FUNCTION, COMPOSITION, TERM, AND STRUCTURE OF COMMITTEES OF THE FACULTY OF ARTS AND SCIENCE

Revised October 2014

SENATORS

Function: To represent the Faculty of Arts and Science (FAS) in the University Senate and the Faculty Council of New York University. The Senate is the deliberative body of the University and is empowered to act on “educational matter and regulations of the academic community that affect more than one school”. The faculty senators comprise the Faculty Senators Council. The FSC is established by bylaw 41, and may consider, inter alia, any matters of educational and administrative policy. The FSC functions as the faculty personnel committee of the Senate, and in this capacity, it is charged with considering any and all University-wide matters pertaining to faculty personnel. The Senators shall report on the activities of the Senate and FSC to the FAS at its scheduled faculty meetings.

The FAS Faculty Senators shall also meet as a body separate from the general NYU Senate (with or without the Dean of FAS) to discuss matters of importance to FAS in accord with the Faculty’s fulfillment of its proper role in the governance of NYU. They must report back at least once per semester to the Policy and Planning Committee and the full faculty, through electronic communications.

Composition: The number of Senators allotted to each academic component of the University is based on the number of faculty in each component. Currently, the FAS is entitled to eleven Senators and eleven Alternate Senators. For the election of FAS Senators to be valid at least three candidates must run for each open seat (e.g. for three open positions there would be a minimum of nine candidates). In any election year, candidates receiving the most votes are elected as Senators, and those with fewer votes are elected as Alternate Senators in sequential order. For example, if three Senators and three Alternate Senators are to be elected, the individuals receiving the most, second most, and third most votes will become Senators, and the individual receiving the fourth most votes will become an Alternate Senator for the Senator that received the most votes, the individual receiving the fifth most votes will become an Alternate Senator for the Senator that received the second most votes, and so on. The Alternate Senators will serve in place of their respective Senators in the event that their Senator is on leave or unable to fulfill his/her duties. It is not necessary that a Senator and the respective Alternate Senator belong to the same academic division. An Alternate Senator can run for a position as Senator in a subsequent election. If elected, a new Alternate Senator will be selected based on the protocol outlined above.

Term: Three Years.

Structure: University Senators and Alternates are elected from and by the tenure track and tenured faculty as stipulated by and in accordance with University Bylaws, with staggered terms such that roughly one third of the representatives are elected each year. Elections are held prior to May 1 and the names of the representative transmitted to the Secretary of the Senate within five days. The Senators of the FAS shall elect one of their members annually to serve on the Advisory Committee on Policy and Planning.

ADVISORY COMMITTEE ON POLICY & PLANNING

Function: To provide advice to the Dean of the FAS on all matters that affect the FAS, including, but not limited to, educational policies, fiscal policies, governance, tenure and promotion, and other academic matters that are within the province of the faculty and the Dean.

Composition: Six members, tenured full or associate professors, elected by the FAS, two from each academic division, plus the Chairs of the Graduate and Undergraduate Curriculum Committees and a Senator selected by the FAS senators. Ex officio members include the Dean of the FAS, the Deans of the Graduate School of Arts and Science
(GSAS) and of the College of Arts and Science (CAS), the Divisional Deans, and the Dean of FAS Administration.

**Term:** Three years for the elected members, and two members elected each year from the appropriate academic divisions.

**Structure:** The Chair of the Committee is elected annually from among its nine voting members. The faculty members of the Committee may meet periodically without the Deans. The terms of both elected and ex officio members extend through the summer (i.e., 12-month term), in the event that the Dean needs the advice of the Committee during this period. The chair of the committee shall set the meeting’s agenda in consultation with the Dean and other members of P&P. The P&P Committee should normally meet no less frequently than once each month during the regular academic year.

**ADVISORY COMMITTEE ON PROMOTION AND TENURE**

**Function:** To review departmental recommendations for promotion and tenure, to provide advice to the Dean of the FAS on such recommendations, and to ensure that the standards of the FAS for promotion and tenure are maintained.

**Composition:** Twelve tenured full professors, six elected by FAS and six appointed by the Dean of the FAS, with two elected and two appointed from each academic division. In addition, membership shall be limited to faculty from departments and centers whose tenure and promotion cases are reviewed by this committee.

**Term:** Three years, with two members elected and two appointed each year from the appropriate academic divisions.

**Structure:** The Committee shall elect its Chair annually from among the twelve members of the FAS. The Committee shall determine its procedures.

**COMMITTEE ON GRADUATE CURRICULUM AND FINANCIAL AID**

**Function:** To review and evaluate proposals for instructors, courses, degree programs, and GSAS rules and requirements, and to recommend them to the FAS for approval; approve non-full-time GSAS faculty dissertation committee members or readers; and to review annually the above and report the findings and any recommendations to the Deans of the FAS and the GSAS, and the FAS. The committee also engages in issues of educational policy and makes recommendations for the improvement and assessment of quality in the graduate curriculum. The committee also evaluates and makes recommendations to the Deans of the GSAS and the FAS, and to the FAS concerning the financial aid policies and procedures in the GSAS.

**Composition:** Six elected tenured or tenure-track members of the FAS, two from each academic division, who have taught at least one graduate level course in the last five years or otherwise been active in the graduate program; one doctoral student and one master’s student. The master’s student would be the president of the Master’s Program Board or his or her designee. The PhD student would be the president of the Graduate Student Government, or designee if the president is not a doctoral student or is unable to attend. The Dean of the FAS and the Dean and Vice Dean of the GSAS, serve ex officio.

**Term:** Three years for faculty members, with two members elected each year from the appropriate academic divisions. One year for graduate student members.

**Structure:** The Committee shall elect its Chair annually from among the six elected members of the FAS. The Chair becomes a member of the Advisory Committee on Policy and Planning. The student members shall not vote when instructors are considered for approval.
COMMITTEE ON UNDERGRADUATE CURRICULUM

Function: To review and evaluate proposals for, courses, degree programs, and requirements of the CAS, and make recommendation to the FAS for approval; and to review annually the above and report the findings and any recommendations to the Deans of the FAS and the CAS, and the FAS faculty. The committee also engages in issues of educational policy and makes recommendations for the improvement and assessment of quality in the undergraduate curriculum.

Composition: Nine full-time tenured or tenure track elected members of the FAS, three from each academic division; three undergraduate students (the President of the Undergraduate Student Council of the CAS or his/her designee and two students appointed by the Dean of the CAS, one from each of the other academic divisions). The committee also includes the Faculty Director of CAS Global Curriculum, the Dean of the FAS, and the Dean and Associate Dean of the CAS, and the Associate Dean of Academic Affairs, all of whom serve ex officio.

Term: Three years for faculty members, with three members, one from each academic division, elected each year. One year for undergraduate student members.

Structure: The Committee shall elect its Chair annually from among the nine elected members of the FAS. The Chair shall become a member of the Advisory Committee on Policy and Planning.

COMMITTEE ON STUDENT DISCIPLINE

Function: To investigate alleged student offenses, to conduct hearings on complaints against students, and to recommend appropriate action to the appropriate Dean. Student offenses within the jurisdiction of the GSAS and CAS include but are not limited to: cheating; plagiarism; forgery of academic documents; deliberate destruction, theft, or unauthorized use of laboratory data, research materials, computer resources, or university property; disruption of academic events or interference with access to classrooms, laboratories, or academic offices; and actual or threatened violence against or harassment of a student, instructor, staff member, or administrator.

Composition: Nine elected full-time members of the FAS, with three members from each academic division; eight students from the GSAS; and eight students from the CAS. The student members will be appointed by the appropriate Deans in consultation with the appropriate Student Councils.

Term: Three years for the elected members of the FAS, with three members elected each year from the appropriate academic divisions. One year for student members.

Structure: The Committee shall elect its Chair annually from among the nine elected members of the FAS. The Chair of the Committee shall appoint a standing Investigations Panel consisting of two faculty members, one of whom will be designated as Chair of the Panel by the Chair of the Committee, and one undergraduate and one graduate student. The function of the Investigations Panel is to develop the facts and background of an alleged offense sent to the Committee by the Dean of the school in which the offending student is enrolled and to recommend whether a hearing is warranted. The recommendation of the Investigations Panel may be rejected by a two-thirds vote of the full Discipline Committee. If a hearing is warranted, the Chair of the Discipline Committee shall form a Hearing Panel of three faculty members and two students. Undergraduate students will sit on Hearing Panels dealing with complaints against undergraduate students, and graduate students will sit on Hearing Panels dealing with graduate students. Each Hearing Panel shall elect its own Chair from among the three faculty members on the Panel. Members of the Investigations Panel are not eligible to sit on the Hearing Panel for the same alleged offense. The Assistant/Associate Deans for Students in the CAS and GSAS shall be ex officio on this Committee.
COMMITTEE ON GRIEVANCE

Function: To receive, investigate, and make recommendations concerning grievances with respect to procedural matters involved in promotion and tenure decisions, as well as other administrative matters and decisions that involve members of the FAS, and to report the recommendations to the Dean of the FAS and, if appropriate, to the FAS. Some grievances may not be in the purview of this Committee, and the Committee, in consultation with the Dean of the FAS, may recommend a more appropriate forum within the University.

Composition: Nine tenured full professors elected by the FAS, with three members from each academic division. All sitting departmental chairs and program heads are excluded from service on the Committee on Grievance.

Term: Three years, with three members elected each year from the appropriate academic divisions.

Structure: The Committee shall elect its Chair annually from among its members. The Chair will appoint a subcommittee consisting of a minimum of three members (at least one from each academic division) to review each case and report its recommendations to the full Committee. Members of the Committee shall not sit on a subcommittee dealing with a grievance from a faculty member from the same department.

COMMITTEE ON NOMINATIONS AND ELECTIONS

Function: To seek, receive, and make nominations for standing and special committees of the FAS; to conduct elections, count votes, and certify the results; to fill vacancies on standing committees, usually based on the results of previous ballots for the respective committees; and to develop nominations and conduct elections on an ad-hoc basis, as requested by the Dean of the FAS. On an annual basis, the committee shall develop a slate of candidates for vacancies on standing FAS committees, including the Committee on Nominations and Elections. The Committee shall present this slate to the FAS at a scheduled meeting and accept additional nominations from the floor. The Committee shall ensure that all academic divisions are represented on all committees at all times (e.g., when an elected member of a Committee is absent because of leave or resignation), except for committees with no divisional requirements on membership where the Committee shall ensure that the slate of candidates includes all academic divisions.

Voting in FAS elections should take place on-line through a suitable authenticated electronic mechanism by April 1. The entire slate should be available on-line with links to their faculty profiles.

A survey shall be sent to all FAS tenured and tenure track faculty in September of each year listing all the FAS Committees and requesting faculty to indicate any committees on which they would be willing to serve. Nominations and Elections and the Dean’s Office shall announce the results of the elections by May 1.

Composition: Six elected tenure-track or tenured members of the FAS, with two members from each academic division.

Term: Three years, with two members elected each year from the appropriate academic division.

Structure: The Committee shall elect its chair annually from among its members.

COMMITTEE ON UNDERGRADUATE ACADEMIC STANDARDS

Function: To make recommendations to the Deans of the FAS and the CAS on requests from students for waivers from stated requirements for graduation or from requirements for maintenance of good standing as a student in the CAS.
Composition: Six elected tenure-track or tenured members of the FAS, two from each academic division. The Deans of the FAS and the CAS are ex officio members.

Term: Three years, with two faculty members elected each year from the appropriate academic divisions.

Structure: The Committee shall elect its Chair annually from among the six elected members of the FAS.

COMMITTEE ON INFORMATION, TECHNOLOGY, AND LIBRARY SERVICES

Function: To ensure that the FAS faculty’s diverse needs for information technology are served by NYU IT Services and by the NYU libraries. This FAS Committee will communicate with University-wide standing committees that track IT Services available for research and teaching, including on-line instruction.

Composition: Nine tenured or tenure-track elected members of the FAS, three from each academic division. The Vice-President in charge of IT Services, the Senior Vice Provost for Undergraduate Academic Affairs, the Dean of the Libraries and the Vice-Dean of GSAS are ex officio members.

Term: Three years, with three members elected each year from the appropriate academic division. One year for student members term removed.

Structure: The Committee shall elect its chair annually from among its members.

COMMITTEE ON COMMITTEES AND RULES

Function: To review the functions and structures of standing Committees of the FAS, to ensure that the Committees serve the interests of the FAS, and to make appropriate recommendations for changes. This Committee shall meet at least once every five years or on an ad hoc basis if called into service by the FAS or the Dean of the FAS. This Committee shall function only to conduct its business (e.g., for one semester or for one academic year), report to the FAS, and then dissolve.

Composition: Six tenured faculty elected by the FAS, with two from each academic division. All Deans are ex officio members.

Term: Whatever time is required to fulfill its function.

Structure: The Chair of the Committee shall be elected from among the six elected members of the FAS. Nominations for the elected members shall be made on an ad hoc basis by the Committee on Nominations and Elections.

GENERAL RULES GOVERNING ALL OF THE A&S COMMITTEES

Reporting and Feedback: In those cases when the FAS, CAS, or GSAS Dean chooses not to accept a faculty committee’s recommendation, s/he must provide reasons in writing to the chair of said committee within 30 days.

Selecting Committee Chairs: At the last committee meeting of the academic year, the outgoing committee will select a returning committee member to be their committee’s chair in the next academic year. The incoming chair would then have responsibility for communicating with the new committee and establishing a preliminary agenda.