THE NEW SCHOOL
FACULTY SENATE BYLAWS

Preamble

The New School for Social Research was founded in 1919 by faculty as a center for intellectual discourse and the education of adult men and women. Its long history is one of self-governance and responsiveness to events in the world at large. From its inception, The New School has promoted the values of free speech, social justice, and critical engagement. It has grown from a school with fewer than one hundred non-degree, adult students into a diverse institution with an array of degree programs across its multiple schools and colleges. Acknowledging the increasing complexity and expanding mission of the school, The New School was chartered as New School University (the “University”) in 1997. As the New School evolved and expanded, so did its faculty. Today the university-wide faculty of full-time and part-time members (the “Faculty”) constitutes a diverse group of academic, professional, and artistic disciplines.

The expertise of the Faculty and its role in shaping policies that affect the academic life of the University are central to the integrity and success of the institution. Consultation with the Faculty is especially important in connection with the identification of the purposes and functions of the University; the determination of educational policy; the allocation of University resources; the appointment, compensation, and promotion of Faculty; and the enhancement of collegial relationships among the administration, Faculty, students, staff, alumni, and other constituent groups of the University.

The size and diversity of the Faculty today require that it act through a representative body. The role of this body is to facilitate communication among the Faculty, the Administration, and the Board of Trustees (the “Board”), leading to full consideration of Faculty views and an effective partnership with the Administration and the Board. Accordingly, The New School Faculty Senate (“Faculty Senate”) has been established pursuant to these Bylaws to represent the Faculty in University matters.

The success of the Faculty Senate will depend on a close collaboration among its members and committees, the faculties of all the University’s academic divisions, the Administration, and the Board. Comprehensive and continuing communication will enable the Faculty Senate to achieve the goals set forth in these Bylaws.

The Faculty Senate is not intended to replace, and shall not replace, the systems of governance of the University or any of their respective departments. Further, each academic division shall be expected to have its own faculty organization whose functions shall include election of representatives to, and communication with, the Faculty Senate. Each division shall establish its own rules and procedures for electing its representatives to the Faculty Senate consistent with the provisions set forth in these Bylaws, and shall keep on file with the Faculty Senate a current statement describing those rules and procedures.
Article I
Functions of the Faculty Senate

Section A

In the expectation that the President, Provost, and Board will consult with the Faculty Senate and solicit its views in advance on substantive matters that affect academic policies and procedures of the University, the Faculty Senate shall serve as the forum for the Faculty to:

(1) Contribute to the governance of the University through a close working relationship based on mutual respect with the President, the Provost, the Administration, the Board, Faculty, students, alumni, and staff;

(2) Deliberate and determine by means of regular consultations the Faculty position on issues of concern to the University, making recommendations expressed as advisory resolutions with respect thereto;

(3) Inquire into any matter of an educational or administrative nature that has implications for the academic function or welfare of more than one academic division of the University, and make recommendations concerning such matters to the President, the Provost, the Board, or other appropriate persons at the University;

(4) Make such other advisory recommendations to the President, the Provost, the Board, or other appropriate persons at the University as the Faculty deems appropriate.

Section B

(1) The Faculty Senate shall serve as a resource for the gathering and communication of information relevant to the deliberations of the Faculty on matters of interest or concern to the University.

(2) The Faculty of any academic division of the University may bring to the attention of the Faculty Senate any issues or concerns arising from the action taken by another academic division that affects such Faculty’s interests.

(3) The Faculty Senate shall keep the Faculty fully informed of all reasons and arguments for the advisory recommendations made by the Faculty Senate to any party through the publication of its resolutions or other appropriate means.

Section C

Towards achieving the goals of excellence in teaching and research that are consistent with the principles of academic freedom and social responsibility that have always guided
the University, The Faculty Senate shall serve as a resource for the development and organization of University wide Faculty initiatives.

Section D

Through its Executive Committee (see Article VIII below), the Faculty Senate shall be available to respond in the event of unusual or emergency situations that concern Faculty or students. The Executive Committee will at its earliest convenience provide relevant information to the members of the Faculty Senate.

Section E

The Faculty Senate shall discharge its functions as an independent body or through committees or persons duly delegated to act for it.

Article II

Membership

There shall be two classes of members: voting elected Faculty members and non-voting ex-officio members.

(1) Non-voting ex-officio members shall consist of the President, the Provost, and one Dean of a University academic division. The particular Dean attending a Faculty Senate meeting may vary from meeting to meeting, and shall be determined by the Deans.

(2) There shall be thirty (30) voting and elected Faculty Senate members. Each academic division shall have at least two members and one alternate. The remaining members shall be apportioned on a pro-rata basis based on the average of the number of Full Time Faculty and Full Time Effective Faculty (FTE) in each division as calculated by the Provost's office. (FTE = FT faculty plus 1/3 PT faculty.) The Faculty Senate shall, at reasonable intervals, re-calculate the apportionments. Additionally, in the event of a division being added, combined, or removed, the Faculty Senate may consider increasing or decreasing the total number of voting and elected Faculty Senate members.

Article III

Eligibility for Elected Membership

All Full-Time and Part-Time Faculty, regardless of rank, who have taught credit-bearing courses for two or more consecutive academic years, and who are under active contract, shall be eligible to serve as elected members of the Faculty Senate and to fully participate in all of its functions. Each academic division is responsible for determining representation across faculty categories.
Article IV
Terms of Office

Section A

(1) An ex-officio member of the Faculty Senate shall hold membership so long as he or she holds the qualifying administrative position.

(2) Members of the Faculty Senate shall be elected to one term of three years, and may be re-elected for a total of not more than two consecutive terms.

Section B

A member of the Faculty Senate who fails to attend three or more regularly scheduled meetings during the year may be removed from the Faculty Senate by the Executive Committee.

Section C

In the event that a member ceases to be a member for any reason prior to the expiration of his or her term, the alternate elected from the academic division of such member shall replace such member. If the alternate cannot fulfill the requirements, or one does not exist, an election will be held within three months to elect a replacement. For purposes of Section A(2) of this Article, a member selected pursuant to this Section C shall be deemed to have served a term if he or she is selected to fill an unexpired term 548 or more days before its expiration, but not if fewer than 548 days.

Article V
Elections

Section A

Elections to fill expiring terms and to select alternates shall be held by the academic divisions in April of each year. Members shall assume office at the start of the first meeting of the Faculty Senate in the fall semester.

Section B

All full-time members of the Faculty currently under contract shall be eligible to vote in the election of the members representing their academic division. Each part-time member of the Faculty who is teaching a credit-bearing course in the current academic year and has taught in two of the last three academic years, not including the current academic year, shall be eligible to vote in the election of the members representing his or her academic division.
Section C

The faculty of each academic division is responsible for conducting and supervising that academic division’s election of members to the Faculty Senate and an alternate, subject to procedural and substantive compliance with these Bylaws. The UFS Governance Committee shall review and consult with each academic division on their election procedures. Reports of any noncompliance may be lodged with the chair of the Governance Committee, who shall transmit such reports to the Executive Committee for such action as may be appropriate. The rules of each academic division for the election of its members to the Faculty Senate shall be provided to the Faculty Senate.

Section D

No member of the Faculty Senate shall vote for or serve as a member of more than one academic division. If a member of the Faculty Senate has more than one divisional affiliation and otherwise meets the requirements of these Bylaws, he or she may vote and stand for election to the Faculty Senate only in the academic division in which his or her performance review is located. If the performance review of a member of the Faculty Senate is located in more than one academic division, then that individual may choose, with the knowledge of the Faculty Senate and Deans of each academic division conducting such performance reviews, in which academic division his or her Faculty Senate affiliation will be located.

Article VI

Officers

Section A

There shall be three Faculty Senate Co-Chairs, each from a different academic division. The responsibilities of the co-chairs shall include:

(1) Composition of the agenda for the meetings of the Faculty Senate in regular consultation with the chairs of the standing committees (see Article VII);

(2) Regular exchange of information with the Provost, President, and any other appropriate offices of the administration;

(3) Representation of the Faculty Senate at public University functions;

(4) Management of all secretarial functions of the Faculty Senate.
Section B

All Co-Chairs shall be elected for one-year terms, and may be re-elected for a maximum of three one-year terms as Co-Chair in the course of two consecutive terms as a Senator. Co-Chairs may be full-time or part-time, but no more than one part-time faculty member may be elected as Co-Chair during any academic term. All Co-Chairs shall be elected by the sealed vote of the members of the Faculty Senate casting ballots. Ballots must include votes for three candidates for Co-Chair or will not be counted. The candidate receiving the highest number of votes for Co-Chair shall be elected, as shall the two candidates receiving the next highest numbers of votes, so long as they are each from an academic division different from the academic division of a candidate receiving a higher number of votes. The election of Officers shall be held at the last regular meeting of the Faculty Senate of the academic year. Nominations of members for Officers may be made by a Nominating Committee, established for this purpose, or from the floor. Officers shall take office on July 1st and hold office through June 30th of the following year.

Section C

Vacancies among the Officers shall be filled by election by a plurality of the sealed vote of the members of the Faculty Senate casting ballots at the first meeting of the Faculty Senate held after the vacancy occurs; provided, however, that if such meeting takes place within three weeks of the occurrence of the vacancy, the election will be held at the next following meeting of the Faculty Senate. Nominations to fill vacancies among the Officers may be made by a Nominating Committee, formed for this purpose, or from the floor, but no member may be nominated to fill a vacancy of a Co-Chair if he or she represents the academic division of one of the sitting Co-Chairs. Upon his or her election, an officer elected to fill a vacancy shall take office and shall hold office through June 30th of the following year.
meetings shall require either two working days’ prior notice and the circulation of a written agenda with such notice, or agreement of a majority of elected members to dispense with such requirements. Voting at called meetings shall be limited to those items listed on the written agenda.

(2) Resolutions submitted by Senators to the Chairs for consideration shall be distributed to members at least one week prior to a meeting, excluding emergency situations.

Section C
Two-thirds of the total elected membership of the Faculty Senate shall constitute a quorum.

Section D
The Faculty Senate shall conduct its meetings in accordance with Robert's Rules of Order except in cases where such rules conflict with provisions of these Bylaws. The order of business shall follow that of the written agenda except as may be otherwise directed by a vote of the Faculty Senate. The Faculty Senate shall act by a majority vote of those present at the meeting except when these Bylaws otherwise provide.

Section E
Minutes of each Faculty Senate meeting shall be kept and copies shall be sent to each Faculty Senate member no later than two weeks after such meeting. The minutes of the Faculty Senate meetings shall be made available for inspection by Faculty Senate members, other members of the Faculty, the Board, and the Administration.

Section F
The outgoing and incoming Officers shall hold an orientation meeting for the newly elected Faculty Senate members prior to the first Faculty Senate meeting of the academic year.

Article VIII
Committees

Section A
The Executive Committee shall consist of the Officers. If one of the immediate past Co-Chairs of the Faculty Senate continues to serve as a member of the Faculty Senate, he or she shall serve as an additional voting member of the Executive Committee. If none of the immediate past Co-Chairs continue to serve as a member of the Faculty Senate but one or more of the past Co-Chairs are members of the Faculty Senate, the newly elected officers shall select by consensus and willingness to serve one such past Co-Chair to serve as a non-voting advisor to the Executive Committee. The Executive Committee shall act on behalf of the Faculty Senate with respect to governance and procedural matters internal to the Faculty Senate, subject to reporting all such actions promptly to members of the Faculty Senate no later than at the next Faculty Senate meeting. The Executive Committee shall also nominate members of the Faculty Senate to serve on the
several Faculty Senate committees and to fill such vacancies as may occur on those committees.

**Section B**
A Nominating Committee of three members shall be appointed by the Co-Chairs no later than the third regularly scheduled Senate meeting of each academic year. From among the members of the Faculty Senate, the Nominating Committee shall nominate three candidates for election to Co-Chair. As part of their review of candidates, the Nominating Committee shall (i) solicit recommendations from members of the Faculty Senate who are not members of the Nominating Committee and (ii) consider candidates from all the academic divisions of The New School. The nominations shall be presented to the sitting Co-Chairs in time for the distribution of a ballot, with the agenda, for the final regularly scheduled meeting of the year.

**Section C**
The Co-Chairs shall appoint standing or temporary committees, and seek members and chairs of such committees as may be necessary or appropriate.

**Section D**
The University Faculty Grievance Committee shall be a standing committee of the Faculty Senate appointed by a subcommittee of Faculty Affairs. The subcommittee of Faculty Affairs shall be composed of no fewer than three full-time Faculty members appointed by the Chair of the Faculty Affairs Committee, in coordination with the Co-Chairs of the Senate, whenever the need arises to fill a vacancy on the Grievance Committee. The Grievance Committee itself shall be composed of five full-time Faculty members, who are not necessarily members of the Faculty Senate, and who represent as even a distribution as possible of the full-time Faculty categories of Tenure, Renewable Term Contract, and Extended Employment, as well as divisional representation. All members of the Grievance Committee must hold at least the rank of Associate Professor, and one member shall be appointed Chair. The procedures of the Grievance Committee shall conform to those outlined in the Faculty Handbook, and follow any further guidelines agreed to by the Faculty Senate and the Provost Office. Members of the Grievance Committee will be appointed for a minimum of two years, and may continue for subsequent two-year periods at the discretion of the Chair of Faculty Affairs and the Co-Chairs of the Senate.

**Article IX**
**Office of the Senate**
There shall be an Office of the Senate under the general supervision of the Officers. The Office of the Senate shall be located in space provided by The New School, and it shall be managed by a part-time staff administrator who shall be appointed by the Co-Chairs and compensated by The New School. Among other things, the Office of the Senate shall maintain copies of these Bylaws and all amendments thereto, a list of the members of the Faculty Senate and their years of service, copies of the minutes of the meetings of the Faculty Senate, records of all elections, and current statements of each academic division describing its rules and procedures for electing its representatives to the Faculty Senate.
Article X
Employment Terms
These Bylaws do not create a contract or agreement between any Faculty member and The New School. The terms and conditions of a faculty member’s employment are set forth in his or her agreement of employment with his or her academic division.

Article XI
Amendments
These Bylaws may be amended by a two-thirds vote of the total elected membership of the Faculty Senate and shall become effective upon approval by the Board.