully informed of and engaged with these ideas and concerns in order to best represent them before the Leadership and the Faculty Council.
Faculty Governance Guidelines

Although the faculty can pass resolutions at the Faculty Forum to express its opinions and concerns, the Faculty Forum has no legislative functions.

2. Composition
Attendance and participation at the Faculty Forum will be open to all members of Faculty (T/TT, contract, Affiliates, Visiting, Post-docs) and the Library representatives.

3. Voting
Voting at the Faculty Forum is open only to T/TT faculty, contract faculty contracted at NYUAD for more than one year, Affiliated Faculty at NYUAD for one semester (14 weeks) or more, Library representatives (two), Post-Doc representatives (two).

4. Meetings
a. The Faculty Forum meets four times a semester.
b. The meeting agenda is prepared by the FCSC.
c. The Faculty Forum is chaired by the Chair of the FCSC.

IV. Faculty Governance Administrator

1. Overview
The Faculty Governance administrator is a full-time administrator for faculty matters who manages the faculty governance structures.

2. Functions
This administrative position includes scheduling, keeping the minutes of the Faculty Council, FCSC and committee meetings, website, document management and oversight of procedures. The primary responsibilities of the Administrator are to the Chair of the FCSC and the faculty although the Office of the Provost appoints the position.

V. Faculty-Appointed Committees

1. General Rules
Unless otherwise specified, the following rules shall apply to all Faculty appointed committees:

a. Membership
Membership of Faculty committees is open to all members of faculty eligible to vote at the Faculty Council.

b. Term of Office
All members are elected for two years and are eligible to serve for a third consecutive year (pending appropriate faculty approval). (At least one member on each committee is encouraged to seek such an extension of the term of office to ensure continuity). Two years must elapse before an individual can be re-elected to a committee.

c. Sanctions
i. Committee members who have been absent from three regularly scheduled Committee meetings shall be considered for removal by a vote of the committee of which they are a member.
ii. Any member so removed shall be replaced as follows:
iii. A divisional representative shall be replaced by the division in question as soon as possible.

iv. An at-large representative shall be replaced by the next alternate (when available) in terms of votes received in the most recent election.

v. A student representative (where eligible for membership on a Faculty committee) shall be replaced by the appropriate student body as soon as practicable.

d. Reporting
   All Faculty or Faculty-related Committees provide reports in writing to the FCSC at least once a semester. The Faculty Council Steering Committee will present the full texts of the reports accompanied by comments on the reports and any proposals arising from them to the Faculty Council (at least) one week in advance of the Council meetings (with, whenever appropriate, prior discussion between the FCSC and Leadership).

e. Confidentiality
   While recognizing the significance of transparency for a functioning governance system, the details of committee discussions, especially when they involve personnel matters or the actions of individual students, faculty members, or employees, should be considered confidential, unless otherwise noted. This does not prevent the elected and/or appointed faculty representatives on committees from regularly informing their constituencies about committee discussions in general as well as on the decisions reached by the committee. The details of the various levels of confidentiality are specified by the remit of each committee.

2. Undergraduate Curriculum Committee (UCC)
   Officially passed by the Faculty Council, fall 2013

2.1 Overview
   The Undergraduate Curriculum Committee (UCC) is the primary conduit through which the faculty of NYUAD evaluates and exercises its control over the undergraduate curriculum. Its purpose is to enrich and support the development of the academic programs and individual courses that enable NYUAD to offer a world-class liberal arts education to its undergraduates. Situated outside of the four academic divisions, the UCC takes a bird’s-eye view of the curriculum: it considers the curriculum and proposed changes thereto from the standpoint of the university at large, rather than from the standpoint of any particular discipline or division. It is therefore in a position to develop and recommend university-wide curricular policies, as well as to exercise the delegated authority to enforce approved policies. The UCC is also well situated to evaluate the place of new majors and concentrations in the overall curriculum.

2.2 Composition
   The UCC is a faculty body comprising five voting members and one ex officio, non-voting member. Each of the four academic divisions of NYUAD elects one representative to the committee. The fifth voting member is elected by the Faculty Council at large and may come from any division. In addition, the Vice Provost for Academic Administration is an ex officio, non-voting member. As with other faculty committees, elected members of the UCC serve two-year terms.
Faculty Governance Guidelines

2.3 Functions

i. Curricular Policies.
The UCC is charged with developing NYUAD-wide curricular policies (on matters such as grading, participation, attendance, assignments, and so forth). UCC proposals regarding such policies will be submitted to the divisional Deans and to the Director of the Core for comments and suggestions. The UCC may then bring these proposals (revised as necessary) to the Faculty Council for discussion and approval.

ii. Revisions to the Undergraduate Curriculum.
The UCC is charged with reviewing proposed changes to the undergraduate curriculum, including:

a. New Courses. Syllabi for new courses will be forwarded to the UCC by divisional Deans (or by the Director of the Core) in accordance with a workflow and timeline agreed upon by the divisional Deans, the UCC, and the Faculty Council. (New courses are those that have not yet been taught at NYUAD.) Upon completion of its review, the UCC will submit recommendations and suggestions to the relevant Dean (or to the Director of the Core). Syllabi that have been substantially revised will be reviewed as syllabi for new courses and thus should also be submitted to the UCC for review.

b. New Majors or Concentrations. Proposals for new majors and concentrations will be reviewed by the UCC. Upon completion of its review, the UCC will submit its recommendations to the Faculty Council.

c. Changes to Existing Majors or Concentrations. Proposals involving substantial changes to existing majors and concentrations will be reviewed by the UCC. Upon completion of its review, the UCC will submit its recommendations to the relevant divisional Dean. If the UCC has significant reservations about the proposed changes, it will convey those reservations to the Faculty Council.

d. Graduation Requirements. Proposals for changes to the undergraduate graduation requirements will be reviewed by the UCC. Upon completion of its review, the UCC will submit its recommendations to the Faculty Council.

iii. Accreditation
The UCC is charged with insuring that syllabi for all NYUAD courses comply with various accreditation requirements.

iv. The Core
The UCC is charged with providing faculty oversight of the NYUAD Core curriculum, submitting recommendations to the Core Curriculum Committee (and to the Director of the Core) as necessary.

The UCC’s role in the Core includes:

a. Equivalencies.
The UCC will review requests to recognize courses outside of NYUAD as satisfying NYUAD Core requirements. UCC decisions regarding Core equivalencies will be considered final and will be passed on to the Registrar.
Faculty Governance Guidelines

b. Monitoring.
At the beginning of every spring semester, the UCC will assess the overall effectiveness of the Core curriculum. Concerns and recommendations will be shared with the Core Curriculum Committee (and with the Director of the Core).

v. Curriculum Review
The UCC is charged with periodically reviewing the undergraduate curriculum – in whole or in part – to ensure its consistency with NYUAD’s mission of providing a world-class liberal arts education to its undergraduates.

vi. The Global Network
The UCC is charged with regularly liaising with the Undergraduate Curriculum Committees at NYUNY and NYUSH (and with other relevant committees) to ensure that students and faculty can move as easily as possible through the Global Network University (GNU) and that curricular policies across the GNU are as consistent as possible, given institutional differences.

2.4 Reports
The UCC will provide regular reports (at the beginning and end of each semester) to the Faculty Council detailing the number of syllabi reviewed. These reports may also include proposals for new curricular policies, recommendations regarding new programs, majors, or degree requirements, and details of any UCC concerns related to the undergraduate curriculum. They will also provide a regular opportunity for members of the Faculty Council to direct questions to the UCC.

Reviewing syllabi for new courses is one of the primary responsibilities of the Undergraduate Curriculum Committee (UCC). In order for this review to be possible, syllabi should be submitted by instructors to the relevant divisional Dean (or to the Director of the Core), reviewed within the Division (or by the Director of the Core), and then passed along to the UCC according to the following timelines:

a. Syllabi for Fall Courses
10 Mar Instructors submit syllabi to divisional Deans (or to the Director of the Core). After syllabi are submitted to the Deans, divisional administrators check syllabi to see that various details are correct and that accreditation requirements are met. (The UCC will provide a checklist to divisional administrators to make this process as easy as possible.) The Deans (and the Director of the Core) will then conduct a more substantive review of the submitted syllabi, checking to make sure that divisional (or Core) standards are upheld, that there are no curricular redundancies within the respective divisions, and so forth. They may then require instructors to submit revised syllabi. (The divisional Deans may choose to delegate this review to the appropriate Associate Deans and/or Program Heads.)

1 Apr Divisional Deans (and the Director of the Core) submit all syllabi for new courses – as well as syllabi that have been substantially revised from previous semesters – to the UCC for review. Preferably, syllabi will submitted to the UCC on a rolling basis (as they are approved within the relevant division), rather than all at once. This will give the UCC more time to conduct its review.

10 May The UCC submits recommendations and suggestions to the Divisional Deans (and to Director of the Core) for all syllabi that were submitted to the UCC on time.
b. Syllabi for J-Term Courses

1 Sep  Instructors submit syllabi to the Director of J-Term. After syllabi are submitted to the Director of J-Term, the appropriate administrator will check to see that various details are correct and that accreditation requirements are met. (The UCC will provide a checklist to make this process as easy as possible.)

The Director of J-Term will then conduct a more substantive review of the submitted syllabi, checking to make sure that J-Term standards are upheld. The Director may then require instructors to submit revised syllabi.

20 Sep  The Director of J-Term submits all syllabi for new courses – as well as syllabi that have been substantially revised from previous J-Terms – to the UCC for review. Preferably, syllabi will submitted to the UCC on a rolling basis (as they are ready, rather than all it once. This will give the UCC more time to conduct its review.

1 Nov  The UCC submits recommendations and suggestions to the Director of J-Term for all syllabi that were submitted to the UCC on time.

c. Syllabi for Spring Courses

10 Oct  Instructors submit syllabi to divisional Deans (or to the Director of the Core). After syllabi are submitted to the Deans, divisional administrators check syllabi to see that various details are correct and that accreditation requirements are met. (The UCC will provide a checklist to divisional administrators to make this process as easy as possible.)

The Deans (and the Director of the Core) will then conduct a more substantive review of the submitted syllabi, checking to make sure that divisional (or Core) standards are upheld, that there are no curricular redundancies within the respective divisions, and so forth. They may then require instructors to submit revised syllabi. (The divisional Deans may choose to delegate this review to the appropriate Associate Deans and/or Program Heads.)

1 Nov  Divisional Deans submit all syllabi for new courses – as well as syllabi that have been substantially revised from previous semesters – to the UCC for review. Preferably, syllabi will submitted to the UCC on a rolling basis (as they are approved within the relevant division), rather than all it once. This will give the UCC more time to conduct its review.

10 Dec  The UCC submits recommendations and suggestions to the Divisional Deans (and to Director of the Core) for all syllabi that were submitted to the UCC on time.

d. Syllabi for Summer Courses

1 Feb  Instructors submit syllabi to divisional Deans (or to the Director of the Core). After syllabi are submitted to the Deans, divisional administrators check syllabi to see that various details are correct and that accreditation requirements are met. (The UCC will provide a checklist to divisional administrators to make this process as easy as possible.)

The Deans (and the Director of the Core) will then conduct a more substantive review of the submitted syllabi, checking to make sure that divisional (or Core) standards are upheld, that there are no curricular redundancies within the respective divisions, and so forth. They may then require instructors to submit revised syllabi. (The divisional Deans may choose to delegate this review to the appropriate Associate Deans and/or Program Heads.)
Faculty Governance Guidelines

20 Feb Divisional Deans (and the Director of the Core) submit all syllabi for new courses – as well as syllabi that have been substantially revised from previous semesters – to the UCC for review. Preferably, syllabi will submitted to the UCC on a rolling basis (as they are approved within the relevant division), rather than all at once. This will give the UCC more time to conduct its review.

1 Apr The UCC submits recommendations and suggestions to the Divisional Deans (and to Director of the Core) for all syllabi submitted to the UCC on time.

3. Grievance Committee & Grievance Procedures
The remit of the Grievance Committee and the grievance procedures at NYUAD conform to those outlined in the NYU Faculty Handbook (2012) (pp.57-59).

4. Global Education and Community-Based Learning Committee
The Global Education and Community-Based Learning Committee is an advisory committee that provides a bridge between the faculty and NYUAD’s programs of study away and community engagement for undergraduates. The committee’s primary role is to consider and make recommendations to the academic leadership on issues that affect undergraduate programs of global education and community-based learning. This may include reviewing and making recommendations on such areas as:

- Student applications and petitions for study away
- Applications for regional course-related seminars
- NYUAD major pathways for study away in the GNU
- Curricular initiatives with the NYU Global Programs
- Integration of visiting students from NYUNY and NYUSH into NYUAD academic programs
- Strategic planning for academic community engagement
- Student travel policy.

5. Core Curriculum Committee
The Core Curriculum Committee is in charge of monitoring, assessing and periodically reviewing the Core curriculum, its objectives and implementation, making sure that it meets NYUAD’s educational goals and considering improvements when necessary.

6. Academic Affairs Advisory Committee
The Academic Affairs Advisory Committee (AAAC) serves as a conduit for student and faculty input into the academic policies and procedures of NYU Abu Dhabi. The AAAC is strictly an advisory body making recommendations to the Vice Provost for Academic Administration, the Provost, and/or the Faculty as may be appropriate.

7. Student Life/Faculty Liaison Committee
The SL/FL Committee is a forum for faculty and members of Campus Life to share issues, concerns, plans, and opportunities. The primary goal of the committee will be to work cooperatively to enhance the living and learning environment that defines the NYUAD experience. To do so, the committee endeavors to maintain open lines of communication, to propose ideas intended to resolve issues of common concern, to create avenues for the sharing of educational and professional resources, and to build a culture of collaboration centered on student success and institutional enhancement.
APPENDIX 1: ELECTION PROCEDURE

<table>
<thead>
<tr>
<th>Effective Date:</th>
<th>February 22, 2015</th>
</tr>
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<tbody>
<tr>
<td>Supersedes:</td>
<td>None</td>
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<tr>
<td>Issuing Authority:</td>
<td>NYUAD Leadership Cabinet</td>
</tr>
<tr>
<td>Responsible Officer:</td>
<td>Faculty Governance Administrator</td>
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**Purpose of Procedure**

The purpose of this procedure is to explain the process by which NYUAD conducts the elections of senators, divisional representatives and members on its faculty committees. The procedure is aligned with those of other NYU schools and contributes towards the development of best practices for elections across the global network.

**Scope of Procedure**

This procedure applies to the elections of senators, alternates, representatives and/or members on faculty committees.

**Definitions**

FGA: Faculty Governance Administrator

**Procedure**

1. **Notice of Position**
   1.1 Role, responsibilities and commitments of the position are determined.
   1.2 Frequency and determined dates (if any) of related meetings are obtained.
   1.3 Eligibility for candidacy is determined.
   1.4 Eligibility of voting body/parties is determined.
   1.5 Deadline for nominations and election is determined.
   1.6 The “Call for Nominations” is distributed via the official FCSC email id to all parties eligible to vote, including the university administration and faculty supporting functions.
   1.7 The Call for Nominations is posted on the Faculty Governance webpage, Faculty Gazette, University Announcements page and any other related platform.

2. **Nominations & Candidacy**
   2.1 Nominations must be submitted by way of email to nyuad.fcsc@nyu.edu or by way of Nomination Forms distributed.
   2.2 Self-nominated candidates verified as eligible to serve are contacted by way of official email and informed that their candidacy has been accepted.
   2.3 Candidates nominated by persons other than themselves shall be contacted by way of official email and their willingness to serve shall be verified.

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2 Elections should take place no less than five working days from the official call for nominations.
Faculty Governance Guidelines

2.4 Candidates nominated by persons other than themselves have the right to decline the nomination without reproach.

2.5 Candidate bios and faculty profiles are obtained and collated on a “Candidate Bio” leaflet to be distributed to all concerned parties at the time of the official “Notice of Elections”.

2.6 Candidates are informed whether their presence is required during the election.

2.7 All concerned faculty, university administration and supporting functions are informed via email of the candidates running for election of the position; this is known as the “Notice of Elections” and will include candidate bios and the confirmed date and location of the election.

3. Preparation and Set up

3.1 Election ballots are prepared to include the date of the election, position to be elected, full name, designation and department of each candidate.

3.2 Election ballots must include the option to abstain from the vote.

3.3 Confidential ballot boxes are prepared and labeled accordingly.

3.4 Candidate profiles and corresponding PowerPoint slide are prepared for Election Day.

4. Elections

4.1 The election time slot is clearly built into the agenda of the next official meeting of the Faculty Council, if it is not a separate event.

4.2 Ballot boxes and ballots shall be clearly displayed at the location of the election.

4.3 Ballots should be clearly completed by all eligible voting members present and submitted in the ballot boxes prior to or on departure.  

4.4 No voter may submit more than one vote.

4.5 The ballot boxes shall remain in the possession and responsibility of the FGA.

4.6 The FGA shall take count of the ballots in the presence of an independent witness.

4.7 Divisional representatives shall be elected by the respective divisions and At-Large members of committees shall be elected by the Faculty Council.

5. Notice of Election Results

5.1 The FGA shall report the results of the election to the Faculty Council Steering Committee (FCSC) on completion of the count.

5.2 The Chair of the FCSC shall report the results of the election to the office of the Provost and the Vice Chancellor. (Leadership Cabinet)

5.3 The FGA shall inform the successful candidate of the results of the election prior to general announcement of all concerned parties.

5.4 The FGA shall inform the alternates and/or runners up of the results prior to the general announcement to all concerned parties.

5.5 The FGA shall report the results of the election to all the concerned parties as stated in 1.6 by way of electronic mail.

5.6 The FGA shall report the results to the Coordinator of the Faculty Senators Council.  

End of Procedure

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3 NYUAD is exploring the feasibility of introducing remote and electronic voting technology
4 Only in the case of NYUAD Senators and alternates.