

*Rules of the Faculty Council, 1968,
As amended through August 1970,
September 28, 1972,
December 20, 1984,
November 16, 2006, and February 15, 2007*

RULES OF PROCEDURE
FACULTY SENATORS COUNCIL
NEW YORK UNIVERSITY

I. Composition

1. Representation.

- (a) Number. The Faculty Senators Council shall consist of not more than thirty-five members. These shall be thirty-two professorial representatives, 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 the bylaws of the University Senate, and not more than three additional professorial representatives appointed at large for three-year terms by the Executive Committee of the Senate with the advice and consent of the elected professorial members of the Faculty Senators Council.
- (b) Distribution. The thirty-two elected professorial representatives shall be selected as follows: six from the School of Medicine and twenty-six apportioned among the schools by the method of equal proportions with the proviso that each school shall be entitled to at least one elected faculty Senator. Each year, the University Secretary shall provide to the Faculty Senators Council and the secretary of the faculty of each school the number of faculty members assigned to each school for the purpose of Senate elections and shall at the same time indicate the number of Senators to which each school is entitled.
- (c) Eligibility. For the purposes of the election of professorial representatives, any professor who is a member of more than one faculty shall be assigned by the President to one faculty only, and a professor, otherwise eligible to vote, who is not formally attached to a faculty shall be assigned by the President to one of the faculties of the University. Any professor who holds an administrative office and whose administrative responsibilities encompass a school, the Division of Libraries, or the University shall not be eligible for election to the Faculty Senators Council. A faculty Senator whose term has expired shall be eligible for reelection. Final determination of eligibility for membership rests with the extant Faculty Senators Council.
- (d) Time of Elections. All elections for members of the Faculty Senators Council shall be held prior to May 1, and the name of each representative to the Senate shall be transmitted to the Secretary of the Senate within five days.

2. Term of Office. Each representative shall serve for a term of three years, from September 1 of the first year until August 31 of the third year, inclusive. The membership of the Faculty Senators Council shall be divided into three groups,

serving in staggered three-year terms, in order to provide continuity. In no event shall the terms of a single faculty end in the same year, except when a school has only one Senator. One third of the representatives shall be chosen each year. The term of office of one class shall expire August 31 each year, and the names of the new representatives shall be presented and their offices confirmed at the first meeting of each academic year.

3. Nomination and Election of Faculty Senators.

- (a) Unless an alternate method is adopted as provided in subsection (b), the nomination and election of representatives shall be conducted in the following manner: Each School's faculty shall appoint a nominating committee to present three names for each Senatorial position to the voting professorial members of their faculty by mail at least one week before an election. The notice calling the meeting at which an election is to take place shall specify that the election is among the purposes of the meeting. At such a meeting, nominations may be made from the floor. The meeting shall be held on or before May 1 of the final year of the three-year term of the representative(s) then in office.
- (b) Nominations may be made by any other method, and elections may be held in any other manner approved by the voting professorial members of the faculty of each school, provided that there is reasonable opportunity for the presentation of several nominees for each Senatorial position and provided that reasonable notice of the nominations and the election is given to the members of the faculty.
- (c) The elections for Senators shall be completed by May 1, as noted in 1(d), above.

4. Alternates and Vacancies.

- (a) Each faculty shall elect an alternate representative for each Senator who shall serve if the elected representative is unable to attend a meeting of the Faculty Senators Council. If it is known that a representative shall be unable to serve for three consecutive months during one academic year, the nominating committee authorized to present names for election shall decide whether the alternate shall serve as a replacement for the period of such absence, or for the remainder of the unexpired term, or only until the vacancy can be filled at the next regular election of members.
- (b) In cases where an alternate is representing or replacing a Senator he/she shall have full voting privileges.
- (c) Alternate Senators are encouraged to attend occasional meetings of the Faculty Senators Council in a non-voting capacity and to attend occasional Senate meetings as guests of their Senators in order to acquaint themselves with the operation of these bodies.
- (d) If they have particular interest or expertise, alternate Senators may be asked to serve on committees, with the right to vote on committee matters should that be required. However, alternates should generally not be asked to serve as committee chairs unless they are in an extended period of active service (see 4 a and b).
- (e) A faculty failing to elect a representative to fill a vacancy shall be without such representative until one is elected in accordance with these rules.

II. Meetings

The Faculty Senators Council shall meet at least six times a year at the call of its own chairman, including at least twice a year with the President. At the first meeting of the Faculty Senators Council under its own Chair in the new academic year the new representatives shall be introduced.

III. Officers

1. Executive Committee. The officers of the Faculty Senators Council shall consist of a Chair, Vice Chair, Secretary and Past Chair, and the Chair-elect, which together shall comprise the Executive Committee.
 - (a) The Chair shall preside at all meetings of the Faculty Senators Council in accordance with Robert's Rules. In the absence of the Chair, the Vice Chair shall preside at the meeting. In absence of both the Chair and the Vice Chair, the Secretary shall preside.
 - (b) The Secretary shall bear the ultimate responsibility for the minutes.
2. Nominations.
 - (a) Nominating Committee: The Executive Committee shall appoint a Nominating Committee by January to consist of 3 members of the Council in the second year of their current terms or the first year of their successive terms.
 - (b) The Nominating Committee for the election of the Chair-elect shall also include, as an ex-officio member, the current Chair of the Council. The Nominating Committee for the election of the Vice Chair and Secretary shall also include, as an ex-officio, the Chair-elect.
 - (c) The Nominating Committee shall prepare a slate of at least two candidates for the position of Chair-elect to be announced in the notice of the January meeting.
 - (d) The Nominating Committee shall prepare a slate of at least two candidates for the positions of Vice Chair and Secretary to be announced in the notice of the April meeting.
3. Elections.
 - (a) The Chair-elect shall be elected by secret ballot at the February meeting and will sit with the Executive Committee thereafter.
 - (b) The Vice Chair and the Secretary shall be elected by secret ballot at the May meeting.
 - (c) For each of these election, members of the Nominating Committee shall act as Tellers.
4. Terms of Service.
 - (a) The Chair-elect will become Chair following the May meeting of the Council and serve until the following May. The Past Chair will continue to serve on the Executive Committee, even if he or she has completed his/her elected term of

office as Faculty Senator. If the Chair serves a second consecutive term, the Past Chair may remain in office.

- (b) The Vice Chair and the Secretary will take office following the May meeting of the Council and serve until the following May.

IV. Regular and Special Meetings

1. Regular meetings.
 - (a) A calendar of meetings shall be sent to the members of the Faculty Senators Council at the beginning of each academic year.
 - (b) Reminders of regular meetings of the Faculty Senators Council shall be sent to the members one week before each meeting.
 - (c) Materials pertinent to the meeting will be provided in advance, in so far as possible.
2. Special meetings. Special meeting of the Faculty Senators Council may be held on three days' notice, if called by the Executive Committee or if five or more members, in consultation with the Executive Committee, request it.
3. Quorum. At least one half of the voting members of the Faculty Senators Council plus one shall be present at a meeting to constitute a quorum.
4. Voting. A member of the Faculty Senators Council or his alternate representative present at a meeting shall be entitled to one vote. There shall be no voting by proxy.
5. Order of Business. The usual order of business shall be as follows:
 - (a) Consideration of the minutes
 - (b) Report of the Chair
 - (c) Reports of Committees
 - 1. Faculty Senators Council Committees
 - 2. Special Committees
 - (d) Old business
 - (e) New business
 - (f) Adjournment

V. Other Meetings

1. The agenda for a meeting with the President or with the Provost or Chancellor or with a Committee of the Board of Trustees shall be prepared in consultation with the Chair of the Faculty Senators Council.

VI. Committees of the Faculty Senators Council

1. Standing Committees.
 - (a) Executive Committee: oversees and organizes all Council activities; appoints the chairs of the other committees and appoints the committee members; reviews all communications of the Faculty Senators Council; meets with the Provost, Vice Provosts, and the President on behalf of the Council, presenting the concerns of the Council and reporting to the Council on substantive matters discussed.

- (b) Administrative Issues: examines non-academic areas which affect faculty.
 - (c) Educational Policies: acts as the Faculty Senators Council counterpart to the Academic Affairs Committee of the University Senate; interacts with the NYU Center for Teaching Excellence.
 - (d) Faculty Benefits: reviews and makes recommendations with regard to faculty benefits. It makes recommendations regarding benefits in concert with the recommendations by the Finance and Policy Planning Committee.
 - (e) Faculty/Student Relations: proposes, develops, and implements new programs to enhance faculty participation in campus life; interacts with the University Committee on Student Life (UCSL); helps to inform the faculty about opportunities on campus for faculty-student interaction.
 - (f) Finance and Policy Planning: studies faculty salaries, working conditions, negotiation processes; examines long-range issues; addresses other relevant financial matters. It makes recommendations regarding salary increases in concert with the recommendation by the Benefits Committee.
 - (g) Governance: monitors University-wide governance and the governance process in the several schools; considers the impact of policies that affect faculty governance; conducts regular periodic reviews of the NYU Faculty Handbook.
 - (h) Grievance: hears faculty appeals from a dean's decision on appointment, reappointment, promotion, or tenure; ascertains compliance with school grievance procedural safeguards; makes recommendations to the President.
 - (i) Housing: discusses issues related to housing for faculty; monitors University policies and practices that affect faculty in University housing.
 - (j) Personnel and Affirmative Action: reviews University personnel policies and practices, including affirmative action, which affect the faculty.
 - (k) Tenure Modifications: considers any proposals affecting tenure; examines problems experienced under tenure rules and considers alternative solutions.
2. Ad Hoc Committees. The Executive Committee of the Faculty Senators Council shall have the power to appoint other committees, as it may deem necessary, to aid it in carrying out its responsibilities. Such committees shall report to the Faculty Senators Council.
 3. Membership of Committees. The Executive Committee of the Faculty Senators Council shall have the power to appoint to its committees such faculty members as it may deem useful to the accomplishment of the work of its committees to serve ex-officio as advisors or consultants.

VII. Reports from Faculty Senators Council Representatives

1. Receiving Reports. The Faculty Senators Council shall from time to time receive reports from its representatives on the committees or boards of other bodies.

VIII. Reports to Faculties

1. Reporting as Council and as Committee. The Faculty Senators Council shall make regular reports to the members of the faculties of the University of its deliberations and recommendations, both in its character as a Council and in its character as the Faculty Affairs Committee of the University Senate. These may include, but not be limited to, information posted on the Faculty Senators Council website, contained in the Faculty Senators Council Newsletter and presented at Faculty Forums sponsored by the Faculty Senators Council.
2. Reporting as Senators. Senators are expected to make periodic reports to their own faculties regarding the deliberations of the Council and its Committees.