

**Rutgers, The State University of New Jersey**  
**School of Criminal Justice By-Laws**

**Adopted: October 1, 2012; Revised *where noted***

**Article I: Definitions and Responsibilities**

Section 1. The Faculty of the School of Criminal Justice of Rutgers, The State University shall consist of the President of the University, the Senior Vice President for Academic Affairs, the Chancellor for Rutgers in Newark, the Dean, the professors, the instructors who have served at least one year, members of the research and extension staff of the School of the equivalent rank and service, visiting faculty and lecturers, all professional administrative officers who are concerned with education and research programs in the School, and emeriti.

Section 2. The voting faculty of the School of Criminal Justice shall include those faculty members holding fulltime appointments in the Lecturer and Professor series, including non-tenure bearing but recurring appointments as research professors. However, on personnel matters regarding tenure-bearing appointments and promotions, the voting faculty shall include only those faculty members who hold an appointment eligible for tenure. Other officers and/or faculty of the University may be made voting members of the faculty by majority vote of the entire voting faculty, except that only tenure-bearing faculty of the School may vote on personnel matters. The voting faculty of the School of Criminal Justice is responsible for the establishment of policies and standards for the School and for activities to maintain them within general regulations of the University and as provided hereinafter by these by-laws.

Section 3. The Dean of the School of Criminal Justice shall be appointed by the Chancellor with the advice of the School's voting faculty. It shall be the responsibility of the dean to appoint tenure and non-tenure faculty, select staff, oversee the supervision of staff, oversee the evaluation of faculty, manage the budget of the school, and solicit recommendations from the faculty for the orderly administration of the school.

The Dean is also responsible for making workload assignments for the staff and faculty of the school. Regarding faculty, the Dean may adjust teaching and service assignments to reflect externally funded faculty commitments and continuing research productivity. From time to time, the Dean may also select qualified scholars to be appointed as research faculty, with the usual rank and personnel policies pertaining to those appointments. In making any faculty-level appointments, the Dean shall do so only after seeking the recommendation of the faculty

**Article II: General Faculty Meeting**

Section 1. General Faculty Meetings shall be held at scheduled times and at least once each term. *All faculty members holding full-time appointments in the Lecturer and Professor series, including non-tenure bearing but recurring appointments, are expected to attend faculty meetings (revised May 3, 2021).* At least one meeting shall be held within a month of the opening of classes at the beginning of each school academic year, and one within a month of the opening of classes in the Spring term of the academic year. One half of the voting faculty shall constitute a quorum. A majority vote shall prevail on any motion at a General Faculty Meeting except where different procedures are specified in these by laws.

Section 2. The Dean of the School of Criminal Justice shall be the presiding officer of the General Faculty Meetings unless the President of the University is present and wishes to preside. An Associate Dean, designated by the Dean, shall chair the General Faculty Meeting in the absence or incapacity of the Dean or President.

General Faculty Meetings may be called by President of the University, by the Dean or, in the absence or incapacity of the Dean, by the so-designated Associate Dean. A meeting must be scheduled within one week following a written request by one-third or more of the voting faculty to the Dean or, in the Dean's absence or incapacity, to the so-designated Associate Dean.

Section 3. The Office of Dean shall prepare the annual schedule of General Faculty Meetings. The office shall provide the schedule to all people whose attendance is required at the meetings, record the actions taken, and prepare and circulate minutes of such meetings to all faculty. Due notice of all General Faculty Meetings shall include circulation by the Office of the Dean of the agenda of the meeting at least two days in advance of such meeting. Any student or faculty member may request the Office of the Dean to place an item on the agenda. Two or more people entitled to vote in a General Faculty Meeting may require an item by placed on the agenda, provided the request is in sufficient time to permit due notice. At any General Faculty Meeting, action may be taken on any matter falling within the authority of the Faculty even though it is not on the agenda, provided that those in attendance and eligible to vote unanimously agree to consider such a matter.

Section 4. Student representatives and such other people as may be specifically designated by the voting faculty may attend and participate in General Faculty Meetings, except when discussions are being held which pertain to academic progress of individual students or personnel matters affecting individual faculty.

Section 5. The Dean of the School of Criminal Justice may form an Executive Committee of the School of Criminal Justice to meet more frequently than the Regular Faculty Meeting. The Executive Committee will be comprised of the Faculty Chair and three other faculty members, selected by vote of the faculty. The purpose of the Executive Committee shall be to provide the dean with advice and consultation regarding various matters affecting the school. The Executive Committee shall meet at the request of the Dean.

**Article III: Elections**

Section 1. Whenever there is a vacancy in the office of the Dean of the School of Criminal Justice, the Chair of the Faculty shall submit the Faculty recommendations concerning the office of the Dean to the President, as determined by majority vote of the voting faculty, and the distribution of any such vote shall be reported to the President by rank of the faculty.

Section 2. A Chair of the Faculty shall be elected by the voting members of the faculty and shall serve a term of three years. The Chair may call and chair meetings of the faculty and exercise such other responsibilities as provided pursuant to the by-laws of the School of Criminal Justice.

Section 3. The Senators to the Senate of Rutgers, The State University, shall be elected from among and by the voting members of the faculty and shall serve such terms and shall represent the School of Criminal Justice as provided in the rules and by-laws governing the Senate of Rutgers, The State University.

Section 4. The Council Representatives to the Faculty Council of Rutgers-Newark, shall be elected from among and by the voting members of the faculty and shall serve such terms and shall represent the School of Criminal Justice as provided in the rules and by-laws governing the Faculty Council of Rutgers-Newark.

Section 5. The elections to all offices as defined in these by-laws shall be conducted at a faculty meeting of the Spring academic term prior to the academic year in which these duties will be performed. Those elected shall hold office from the beginning of the following academic year until the end of that academic year for the number of terms specified by the election. The balance of any term vacated during any academic year shall be filled at the next General Faculty Meeting following that vacancy.

Section 6. The Dean shall appoint, from among the tenure-bearing faculty, a Doctoral Program Director, a Master's Program Director, and an Undergraduate Program Director, each of whom shall serve a 3-year term. Each Program Director shall chair the relevant School's academic committee and represent the School on the relevant University-level faculty governance committee.

#### **Article IV: Organization and Committees**

Section 1. There are hereby created the following standing committees which shall report to the faculty: Doctoral Program Committee; Master's Program Committee; Undergraduate Program Committee; Committee on the Library; Committee on Scholastic Standing; and Professional Development and Research Committee. Other standing committees may be established from time to time by majority vote of the Faculty.

The Dean may also appoint ad hoc or temporary committees as is necessary to perform the business of the School. The creation of an ad hoc or temporary committee does not require Faculty action, but its authority must be confirmed by majority vote of the voting Faculty before any ad hoc committee reports can be received by the Faculty.

Section 2. All standing committees and their chairs shall be appointed annually by the Dean (except as provided elsewhere in these By-Laws) after consultation with the voting faculty. The Dean shall also appoint all ad hoc or temporary committees and their chairs. Students and any others associated with the School of Criminal Justice may be appointed to standing, ad hoc or temporary

committees and would then participate and vote in such committees, so long as tenure-bearing faculty constitute a majority of the committee's membership.

Section 3. There is hereby established an Advisory Committee on Appointments and Promotions, comprised of all persons holding tenure. This Committee shall advise the Dean as to reappointments, progress to tenure on promotions, promotions, retirements, and personnel procedures generally. In the case of appointments, reappointments, or promotions into and within tenure rank, the recommendations of the Committee shall also be forwarded to the Chancellor of Rutgers-Newark. The Committee may also on its own initiative make suggestions on personnel matters to administrative officers.

The Advisory Committee on Appointments and Promotions shall be chaired by the Faculty Chair. The Dean may appoint an ad hoc Search Committee to assist in selecting and interviewing candidates for appointment as faculty, and faculty not holding tenure shall be eligible to serve on the Search Committee.

Section 4. There is hereby established a Faculty Sub-Committee on Initial Review of the Advisory Committee on Appointments, comprised of all persons holding tenure. This committee shall be chaired by the Chair of the Faculty. It will review the progress toward tenure and/or promotion for every faculty member who does not yet hold the rank of professor with tenure. The Sub-Committee will give a written report of this review to the Dean. In conducting its review, only those faculty members who hold a rank above the rank of the person being reviewed shall be entitled to meet to discuss the review or to vote on it. Assistant professors will be reviewed annually; associate professors will be reviewed bi-annually. The Dean will carry out performance reviews of faculty members holding the rank of full professor.

Section 5. The Doctoral Program Committee shall consist of not less than four voting faculty members including the Graduate Program Director, who will serve as Chair of the Committee. The Associate Dean for Academic Programs will serve as a non-voting, ad hoc member of this committee.

The Committee shall make recommendations to the Faculty concerning the doctoral program of the School of Criminal Justice. It shall make recommendations on course requirements for graduate students, examination and grading policies, and the curriculum of study for doctoral degrees. With the approval of the faculty, the Committee shall oversee the doctoral curriculum of the School of Criminal Justice. The Committee shall make recommendations to the Faculty regarding the admission of doctoral students to the School of Criminal Justice and for awards of stipends and fellowships. With the approval of the faculty, the Committee shall administer and implement the admissions, awards, and recruitment of doctoral students for the School of Criminal Justice.

Section 6. The Master's Program Committee shall consist of not less than four voting faculty members including the Master's Program Director, who will serve as Chair of the Committee. The Associate Dean for Academic Programs will serve as a non-voting, ad hoc member of this committee.

The Committee shall make recommendations to the Faculty concerning the overall Master's program of the School of Criminal Justice. It shall make recommendations on course requirements for Masters

students, examination and grading policies and the curriculum of study for Master's degree. With the approval of the faculty, the Committee shall administer the Master's curriculum of the School of Criminal Justice. The Committee shall make recommendations to the Faculty regarding the admission of Masters students to the School of Criminal Justice and for their awards of stipends and fellowships. With the approval of the faculty, the Committee shall administer and implement the admissions, awards, and recruitment policies of Master's students for the School of Criminal Justice.

Section 7. The Undergraduate Program Committee shall consist of not less than four voting faculty members including the Undergraduate Program Director, who will serve as chair of the committee. The Associate Dean for Academic Programs will serve as an non-voting, ad hoc member of this committee.

The Committee shall make recommendations to the Faculty concerning the undergraduate program of the School of Criminal Justice. It shall make recommendations on course requirements for undergraduate students, examination and grading policies and the curriculum of study for undergraduate degrees. With the approval of the faculty, the Committee shall administer the undergraduate curriculum and educational policies of the School of Criminal Justice. The Committee shall make recommendations to the Faculty regarding the policies for admission of undergraduate students to the School of Criminal Justice and for their awards of stipends and fellowships.

Section 8. The Professional Development and Research Committee shall consist of not less than three faculty members, and will be chaired a member of the faculty, appointed by the Dean. The Associate Dean for Academic Programs will serve as an non-voting, ad hoc member of this committee.

The Committee shall make recommendations to the faculty on research and colloquia programs to be sponsored by the School or in cooperation with other programs in the University or other universities or agencies outside of it. With the approval of the faculty, the Committee shall be responsible for the administration and implementation of the research policies of the School of Criminal Justice. The Committee shall annually poll the faculty to seek recommendations for guest speakers and colloquia. The Committee will then make recommendations to the Dean regarding professional colloquia, outside speakers, and other special events, for which it will have a budget. This committee will review student proposals for research support, and make recommendations to the Dean for financial support for student research.

Section 9. The Committee on the Library shall consist of not less than three faculty members of the School of Criminal Justice. The Dean shall appoint a faculty member to serve as chair of this committee. The Associate Dean for Administration will serve as an non-voting, ad hoc member of this committee.

The Committee shall make recommendations to the faculty for the improvement of the library functions and services. It shall oversee the Library Fellows Program, recommending scholars to hold a temporary appointment as Library Fellow of the School of Criminal Justice. With the approval of the faculty, it shall implement policies with respect to library services as may be designated at a General Faculty Meeting.

Section 10. The Committee on Scholastic Standing shall have two subcommittees, one for graduate study and one for undergraduate study. The Undergraduate Program Committee will serve as the

Committee on Scholastic Standing for matters involving undergraduate students. The Master's Program Committee will serve as the Committee on Scholastic Standing for matters involving Masters students. The Doctoral Program Committee will serve as the Committee on Scholastic Standing for matters involving doctoral students.

These Committees shall make such recommendations as may be necessary to the Faculty concerning the adequacy of the academic performance of individual students in the School of Criminal Justice.

**Article V: Adoption and Amendments**

Section 1. These by-laws shall take effect immediately upon adoption by a two-thirds vote of the full membership of the voting faculty at a meeting called for that purpose by the Dean.

Section 2. Should any of these by-laws be found in conflict with the policies of Rutgers, The State University, of the University Board of Governors, of the University Board of Trustees, or with regulations adopted by the University, the amendment of these provisions shall be the first order of business at the next General Faculty Meeting.

Section 3. Proposed amendments of these by-laws shall be circulated to the entire faculty at least one week prior to the meeting at which they will be considered and shall not be altered during said meeting except by unanimous consent. Notification by such circulation shall expire unless adoption follows or unless consideration is delayed to a specific date.

Section 4. Amendments to these by-laws shall be adopted upon favorable vote by two-thirds of the entire voting faculty.