The College of New Jersey School of Engineering Governance Guidance Document

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Purpose

While all authority for decision making is held by The College of New Jersey (TCNJ) Board of Trustees, "collegial governance" rights, especially concerning academic and scholarly issues have been given to the faculty as defined in the College-wide governance document. The value of shared governance at the School level is that this approach gives faculty, students, and staff an institutional voice, enabling these three stakeholder groups to make recommendations on issues of importance to the School. As in the College-wide document, governance is limited to issues of policy, procedure, and program.

This document augments the existing College-wide Governance Structure and Processes. The College-wide document will supersede any perceived conflicts between the documents. It is vitally important that the School's governance policies follow the College-wide "Basic Principles" that reflect established shared-governance principles. The system must allow for the participation of stakeholders without being overly burdensome or adding unnecessary layers of bureaucracy that would slow progress within the School.

Membership

School committees are formed each spring for the following academic year. Each committee will select their own chair from the faculty and staff members of the committee.

Faculty

Faculty members of committees are selected by their respective departments. Faculty members will serve for three-year terms that may be renewed once for a maximum of six continuous years. Faculty members may return to a given committee after at least a two-year hiatus. Faculty are expected to represent the views of their respective department on a committee, not their own. As such, they should be actively discussing committee business with their departmental colleagues.

Staff

Staff members on committees are selected by the staff unless specified by job title (expertise) in the committee charge. Staff members not specified by job title will serve for three-year terms that may be renewed once for a maximum of six continuous years. Staff members not specified by job title may return to a given committee after at least a two-year hiatus.

Students

Each program will elect two student representatives to the School Representative Committee. These students must be in good academic standing and remain in good academic standing throughout their term. These students will be eligible to serve on School Committees with students. School of Engineering elected representatives of the College's Student Government Association will serve on the Student Representative Committee as ex officio members without vote and will manage the logistical needs of the Committee, including organizing meetings and overseeing the election process. The Student Representative Committee will determine the student representatives for each committee. The Student Representative Committee will meet regularly to discuss issues occurring in the various School committees. Nominations will be sought for the Student Representative Committee from the entire student body of each department; self-nomination is allowed. Candidates will provide a short biography and statement of interest that will be made available to the departmental student body with a department-specific ballot. Students will be recused from any proceedings that address an issue that is deemed inappropriate by the co-chairs.

Committee Procedures

The input of all committee members is to be respected and valued. Voting privileges for committee members are described under the Membership section for each committee. Each school committee will maintain appropriate minutes of all official action and will make an annual report to the faculty and Dean. Unlike standing committees, the output of an ad hoc committee is a report, and not a recommendation.

Process for the Development of Committee Recommendations

Except for the Steering Committee, all School Committees will follow this process for considering proposals.

1. A Department or the Dean identifies a desired change to policy and communicates this issue, along with their recommended solution or change, to the appropriate school committee. If the appropriate school committee is not obvious, the proposal should be communicated to the School Steering Committee, which will prepare a charge identifying the issue for the appropriate school committee or recommend that the Dean create an ad hoc committee.
2. The appropriate school committee reviews the proposal and makes a recommendation to the Dean. This recommendation should include all needed documentation, including the Department's and the committee's recommendations, to allow the Dean to make an informed decision.

3. Final recommendations may be accepted, accepted with minor revisions, accepted following major revisions, or rejected by the Dean. The Dean's decision will be communicated in writing to the appropriate school committee. In the case of revision, the appropriate school committee should then develop a new final recommendation considering the suggested modification(s) with or without additional testimony as it sees fit.

Voting members of the School include full-time faculty and staff who vote before the prescribed deadline. If a vote is needed on an issue, voting will be conducted electronically using a tool such as Qualtrics. A majority of the votes cast in the affirmative is needed to pass the question.

Quorum for Voting on Committees

To ensure that there is a proper membership balance among faculty, staff, and students for each committee meeting, the number of members constituting a quorum will be as follows:

Committee	Voting Members	Quorum
Awards Committee*	-	-
School Curriculum Committee	5	4
School Community Committee*	-	-
School Safety Committee	9	5
Program Standards and Academic Excellence Committee	5	5
School Steering Committee	4	3
Committee for Strategic Plan Implementation	8	5

*these committees will work via consensus and will not take votes

Committees

Awards Committee

Charge

The goal of the Awards Committee is to elevate the reputation of our faculty, staff, and students both internally and externally by nominating worthy School of Engineering community members for awards. The Awards Committee is charged with identifying relevant external and internal awards, working with nominees, and developing the nomination package. Examples include Engineer/Educator of the Year awards given by various professional organizations and the TCNJ Staff Award. The Awards Committee should strive to submit at least two nomination packages per year. Faculty, students, and staff should send suggested awards and nominees to the chair of the Awards Committee.

Membership

There are eight members on this Committee: one faculty member from each department (BME, CIV, ECE, ME, and iSTEM), two students, and one staff member. It would be advantageous for members of this committee to be active in their professional societies.

School Curriculum Committee

Charge

The School Curriculum Committee is responsible for reviewing curricular-related recommendations from Departments concerning changes that explicitly and directly affect multiple programs. The School Curriculum Committee is not responsible for reviewing proposed Departmental changes if the proposed change affects only the faculty and/or students of that Department or program. Departments may voluntarily submit any relevant proposal to the School Curriculum Committee if they desire additional input.

Membership

There are eight members on this Committee: one faculty member from each department (BME, CIV, ECE, ME, and iSTEM), two students (serving without vote), and the Assistant Dean who will serve as the Dean's representative ex officio without vote.

School Community Committee

Charge

The School Community Committee is responsible for developing initiatives and programs that promote a positive and supportive community while promoting School spirit, belonging, and individual well-being. Any initiatives must be attuned to the needs of students, faculty, and staff. This Committee will work with the School of Engineering Senators and will be informed about student success by the Program Standards and Academic Excellence Committee. The Committee will make recommendations for events and initiatives to the Dean of the School of Engineering as necessary.

Membership

The Community Committee is open to all faculty, staff, and students in the School of Engineering. It must include at least one faculty member from each department, at least one staff member, and at least two School of Engineering students.

School Safety Committee

Charge

The School Safety Committee is charged with making recommendations on safety issues within STEM and Armstrong Hall related to the delivery of the curriculum, including establishing safety guidelines, rules for student access, training for students and faculty/staff, reviewing safety incidents and recommending corrective actions, and housekeeping. The School Safety Committee must periodically review safety guidelines for each laboratory and classroom in STEM and Armstrong Hall, understanding that each instructional/research space has unique needs. This review should include all potential hazards including chemical, mechanical, electrical, and occupational. The School Safety Committee must work closely with the College's Environmental Health and Safety Department.

Membership
There are nine members on this committee: one faculty member from each department (BME, CIV, ECE, ME, and iSTEM), the machine shop supervisor, instrumentation technician(s), and two students (one with vote and one alternate member). At least one member of the School Safety Committee must serve as a liaison to the College-wide Safety Committee.

Program Standards and Academic Excellence Committee
Charge
The Program Standards and Academic Excellence Committee has two main responsibilities: 1. analyzing student preparedness, time to graduation, and retention and 2. establishing and maintaining program standards. This Committee will make recommendations for improving student success. This Committee will also consider any recommended changes to the Program Standards, review student records of students in academic difficulty, recommend students for dismissal, and hear the appeals of students who have been dismissed from the School for not meeting the Program Standards. This Committee is expected to meet regularly to fulfill the first responsibility and as soon as possible after grades being posted to fulfill their second responsibility. The members of this Committee must maintain confidentiality of all cases that are reviewed.

Membership
There are six members on this Committee: one faculty member from each department (BME, CIV, ECE, ME, and iSTEM), and the Assistant Dean who will serve as the Dean's representative ex officio without vote.

School Steering Committee
Charge
The School Steering Committee has a limited but important role in School of Engineering governance. The School Steering Committee is charged with maintaining a collegial working environment by:
- Receiving issues that fall outside the normal charge of existing committees. In this case, the School Steering Committee will prepare a charge and direct it to the appropriate School Committee or ask the Dean to establish an ad hoc committee to deliberate the issue.
- Receiving concerns related to governance process.
- Holding a faculty and staff vote concerning school-wide issues such as school name change, school governance process, and school wide strategic plan.
- Initiating a formal review of this document every three years.

Membership
There are six members on this committee: two faculty members from two different departments (one department chair and one non-chair), a staff member, two students (one with vote and one alternate member), and the Dean (or designee) who serves ex officio without vote. The committee is co-chaired by the Dean (or designee) and an elected member.

Committee for Strategic Plan Implementation

Charge

The Committee for Strategic Plan Implementation is charged with making recommendations concerning and tracking strategic initiatives that support the College's and the School's strategic goals. This committee will develop and track metrics for the School's initiatives and summarize the results for the School on the progress towards the goals by the end of the Spring semester.

Membership

There are eight members of this committee: one faculty member from each department (BME, CIV, ECE, ME, and iSTEM), one staff member, and two students (one with a vote and one alternate member).

School Ad hoc Committees

School ad hoc committees are established to discuss issues that fall outside the purview of one of the school committees. The Dean may form ad hoc committees that will exist only for the duration necessary to complete the charge.