

# COLLEGE OF ARTS AND HUMANITIES PLAN OF ORGANIZATION

## PREAMBLE

The faculty of the College of Arts and Humanities, in conjunction with its Dean, students, and staff, promulgate this Plan of Organization to promote the goals of self-governance and educational excellence.

The Plan affirms the interrelationship of educational excellence, faculty self-governance, and an organized student and staff presence. It seeks, within the constraints imposed by the hierarchical administrative structure of the University, to provide faculty members with an active and important role in all decisions that affect their responsibilities and rights as instructors and scholars.

Consequently, the Plan asserts the primacy of democratic principles of governance among the faculty of the College. At the same time, it acknowledges the pre-eminent administrative role of the Dean, whose authority is derived from the Board of Regents. It also provides the opportunity for staff and students to affect the policies of the College through their own democratically organized institutions.

## I. UNITS AND ADMINISTRATORS

### A. Academic and Administrative Units: Constituent Units and Governance

1. **Constituent Units:** The College of Arts and Humanities consists of academic units and administrative units. The academic units are the Departments of American Studies, Art, Art History and Archaeology, Classics, Communication, Dance, English Language and Literature, History, Linguistics, Philosophy, Theatre, and Women's Studies; the School of Music, the School of Languages, Literatures, and Cultures, the Myerhoff Center for Jewish Studies, and the Comparative Literature Program. The administrative units are the Art Gallery, Center for Latin American Studies, Center for Nineteenth-Century Music, Center for Renaissance and Baroque Studies, Clarice Smith Performing Arts Center, Consortium on Race, Gender and Ethnicity, David C. Driskell Center for the Study of the African Diaspora, Latin American Studies Center, Maryland English Institute, Maryland Institute for Technology in the Humanities, and the National Foreign Language Center.
2. **Governance of Academic and Administrative Units**
  - a. Each academic unit shall have a Plan of Organization and shall file it with the College Office.
  - b. All academic units shall be organized on the basis of faculty self-governance. Each Department and Program shall have appropriate provisions for staff and student participation, as stipulated in Article 11 of the Campus Plan of Organization.
  - c. The Dean or higher-level administrators shall consult with the Chair and/or representatives of department faculty before making decisions affecting the internal functioning of academic units or the responsibilities and rights of its members.
  - d. Each administrative unit shall have a Director, selected by the Dean after consultation with the Faculty Advisory Board of the unit. The Director will report regularly to the Dean and the Advisory Board.

B. College Committees:

1. **Administrative Council:**

- a. The Council consists of the Dean, Chairs and Directors of all academic and administrative units, the Chair of the Collegiate Council, Associate and Assistant Deans, and appropriate Dean's staff. The voting members of this body are the Dean, the department Chairs, and Directors. The Dean presides at all Council meetings.
- b. The Council shall meet regularly during the academic year, at the request of the Dean or of a majority of its members, to discuss Collegiate issues and concerns and to disseminate administrative information. One member of the Executive Committee of the Collegiate Council and the Dean shall regularly report the substance of these discussions to the Collegiate Council. One officer of the Collegiate Council Executive Committee shall attend meetings of the Administrative Council. The Dean may also invite other members of the Collegiate Council, College faculty and students, and others to attend and to participate in Council meetings, as appropriate.

2. **Academic Planning Advisory Committee**

- a. **Membership:** This committee is composed of: the Dean, the College's Financial Officer, the College's Equity Officer, the Associate Dean for Faculty Affairs, the Associate Dean for Student Affairs, 2 members selected by the Administrative Council from among the Chairs of the College's academic units, 2 members selected from the Collegiate Council, and 5 members of the faculty appointed by the Dean with the advice and consent of the Collegiate Council.
- b. **Selection of members:** Members selected by the Administrative Council and the Collegiate Council shall be elected for a two year term, with one member elected each year. In the case of a vacancy in the middle of a term, the appropriate body should select a replacement to fill out the term. Members may not serve longer than two years. Appointments by the Dean shall be made annually, with members eligible to be reappointed for a second year of service. The Dean should manage his/her appointments so as to assure both experience and new perspectives on the committee. In addition, the appointments shall draw membership from as many different units of the College as possible and shall strive to provide the committee with diversity in gender and ethnicity.
- c. **Functions:**
  - i. To review and make recommendations to the Dean regarding strategic plans of the College's units. To deliberate and advise the Dean in preparing the College's strategic plan.
  - ii. To review and advise the Dean on the College's reversion and reallocation decisions in accord with guidelines supplied by the Campus.
  - iii. To review and make recommendations to the Dean regarding Directed Research Initiative Fund (DRIF) requests. To review and make recommendations to the Graduate School about supplemental funding for College projects.

- iv. To review and make recommendations to the Dean on the financial implications of proposals for new programs and curricula or for substantial changes in existing courses or curricula.
- v. To respond to any other requests from the Dean for advice on other business before the College with implication on resource allocation among the programs and priorities of the College.
- d. **Subcommittees:** The committee may create appropriate subcommittees and empower them to address particular functions or issues. Subcommittee membership should attend to the diversity mandated for the committee membership.
- e. **Meetings:** Meetings shall be called by the Dean as required by the business before the committee, or in response to written request of five members of the committee. The Dean or his/her designatee shall preside at meetings of the committee.
- f. **Voting:** Ex-officio members of the Committee — the Dean, the College's Financial Officer, the College's Equity Officer, the Associate Dean for Faculty Affairs, the Associate Dean for Student Affairs — shall serve with voice but without vote.

#### C. Administrative Officers: Selection and Duties

##### 1. The Dean:

- a. **Selection of the Dean.** The Dean shall be selected according to the procedures established by the institution. The faculty of the College expect the following rights to be respected in the procedures for the search:
  - i. The procedure should include consultation with the Collegiate Council as the representative faculty body of the College. This consultation should include, but is not limited to, procedures for the search, nominations for membership on the search committee, potential candidates for the office, and appropriate avenues of response to a list of candidates.
  - ii. The composition of the committee should include membership by faculty of the college. In most cases, a majority of the committee should be drawn from the faculty of the college.
  - iii. During the search, those conducting the search should continue to inform the faculty of the College of its progress and of opportunities for their participation.
  - iv. Prior to the appointment of a candidate, the faculty of the College should have the opportunity to forward information and opinion about candidates.
- b. **Duties of the Dean:**
  - i. To act as chief administrative officer of the College with responsibility to implement and execute College and University regulations and policies.
  - ii. To provide leadership in setting standards for academic excellence and in stimulating research, performance, and teaching. To foster conditions conducive to service by the College's faculty.

- iii. To act as the chief representative and advocate of the College in the University administration and Community.
- iv. To bear the final responsibility for the budget of the College and its academic and administrative units.
- v. To make recommendations with respect to all collegiate promotions and appointments carrying tenure; to review non-tenured appointments in academic and administrative units. In each case the dean shall follow the procedures specified in applicable University regulations.
- vi. To promote Affirmative Action policies within the College.
- vii. To maintain an advising system for students in the College and to certify the completion of their degree requirements.
- viii. To serve as an ex-officio member of the Collegiate Council, with voice but no vote, and to seek the Council's advice and/or consent, as specified in the Plan of Organization.
- ix. To preside at meetings of the Administrative Council and to seek the advice of its members on appropriate College business.
- x. To enforce implementation of the Plan of Organization.
- xi. To form ad hoc committees after due consultation with the Collegiate Council.
- xii. To report annually to the Collegiate Council on the state of the College.

**2. Department Chairs and Program Directors:**

- a. **Selection:** After consultation with the affected unit's Faculty Advisory Committee or after alternative consultation specified in the unit's Plan of Organization, the Dean shall appoint a committee to conduct the search. A majority of the members of the committee shall be from the Department or Program. The Search Committee shall solicit names of nominees from the members of the unit and shall apprise the unit of the progress of the search. All members of the Department or Program shall have the right to submit evaluations of recommended candidates to the Search Committee, the Dean, and the Provost. The Dean shall forward to the Provost his nominee from a list of names proposed by the Search Committee.
- b. **Duties of the Chair and Director:**
  - i. To act as the chief representative and advocate for the unit.
  - ii. To promote superior teaching, service, performance, and research among faculty members.
  - iii. To plan and administer the unit's budget, subject to consultation and review by the Dean.
  - iv. To make recommendations with respect to tenure and non-tenure appointments and promotions, as specified in applicable University regulations.

- v. To promote faculty recruitment and renewal and to promote Affirmative Action policies.
- vi. To administer the curriculum and related programs and to maintain appropriate advising systems for students.
- vii. To solicit the active participation of the faculty in Departmental or Program affairs and to communicate policies to faculty members.

D. Review of Units and Officers:

Academic Departments and Programs, Administrative Units, and Administrative Officers (the Dean, Chairs, and Directors) shall be reviewed regularly, as specified in Appendix, I.C.

## II. COLLEGIATE REPRESENTATION AND GOVERNANCE

A. Collegiate Council:

1. **Functions:**

- a. To act as the chief representative and advocate of the faculty of the College.
- b. To consult with the Dean, Department and Program Chairs and Directors, and other Collegiate administrators regarding programs within the College.
- c. To communicate matters of academic and administrative policy to College faculty and to respond to their concerns.
- d. To actively solicit information and opinion from College faculty on pending College matters and to communicate such information to the Dean.
- e. To receive and consider recommendations from the Dean or the Provost and to advise the Dean, University administrators and community on matters of College concern.
- f. To promote excellence in instruction, research, and creative activities, and to advise the Dean on long-range plans for the professional and physical development of the College.
- g. To supervise Collegial referenda and set guidelines for election of Council members and Senate representatives.
- h. To facilitate College communication via forms, discussions, electronic information dissemination, and any or all other means of information dispersal.
- i. To review and approve proposals for courses and curricula from units.
- j. To propose changes in the Plan of Organization and to propose and approve changes in its Appendices.
- k. To consult with the Provost, the search committee, and the President on selection of the Dean of the College. This duty includes, but is not confined to: advising the Provost on procedures for the search, forwarding concerns of the faculty of the College on matters regarding the selection of Dean, forwarding the names of candidates to be considered by the search committee, and responding to requests from the search committee and/or the appointing officer for evaluation of the candidates.

**2. Relationship to the Dean:**

Decisions of the Collegiate Council (excluding proposals to amend the Plan of Organization, as per Section V) are subject to approval by the Dean and, when necessary, by the Campus Senate, the Provost, the President, and the Board of Regents. When approved, the Dean, the Collegiate Council, and/or the appropriate administrator or committee shall put them into effect. If the Dean does not approve a policy decision of the Collegiate Council, the Dean shall state the reasons in writing. In such cases, the Collegiate Council may seek the support of the Campus Senate and/or the President.

**3. Collegiate Support:**

The College, through the Office of the Dean, shall furnish assistance to the Collegiate Council as a whole, and to its committees, in the discharging of official business. This shall include assistance with elections and referenda, the processing of academic proposals, and any other business involving educational programs and development of the College and its faculty.

**4. Composition:**

- a. The Dean shall have voice, but not vote, in the Collegiate Council.
- b. Each academic unit shall elect one member (and one alternate who shall attend and vote in the absence of the elected representative) from among its faculty. Faculty representatives shall serve a term of two years from July 1 after election and may not serve for more than two successive terms. Elections should be held prior to April 30th each year.
- c. The Executive Committee shall name one undergraduate student, one graduate student, and one staff member to the Collegiate Council. These representatives shall have voice, but not vote, in the deliberations of the Council and each shall come from a different academic unit within the College. If staff and students are represented in their own Councils, as described in Part III of this Plan, then their Collegiate Council representatives shall come from those bodies. Student and staff members shall serve for a term of two years from July 1 after selection, and may not serve for more than two successive terms.
- d. Procedures for the election, disqualification, and recall of Collegiate Council members are described in the Appendix at II. A. 4 d.

**5. Meetings:**

The Collegiate Council shall meet at least three times each semester. A quorum shall be a majority of the elected members. Meetings shall be open to all faculty of the College and to others that the Council may admit. Procedures for calling special meetings and making decisions in the absence of a quorum are described in the Appendix at II. A. 5.

**6. Officers:**

Officers of the Collegiate Council are the Chair, Vice-Chair, and Secretary. Officers shall be elected from and by the elected members of the Collegiate Council. The Chair shall preside over all meetings or, in the absence of the Chair, the Vice-Chair shall preside. Procedures for election are described in the Appendix at II. A. 6.

## B. Collegiate Council Committees

### 1. **Structure:**

- a. The standing committees shall be as follows:
  - i. Executive Committee
  - ii. Committee on Appointments, Promotion, and Tenure
  - iii. Committee on Programs, Courses, and Curricula
  - iv. Committee on New Technologies
- b. The Council may establish special committees and shall appoint (or delegate the appointment) of their members. These committees shall function until discharge by the Council.
- c. All faculty members eligible to vote in elections for the Collegiate Council may serve on its committees. Members of standing and special committees shall serve for one year and may be reappointed for one successive year. The composition of all committees shall be public information, available to all members of the College's faculty.
- d. The Dean may appoint an ex-officio member, with voice but not vote, to each Council committee. The Dean may also establish special committees after due consultation with the Collegiate Council.
- e. The Chair of each standing committee shall report regularly to the Collegiate Council and shall annually submit a written report for the Council. On the recommendation of the Executive Committee, the Collegiate Council may recall and replace the chair or a member of a committee by a two-thirds majority vote.
- f. Every fifth year, the Chair of the Collegiate Council shall appoint an ad hoc committee to review the Plan of Organization and to recommend changes, as necessary.

### 2. **Specific Committees:**

#### a. **Executive Committee:**

- i. **Membership:** The Executive Committee shall include the Dean, who shall have voice but not vote in its deliberations, the officers of the Collegiate Council, and one additional member of the Council, as elected by the Council. The Chair of the Council shall serve as its Chairperson. The Committee may delegate the Chair to act on its behalf. The Committee may invite non-members to assist the Committee and the Council in its deliberations; non-members shall have voice but not vote.
- ii. **Functions:** (a) To act for the Council in intervals between meetings. (b) To prepare the agenda for Council meetings. The Committee shall invite the Dean to report to the Council on a regular basis and shall solicit reports from Chairs of standing and special committees. The Council may direct that items be placed on the agenda, and Council members may suggest items for inclusion. (c) To undertake special projects or activities as directed by the Council as a whole.

- iii. Elections: The Executive Committee shall be elected annually at the last meeting of the Collegiate Council each spring. The Committee shall serve during the following year.
- iv. Meetings: The Executive Committee shall meet at least once each semester, at the call of its Chair. The quorum for the committee is three members. It shall meet before the first session of the year of its term to draw up a list of priorities for consideration by the Council at its first meeting.

**b. Committee on Appointments, Promotions, and Tenure:**

- i. Membership: The Dean, with the advice and consent of the Collegiate Council Executive Committee, shall appoint the committee members. The Committee shall consist of five members; all members shall hold the rank of full professor. Members shall serve one year, and may be reappointed by the Dean, with the advice and consent of the Collegiate Council Executive Committee, for one successive year. Insofar as possible, the committee should contain members in both their first and second year of service. The Dean should manage appointments so as to assure representation across a broad spectrum of units in the College, along with diversity in gender and ethnic background.
- ii. Functions: The committee shall deliberate in confidence and shall then make written recommendations on all cases of tenure, promotion, or appointments to the ranks of Associate and Full Professor. The Committee shall conduct its business in accordance with the policies set out in "The UMCP Policy on Appointment, Promotion, and Tenure of Faculty" (approved by the Chancellor March 26, 1993) and the "College of Arts and Humanities APT Procedures" (Approved by Collegiate Council in October, 1993).
- iii. Reports: The committee shall review its own policies and procedures at least every three years and report the results to the Collegiate Council. The committee shall also review the policies and procedures on tenure and promotion employed by academic units and, through the Collegiate Council and the Dean, suggest appropriate changes.
- iv. A formal review for reappointment of each probationary faculty for reappointment will be conducted no later than the third year following the initial appointment. The chair and the departmental APT committee will conduct this review as specified in the unit's Plan of Organization. In addition, each probationary faculty member will receive annual written assessments of his or her progress in the areas of teaching, research, and service; advice and guidance regarding actions that might further career goals; and any recommendations for changes in activities, emphases, or both. This annual assessment will be presented to the probationary faculty member and signed as seen; such acknowledgement does not imply agreement with the assessment offered in the review. The probationary faculty member has the right to submit an alternative or reactive statement to the annual review, and to have that included in his or her permanent file.

**c. Committee on Programs, Courses, and Curricula**

- i. Membership: The Dean, with the advice and consent of the Collegiate Council Executive Committee, shall appoint members. The committee shall consist of five faculty, one undergraduate student, and one graduate student. The Dean should manage appointments so as to assure representation across a broad spectrum of units in the College, along with diversity in gender and ethnic background.
- ii. Functions:
  - (a) The committee reviews and makes recommendations to the Dean on all proposals for new programs and curricula, all courses (new or existing) related to such proposals, all proposals for new courses or for substantial changes in existing courses or curricula. The Committee, in making its recommendations, shall consider the soundness of the proposal, evidence of need and availability of resources, appropriateness of sponsoring groups, assurance of non-duplication, and conformity with established priorities, goals, and existing regulations.
  - (b) The committee shall formulate and recommend to the Collegiate Council the academic priorities of the College regarding undergraduate and graduate programs and interdisciplinary and interdivisional studies. The committee shall review and recommend policies concerning matriculation and retention within the College, Collegiate degrees, honors programs of the academic units within the College, and other matters pertaining to the instructional program of the College.

**d. Committee on New Technologies**

- i. Membership: The Committee is composed of 5-7 faculty members, including a member elected by and from among the Collegiate Council, a staff or faculty member representing an academic support unit, research center, or gallery; one full-time lecturer, one full-time graduate student in a College program, plus the following ex officio members: the Director of Academic Computing, the Associate Director of Academic Technology, and the Director of the Maryland Institute for Technology in the Humanities (MITH). Other ex officio members may be appointed at the discretion of the Dean.

Appointments of the faculty members and graduate student shall be made by the Dean, after consultation with the Chair of the Committee, and with the advice and consent of the Collegiate Council Executive Committee. The Dean should manage appointments so as to assure representation across a broad spectrum of experience and competencies, especially in teaching-versus research-oriented technologies, broad representation from different units in the College, and diversity in gender and ethnic background. No unit within the College shall have more than one member on the committee at a given time.

The Chair shall serve a two-year term, renewable for a second two-year term. Other faculty members shall serve two-year terms and may not serve consecutive terms. Nonconsecutive terms must be separated by a period of no less than one academic year. Faculty terms shall be staggered to assure continuity of membership.

- ii. Functions: The committee advises the College on strategy and policy in the application of Information Technologies (IT) for scholarship, instruction, and creative activities. It also serves a communicative function by acting as a central clearinghouse for IT activities within the College. More specifically:

- (a) Strategy: The committee will engage in activities designed to review existing strategies and develop new strategies for the use of IT in the College, especially in instruction, research, and creative activities.

- (b) Policy: The committee shall regularly review existing policies and recommend new policies governing the purchase, use and support of IT equipment, facilities, and other infrastructure and personnel within the College, subject to approval from the Dean's Office.

Each year, normally in the spring semester, the committee shall review requests for College funds for instructional workstations and other IT equipment and software and shall make funding recommendations to the Dean's Office, special requests for College funding for IT.

- (c) Communication: In close cooperation with Academic Computing Services, the committee shall regularly distribute news and information about IT developments in the College.

Once each academic year the Chair shall report to the Chair of the Collegiate Council to report on the committee's activities during the preceding year and discuss future plans.

### **III. STAFF AND STUDENT COUNCIL**

The staff and the students associated with the College may create democratically organized bodies similar in character to the Collegiate Council. These Staff and Student Councils shall convey the interests and concerns of their respective constituents to the Collegiate Council and to the Dean, and they will convey information from the Collegiate Council and the Dean to their constituents. The Dean and the faculty shall have voice but not vote in these Staff and Student Councils. The powers of the Staff and Student Councils shall be determined by their Plans of Organization, as limited by the applicable policies of the Board of Regents.

### **IV. REVIEW OF UNIT GOVERNANCE**

- A. Every fifth year, the Chair of the Collegiate Council shall appoint an ad hoc committee to review unit Plans of Organization for compliance with the provisions of the College Plan and the University of Maryland, College Park Plan.
- B. Plans found not to be in compliance will be returned for revision. Notice of noncompliance will be sent to the Chair, with a copy to the Chair of the Faculty Advisory Committee, of the unit in question. Approved Plans will be attached to the College Plan on file for submission to the Senate in conjunction with its own five-year review.

- C. Upon receipt of a written complaint that procedures followed by a unit of the College are in violation of its approved Plan, the Chair of the Collegiate Council shall consult with the Dean concerning the complaint. Following consultation, the Chair may refer the matter to an appropriate person or office, or may set up an ad hoc committee to investigate the matter and report back to the Council. The Council shall provide a forum for discussion of complaints deemed significant.
- D. In the event that a unit of the College is found not to be in compliance with approved structures of the University and the College, the Collegiate Council may recommend that the Dean of the College take further appropriate action to enforce compliance.

## **V. AMENDMENT OF THE PLAN OF ORGANIZATION**

- A. Process of Amendment:
  - 1. Amendments or revisions may be proposed by members of the Collegiate Council, committees of the Council, or by petitions signed by 25 full-time faculty members in the College.
  - 2. The Collegiate Council shall discuss a proposed amendment at two successive meetings and then vote upon the proposal. Amendments that are approved by a majority of the Council members who are present and voting shall be submitted to a Collegiate referendum. Amendments that are not approved by a majority of the Council shall be submitted to a Collegiate referendum upon presentation to the Council of a petition signed by 75 full-time faculty members in the College.
  - 3. Amendments shall become part of the Plan of Organization if, in the Collegiate referendum, they receive either: 60% of the votes of those voting; OR 50% plus one of the votes of all full-time faculty in the College. The Collegiate Council shall ensure that referenda are conducted in a timely, just, and appropriate manner.
  - 4. Following a positive vote of the faculty, amendments to the Plan of Organization are subject to the approval of the Dean, by the Campus Senate and, when necessary, by the Provost, the President, and the Board of Regents.
- B. Review: The Plan of Organization shall be reviewed every fifth year by a committee elected by the Collegiate Council. By a 60% vote of the Collegiate Council or by resolution of 60% of the academic units, a committee may be created at any time to draft a new Plan of Organization. Recommended revisions or amendments or a new Plan of Organization shall be submitted to a Collegiate referendum as described above.
- C. Amendments to Appendices: Amendments to the Appendices of the Plan of Organization shall be approved by a 60% majority vote of the Collegiate Council. Proposed amendments to the Appendices shall be presented at a meeting of the Council and voted upon at a subsequent meeting.

## **VI. PLENARY SESSIONS**

The faculty of the College will meet in plenary session during the Spring semester of each academic year. The Collegiate Council will report to the faculty and, as appropriate, request its approval of policies and procedures. Such proposals shall become College policy, upon receiving appropriate administrative approval, if they receive a majority of the votes of those faculty members present and voting. The faculty, meeting in plenary session, may also approve amendments to the Plan of Organization; such amendments must be approved by 60% of those present and voting or 50% plus 1 of the number of faculty members eligible to vote in the College.

The Collegiate Council shall invite the Dean to address the plenary session with respect to College concerns. The Dean shall have voice but not vote in the plenary session.

As Amended May, 2004