

**ARTICLE 11**  
PLANS OF ORGANIZATION OF UNITS

11.1 Each College, School, Department and other Academic Program, and the Library (hereafter the word “unit” refers to all entities, i.e. all Colleges, Schools, Departments, and other Academic Programs, and the Library) shall have a Plan of Organization that conforms to the University of Maryland Plan of Organization for Shared Governance.

11.2 Requirements for Plans of Organization

The Plan of Organization of each unit shall provide for a unit-wide assembly. This assembly shall include faculty, staff, and students. All tenured/tenure-track faculty (as defined in 3.2.a.1) in the unit shall be members. Professional track faculty, other faculty, staff and student members shall be in such numbers, and selected through such methods, that each Plan shall specify. The Plan of Organization of each unit shall be consistent with the principles of shared governance and with relevant System and University policies such as the policies on Appointment, Promotion, and Tenure/Permanent Status; Merit Pay; and establishment of Faculty Advisory Councils.

11.2.a Department and Academic Program Plans of Organization

- (1) Each Department or Academic Program shall have an elected Faculty Advisory Council. The Faculty Advisory Council may include staff and students. The Faculty Advisory Council shall elect its own chair.
- (2) The duties of the Faculty Advisory Council shall include:
  - (a) Meeting regularly, but at least once per semester, with the Dean, Chair, or Director on matters of interest and concern to the Department or Academic Program. The Dean, Chair, or Director shall report to the Faculty Advisory Council as to the action on and disposition of recommendations from Department or Academic Program committees.
  - (b) Providing input to the Dean, Chair, or Director on matters including, but not limited to, administrative staffing, facilities use and planning, and the Department or Academic Program’s proposed annual budget. The Dean, Chair or Director shall provide to the Faculty Advisory Council a report of the unit’s expenditures of the prior fiscal year by program and category.
  - (c) Serving as a Committee on Committees for the Departments or Academic Programs to:
    - (i) nominate a slate of candidates from which the Dean or Chair may appoint members for service on all committees of the Department or Academic Program;
    - (ii) provide a slate of candidates from within the Department or Academic Program from which administrators above the Department or Academic Program level may appoint representatives to participate in the search,

nomination, and review of administrators within the Department or Academic Program.

- (3) Each Department or Academic Program shall have committees that participate in decisions on strategic planning; curriculum; and appointments, promotion, and tenure. All committees shall include faculty members. Staff and student members shall be included on appropriate committees. Additional governing bodies may be specified by the Plan of Organization of the Department or Academic Program.

### 11.3 Revision and Review of Plans of Organization

Each unit shall elect a committee to revise or develop a Plan of Organization consistent with 11.2 of this Article. The committee shall consist of members elected by and from the faculty, members elected by and from the staff, and, where appropriate, an undergraduate student member elected by and from the undergraduate students, and a graduate student member elected by and from the graduate students. The faculty members of the committee shall be elected from a slate consisting of candidates from each sub-unit. The committee shall submit the Plan to the faculty of the unit for approval, according to the procedures outlined in 11.3.a or 11.3.b of this Article and further described in an appendix of the Senate Bylaws. The Plan of Organization shall be reviewed every ten years by a newly elected committee.

#### 11.3.a Review of College, School, and Library Plans of Organization

- (1) The Plan of Organization of each College, School, and the Library, and any revisions thereto, shall be filed with the Senate for approval. The Senate shall submit each Plan of Organization to the appropriate Senate Committee for review of the component of the Plan concerning the appointment, promotion, and tenure of faculty members and to the appropriate Senate committee for review of the other components of the Plan. These reviews by Senate committees, and any negotiations with a College, School, or the Library by these Senate committees, shall be based on compliance with written University policy, procedures outlined in an appendix of the Senate Bylaws, and provisions in this Plan. If, after receiving the reports of the Senate committees, the Senate agrees that the Plan is in compliance, it will be approved. If not, the Plan will be returned for revision. The most recent approved Plan of Organization remains in effect until the Senate and the President of the University approve a revised Plan.

#### 11.3.b Review of Department and Academic Program Plans of Organization

- (1) The Plan of Organization of each Department and other Academic Programs in a College or School deemed to require a Plan of Organization by the Faculty Advisory Council of the College or School shall be filed with the Faculty Advisory Council of the College or School to which it belongs, and shall be reviewed for compliance with the provisions of this Article and with the Plan of Organization of the College or School. Plans which are found not to be in compliance will be returned for revision. The most recently approved Plan remains in effect until the Faculty Advisory Council approves a revised Plan.

11.4 Noncompliance with Required Reviews

No faculty members of the Library, a College, or a School without an approved Plan of Organization may be seated in the Senate unless so excused by the Executive Committee of the Senate, notwithstanding any other provisions for Senate representation in this Plan. This provision shall be effective two years after the approval of this Plan by the vote of the institutional constituencies. Likewise, Colleges and Schools may prohibit representation on the Faculty Advisory Councils of the College or School by departments without approved Plans of Organization.

- 11.5 Any College, School, the Libraries, Department, or Academic Program having, at the time of adoption of this document, a Plan of Organization which has been approved by the Senate and the President within the past seven years, the Plan may remain in effect until ten years after its most recent revision, at which time it must be reviewed according to the provisions of this Article. The University of Maryland Plan of Organization for Shared Governance supersedes any provisions in lower-level Plans that are in conflict with the purpose, applicability, or intent of this Plan.