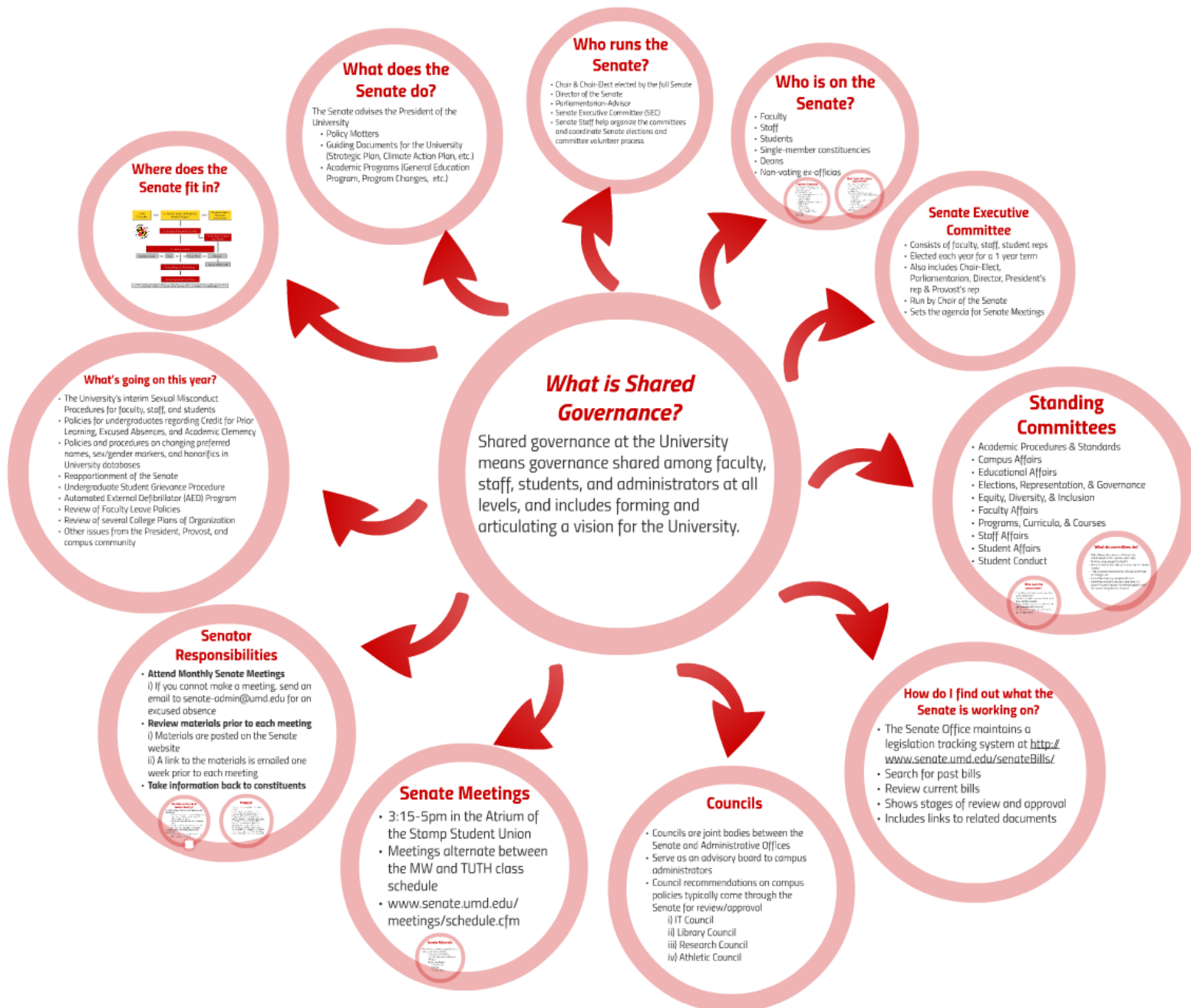


Orientation: Senators, Senate Meetings, and Shared Governance

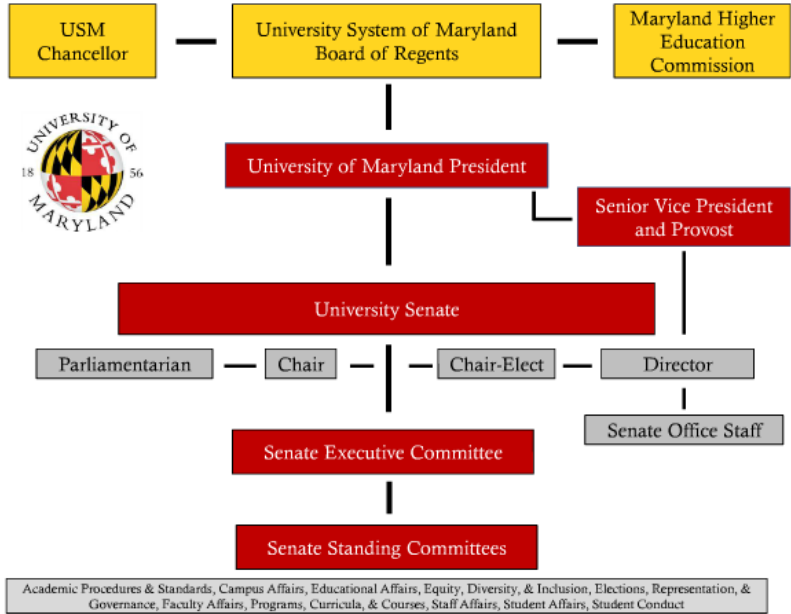


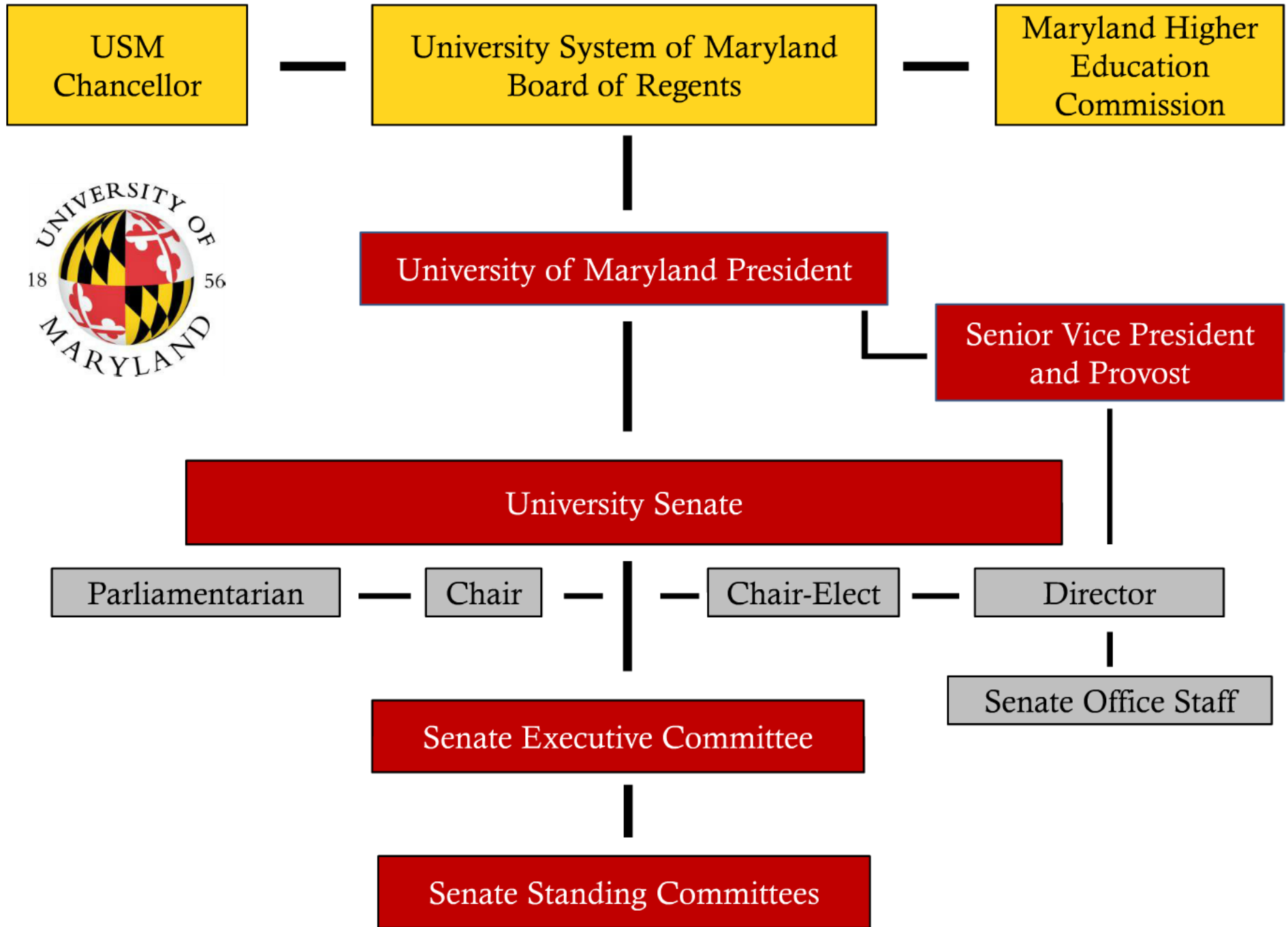


What is Shared Governance?

Shared governance at the University means governance shared among faculty, staff, students, and administrators at all levels, and includes forming and articulating a vision for the University.

Where does the Senate fit in?





Academic Procedures & Standards, Campus Affairs, Educational Affairs, Equity, Diversity, & Inclusion, Elections, Representation, & Governance, Faculty Affairs, Programs, Curricula, & Courses, Staff Affairs, Student Affairs, Student Conduct

What does the Senate do?

The Senate advises the President of the University

- Policy Matters
- Guiding Documents for the University (Strategic Plan, Climate Action Plan, etc.)
- Academic Programs (General Education Program, Program Changes, etc.)

Who runs the Senate?

- Chair & Chair-Elect elected by the full Senate
- Director of the Senate
- Parliamentarian-Advisor
- Senate Executive Committee (SEC)
- Senate Staff help organize the committees and coordinate Senate elections and committee volunteer process

Who is on the Senate?

- Faculty
- Staff
- Students
- Single-member constituencies
- Deans
- Non-voting ex-officios

Current Structure

- Tenured/Tenure-Track Faculty = 102
- Staff (11 Exempt & 10 Non-Exempt) = 21
- Undergraduates = 25
- Graduate Students = 10
- Single Member Constituencies (1 rep each)
 - Full-time Instructor
 - Part-time Instructor
 - Research Faculty
 - Adjunct Faculty & Prof of the Practice
 - Emeritus Faculty
 - Head Coaches
 - Contingent Staff
 - Part-time Undergraduates
 - Part-time Graduate Students
- Deans = 15
- Total = 182

Next Year's Structure (approximate)

- Tenured/Tenure-Track Faculty = 109
- Professional Track Faculty = 26
- Staff (Exempt & Non-Exempt) = 22
- Undergraduates = 26
- Graduate Students = 10
- Single Member Constituencies (1 rep each)
 - Part-time Research, Teaching, & Adjunct Faculty
 - Emeritus Faculty
 - Head Coaches
 - Postdoctoral Associates, Junior Lecturers, & Faculty Assistants
 - Contingent Staff
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- Deans = 15
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Senate Executive Committee

- Consists of faculty, staff, student reps
- Elected each year for a 1 year term
- Also includes Chair-Elect, Parliamentarian, Director, President's rep & Provost's rep
- Run by Chair of the Senate
- Sets the agenda for Senate Meetings

Standing Committees

- Academic Procedures & Standards
- Campus Affairs
- Educational Affairs
- Elections, Representation, & Governance
- Equity, Diversity, & Inclusion
- Faculty Affairs
- Programs, Curricula, & Courses
- Staff Affairs
- Student Affairs
- Student Conduct

Who is on the committees?

- Committee chairs are Senators appointed by the Senate Chair
- Members are volunteers, and do not need to be Senators to serve
- Made up of reps from all constituencies & reps from administrative units
- Fac/Staff serve 2 year terms & Students serve 1 year terms

What do committees do?

- Help address the concerns of the various constituencies in the campus community
- Analyze issues brought to the SEC
- Research and do the bulk of the work that the Senate reviews
- Make recommendations to the SEC and full Senate for changes, etc.
- Committee meetings are generally open
- Committee materials are considered working documents and thus are not released publicly until the committee generates its report

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How do I find out what the Senate is working on?

- The Senate Office maintains a legislation tracking system at <http://www.senate.umd.edu/senateBills/>
 - Search for past bills
 - Review current bills
 - Shows stages of review and approval
 - Includes links to related documents
- 

Councils

- Councils are joint bodies between the Senate and Administrative Offices
- Serve as an advisory board to campus administrators
- Council recommendations on campus policies typically come through the Senate for review/approval
 - i) IT Council
 - ii) Library Council
 - iii) Research Council
 - iv) Athletic Council

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Senate Meetings

- 3:15-5pm in the Atrium of the Stamp Student Union
- Meetings alternate between the MW and TUTH class schedule
- www.senate.umd.edu/meetings/schedule.cfm

Senate Materials

Materials are sent out and posted 1 week prior to each Senate Meeting

- Portfolio of all materials
- Agenda (action vs. information)
- Minutes
- Committee Reports
 - i) Transmittal
 - ii) Report
 - iii) Appendices

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Senator Responsibilities

- **Attend Monthly Senate Meetings**
 - i) If you cannot make a meeting, send an email to senate-admin@umd.edu for an excused absence
- **Review materials prior to each meeting**
 - i) Materials are posted on the Senate website
 - ii) A link to the materials is emailed one week prior to each meeting
- **Take information back to constituents**

What do senators do at Senate Meetings?

The Chair will open the floor to discussion on each agenda item

- Senators may approach the microphone, state your name, constituency and college if they wish to make a comment
- Senators can also introduce a non-Senator to speak
- Ex-officio members are welcome to speak on the floor (deans, etc) without introduction

The Chair will open the voting period on each agenda item

- Senators will use your clicker to vote (1, in favor; 2, opposed; 3, abstain)



Protocol

- Only Senators or those introduced by a Senator may speak
- During presentation of committee reports, members of the committee may speak as well, including ex-officio committee members
- The audio from each Senate meeting is recorded
- When you approach the microphone, please state your name, constituency, and college before speaking. This will allow us to identify your comments when drafting the minutes. Also, please make sure to tilt the microphone up or down as needed in order to speak directly into the microphone. We also have a wireless microphone available if the wired microphone is not accessible

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What's going on this year?

- The University's interim Sexual Misconduct Procedures for faculty, staff, and students
- Policies for undergraduates regarding Credit for Prior Learning, Excused Absences, and Academic Clemency
- Policies and procedures on changing preferred names, sex/gender markers, and honorifics in University databases
- Reapportionment of the Senate
- Undergraduate Student Grievance Procedure
- Automated External Defibrillator (AED) Program
- Review of Faculty Leave Policies
- Review of several College Plans of Organization
- Other issues from the President, Provost, and campus community