

2. ORGANIZATION OF THE INSTITUTE [Approved on 20 May 2014]

2.1 The Board of Trustees

As provided in the February 15, 1870 Act of the New Jersey State Legislature incorporating The Trustees of the Stevens Institute of Technology, "the entire management of the affairs and concerns of the said corporation, and all the corporate powers shall be vested in the trustees to manage and control," and, moreover, "the trustees shall have power to enact by-laws for the regulation and management of the said corporation or institution of learning, to fill up vacancies in the board, and to prescribe the number and description, the duties and powers of the officers, the manner of their appointment, and the term of their office." The Trustees are charged with the responsibility to select and appoint a President of the Institute whose duties shall include the administration of the Institute and the direction of its faculty.

To achieve the mission and key objectives of the Institute, final authority and responsibility are vested in the Board of Trustees of the Institute. The Officers of the Institute are appointed by the Trustees to conduct the management of the Institute and execute the policies and plans approved by the Trustees.

Regular meetings of the Board are held four times each year: during October, December February and May. The meeting held during October is the annual meeting of the Board. More information regarding the Stevens Institute of Technology Board of Trustees may be found at <http://www.stevens.edu/sit/trustees>.

2.2 President

The President of Stevens Institute of Technology, as the Institute's Chief Executive Officer, is responsible to the Board of Trustees. It is the President's responsibility to provide the overall administrative and educational leadership for the Institute. Dr. Nariman Farvardin was inaugurated as the seventh president of Stevens on October 14, 2011. More information regarding the Office of the President may be found at <http://www.stevens.edu/president>.

2.3 Provost and Chief Academic Officer

The Provost is the Chief Academic Officer of the Institute. The Office of the Provost is charged with ensuring that the Institute maintains the culture and the human and physical infrastructure necessary to achieve its mission. This charge allows the Institute to develop new knowledge while educating and inspiring students to acquire the competencies needed to lead in scientific discovery and the creation, application and management of technology to solve complex problems and to build new enterprises. More information regarding the Office of the Provost may be found at <http://www.stevens.edu/provost>.

2.4 Faculty Organization

2.4.1 The Academic Units of the Institute

The Stevens Institute of Technology Faculty is currently organized into the Charles V. Schaefer Jr. School of Engineering and Science (SES), the School of Business , the School of Systems and Enterprises (SSE), and the College of Arts and Letters (CAL).

2.4.2 The Faculty Senate

In its role as a key partner in the shared governance of the Institute, the Faculty is responsible for being engaged in the most crucial matters affecting Stevens. The Faculty Senate represents the Faculty and works closely with the Provost, the President and other constituencies towards achieving excellence in all endeavors of the Institute. Section 4.3.1 of this Faculty Handbook details the charges, membership, and election of faculty to the Faculty Senate and its associated Executive Committee.

2.4.3 The Faculty

The Stevens faculty exists as a distinct body within Stevens. It convenes as a body and takes actions as a body following established rules and procedures. The Stevens faculty has certain powers of self-governance and the authority to organize itself as a body, to elect members to its committees, and to charge committees and/or individuals to carry out its business. The faculty, collectively and through committees of the various academic units, develops and oversees curricula and the methods of curricular delivery for the academic programs offered at Stevens. The Stevens faculty works to establish the criteria by which students are admitted and credits transferred from other institutions, and the faculty passes on candidates for degrees. Together with the Board of Trustees and other academic and administrative officers at Stevens, the faculty participates as a separate and distinct partner in the shared governance of the Institute. It assembles as a body in university exercises, such as Commencement and Convocation, where it wears distinct dress, marches in an established order, and is led by a faculty marshal carrying a mace.

The Stevens faculty is privileged to play a role in the shared governance of the Institute, a role and responsibility it assumes with great seriousness. In this capacity individually and collectively the Stevens faculty works first and foremost with the Provost, who is chief academic officer of the Institute, and with the Deans of the various academic units. The present Faculty Handbook details the areas of shared governance that specifically concern faculty and their functioning. Areas of shared governance include developing and participating in the processes by which faculty are reviewed, reappointed, promoted, and granted tenure. The Handbook establishes policies and procedures concerning faculty membership on the Board of Trustees and participation with Board of Trustees' committees. The faculty as a body was a partner in establishing the grievance policy at Stevens, and it participates in the implementation of that policy. The faculty is represented on Institute-wide committees, such as the Professional Practices Committee. In their day-to-day activities of teaching, research, and service, faculty work collaboratively and in the spirit of shared governance with everyone in the Stevens community to advance the mission and success of the Institute.

Individual faculty members assume a range of responsibilities as faculty:

- The principal obligation of faculty members is to identify their own professional welfare with the welfare of the faculty and of Stevens.
- Stevens faculty are expected to respect and defend academic freedom.
- Tenure stream faculty are expected to conduct innovative research and make original contributions to basic and/or applied research and/or the arts. These activities include writing and publishing in refereed venues scholarly works such as articles, papers, textbooks and monographs, as well as securing patents, seeking financial support for academic activities from outside sources and keeping current with professional developments.
- Faculty are expected to be effective teachers and advisors, shaping and developing students through engagement in academic experiences. This role includes advising thesis and dissertation students, maintenance of high professional standards of pedagogical quality, participation in the Institute's course evaluation program, counseling students on curricular

and professional matters, and seeking outside support for the development of educational programs. Faculty write examinations, give grades, and determine the standards by which students are evaluated. Faculty play a role in the student honor system at Stevens.

- Senior faculty are expected to be mentors to junior faculty.
- Faculty are expected to be active in their respective academic units and the life of the Institute as a whole. They have the responsibility to play a part in shared governance. They are obligated to participate in university and departmental committee work and in regular Institute official functions such as faculty meetings, convocation, and commencement.
- Faculty are required to acknowledge and disclose any potential conflict of interest that they may have.
- Faculty are expected to participate in outside professional activities appropriate to the above responsibilities in dealing with other academic institutions, professional societies, and/or industrial and government agencies.
- Stevens faculty members are expected to act collegially towards one another and every member of the Stevens community. Faculty should display the ideals of professionalism, high ethical character, and openness to and respect for the ideas of others, as is befitting a member of the Institute's community of scholars.

2.5 Promulgation of the Faculty Handbook

The Faculty Handbook will be promulgated for all purposes following the completion of the institutional review and approval process set forth in this Section. This process may be conducted for the Faculty Handbook in its entirety or for individual sections. This process will be undertaken from time to time to ensure that the Faculty Handbook remains a current and vital document for the benefit of the entire Stevens community. The Faculty Handbook will be promulgated in electronic form available on the Stevens Website and in a limited number of printed copies.

At the first meeting of the Faculty held each academic year, the Faculty Senate will affirm the Faculty Handbook.

Proposals to amend or supplement the terms of the Faculty Handbook may arise (a) from the Faculty Senate following presentation to the Faculty as a whole, or (b) directly from the Faculty via a petition signed by 10 members of the Faculty, or (c) from the Provost or President.

Any such proposals will be distributed to the Faculty Senate for review and development. During this process, the Faculty Senate will inform and consult with the Faculty, the Office of the Provost and the Office of the General Counsel regarding pending proposals. After the conclusion of this review process, the Faculty Senate will present such amendments or supplements to the Faculty as described below.

The form of any amendment or supplement to the Faculty Handbook must be presented to the Faculty-at-large during a regular meeting of the Faculty. Discussion of the proposed changes must be continued at one or more meetings of the Faculty prior to a vote on the proposed changes at, or after, the next regular meeting of the Faculty. Unless otherwise specified in a given section of the Faculty Handbook: (a) voting on amendments or supplements to the Faculty Handbook shall require approval by a simple majority of the eligible voting Faculty, and (b) the faculty who are eligible to vote on any such amendment or supplement shall be the tenure stream faculty.

Amendments or supplements to the Faculty Handbook which have been approved by the Faculty (as described above) will be submitted for approval to the President. In the event that the President does not approve such amendment or supplement, the President will provide the reasons for such decision to the Faculty Senate. Once approved by the President, such amendments or supplements will be

submitted for final approval to the Board of Trustees. Absent an overriding legal or governance concern, the Board of Trustees will ordinarily approve amendments or supplements to those portions of the Faculty Handbook dealing with the self-governance of the faculty as a body. In the event that the Board of Trustees does not approve any amendment or supplement, the Board will provide the reasons for such decision to the President and to the Faculty Senate.

Amendments and supplements to the Faculty Handbook will be effective following approval by the Board of Trustees and will be promulgated in such form.