

## 4. FACULTY SENATE AND FACULTY COMMITTEES [Approved on 19 May 2015]

### 4.1 Faculty Senate

#### 4.1.1 Faculty Senate

##### **Prologue:**

In its role as a key partner in the governance of the Institute, the Faculty-at-large is responsible for being engaged in the most crucial matters affecting Stevens. The partnership among Faculty, the Administration, and the Board of Trustees, facilitates the Institute's success in meeting its goals. The Faculty Senate represents the Faculty-at-large in upholding its responsibilities in this partnership. The Senate keeps the Faculty-at-large informed of key issues in governance and seeks to engage faculty in these issues through committee service and individual effort. The Faculty Senate collaborates closely with the Provost, the President and other constituencies towards achieving excellence in all endeavors of the Institute. This section of the Faculty Handbook sets forth the charges, membership, and process for election of faculty to the Faculty Senate and its associated Executive Committee.

#### 4.1.2 Charge

The Faculty Senate is charged as follows:

- The Faculty Senate represents the interests of the Faculty-at-large in all matters that may affect them.
- The Faculty Senate is the guardian of the principles of academic freedom and advocates mechanisms which foster and sustain academic freedom.
- The Faculty Senate is recognized as an advisory and consultative body to the Provost, President, and the Board of Trustees on matters pertaining to the Institute's educational and research objectives.
- The Faculty Senate facilitates coordination and the flow of information among the Faculty, Faculty Committees, the President, the Provost and other officers, and the Board of Trustees.
- The Faculty Senate may inquire into matters having implications for the academic function and welfare of the University and make recommendations concerning such matters to the appropriate persons or bodies within the Institute
- The Faculty Senate shall strive to enhance accountability for academic integrity, excellence, and the overall quality of the Institute.
- The Faculty Senate may recommend policies and procedures that enhance the quality of Stevens' faculty, academic programs and curricula.
- The Faculty Senate represents, informs, and engages all tenure stream, non-tenure stream, and adjunct faculty of Stevens and facilitates their participation in academic life on campus.
- The Faculty Senate prepares the groundwork for faculty deliberations and conducts regular and special faculty meetings. Regular faculty meetings are held five times per year and the Provost and Faculty Senate Chair preside on an alternate basis.
- The Faculty Senate actively participates in strategic planning activities of the Institute.
- The Faculty Senate supervises revisions to the Faculty Handbook on behalf of the Faculty.
- The Faculty Senate uses appropriate means to maintain strong communication with its constituents and others.

- The Faculty Senate performs other functions as may be requested or delegated to the Faculty Senate by the faculty or by other constituencies within the Institute.

#### 4.1.3 Membership

The Stevens Faculty Senate consists of Senators elected directly by faculty in the schools and college/s of Stevens, *ex officio* Senators, and, if necessary to ensure representation, Senators who are elected from identified peer groups as described below. The Senators directly elected from the schools and college/s constitute the Executive Committee of the Faculty Senate.

*Ex officio* Senators serve by virtue of their positions and for the period they hold such positions. *Ex officio* senators are comprised of the two faculty members elected to the Board of Trustees; and the elected chairs of the Academic Planning and Resources Committee, the Committee on Committees, and the Faculty Promotions and Tenure Committee.

The seven directly-elected Senators are elected by vote of the tenure stream faculty in each school or college and constitute the Executive Committee of the Senate. The Executive Committee is comprised as follows: four Senators are elected from the Schaefer School of Engineering and Science, one from the Howe School of Technology Management, one from the School of Systems and Enterprises, and one from the College of Arts and Letters. This distribution reflects the faculty census undertaken in the 2011 academic year. The total number and the distribution of directly-elected Senators shall be reviewed periodically by the Faculty Senate and appropriate adjustments made as necessary.

In addition, there are three peer groups which will, at all times, be represented on the Faculty Senate. These groups are (1) teaching faculty who are non-tenure stream (“teaching faculty”), (2) research faculty who are non-tenure stream and have titles of assistant, associate or full research professor (“research faculty”), and (3) assistant professors (“assistant professors”). At all times, the nomination and election process will be carried out in such a manner as to ensure that at least one Senator from among the *ex officio* and directly-elected Senators represents each of these peer groups. In the event that the *ex officio* and directly-elected Senators do not fulfill the peer representation requirements above, then a direct election of all Faculty (tenure stream and non-tenure stream) shall be conducted to elect representatives of such peer group(s).

The Faculty Senate may meet as mutually-agreed with the President, Provost, Chief Financial Officer, undergraduate students, graduate students and others as appropriate.

#### 4.1.4 Faculty Senate Meetings

The Faculty Senate will meet regularly during the academic year on a schedule to be determined by the Faculty Senate and distributed to the Faculty, the President and the Provost. The Senate will adopt best practices in the administration of its functions. The Chair of the Executive Committee will be the Chair of the Faculty Senate.

#### 4.1.5 Executive Committee of the Faculty Senate

The Executive Committee is the working arm of the Faculty Senate. It consists of the seven Senators who are elected directly by faculty in the schools and colleges of Stevens. Each Senator shall serve staggered two-year terms. The duties of the Executive Committee include calling meetings and distributing agendas of the Faculty Senate; overseeing and expediting the work of all Faculty

committees; maintaining records of actions, reports of committees, and other records as necessary; and the review and certification of the voting faculty lists. The Executive Committee shall obtain the approval of the entire Faculty Senate in order for its decisions to be effective to bind the Faculty except that, where the Executive Committee of the Faculty Senate has an explicit role in administration of a policy (for example, the grievance policy), the action of the Executive Committee shall be binding without further action. The Executive Committee shall have access to secretarial and web administration assistance.

The Executive Committee of the Faculty Senate will select its Chair and Vice-Chair from among its members; provided that the Chair shall be selected from among the members at the rank of Professor if possible based upon the then-current membership. The Executive Committee may elect any other officers from among its membership whom it deems appropriate.

#### 4.1.6 Eligibility of Directly-Elected and *Ex Officio* Senators and the Nomination Process

Tenured faculty members are eligible to become Faculty Senators elected directly by faculty in the schools and colleges of Stevens. Candidates must have been a member of the Stevens faculty for at least four full years. Persons holding decanal, provostial or presidential titles ("Academic Administrators") are not eligible to serve as directly-elected Senators or Senators elected from the peer groups.

Nominations for the Executive Committee must be made in writing and may be either self-nominations or nominations endorsed by two members of the Faculty. Such nominations must be delivered to the Committee on Committees at least one week prior to the date of the election.

Faculty members who are *ex officio* Senators may be tenure stream or non-tenure stream faculty, and shall not run for election as a directly-elected school or college representative during the same period in which such person serves as an *ex officio* Senator.

Candidates from the three peer groups of non-tenure stream teaching faculty, non-tenure stream research faculty and tenure stream assistant professors must have been members of the Stevens faculty for at least four full years.

Only teaching and research faculty who spend the majority of their time at the Hoboken campus of Stevens are eligible to be elected as Senators.

The Committee on Committees will have the final decision on all questions of eligibility and provide the Faculty Senate with a written report on their decisions involving any dispute.

#### 4.1.7 Terms of Office

*Ex officio* Senators serve as per their terms of office.

Directly-elected Senators representing the schools and colleges of the Institute are elected for a two-year term of office. Directly-elected Senators may run for re-election for another two-year term immediately following the one for which the candidate is elected. After four years, the Senator may not run again for two years.

Faculty who are elected from peer groups shall serve for one year at a time but not more than four years in a row. After four years, such Faculty may not serve again on the Senate for two years.

In all cases, a faculty member may not serve for more than four years in a six-year timeframe. Unexpired terms shall be filled by special election or during the next regularly-held election. The elected representatives shall hold office until the first meeting of the Senate after their successors are announced.

## 4.2 Committees of the Faculty

### 4.2.1 Committee Membership

Rules governing membership on each faculty committee are set forth below. With respect to schools with departments, no more than one member from any department may serve on a particular faculty committee (recognizing that the Faculty Senate is not a faculty committee). In the event of special circumstances, this limitation may be waived by the Faculty Senate upon request of the Committee on Committees.

### 4.2.2 Committee Reports and Planning

Each faculty committee will submit to the Committee on Committees an annual report, including a written plan of action for the next year for distribution to the Faculty prior to the last Faculty meeting in May. Each committee will also present a verbal summary report to the Faculty at the last faculty meeting of the academic year. Other written or verbal reports may be submitted by the committee or presented to the Faculty as each committee sees fit. In addition, each committee chair or a designee will present the committee's plans for the academic year at a meeting called by the Faculty Senate early in the fall semester.

## 4.3 Standing Committees of the Faculty

### 4.3.1 Standing Committees

Standing Committees shall exist at all times, meet regularly and be staffed as provided below. Non-Standing Committees shall be committees of the faculty which shall exist at all times, meet only as necessary and be staffed as provided in Section 4.4 below.

#### *4.3.1.1 Academic Planning and Resources (APAR) Committee*

Charge: This committee provides advice to the Institute and represents the Faculty on all issues related to the financial, human and physical resources of the Institute. APAR may form subcommittees as required to accomplish its tasks.

Financial and Human Resources: APAR will play a key consultative and participatory role in the planning and budgetary processes of the Institute, and monitor and report on planning and financial matters to the faculty. The Committee will be consulted at an early stage in these processes so that it can provide faculty input before final decisions are made.

Physical Resources: APAR will monitor and report on the condition and allocation of physical space such as classrooms and laboratories. The Committee will also oversee the activities of its Library Sub-Committee.

Library: APAR shall work with the Librarian, and with faculty and students to ensure that the library is capable of meeting the present and future educational and scholarly requirements of students and faculty.

Membership: The committee will consist of tenured Faculty members, and non-tenure stream faculty at the rank of Professor. Four tenured faculty and one non-tenure stream faculty will be elected. The Faculty Senate will appoint two additional members, one of whom must be tenured. There will be at least one faculty member from each college and school, but no more than three from any given college and school. Committee members shall serve three year staggered terms. Faculty elected to the Finance, Investment, and Institute Facilities Committees of the Board of Trustees will be invited to attend committee meetings without voting rights. The committee will elect its own chairperson.

#### *4.3.1.2 Research and Entrepreneurship Committee*

Charge: The Research and Entrepreneurship Committee is an advisory body to the administration and faculty on all matters pertaining to research and entrepreneurial activities of the Institute. The Research and Entrepreneurship Committee will monitor policies that impact faculty research such as grant support, research overhead distribution, laboratory infrastructure, and information technology support. Members of the committee will participate in decisions related to the selection of competing Stevens grant proposals when the number of such proposals is limited by the funding agency. In addition, the Research and Entrepreneurship Committee will select members of the Stevens faculty to serve on the Institute Intellectual Property Committee upon request of the Provost (as provided in the Patent Policy or otherwise).

Membership: The voting membership will consist of tenured and non-tenure stream faculty. The Vice Provost for Research and the Vice Provost for Innovation and Entrepreneurship (or equivalent positions) will serve as ex-officio members without voting rights. Others may be invited by the committee to attend without voting rights. Four members of the tenure stream faculty and one non-tenure stream faculty member at a rank equivalent to Assistant Professor or above with at least three years of service at Stevens will be elected for a two-year term. Faculty elected to the Research and Technology Commercialization Board of Trustees Committee will be invited to attend committee meetings without voting rights. The Committee will elect its own chairperson from the five elected members.

#### *4.3.1.3 Academic Appeals Committee*

Charge: This Committee will hear appeals by students on any action taken by the offices of the Dean of Graduate Academics, the Dean of Undergraduate Academics, the Honor Board, or any other undergraduate or graduate juridical group relating to academic matters with the exception of the Academic Appeals Committee. It will not deal with non-academic matters.

It may affirm or reverse an academic action, modify a decision, or return the matter to the body having original jurisdiction with an explanation of its reasons for doing so. The Committee shall be responsible for its own standards and procedures which must be consistent with this Faculty Handbook and other governing documents of the Institute. The Committee will file detailed reports of its actions with the Provost.

The Provost has the authority to affirm, reverse or modify an action of the Committee and shall inform the Committee of all actions resulting from appeals of its actions.

Membership: The voting membership will consist of tenure and non-tenure stream faculty. Four tenure stream faculty members and one non-tenure stream faculty member at a rank equivalent to Assistant Professor or above, in each case with at least three years of service at Stevens, will be elected by the faculty. Two tenure stream faculty will be appointed by the Provost. Terms will be for two years. The committee will elect its own chairperson.

#### *4.3.1.4 Committee on Committees*

Charge: This Committee will solicit and propose nominees from the faculty for the standing committees of the Faculty and for faculty participants on the Board of Trustees and on those Board committees which have faculty participation. The Committee shall from time to time review election procedures.

At the request of the Faculty Senate, the Committee on Committees will identify and recruit members of the Faculty to serve on various faculty and institutional committees.

By the last faculty meeting of each academic year, the Committee shall compile a list of members, including the chairperson of each faculty committee and distribute the list to the Faculty. The Committee will also collect, compile, and distribute annual reports from each faculty committee.

Membership: The voting membership will consist of tenure stream and non-tenure stream faculty. Four tenure stream faculty members and one non-tenure stream faculty member at a rank equivalent to Assistant Professor or above, in each case with at least three years of service at Stevens, will be elected by the Faculty for a two-year term. The committee will elect its own chairperson.

#### *4.3.1.5 Institute Committee on Promotion and Tenure*

Charge: This Committee will evaluate the qualifications and recommend faculty for promotion beyond the rank of Assistant Professor and for the award of tenure. This Committee is bound by the Promotion and Tenure Policy of the Institute, Section 3.6.

Membership: The Committee shall consist of six tenured faculty members of the rank of Professor, with Academic Administrators ineligible for membership, serving two-year staggered terms. This Committee will include three members elected by the Stevens Faculty with a vote and three appointed by the Provost in consultation with the Faculty Senate. At least two of the Institute's four schools and college must be represented on the Committee. In addition, in the interest of respecting the diversity of academic disciplines within Stevens, every effort will be made to exceed this requirement. No Committee member may serve two consecutive, full two-year terms in the Committee. The Committee shall select its own chairperson. Members of the Committee may serve as members of the Nominating Committee of their academic unit and participate in other activities regarding appointments within their School or College but are ineligible to serve on their School or College's Promotion and Tenure Committee.

#### *4.3.1.6 Institute Curriculum Committee*

Charge: The Institute Curriculum Committee will serve as the faculty liaison with the Administration on any issues that affect the delivery, or assessment of the Curriculum, including efforts to enhance the pedagogy of teaching at Stevens. In particular, the Provost will bring to the Institute Curriculum Committee for discussion and advice all significant matters coming to his/her attention that apply across the different Schools and impact the Institute's overall Curricula. The Committee may be called upon by the Administration or the Faculty Senate to participate in proactive strategic-level planning with regards to the Stevens Curriculum. The Committee may, when appropriate, also work with the Administration to oversee extra-curricular elements that directly impact student learning, such as experiential learning and career development. The Committee will work with the Administration to address issues affecting the different schools and both undergraduate and graduate studies. In addition, the Institute Curriculum Committee will oversee the efforts of the Undergraduate Studies and Graduate Curriculum Committees, as described below.

Membership: The voting membership will consist of seven faculty members. Three tenured faculty members will be elected by the Faculty for a two year term. The remaining four faculty members (who may be tenure or non-tenure stream) will be appointed for two year terms by the Faculty Senate from the membership of the Undergraduate Studies Committee and the Graduate Curriculum Committee, respectively, in a manner which balances representation with respect to undergraduate and graduate focus and ensures that there will be at least one faculty member from each school. The Provost (or his/her designee) will be invited to attend without voting rights. Others may be invited by the Committee to attend without voting rights. The Committee will elect its own chairperson from among those members who are tenure stream faculty but who are not Academic Administrators.

#### *4.3.1.7 Undergraduate Studies Committee*

Charge: In recognition of the fact that that, at the undergraduate level, many curricular decisions are the responsibility of the individual School/College Curriculum committees, the primary function of this Committee is to systematically foster communication and cooperation among the different academic units of the Institute. All significant curricular changes originating at the School/College curriculum committee level must be brought before the Undergraduate Studies Committee before implementation. The Undergraduate Studies Committee will then review these changes and provide written feedback to the School/College curricular committee, the Institute Curriculum Committee, and the Provost. The School/College committee will reply to this feedback in writing prior to implementation. The goal of this process is to encourage refinement of academic proposals prior to their implementation while facilitating communication of such changes to the entire Faculty. Members of the Undergraduate Studies Committee will brief their respective School/College curriculum committees on its proceedings.

Membership: The Dean of each School/College will appoint two (2) members of their respective School/College (Undergraduate) Curriculum committees to the Undergraduate Curriculum Committee, at least one of whom must be a tenure-stream faculty. A ninth member will be appointed by the Faculty Senate from the tenure-stream faculty. These nine members comprise the voting membership of the Committee. The non-voting membership will consist of the Provost (or his/her designee) and two undergraduate students appointed or elected in a manner determined by the students. Others may be invited by the Committee to attend without

voting rights. The Committee will elect its own chairperson from the tenure stream faculty on the Committee, but who are not Academic Administrators.

#### *4.3.1.8 Graduate Curriculum Committee*

Charge: This Committee will be concerned with maintaining the strength of graduate education at Stevens. The Committee will review academic standards, graduate curriculum, and the academic status of graduate students. The Committee will approve specific courses and programs, work with the administration to formulate relevant policies.

Membership: One faculty member will be appointed by the director of each unit that offers a graduate degree or program, and will serve for a period of time determined by the director. These appointees comprise the voting membership of the Committee and may consist of tenure and non-tenure stream faculty. The non-voting membership will consist of the Dean of Graduate Academics, the Registrar, and two graduate students appointed or elected in a manner determined by the students. Others may be invited by the Committee to attend without voting rights. The Committee will elect its own chairperson from those members who are tenure stream faculty, but who are not Academic Administrators.

#### *4.3.1.9 Academic Operations and Affairs Committee*

Charge: This Committee will work with the Administration on policies concerning student academic affairs and implementation of these policies. Such policies shall include, but are not limited to, those relating to student satisfaction, student success, retention, and academic advising at both the undergraduate and graduate level. The Committee will consult with the Administration, and propose to the faculty, standards of scholarship, education, grading, tests, examinations, attendance, admissions, and the award of advanced standing and transfer credit. The Committee shall also participate with the Honor System insofar as it affects academic standards. Lastly, the Committee shall serve as a liaison between the Faculty and students through the appropriate undergraduate and graduate student organizations, and make recommendations for the improvement of student community life at Stevens to any appropriate body.

Membership: The voting membership will consist of tenure and non-tenure stream faculty. Four tenure stream faculty, and one non-tenure stream faculty member at a rank equivalent to Assistant Professor or above with at least three years of service at Stevens will be elected by the Faculty. In addition, the Provost and the Faculty Senate will each appoint one additional member from the tenure stream, or non-tenure stream with at least three years of service at Stevens. Terms will be for two years. Additional members of the Committee will include the Vice Provost of Academics or his or her designee, the Dean of Student Life, and the Dean of Graduate Student Affairs (or their equivalent positions). Two undergraduate and two graduate students will also be members of the Committee but will vote only on matters related to student affairs. The students will be appointed or elected in a manner determined by the students. Others may be invited by the Committee to attend without voting. Faculty elected to the Academic Affairs and Alumni and Development Committees of the Board of Trustees may be invited to attend without voting. The Committee will elect its own chairperson from those members who are tenure stream faculty, but are not Academic Administrators.

### 4.3.2 Election Procedures



The election procedures below shall apply to elections for the Faculty Senate and Standing Committees of the Faculty, as referenced below.

#### *4.3.2.1 Eligibility*

Unless stated otherwise, to be eligible for election as a representative on one of the standing committees listed in Section 4.3.1, a nominee must be:

- (a) a faculty member who has stated a willingness to serve,
- (b) the candidate must have been a member of the Stevens faculty for at least one full year,
- (c) candidates may be nominated without restriction to prior service,
- (d) the candidate must be nominated and elected according to the procedures described in Sections 4.4.2 and 4.4.3.

The Committee on Committees shall have the final decision on all questions of eligibility of members.

#### *4.3.2.2 Nominating Procedure*

The Committee on Committees will make an announcement at a regular meeting of the faculty, and by mail (which may be email), on or before March 31 of each year, requesting volunteers or nominations for candidates to the various committee posts which have to be filled.

The nominees will be announced by the Committee on Committees by mail (which may be email) on or before April 15.

Nominations shall remain open for one week following the announcement of the slate by the Committee on Committees prior to elections.

#### *4.3.2.3 Election Procedure*

The Faculty Senate will approve the lists of faculty who are eligible to vote and send the list to the Committee on Committees prior to each election.

The Committee on Committees will conduct an election for members of all Standing Faculty Committees by mail ballot. The ballot will contain the candidates' names in alphabetical order.

All members of the tenure-stream faculty are eligible to vote within each category. All non-tenure stream faculty members at a rank equivalent to Assistant Professor or above with at least three years of service at Stevens are eligible to vote for the non-tenure stream faculty nominated in each category.

The person getting the highest number of votes in each category will be declared elected. In case of a tie, the decision will be made by lot.

The faculty will be advised that no name or signature should appear on the ballot or ballot envelope. Each voter must, however, sign the envelope in which the ballot envelope is placed for mailing to the Committee on Committees, who will act as tellers; without such signature, the vote will be deemed invalid.

The results of the election will be announced by mail (which may be email) no later than May 10 of each year.

The Committee on Committees will conduct special elections as required to fill vacant elected positions on faculty committees. The Committee on Committees will make nominations and conduct the elections following the procedures in Sections 4.3.2.2 and 4.3.2.3 without regard to the dates in such sections. The winner of a special election will be elected to serve for the remainder of the unexpired term.

#### *4.3.2.4 Term of Office*

Unless stated otherwise, Committee members will be elected for a two-year term of office to provide continuity in faculty representation.

An elected representative will enter office immediately upon the announcement of the election results.

Unless specifically indicated in a Committee's charge, each Standing Committee will elect its own Chairperson. It shall be the responsibility of the previous Chair to convene the first meeting of the Committee following the election or appointment of new members. The Committee shall then elect its own Chair for the following year. These results will be conveyed immediately to the Committee on Committees who will notify the faculty in writing of all Committee membership by May 15. In cases where the previous Chair is not available, the Committee on Committees will be responsible for convening the first meeting.

## **4.4 Non-Standing Committees**

This section contains descriptions of committees that are not Standing Committees of the Faculty. These Committees shall exist and shall meet from time to time as necessary.

### 4.4.1 Intellectual Property Advisory Committee

Charge: The Office of Innovation and Entrepreneurship (OIE) administers the Intellectual Property Advisory Committee (IPC) which may be convened from time to time to review invention disclosures arising from faculty, students and staff and recommend appropriate action and/or to advise the Provost in the resolution of disputes or questions of interpretation under Stevens' Intellectual Property policies.

Membership: The IPC will be coordinated by the Vice Provost for Innovation and Entrepreneurship who serves as committee chair. Depending upon the purpose for convening the Committee, the IPC will contain one or more faculty members as determined by the Provost in consultation with the Faculty Senate (as provided in the Patent Policy).

### 4.4.2 Professional Practices Committee

Charge: The Professional Practices Committee shall carry out the duties assigned to it in Section 3.9.

Membership: The Professional Practices Committee is composed of three tenured faculty members appointed by the Provost from a slate of six names prepared by the Faculty Senate. The term of service for each member will be three years. The Committee will select its own chair.

Members of the Committee who are parties to any case before the Committee shall recuse themselves from serving on the Committee during the progress of any case or decision-making process which involves such person(s). The Provost, with the approval of the Faculty Senate, will appoint any replacement, if required.

#### 4.4.3 Promotion and Tenure Review Panel

Charge: The Review Panel shall carry out those functions set forth in the Promotion and Tenure Policy of the Institute, Section 3.6.2.4.

Membership: The members of the Review Panel shall be determined as set forth in Section 3.6.2.4.

### 4.5 Faculty Service with the Institute's Board of Trustees

#### 4.5.1 Criteria and Procedure for Election of Faculty Members as Trustees on the Board of Trustees and as Participants on Board Committees.

The purpose of this section is to provide the criteria and election procedure for faculty members to be considered for participation as trustees of the Board of Trustees and as faculty participants on certain committees of the Board. It is the Board's intention to have two faculty members serve as Trustees on the Board of Trustees and two faculty members serve as faculty participants on each of the Board committees listed below, in each case on a staggered basis. One faculty member will be selected each year to a two-year term as a Trustee of the Board and one faculty member will be selected for a two-year term as a faculty participant on each of the Board Committees listed below.

Faculty members may serve, either as a Trustee or faculty participant, for one additional consecutive two year term upon re-nomination by the Nominating and Corporate Governance Committee of the Board. After completion of their final term, faculty may be renominated to serve as a Trustee or faculty participant on a particular committee after a two-year absence.

Faculty members who serve as members of the Board of Trustees will be subject to the same membership criteria and requirements as other members of the Board as defined in the Institute's By- Laws.

The selection process will be conducted each spring by the Committee on Committees culminating in a presentation no later than May 1st of each year of faculty nominations to the Nominating and Corporate Governance Committee for further nomination to the Board at its October meeting each year.

#### 4.5.2 Procedure and Qualifications for Nomination of Faculty to the Board and Board Committees

The Committee on Committees will accept volunteers and nominations for faculty to serve as Trustees and as faculty participants on Board Committees. Nominations can originate from anyone within the faculty body. The Committee will conduct the nomination process to arrive at names to submit to the Nominating and Corporate Governance Committee of the Board for consideration, nomination and further action by the Board no later than May 1<sup>st</sup> of each year.

The Committee on Committees will certify that each faculty candidate has a minimum of four years of academic experience at Stevens as a full-time faculty member and a record of service with two or more Institute or School committees.

Any individual can stand for only one committee each year.

Volunteers and nominations should be accompanied by a concise statement regarding teaching and scholarly achievement (research papers, texts, monographs) and/or technological initiatives (patents) and previous contributions at the Department, School, or Institute level. Nominees should also highlight their qualifications to serve on a particular committee and any special expertise the nominee might bring to committee or Board service.

The Committee on Committees will review the nominations and will organize a slate of faculty candidates for each Trustee and faculty participant position. There will be at least two nominations for each vacant committee participant position and three nominations for each Trustee position.

The Committee on Committees will conduct the elections during the spring semester.

The Committee on Committees will convey a ranked list of the three nominees who received the most votes together with the number of votes for each nominee in each category to the Dean of Academic Administration. Those names will be presented by the Dean of Academic Administration to the Nominating and Corporate Governance Committee.

The Nominating and Corporate Governance Committee will, from among the names submitted to it, nominate faculty as Trustee and faculty participants to the full Board. The Board will elect faculty to fill each open Trustee and committee participant position.

#### 4.5.3 Board Committees Designated for Faculty Participation

- Alumni and Development
- Academic Affairs
- Institute Facilities
- Finance
- Investment
- Nominating and Corporate Governance
- Research Enterprise and Technology Commercialization
- Others Committees which may be created by the Board at a later time.

#### 4.5.4 Reporting

The Faculty Trustees and Committee participants are required to provide an annual report (at the April or May Faculty meeting) of their activities, one for each committee. It is recognized that service on the Board and its Committees involves confidential matters.

## 4.6 School Committees

The individual Schools and College/s of the Institute have the right and responsibility to create committees of faculty which support the campus-wide functions of the above committees, as well as for handling issues that pertain solely to the individual School or College. School and College committees

provide representation for the programs of the individual School/College in the campus-wide context, and provide further opportunity for faculty to be engaged in the important matters of the Institute. The methods of election and operation of School/College committees (excluding the School Promotion and Tenure Committees) should be defined by each School/College individually through processes that represent the will of the faculty within the School or College. The practices of selection and operation of the School/College committees shall be contained in documents maintained and updated by each individual School/College and available for reference by the entire Stevens Faculty.