

## PROPOSED REVISIONS

The Academic Review Committee (ARC) respectfully submits the following proposed revised Academic Review Committee (ARC) bylaws for approval by the Faculty Assembly. The revised bylaws are based on input from faculty, administration, staff, and students and ARC's more than three years of operation. Please note: The following Article VI Section 1 should replace Article VI Section 1 in its entirety in the proposed language for revised Bylaws of the Faculty Assembly, dated Draft October 8, 2005, revised October 2006. Thank you. Date: January, 2007.

### **RAMAPO COLLEGE Academic Review Committee (ARC) Bylaws**

#### **Article VI [of Faculty Assembly Bylaws]**

Section 1. The standing committee of the Faculty Assembly shall be the:

Academic Review Committee (ARC)

1. The Committee - The Academic Review Committee considers and reviews issues of academic policy and curriculum and makes recommendations to the Faculty Assembly.

a. Membership - The Committee is composed of six members, one from each of the five Schools of the College and one from the Library. Members are elected by their respective units. If there is more than one candidate, election shall be by written ballot. Membership is limited to full-time, tenured faculty. A representative appointed by the Provost serves as an ex-officio non-voting member of the Committee.

b. Terms of Office - Members serve for a term of two years and are limited to no more than two consecutive terms. In order to achieve a stable structure, terms of election will be staggered, if possible.

c. Voting - Decisions are made by a plurality vote of the Committee. A tie will be considered a negative vote.

d. Meetings - The Committee will meet weekly as a general rule. Frequency may be regulated by the Committee at its own discretion. Four voting members constitute a quorum. Minutes will be recorded at each meeting. The Committee will meet at least once each semester with the Faculty Assembly President and the Executive Council. The Chair of the Committee and/or the Committee as a whole will meet with the Provost on an as-needed basis.

#### 2. The Chair

a. Eligibility for Office - The Chair will be selected by a plurality of the voting members of the Committee at the start of each academic year.

b. Duties and Responsibilities - The Chair shall perform the following duties and responsibilities:

- schedule and preside at meetings;
- propose agenda items for Committee discussion and/or decision;
- serve in other capacities when designated by the Committee;
- meet and/or communicate with Faculty, Conveners, Convening Groups, the Faculty Assembly President, the Executive Council, Deans, the Provost, other members of the Administration, and/or Student Leaders on an as-needed basis;

- ensure that minutes and attendance at every meeting are posted on the Faculty Assembly Web Site in a timely manner;
- specify the decisions of the Committee in writing to the appropriate parties;
- report the findings of the Committee to the Faculty Assembly

In the absence of the Chair, the Committee will appoint an acting chair.

### 3. The Committee

Functions - The Committee shall perform the following functions:

- establish and publish academic and curricular guidelines, subject to approval by the Faculty Assembly and appropriate Administrative Officers;
- review and approve courses;
- review academic policies and initiatives and make recommendations to the Faculty Assembly;
- review academic programs and make recommendations to the Faculty Assembly;
- evaluate the integrity of the General Education Program;
- initiate academic and/or curriculum studies;
- request assistance from ad-hoc advisers;
- establish subcommittees;
- raise new initiatives and proposals;
- make periodic reports to the Faculty Assembly

### 4. Code of Conduct

a. The Chair or any other member of the Committee may be removed if the Committee deems that performance, attendance or professional conduct is problematic. A motion to remove the Chair or a Committee member must be approved by at least four voting Committee members.

b. A member may be recused from voting when, in the judgment of the Committee, there is a conflict of interest.

### 5. Compensation

The Chair of the Committee will be compensated, according to rank, one course unit and one flex unit per annum or the equivalent. Other members of the Committee will be compensated one flex unit per annum.

### 6. ARC Report on Academic Life

a. The Chair of the Committee or a suitable delegate will report annually to the Faculty Assembly, in writing, and be available to respond to questions. This report will have been approved by a majority vote of the Committee members. The ARC Report on Academic Life will review the work of the academic year in question, explain and provide a rationale for its decisions, and identify new initiatives and ongoing concerns.