

September 11, 2013

**MEMORANDUM**

**TO:** University Senate Members

**FROM:** Vincent Novara  
Chair of the University Senate

**SUBJECT:** University Senate Meeting on Wednesday, September 18, 2013

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The first meeting of the University Senate will be held on Wednesday, September 18, 2013. The meeting will convene at 3:15 p.m., in the Atrium of the Stamp Student Union. If you are unable to attend, please contact the Senate Office<sup>1</sup> by calling 301-405-5805 or sending an email to [senate-admin@umd.edu](mailto:senate-admin@umd.edu) for an excused absence. Your response will assure an accurate quorum count for the meeting.

**The meeting materials can be accessed on the Senate Web site. Please go to <http://www.senate.umd.edu/meetings/materials/> and click on the date of the meeting. Remember that each transmittal form provides a statement of the issue, a recommendation, and a summary of the committee's work. These are invaluable in helping to navigate the materials.**

**Meeting Agenda**

1. Call to Order
2. Approval of the May 2, 2013, Senate Minutes (Action)
3. Report of the Chair
4. 2012-2013 Senate Legislation Log (Senate Doc. No. 13-14-01) (Information)
5. A Proposal for the University of Maryland to Join the Coalition on Intercollegiate Athletics (COIA) Senate Doc. No. 12-13-14) (Information)
6. CTAC Replacement Election [Faculty Senators Only] (Senate Doc. No. 13-14-04) (Action)
7. IT Council Structure (Senate Doc. No. 12-13-45) (Action)

8. Approval of the Standing Committee & Council Slates 2013-2014 (Senate Doc. No. 12-13-02) (Action)
9. Revisions to the School of Public Policy Plan of Organization (Senate Doc. No. 12-13-10) (Action)
10. Revisions to the University of Maryland Libraries Plan of Organization (Senate Doc. No. 12-13-38) (Action)
11. New Business
12. Adjournment

<sup>1</sup> Any request for excused absence made after 1:00 p.m. will not be recorded as an excused absence.

## **University Senate**

May 2, 2013

### **Members Present**

Members present at the meeting: 106

### **Call to Order**

Senate Chair Smith called the meeting to order at 3:21 p.m.

Smith welcomed the incoming senators and asked that they please stand to be recognized. She stated her appreciation for their service and commitment to the University.

### **Election of the Chair-Elect**

Chair Smith introduced Doron Levy, Faculty, College of Computer, Mathematical, and Natural Sciences (CMNS), and Donald Webster, Faculty, College of Agriculture and Natural Resources (AGNR) as the candidates for Chair-Elect and thanked them for their willingness to serve. She opened the floor to nominations. Hearing no additional nominations, she requested that all voting Senators vote on the Chair-Elect. Chair Smith announced that Donald Webster had been elected Chair-Elect.

### **Approval of the Minutes**

Chair Smith asked for additions or corrections to the minutes of the April 17, 2013 meeting. Hearing none, she declared the minutes approved as distributed.

### **Report of the Outgoing Chair, Martha Nell Smith**

Chair Smith stated that she has thoroughly enjoyed the past year as Senate Chair. She thanked the Parliamentarian and the Senate Staff for their support. Smith highlighted some of the work from the past year: the presentations by Kumea Shorter-Gooden, Chief Diversity Officer, the Open-Access and APT Task Forces, President Loh's State of the Campus Address, the Move to the Big 10, and the new Provost, Mary Ann Rankin. She also commented on the important upcoming work including the report from the Joint Task Force on Sexual Harassment Policies. Smith welcomed the incoming chair, Vincent Novara and wished the Senate luck in its upcoming year.

Incoming Chair, Vincent Novara, thanked Smith for her outstanding service and leadership over the past year and presented her with a token of appreciation.

Chair Novara recognized Senator Walters, Faculty, College of Computer, Mathematical and Natural Sciences (CMNS).

Senator Walters made a motion to set aside the Senate agenda in order to enter a *motion of appreciation, thanks, and commendation to Martha Nell Smith for her untiring efforts on behalf of the students, staff, and faculty at the University of Maryland during the past two years as Chair-Elect and Chair of the University Senate, performed in addition to her strong scholarly efforts to bring technology and the humanities together.*

The resolution was adopted by acclamation.

Chair Novara expressed the Senate's gratitude to Outgoing Chair Smith and wished her well.

Chair Novara also expressed the importance of shared governance and his personal gratitude for the opportunity to serve as only the second chair of the Senate to not come from the instructional faculty.

### **Special Elections**

Chair Novara thanked Denise Best and the Nominations Committee for their work in developing the slates and the candidates who have agreed to run. He also encouraged senators to volunteer to serve on a senate committee. He then provided instructions on the process for the special elections.

#### Senate Executive Committee

Novara requested that all voting senators take out the ballots for the vote of the Senate Executive Committee and strike out Donald Webster as a candidate because the chair-elect is an ex-officio member of the SEC. He also noted that Justin Dent, Kevin Lacherra, and Madelyn Simon have withdrawn their names from the ballot. He opened the floor to nominations. Hearing none, he asked senators to complete their ballots.

#### Committee on Committees

Novara asked all voting senators to take out the ballots for the vote of the Committee on Committees. He opened the floor to nominations. Hearing none, he asked the senators to complete their ballots.

#### Athletic Council

Novara asked all faculty senators to take out the ballots for the vote of the Athletic Council. He opened the floor to nominations. Hearing none, he asked the faculty senators to complete their ballots.

#### Council of University System Faculty (CUSF)

Novara asked all faculty senators to take out the ballots for the vote of the Council of University System Faculty (CUSF). He opened the floor to nominations. Hearing none, he asked the faculty senators to complete their ballots.

#### Campus Transportation Advisory Committee (CTAC)

Novara requested that all faculty, staff, and undergraduate senators take out their ballots for the vote of the Campus Transportation Advisory Committee (CTAC). He opened the floor to nominations. Hearing none, he asked the senators to complete their ballots.

Chair Novara stated that Reka Montfort would announce the results of the special elections by email following the meeting.

Novara announced that the Senate Meeting Schedule for 2013-2014 has been finalized and will be emailed to senators. He reminded everyone that only senators or those introduced by senators may speak. For the record, all speakers should state his or her name and constituency prior to speaking.

### **Committee Reports**

#### **Code of Student Conduct Expansion of Jurisdiction (Senate Doc. No. 12-13-26) (Action)**

Jason Speck, Chair of the Student Conduct Committee, presented the Code of Student Conduct Expansion of Jurisdiction and provided background information about the committee's work and its recommendation to expand the Code's jurisdiction.

Novara opened the floor to discussion of the report.

Senator Burns, Undergraduate, College of Computer, Mathematical, and Natural Sciences (CMNS), introduced Sasha Azar, President of the Residence Hall Association (RHA). She stated that the RHA met a few weeks ago and raised concerns regarding vague language in the new policy, the lack of boundaries, and that the expansion itself appears to go far beyond combatting hazing and sexual misconduct. They believe that the police should handle noise and other violations. The Office of Student Conduct's role is not to fill in the gaps in the criminal justice system. RHA will continue to work with the administration about these concerns and will advertise the changes should this pass.

Speck stated that it is understandable that there are concerns about the language, but it does align with other USM and peer institutions. The language is broad to give the Office of Student Conduct discretion but also provides protection for students living off-campus.

Samantha Zwerling, Student Government Association (SGA) President, submitted a resolution recently passed by the SGA in support of the expansion of jurisdiction to be entered into the Senate record. The SGA supports the ideal that the University ensures the safety of its students. She is confident that the goal of this expansion is not to crack down on under-age drinking. We should be in-line with our peer institutions on this issue. Overall, this is good for the students.

Senator Ratner, Undergraduate, College of Behavioral and Social Sciences (BSOS), stated that he is also the SGA City Council Liaison and has been working with the City of College Park on different policies to improve relationships between students, landlords, the community etc. This policy is important to the City. It shows that the University is invested in the City and in making the community better by holding students accountable for actions off-campus. We are representatives of the University so we should be accountable for our actions regardless of location.

Speck stated that this policy reflects the reality that so many students do live off-campus.

Senator Ellis, Research Faculty, recalled the initiation of the riot policy. There was enormous pressure from the Board of Regents and athletics donors because they were displeased with image problems caused by rioting incidents. The new language appears to allow the Office of Student Conduct to throw students out of the University for bad language or other smaller infractions. Did the committee consider the influence of senior administrators and/or legislators to apply pressure to broadly interpret the policy?

Speck stated that the policy has been of interest to many groups throughout the campus. We did not go through specific scenarios but rather to broaden the scope of the existing practice. The Office of Student Conduct does have discretion, and it is incumbent on that office not to bow to public or outside pressure. He commented that the Office of Student Conduct utilizes progressive discipline and has an educational component that will be more helpful to students than the criminal justice system.

Senator Davis, Graduate Student, College of Computer, Mathematical, and Natural Sciences (CMNS), stated that he appreciates the intent of the policy but proposed an amendment. The amendment was seconded.

(c) not on University premises if the conduct would otherwise constitute a violation of this Code had it occurred on University premises and if in the judgment of the Director of Student Conduct the conduct affects the ~~health, safety, or well-being~~ of the University community or the orderly operation of the University, ~~or other distinct University interests.~~

Chair Novara opened the floor to discussion of the amendment.

Senator Mallios, Faculty, College of Arts & Humanities, stated that it is important for the University to play a role but he feels that it give the Director of the Office of Student Conduct a lot of discretion. What happens if there is not a good Director? Is there an appeals process in place? Is there a handbook to explain the rationale for the policy? Does the Director determine whether the act occurred or presume that the offense occurred?

Speck responded that there is an appeals process in place where the Student Conduct Committee plays a role and clarified that the Director does not try or decide

these cases but rather the Honor Board does. The committee did discuss an educational campaign for the students. The code is in place but now it applies whether you are on or off campus.

Hearing no further discussion on the amendment, Chair Novara called for a vote on the amendment. **The result was 45 in favor, 41 opposed, and 9 abstentions. The amendment passed.**

Novara opened the floor to discussion of the policy as amended.

Senator Cox, Graduate Student, Robert H. Smith School of Business, stated that this policy would also affect the other satellite campuses of the University such as Shady Grove. She stated that the policy is unclear especially related to criminal offenses whether they are convicted or not. She feels that the policy is abstract and opens a dangerous door.

Speck responded that creating a specific list of offenses risks missing an offense. Peer institutions have similar guidelines.

Andrea Goodwin, Student Conduct Committee Member, noted that the Code already does apply to students at the Shady Grove campus. In addition, currently, if students were charged with a criminal offense on campus, the same scenario would apply where the University could pursue disciplinary actions regardless of the outcome of the criminal case. If there is a sexual misconduct case that was not prosecuted, the student could still use the Code as a mechanism for recourse.

Senator Lathrop, Faculty, College of Computer, Mathematical, and Natural Sciences (CMNS), asked whether (10. b.) would prohibit students from participating at shooting ranges or hunting without campus permission.

Andrea Goodwin, Student Conduct Committee Member, stated that that would not be considered "unauthorized" use or possession of a weapon. The Code refers to weapons in student housing or on campus. If they have a license to carry the weapon or it is authorized by the facility, we would not consider it to be "unauthorized" use.

Senator Burns, Undergraduate, College of Computer, Mathematical, and Natural Sciences (CMNS), questioned the fairness of punishing students under the code when they were found not guilty through the criminal justice system.

Speck responded that the policy already allows the code to be applied regardless of the outcome of criminal offense if the incident occurred on campus. This change would allow that same principle to apply off-campus.

Senator Burns further stated that Code puts the burden of proof on the student. He expressed concern that the new policy would cause more harm than good, and students would not be able to adequately defend themselves.

Speck stated that the burden of proof is always on the person that brings the case forward.

Senator Good-Cohn, Undergraduate, College of Behavioral & Social Sciences (BSOS), introduced Matthew Popkin, Undergraduate. Popkin stated that he believes that the policy has been thoroughly vetted and well reviewed. It is extending the current Code, which works pretty well on campus. It would help the safety of this community so he urged senators to support the policy.

Senator Lathrop proposed an amendment to the policy. The amendment was seconded.

(b) ~~Unauthorized~~ **Illegal** use, possession, or storage of any weapon

Andrea Goodwin, Student Conduct Committee Member, stated that because guns are unauthorized on campus, the language would have to say illegal or unauthorized use because the code applies on campus right now. It is not illegal all the time to carry a weapon but it is unauthorized on this campus. She is afraid that the amendment would hurt our on-campus constituents and change the policy significantly.

Senator Lathrop agreed to alter his amendment and the change was seconded.

(b) Unauthorized **on campus or illegal off campus** use, possession, or storage of any weapon

Chair Novara opened the floor to discussion of the amendment; hearing none, he called for a vote on the amendment. **The result was 69 in favor, 20 opposed, and 2 abstentions. The amendment passed.**

Chair Novara opened the floor to discussion of the proposal as amended.

Senator Burke, Part-Time Graduate Student, inquired whether campus security could now expand into off campus.

Speck responded that simultaneously, the Department of Public Safety would expand its concurrent jurisdiction with the Prince Georges County Police. They will be present in areas where they had not in the past. That will happen regardless of this legislation.

Chair Novara called for a vote on the proposal as amended. **The result was 68 in favor, 18 opposed, and 4 abstentions. The proposal passed.**

**Proposal Updating Policy III-1.20 (B): University of Maryland Procedures for Review of Alleged Arbitrary and Capricious Grading - Undergraduate Students (Senate Doc. No. 12-13-43) (Action)**



Reid Compton, Member of the Academic Procedures & Standards (APAS) Committee, presented the Proposal Updating Policy III-1.20 (B): University of Maryland Procedures for Review of Alleged Arbitrary and Capricious Grading - Undergraduate Students and provided background information about the committee's work and its recommendation to align the undergraduate and graduate policies.

Novara opened the floor to discussion of the proposal. Hearing none, he called for a vote on the proposal. **The result was 78 in favor, 5 opposed, and 4 abstentions. The proposal passed.**

**Special Order of the Day**  
**Cynthia Hale**  
**Chair, Joint President/Senate Sexual Harassment Policies &**  
**Procedures Task Force**  
***Feedback on the Task Force's Charge***

Chair Novara introduced Cynthia Hale, Chair of the Joint President/Senate Sexual Harassment Policies & Procedures Task Force.

Hale gave a status report of the task force's work to date.

Overview

The task force was convened in July 2012. President Loh and the SEC charged the task force with reviewing the University's Sexual Harassment Policies and Procedures. The task force expected to report back by March 2013 but requested an extension to October 2013 in order to thoroughly review the issue.

Charge

Hale explained the elements of the task force's charge:

1. Consult on current practices and procedures regarding cases of sexual harassment and misconduct with relevant campus units and programs.
2. Review the consistency and understanding by the campus community of existing policy and procedures.
3. Recommend enhanced communication strategies.
4. Assess the efficacy, frequency, and scope of the current sexual harassment and misconduct training options.
5. Assess whether existing definitions, policies, and procedures comport with current legal requirements.
6. Review and assess the existing appeals process for sexual harassment and misconduct cases.

Review Process

Hale explained that the University has hired nationally recognized consultants to assist the Task Force – Leslie Gomez and Gina Smith with Pepper Hamilton, LLP. The consultants have conducted interviews with key constituents on campus on four separate occasions. The task force will review their findings and incorporate any

recommendations into its final report, as appropriate.

#### Timeframe

The task force has met on ten occasions to develop a course of action, discuss research findings, and draft recommendations. The task force will continue to meet over the summer. Recently, the SEC referred a proposal on mandatory trainings for students related to sexual misconduct. The task force will consider the proposal and incorporate it into its deliberations.

#### Feedback

The task force is currently looking for feedback from the community on its charge and process. We have created an anonymous survey to gather input from the community. Comments will be collected until June 2, 2013.

Chair Novara opened the floor to questions and reminded Senators to keep questions broad and unrelated to specific cases. Hearing none, he thanked Hale for her presentation.

### **New Business**

There was no new business.

### **Adjournment**

Senate Chair Novara adjourned the meeting at 4:46 p.m.



## University Senate TRANSMITTAL FORM

|                                     |   |
|-------------------------------------|---|
| <b>Senate Document #:</b>           | 13-14-01  |
| <b>PCC ID #:</b>                    | N/A   |
| <b>Title:</b>                       | 2012-2013 Legislation Log   |
| <b>Presenter:</b>                   | Senate Office   |
| <b>Date of SEC Review:</b>          | August 29, 2013   |
| <b>Date of Senate Review:</b>       | September 18, 2013  |
| <b>Voting (highlight one):</b>      | Informational item – no vote is necessary   |
|                                     |   |
| <b>Statement of Issue:</b>          | The Senate Legislation Log is an overview of the work brought to the Senate during the 2012-2013 academic year. The log shows all completed legislation as well dates of subsequent approvals following Senate approval. In addition, there is a table of continuing legislation that was not completed last year but will continue into the 2013-2014 academic year. |
| <b>Relevant Policy # &amp; URL:</b> | N/A   |
| <b>Recommendation:</b>              | The Legislation Log is provided for informational purposes.   |
| <b>Committee Work:</b>              | N/A   |
| <b>Alternatives:</b>                | N/A   |
| <b>Risks:</b>                       | N/A   |
| <b>Financial Implications:</b>      | N/A   |
| <b>Further Approvals Required:</b>  | N/A   |

## Completed University Senate Legislation 2012-2013

| Senate Document Number | Action  | Date of Senate Meeting Action | Disposition   | Approval Date(s)   | Completion Date |
|------------------------|---|-------------------------------|---|--------------------|-----------------|
| 10-11-24               | Proposal to Review the Practice of Scanning License Plates  | 8/29/13                       | Complete: The SEC reviewed and accepted CTAC's decision to extend data storage from 30 days to 90 days.                               | N/A                | 8/29/13         |
| 11-12-03               | Reform of the University APT Committee Procedures   | 9/20/12                       | Presidential Approval   | 9/27/12            | 9/27/12         |
| 11-12-11               | Proposal to Clarify and Improve Student Class Selection   | 9/20/12                       | Presidential Approval   | 9/27/12            | 9/27/12         |
| 11-12-12               | Proposal to Change the Committee on the Review of Student Fees (CRSF) Operating Procedure   | 4/4/13                        | Presidential Approval   | 4/15/13            | 4/15/13         |
| 11-12-22               | Expansion of Promoting Responsible Action in Medical Emergencies  | 2/14/13                       | Presidential Approval   | 2/20/13            | 2/20/13         |
| 11-12-30               | Proposal to Implement a Retroactive Withdrawal Policy at the University of Maryland   | 2/14/13                       | Presidential Approval   | 2/20/13            | 2/20/13         |
| 11-12-42               | Improving Accountability and Transparency of the University Senate  | N/A                           | Complete: The proposers received a letter from the SEC explaining its decision not to charge a committee with reviewing the proposal. | N/A                | 10/4/12         |
| 11-12-44               | 2012 Council of University System Staff Elections   | 9/20/12                       | CUSS Approval   | 9/1/12             | 9/20/12         |
| 12-13-01               | 2011-2012 Legislation Log   | 9/20/12                       | Complete: The Senate reviewed the legislation log.  |                    | 9/20/12         |
| 12-13-02               | Approval of the 2012-2013 Committee & Council Slates  | 9/20/12                       | Presidential Approval   | 9/27/12            | 9/27/12         |
| 12-13-03               | Calculation of Commencement Honors  | 4/4/13                        | Presidential Approval   | 4/15/13            | 4/15/13         |
| 12-13-04               | Review of the Interim Faculty Parental Leave Policy   | 10/10/12                      | Presidential Approval   | 11/1/12            | 11/1/12         |
| 12-13-05               | Consideration of a Faculty Salary Step System   | N/A                           | Complete: The committee received a letter from the SEC explaining its decision to charge the committee with review of related issues. | N/A                | 3/15/13         |
| 12-13-06               | Review of the Coursera Program  | 4/17/13                       | Presidential Approval   | 5/2/13             | 5/2/13          |
| 12-13-07               | Implementation of the Policy On Smoking At USM Institutions   | 4/4/13                        | Presidential Approval   | 5/2/13             | 5/2/13          |
| 12-13-08               | Revisions to the College of Behavioral and Social Sciences (BSOS) Plan of Organization  | 4/4/13                        | Presidential Approval   | 4/15/13            | 4/15/13         |
| 12-13-09               | Revisions to the Philip Merrill College of Journalism Plan of Organization  | 4/4/13                        | Presidential Approval   | 4/15/13            | 4/15/13         |
| 12-13-12               | Presence of Chik-Fil-A in Stamp Student Union   | N/A                           | Complete: The proposer received a letter from the SEC explaining its decision not to charge a committee with reviewing the proposal.  | N/A                | 10/4/12         |
| 12-13-13               | Requiring of riders of motorized scooters on campus to take a rider safety and traffic law class prior to registering scooter with DOTS | N/A                           | Complete: The proposer requested that his proposal be rescinded.  | N/A                | 1/15/13         |
| 12-13-15               | Modify the membership of the Educational Affairs Committee to Include a Representative of the Division of Information Technology        | 12/5/12                       | Presidential Approval   | 12/19/12           | 12/19/12        |
| 12-13-16               | Activation of the USM "[Institution] Professor" Title as "University of Maryland Professor"   | 11/1/12                       | Presidential Approval   | 11/5/12            | 11/5/12         |
| 12-13-17               | Mechanism for Replacing Senator and Committee Member Seats if Current Members are No Longer Eligible                                    | N/A                           | Complete: The Senate Office began implementation of the ERG Committee's recommendations.  | N/A                | 2/22/13         |
| 12-13-19               | Columbus Day  | N/A                           | Complete: The proposer received a letter explaining the SEC's decision not to initiate a Senate review of this issue.                 | N/A                | 10/25/12        |
| 12-13-23               | Proposal to Make Senate Committee Meeting Agendas Publicly Accessible Online  | N/A                           | Complete: The Senate Office began implementing the practice of making committee agendas publicly accessible online.                   | N/A                | 10/19/12        |
| 12-13-25               | Proposal to Maintain Accurate Voting Records for Senators   | N/A                           | Complete: The proposer received a letter from the SEC explaining its decision not to charge a committee with reviewing the proposal.  | N/A                | 11/16/12        |
| 12-13-26               | Code of Student Conduct Expansion of Jurisdiction   | 5/2/13                        | Presidential Approval   | 5/9/13             | 5/9/13          |
| 12-13-27               | Nominations Committee Slate 2012-2013   | 12/5/12                       | Complete: The Senate voted in favor of the slate.   | N/A                | 12/5/12         |
| 12-13-31               | PCC Proposal to Establish a Post-Baccalaureate Certificate in Achievement Motivation & Adolescent Self and Social                       | 2/14/13                       | Presidential Approval<br>Chancellor's Approval  | 2/20/13<br>4/17/13 | 5/31/13         |

|          | Processes   |         | MHEC Approval  | 5/31/13                       |         |
|----------|---|---------|--|-------------------------------|---------|
| 12-13-32 | PCC Proposal Establish a Post-Baccalaureate Certificate in Adolescent Cognitive Development and Motivation to Read                                      | 2/14/13 | Presidential Approval<br>Chancellor's Approval<br>MHEC Approval  | 2/20/13<br>4/17/13<br>5/31/13 | 5/31/13 |
| 12-13-33 | DOTS Customer Service Needs   | N/A     | Complete: The Director of Transportation Services reviewed the proposal and is taking appropriate action.  | N/A                           | 2/8/13  |
| 12-13-35 | Promoting Innovation: The University of Maryland Information Technology Strategic Plan  | 2/14/13 | Presidential Approval  | 2/20/13                       | 2/20/13 |
| 12-13-36 | Open Access Issues  | 2/14/13 | Presidential Approval  | 2/20/13                       | 2/20/13 |
| 12-13-41 | Non-Tenure Track Faculty Policies & Procedures  | 4/4/13  | Presidential Approval  | 4/15/13                       | 4/15/13 |
| 12-13-43 | Proposal Updating Policy III-1.20(B): University of Maryland Procedures for Review of Alleged Arbitrary and Capricious Grading - Undergraduate Students | 5/2/13  | Presidential Approval  | 5/9/13                        | 5/9/13  |
| 12-13-44 | Upholding Shared Governance: Creation of a Single-Member Constituency Representative Position for 5-Year Program Students                               | N/A     | Complete: The proposer received a letter from the SEC explaining its decision not to charge a committee with reviewing the proposal.                                 | N/A                           | 3/15/13 |
| 12-13-47 | Request to Modify the Membership of the Academic Procedures & Standards (APAS) Committee to Include a Representative of the Office of the Registrar     | 4/17/13 | Presidential Approval  | 5/2/13                        | 5/2/13  |
| 12-13-48 | Campus Safety Report 2013   | 4/17/13 | Complete: The Senate reviewed the report.  | N/A                           | 4/17/13 |
| 12-13-49 | Transition Meeting Slate 2013   | 5/2/13  | Complete: The Senate conducted the elections.  | N/A                           | 5/2/13  |
| 12-13-51 | Proposal to Amend the Membership of the Senate Executive Committee  | N/A     | Complete: The revised proposal will be submitted to the Plan of Organization Review Committee for its consideration.   | N/A                           | 5/2/13  |
| 12-13-52 | Shifting the Academic Calendar  | N/A     | Complete: The proposer received a letter from the SEC explaining its decision not to charge a committee with reviewing the proposal.                                 | N/A                           | 5/6/13  |
| 12-13-53 | Policy on Hostile Workplace Environments  | N/A     | Complete: The proposer received a letter from the SEC explaining its decision to reject the proposal and charge a committee with a broader review of related issues. | N/A                           | 5/6/13  |

### Pending University Senate Legislation 2012-2013

| Senate Doc #                                 | Name  | Requester  | Reviewing Body  | Date Initiated | Senate Status |
|--|---|--|---|----------------|---------------|
| <i>Legislation Reviewed from Prior Years</i> |   |  |   |                |               |
| 08-09-20                                     | Academic Integrity  | David Freund, Chair of the Student Conduct Committee (SCC)   | Student Conduct Committee   | 12/15/08       | Under Review. |
| 10-11-36                                     | Review of the Policy on Intellectual Property   | Elisabeth Smela  | Research Council  | 12/9/10        | Under Review. |
| 10-11-56                                     | Review of the Maryland Fire and Rescue Institute (MFRI) Plan of Organization                        | Wayne Colburn, MFRI  | ERG Committee   | 4/12/11        | Under Review. |
| 11-12-35                                     | Proposed Policy for Parental Leave for Staff  | ADVANCE Program  | Staff Affairs Committee   | 3/9/12         | Under Review. |
| 11-12-41                                     | Revisions to the School of Architecture, Planning, and Preservation (ARCH) Plan of Organization     | School of Architecture, Planning, and Preservation           | ERG Committee and Faculty Affairs Committee                               | 3/26/12        | Under Review. |
| 11-12-43                                     | Review of the University of Maryland Policies and Procedures on Sexual Harassment                   | President Loh & Senate Executive Committee (SEC)             | Joint President/Senate Sexual Harassment Policies & Procedures Task Force | 5/3/12         | Under Review. |
| <i>Legislation Reviewed from 2012-2013</i>   |   |  |   |                |               |
| 12-13-10                                     | Revisions to the School of Public Policy Plan of Organization                                       | School of Public Policy                                      | Senate  | 9/10/12        | Under Review. |
| 12-13-11                                     | Proposal to Establish a Policy of Mandatory Parental Leave for Graduate Assistants                  | David Colon-Cabrera, GSG President                           | Graduate Council  | 8/31/12        | Under Review. |
| 12-13-14                                     | A proposal for the University of Maryland to join the Coalition on Intercollegiate Athletics (COIA) | Eric Kasischke, Faculty, Department of Geographical Sciences | Senate  | 9/4/12         | Under Review. |
| 12-13-18                                     | Student Parking During Events on Campus   | Christopher C. Davis   | Senate Executive Committee (SEC)  | 9/29/12        | Under Review. |
| 12-13-20                                     | Proposal to Create More Equitable Faculty & Staff Parking Registration Fees                         | Judy Markowitz   | Senate Executive Committee (SEC)  | 10/1/12        | Under Review. |

|          |   |   |  |          |  |
|----------|---|---|--|----------|--|
| 12-13-21 | Establishing A More Sustainable Transportation Funding Model  | Matthew Popkin  | Senate Executive Committee (SEC)                 | 10/3/12  | Under Review.                              |
| 12-13-22 | BOR Staff Awards 2012-2013  | Staff Affairs Committee                                       | Senate   | 9/28/12  | Under Review.                              |
| 12-13-24 | Review of the University of Maryland Guidelines for Appointment, Promotion, and Tenure              | Joint Provost/Senate APT Guidelines Task Force                | APT Guidelines Task Force                        | 10/10/12 | Under Review.                              |
| 12-13-29 | Alignment of Procurement Contracts with UM Non-Discrimination Values                                | Mark Brimhall-Vargas, Staff                                   | Equity, Diversity, & Inclusion (EDI) Committee   | 10/18/12 | Under Review.                              |
| 12-13-30 | Review of the Evidentiary Standards in the Code of Student Conduct                                  | Senate Executive Committee (SEC)                              | Student Conduct Committee                        | 11/1/12  | Under Review.                              |
| 12-13-34 | Revisions to the College of Computer, Mathematical and Natural Sciences (CMNS) Plan of Organization | College of Computer, Mathematical and Natural Sciences (CMNS) | ERG Committee and Faculty Affairs Committee      | 11/20/12 | Under Review.                              |
| 12-13-37 | Revisions to the College of Information Studies (INFO) Plan of Organization                         | College of Information Studies (INFO)                         | ERG Committee and Faculty Affairs Committee      | 12/18/12 | Under Review.                              |
| 12-13-38 | Revisions to the University of Maryland Libraries Plan of Organization                              | The University of Maryland Libraries                          | Senate   | 1/16/13  | Under Review.                              |
| 12-13-39 | An Assessment of Shared Governance at the University of Maryland                                    | Elections, Representation, and Governance (ERG) Committee     | ERG Committee                                    | 1/24/13  | Under Review.                              |
| 12-13-42 | Clarification of University APT Policy Regarding Emeritus Status for Research Faculty               | Devin Hayes Ellis   | Faculty Affairs Committee                        | 2/11/13  | Under Review.                              |
| 12-13-45 | IT Council Structure  | Brian Voss, Vice President of Informational Technology & CIO  | Senate   | 2/22/13  | Under Review.                              |
| 12-13-46 | PCC Proposal to Establish a Master of Finance   | PCC Committee   |  | 2/22/13  | Pending Approval. Waiting on MHEC Approval |
| 12-13-50 | Review of Faculty Salary Inequities   | Senate Executive Committee                                    | Faculty Affairs Committee                        | 3/13/13  | Under Review.                              |
| 12-13-54 | Review of Civility in the UMD Workplace Environment   | Senate Executive Committee (SEC)                              | Equity, Diversity, and Inclusion (EDI) Committee | 4/19/13  | Under Review.                              |
| 12-13-55 | Providing a Unified Framework for Non-Tenure Track Faculty Appointments                             | Senate Executive Committee (SEC)                              | Faculty Affairs Committee                        | 5/6/13   | Under Review.                              |
| 12-13-56 | Consideration of an Overall Title for Non-Tenure Track Faculty                                      | Senate Executive Committee (SEC)                              | Faculty Affairs Committee                        | 5/6/13   | Under Review.                              |



## University Senate TRANSMITTAL FORM

|                                     |  |
|-------------------------------------|--|
| <b>Senate Document #:</b>           | 12-13-14   |
| <b>Title:</b>                       | A Proposal for the University of Maryland to Join the Coalition on Intercollegiate Athletics (COIA)  |
| <b>Presenter:</b>                   | Marcy Marinelli, Past Chair, Campus Affairs Committee  |
| <b>Date of SEC Review:</b>          | August 29, 2013  |
| <b>Date of Senate Review:</b>       | September 18, 2013   |
| <b>Voting (highlight one):</b>      | <ol style="list-style-type: none"> <li>1. On resolutions or recommendations one by one, or</li> <li>2. In a single vote</li> <li>3. To endorse entire report</li> <li>4. For information only</li> </ol>   |
|                                     |  |
| <b>Statement of Issue:</b>          | <p>In September 2012, a proposal was submitted to the University Senate to consider joining the Coalition on Intercollegiate Athletics (COIA), in order for the University of Maryland to play more of a role in nation-wide reform of athletics. COIA is an organization that represents faculty governance bodies from institutions across the country, and it seeks to provide a national faculty voice in reform of intercollegiate athletics. COIA creates and disseminates policy papers, makes recommendations, and develops best practices related to many key issues in intercollegiate athletics ranging from student athlete welfare to financial reform of intercollegiate athletics. The University Senate Executive Committee (SEC) charged the Campus Affairs Committee with researching COIA, and with making recommendations on whether to join the organization.</p> |
| <b>Relevant Policy # &amp; URL:</b> | Not Applicable.  |
| <b>Recommendation:</b>              | In light of the research conducted by the committee on the Coalition on Intercollegiate Athletics, on governance of athletics at UMD, and on participation in COIA at peer institutions, the Campus Affairs Committee does not recommend the University of Maryland join COIA at this time.  |
| <b>Committee Work:</b>              | The CAC began reviewing the charge and researching COIA in February 2013. The committee reviewed COIA's website and policy papers, learned about the formation of COIA and UMD's role in its initial Steering Committee, conducted peer institution  |

|                                    |  |
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|                                    | <p>research, sought input from the Department of Intercollegiate Athletics, and met with the chair of the Athletic Council during its review.</p> <p>In its review, the CAC found that UMD has a successful framework for athletics oversight, through the work of the Athletic Council and the Faculty Athletic Representative (FAR). UMD has been ranked among the top six institutions on a national survey of best practices in monitoring intercollegiate athletics, in part because of its governance structure involves faculty in oversight of academic standards and the progress of student athletes. The committee learned that both the Department of Intercollegiate Athletics and the Athletic Council are very open to being more involved in shared governance and continuing to develop relationships on campus. The committee did not find a lack of oversight or communication that might necessitate another party or voice in the governance of athletics at UMD. The committee also raised concerns on how joining COIA might affect the University’s transition to the Big Ten, and suggested that it may not be the right time to add a third party voice into UMD’s governance of athletics. Additionally, in its review of peer institutions, the CAC found little additional benefit in being a member of COIA, and found that participation by individual institutions is generally very minimal.</p> <p>After much review and discussion, the Campus Affairs Committee did not find a compelling reason to join COIA. At its meeting on April 30, 2013, the CAC voted to recommend that the University should not pursue joining COIA at this time.</p> |
| <b>Alternatives:</b>               | The Senate Executive Committee could choose not to accept the Campus Affairs Committee’s report and charge the committee to continue to review the proposal.   |
| <b>Risks:</b>                      | There are no associated risks.   |
| <b>Financial Implications:</b>     | There are no related financial implications.   |
| <b>Further Approvals Required:</b> | Senate Executive Committee Approval, Senate Review.  |



## **Senate Campus Affairs Committee**

### **Senate Document # 12-13-14**

# **A Proposal for the University of Maryland to Join the Coalition on Intercollegiate Athletics (COIA)**

**August 2013**

### **BACKGROUND**

In September 2012, a proposal (Appendix 2) was submitted to the University Senate to consider joining the Coalition on Intercollegiate Athletics (COIA), in order for the University of Maryland to play more of a role in nation-wide reform of athletics. In recent years, concerns have been raised by groups and universities across the country regarding the role of athletics in higher education, and many concerns relate to policies and procedures that are affected by decisions made at a higher level that individual institutions have little control over. COIA operates at a national level and plays a role in supporting reform efforts. The University Senate Executive Committee (SEC) charged the Campus Affairs Committee (Appendix 1) with researching COIA, and with making recommendations on whether the University Senate should join the organization.

### **COMMITTEE WORK**

In February 2013, the Campus Affairs Committee began reviewing its charge and researching the Coalition on Intercollegiate Athletics. The committee reviewed recent publications by COIA, and studied its website for preliminary information. It learned that COIA is an organization that represents faculty governance bodies from institutions across the country, and it seeks to provide a national faculty voice in reform of intercollegiate athletics. Its members are faculty senates of NCAA Football Bowl Subdivision (FBS) schools who have voted to join and have designated representatives to COIA. COIA creates and disseminates policy papers, makes recommendations, and develops best practices related to many key issues in intercollegiate athletics, from student athlete welfare to campus governance of athletics to financial reform. The Steering Committee of the organization includes two representatives from each athletic conference – as an example, the Big Ten is represented on the Steering Committee by members from the University of Minnesota and Michigan State.

In looking at past consideration of COIA by the University Senate, the Campus Affairs Committee found that the Senate had considered joining COIA at its inception. When plans for a coalition were being developed from 2002 to 2004, the University of Maryland was involved in the committee formed to direct COIA's development. Once officially formed, the faculty senates of each participating institution were asked to formally approve joining the organization. The University Senate asked the Athletic Council to study the organization and make recommendations on whether to join COIA. The Athletic Council raised concerns about COIA's governing documents, and recommended to the Senate Executive Committee that the University not join at that time.

During its review, the Campus Affairs Committee researched peer institutions to determine whether peers engage with COIA and what benefits other institutions perceive from membership in the organization. The committee found that a majority of UMD's peer institutions are members of COIA, both in looking at aspirational peers and when examining institutions within the ACC and the Big Ten. The committee

spoke with representatives at various institutions and found that, with the exception of institutions that have membership on COIA Steering Committee, participation in the organization is not remarkably active. Representatives shared that they do find a few benefits to participating in COIA. First, a few individuals noted that it allows faculty to participate in discussions related to athletics and provides a dedicated voice in an area where faculty may have felt excluded in the past. On a related note, a few individuals suggested that in situations where it may be difficult to start discussions about particular issues in athletics at an institution, COIA creates a starting point for discussion through its policy papers and actions. On the other hand, representatives also noted concerns with the organization. In its communications, COIA speaks for the institutions it represents. On occasion, COIA may do or say things that member institutions do not agree with. In addition, concerns have been raised regarding the lack of professional staff and funding of the organization, which may hinder its growth.

During its review, the Campus Affairs Committee sought input from the Division of Intercollegiate Athletics (DIA) and met with the chair of the Athletic Council. In so doing, the committee learned a great deal regarding the structure of governance of athletics at the University of Maryland. Governance of athletics is structured through the Athletic Council and the Faculty Athletic Representative. The Athletic Council is an advisory group to the President, and its mission is to help the University maintain an intercollegiate athletics system that stays committed to academic integrity and to the academic and social development of student athletes. The Council provides oversight and makes recommendations related to policies affecting the DIA and student athletes. The Faculty Athletic Representative (FAR) reports directly to the President, and is the faculty's representative for the NCAA and the conference. The FAR is charged with overseeing teams and working directly with coaches, athletes, and administrators on issues related to academic integrity, student-athlete well-being, and institutional control of the athletics program. In addition, the FAR represents UMD in the Faculty Athletics Representatives Association, which brings together FARs from individual institutions and provides a collective voice in national discussions on intercollegiate athletics.

The Athletic Council is connected to the University Senate, in that various members of the Council are chosen by the Senate – the University Senate elects seven faculty and one staff representative to the Council, and the Senate Campus Affairs Committee has ex-officio representation on the Council. The Council also sends a report to the Board of Regents and to the Senate each year on its work. In its discussions, the committee learned that the DIA and the Athletic Council are very open to being more involved in shared governance at UMD and in continuing to develop relationships on campus.

In learning about the Athletic Council and other forms of athletics governance, the Campus Affairs Committee found that UMD currently has a successful framework for oversight of athletics. The chair of the Athletic Council informed the committee that in 2011, Penn State published a survey on best practices in monitoring intercollegiate athletics, in which it ranked the University of Maryland among the top six institutions in following best practices. The survey noted that the institutions that ranked highest included an oversight structure that involved faculty directly in oversight committees and boards with authority over academic standards and progress of student athletes, which is one of the core functions of UMD's Athletic Council. In recent years, the Athletic Council has worked on critical policies such as the drug testing policy for student athletes and class attendance policies, and its recommendations on these and other policies have been approved by the President and implemented. Additionally, the Athletic Council is involved in selection processes for the Director of the DIA and for head coaches, and works to ensure that all search committees for head coaches include faculty representation to provide serious input on academics in the search process.

Throughout its review, the Campus Affairs Committee considered how joining COIA might affect the University's transition to the Big Ten, and how it might impact the many conversations and activities involved in that transition at this time. The committee acknowledged that the proposal was submitted

before the announcement was made that the University would be moving to the Big Ten, and suggested that the situation may have changed since its submission. Representatives from athletics and the chair of the Athletic Council raised concerns that joining COIA at such a critical stage may interject a third party voice at a time when such a voice may not be helpful. Representatives also noted that the information produced by COIA is freely available and is already discussed on many levels. COIA's papers and activities are discussed at meetings of the FARs, as well as by the conferences and the NCAA. In addition, COIA's work, along with the work of the Knight Commission and other organizations, is already followed and discussed by the Athletic Council.

After much review, the Campus Affairs Committee found that UMD has a successful framework for athletics oversight, including an Athletic Council that is connected to the University Senate. The committee did not find a lack of oversight or communication that might necessitate another party or voice in the governance of athletics at UMD. In its review of peer institutions, the CAC found few additional benefits in being a member of COIA, and found that participation by individual institutions is generally very minimal. Based on its review of the organization and of athletics governance at UMD, the Campus Affairs Committee did not find a compelling reason to join COIA, and noted that possible benefits of membership did not outweigh potential costs. At its meeting on April 30, 2013, the committee voted to recommend that the University should not pursue joining COIA at this time.

### **RECOMMENDATION**

In light of the research conducted by the committee on the Coalition on Intercollegiate Athletics, on governance of athletics at UMD, and on participation in COIA at peer institutions, the Campus Affairs Committee does not recommend the University of Maryland join COIA at this time.

### **APPENDICES**

Appendix 1 – Senate Executive Committee Charge on Senate Document # 12-13-14

Appendix 2 – A Proposal for the University of Maryland to Join the Coalition on Intercollegiate Athletics

**APPENDIX 1 - SENATE EXECUTIVE COMMITTEE  
CHARGE ON SENATE DOCUMENT #12-13-14**



**University Senate  
CHARGE**

|                           |  |
|---------------------------|--|
| <b>Date:</b>              | October 25, 2012   |
| <b>To:</b>                | Marcia Marinelli<br>Chair, Campus Affairs Committee  |
| <b>From:</b>              | Martha Nell Smith <br>Chair, University Senate |
| <b>Subject:</b>           | A Proposal for the University of Maryland to Join the Coalition on Intercollegiate Athletics                                     |
| <b>Senate Document #:</b> | 12-13-14   |
| <b>Deadline:</b>          | March 29, 2013   |

The Senate Executive Committee (SEC) requests that the Campus Affairs Committee review “A Proposal for the University of Maryland to Join the Coalition on Intercollegiate Athletics” and make recommendations on whether this affiliation is appropriate for our University.

Specifically, we ask that you:

1. Research the Coalition on Intercollegiate Athletics (COIA).
2. Review the Knight Commission on Intercollegiate Athletics’ report from June 2010 (<http://www.knightcommission.org/>)
3. Consider the advantages and disadvantages of joining COIA.
4. Consider why the University of Maryland has not previously joined COIA and the ramifications of not being a part of such a group.
5. Consider whether it is important for the University Senate to be directly engaged with COIA through an elected liaison.
6. Review whether our peer institutions are involved with COIA.
7. Consult with representatives from the Department of Athletics.
8. Consult with the Chair of the Athletics Council or his representative.

We ask that you submit your report and recommendations to the Senate Office no later than March 29, 2013. If you have questions or need assistance, please contact Reka Montfort in the Senate Office, extension 5-5804.

**APPENDIX 2 - A PROPOSAL FOR THE UNIVERSITY OF MARYLAND  
TO JOIN THE COALITION ON INTERCOLLEGIATE ATHLETICS**



**University Senate  
PROPOSAL FORM**

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|---|--|
| <b>Name:</b>  | Eric S. Kasischke  |
| <b>Date:</b>  | 4 September  |
| <b>Title of Proposal:</b>                               | A proposal for the University of Maryland to join the Coalition on Intercollegiate Athletics   |
| <b>Phone Number:</b>                                    | 5-2179   |
| <b>Email Address:</b>                                   | ekasisch@umd.edu   |
| <b>Campus Address:</b>                                  | 2181 LeFrak Hall   |
| <b>Unit/Department/College:</b>                         | Department of Geographical Sciences/BSOS   |
| <b>Constituency:</b>                                    | Faculty  |
| <b>Description of issue/concern/policy in question:</b> | <p>Over the past several years, UMCP has experienced dramatic changes to its Department of Intercollegiate Athletics (DIA) driven by the need to bring expenses in alignment with revenues (e.g., balancing the budget). This process not only highlighted the need for implementing more realistic approaches for reviewing the financial state of the DIA, but also stimulated extensive discussions between the Administration and the Senate Executive Committee on the role of intercollegiate athletics at UMCP, as well as discussions between Senate leadership and the Athletic Director on his desire to continue to expand efforts to integrate the student athletes and staff of the DIA into the University community. As a result of these recent events, during the 2011/2012 academic year, the Senate Executive Committee resumed the practice of scheduling an annual meeting with the Chair of the Athletic Council and also met with the Athletic Director in order to provide a review of ongoing issues associated with intercollegiate athletics at UMCP.</p> <p>The University's Athletic Council also provides a means for University faculty and staff to advise the President on policy matters affecting intercollegiate athletics on an ongoing basis, including providing faculty input and participation required by the ACC and NCAA. This Council includes faculty and staff representatives elected by the University Senate.</p> <p>While UMCP controls the operation of intercollegiate athletics on campus, many of the forces driving the operation of athletics at major universities are externally driven, in particular the continuous</p> |

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|  | <p>rise in the size of television revenues for broadcast rights, and the demand by alumni, students, and others for the fielding of top-ranked teams, especially in football and basketball. This combination has resulted in rapidly rising costs for intercollegiate athletics, in particular in costs associated with hiring and retaining coaches and providing state-of-the-art athletic facilities. In many cases, Athletic Departments have developed a large degree of autonomy in their operations, where in extreme cases, the lack of oversight has resulted in severe repercussions for the University.</p> <p>There have been efforts directed towards identifying the reforms needed for the nation's intercollegiate athletic system, most notably, the Knight Commission on Intercollegiate Athletics, which issued its latest report in June 2010 (see <a href="http://www.knightcommission.org/">http://www.knightcommission.org/</a>). In 2003, the Commission On Intercollegiate Athletics (COIA) was formed to provide a forum for representatives of senate faculties for developing and supporting strategies for reforms in intercollegiate athletics (see <a href="http://blogs.comm.psu.edu/thecoa/">http://blogs.comm.psu.edu/thecoa/</a>). The members of COIA are restricted to the 115 members of the NCAA Football Bowl Subdivision (FBS). There are currently 59 members of COIA, with five from the ACC.</p> |
| <p><b>Description of action/changes you would like to see implemented and why:</b></p> | <p>I am recommending that the University of Maryland apply for COIA membership. Over the past year, President Loh has expressed his support for reform of intercollegiate athletics, but has also noted that formulating and implementing such reforms will require activities at the national scale, especially from FBS institutes. Joining COIA will provide the opportunity for the University Senate to participate in discussions and activities that are needed for this reform to occur.</p>  |
| <p><b>Suggestions for how your proposal could be put into practice:</b></p>            | <p>According to article I.1 of the COIA Charter (see attachment A), joining the COIA requires of a vote of the University's senate membership. I am proposing that the University of Maryland Senate:</p> <ol style="list-style-type: none"> <li>1. Approves joining the Commission on Intercollegiate Athletics.</li> <li>2. Develops a procedure for electing the liaison between the University Senate and COIA. In addition to participating in all communications with COIA and attending annual COIA meetings, this COIA Liaison could also be responsible for preparing an annual report to the Senate</li> <li>3. Develop terms of reference for continuous communication between the COIA Liaison and the Senate Executive Committee in developing a consensus on COIA proposals.</li> <li>4. Request funds needed to support attendance by the COIA Liaison at COIA meetings.</li> <li>5. Request that the COIA Liaison be made an <i>ex officio member</i> of the Athletic Commission.</li> </ol>  |

## **Campus Transportation Advisory Committee (CTAC) Special Election – Faculty Candidacy Statements**

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### **Michelle Espino – Assistant Professor, Department of Counseling, Higher Education, and Special Education, College of Education**

Michelle M. Espino is an assistant professor in the Counseling, Higher Education, and Special Education Department in the College of Education. Her research interests focus on understanding community contexts and institutional arrangements associated with educational achievement and outcomes along the P-20 pipeline for racial/ethnic minorities, particularly Latina/o students.

By serving on the Campus Transportation Advisory Committee, Dr. Espino will have the opportunity to learn about and advocate for the transportation needs of students, faculty, and staff; as well as evaluate and enhance equitable policies and procedures regarding transportation at UMD.

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### **David Lovell – Associate Professor, Department of Civil and Environmental Engineering, A. James Clark School of Engineering**

I am an associate professor with a joint appointment in the Department of Civil and Environmental Engineering and the Institute for Systems Research. My expertise is primarily in the area of transportation, primarily surface transportation, vehicle technology, and aviation.

I have done some research and professional work loosely related to the scope of the committee, and I teach some similar material in my lectures. This would include parking lot design, design and simulation of transit routes (including bus). I mention these things not because I think they would bear directly on the committee's work, but rather just to indicate that I am somewhat conversant in the issues. Based on that, I think I could contribute positively to the committee's work. Like any member of the campus committee, I am concerned that we have fair and equitable parking policies, as well as policies that encourage efficient use of our transportation resources, to include robust mass transportation options.

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### **Charles Towe – Assistant Professor, Departmental of Agricultural and Resource Economics, College of Agriculture and Natural Resources**

My name is Charles Towe and I am an assistant professor of environmental economics in the Department of Agricultural and Resource Economics. I have been commuting to this campus first as a student then as a faculty member and have utilized every mode of transportation to do so including driving, campus bus, metro, and cycling. I would be delighted to have the opportunity to serve on the Campus Transportation Advisory Committee.





## University Senate TRANSMITTAL FORM

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|-------------------------------------|--|
| <b>Senate Document #:</b>           | 12-13-45   |
| <b>Title:</b>                       | Revisions to the Structure and Membership of the University IT Council   |
| <b>Presenter:</b>                   | Devin Ellis<br>Chair, Elections, Representation, & Governance (ERG) Committee  |
| <b>Date of SEC Review:</b>          | May 6, 2013  |
| <b>Date of Senate Review:</b>       | September 18, 2013   |
| <b>Voting (highlight one):</b>      | <ol style="list-style-type: none"> <li>1. On resolutions or recommendations one by one, or</li> <li style="background-color: #cccccc;">2. In a single vote</li> <li>3. To endorse entire report</li> </ol>   |
|                                     |  |
| <b>Statement of Issue:</b>          | <p>The Division of Information Technology (DivIT) is currently in the process of implementing its recently-approved Strategic Plan. An item from the Plan relates to creating a new structure for IT governance that more thoroughly engages the campus community in the long-term implementation of IT at UMD. On February 22, 2013, the SEC charged the ERG Committee with reviewing the structure and membership of the existing IT Council and making recommendations on its structure and function in relation to DivIT's request for enhanced governance of IT.</p> <p>The existing University IT Council is composed of three Deans, all Vice Presidents, three faculty members, a graduate student, an undergraduate student, and a University System of Maryland (USM) representative. The Council specification state that it shall be chaired by the Vice President and CIO for Information Technology, although in recent practice the Council has been chaired by the Provost. The IT Council meets only four or five times a year. Meetings generally consist of presentations on hot topics in IT rather than decision-making deliberations. DivIT would like to create a more robust and active governance structure focusing on four major governance areas: 1) infrastructure; 2) teaching and learning; 3) research; and 4) enterprise systems.</p> |
| <b>Relevant Policy # &amp; URL:</b> | Article 7, University of Maryland Plan of Organization:<br><a href="http://www.senate.umd.edu/governingdocs/Plan_of_Organization.pdf">http://www.senate.umd.edu/governingdocs/Plan_of_Organization.pdf</a>   |

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| <p><b>Recommendation:</b></p> | <ul style="list-style-type: none"> <li>- The ERG Committee recommends that the IT Council be restructured to consist of a Steering Committee and four Working Groups, in accordance with the specifications in its report.</li> <li>- The ERG Committee recommends that the Bylaws of the University Senate be amended to include a description of the membership and general structure of the IT Council.</li> <li>- The ERG Committee recommends that the first order of business for the new IT Council should be to create its own Bylaws, which should be submitted to the University Senate for approval, in accordance with Article 7 of the Bylaws of the University Senate.</li> </ul>  |
| <p><b>Committee Work:</b></p> | <p>The ERG Committee reviewed the charge and considered different structures for a revised IT Council at its meetings on March 3, March 26, and April 17, 2013. The committee reviewed the current structure of the IT Council and met with the Planning and Projects Officer from DivIT throughout its review.</p> <p>The committee found that the current structure of the IT Council does not facilitate effective decision-making. DivIT indicated it would be more useful to simplify the Council to focus solely on the four governance areas. However, the ERG Committee felt strongly that a consortium of four groups without a coordinating body above them would run the risk of a) being relegated to a sub-Council status, or b) losing its connection to the Senate.</p> <p>The committee decided to recommend that the IT Council should retain a top-level Steering Committee responsible for oversight of four Working Groups focusing on the governance areas outlined by DivIT.</p> <p>In the recommendation, the Steering Committee for the IT Council should consist of a chair, the chairs of each Working Group, the Vice President and CIO (as a non-voting ex-officio), additional appropriate non-voting ex-officio members as appointed by agreement of the CIO and the SEC, and the following representatives already serving on a Working Group: one exempt staff member, one undergraduate student, one graduate student, one non-tenured research faculty member, and one tenured faculty member. The chair of the Steering Committee should also serve on one of the Working Groups. The Steering Committee should be responsible for reporting to the Vice President and CIO and the Senate, and should report to the Senate at least twice a year on its work.</p> <p>The committee recommends that the Working Groups represent</p> |

the major groups of stakeholders in IT life at the University and should have between eight and twelve members. The groups should be made up of a majority of faculty and staff not serving as administrators, and students. The committee outlined specific membership recommendations for each Working Group, and determined that members and chairs should be appointed in accordance with section 7.5 of the Bylaws. Each group should be charged with researching and making recommendations on IT issues. The Working Groups should not be restricted to working on charges and should address additional issues as they see fit. It is expected that the Working Groups would consult with and/or meet with the relevant staff members from the Division as appropriate.

In addition to the specifications of the IT Council, the ERG Committee also determined that the Bylaws of the University Senate should detail the specifications of the Council. Accordingly, the committee developed the following text to be inserted into Article 8 of the Bylaws:

**“8.3 IT Council:**

**8.3.a Charge: The IT Council shall advise and report on policy issues concerning the Division of IT to the University Senate and the Vice President for Information Technology and CIO. In addition to such responsibilities as are enumerated in Article 7 of these *Bylaws*, the IT Council shall:**

- 1) Respond to requests from the Division of Information Technology, extra-divisional advisory bodies (such as the Council of Deans or the Student Technology Fee Committee), the University Senate, or other campus stakeholders for guidance on IT policy and implementation.**
- 2) Advise on the Division’s budget, material resources, personnel, staffing and human resources, administrative policies and practices, and have all other responsibilities listed in 7.4 of the Bylaws of the University Senate.**
- 3) Initiate strategic inquiries on IT-related matters impacting or likely to impact the campus community.**

**8.3.b Membership: The IT Council Steering Committee shall consist of a chair (1), the chairs of the four (4) IT Council Working Groups, and the following members already serving on an IT Council Working Group: one (1) exempt staff member, one**

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|                                    | <p>(1) undergraduate student, one (1) graduate student, one (1) non-tenured research faculty member, one (1) tenured faculty member. The Vice President and CIO, or a designee, shall serve as a non-voting ex-officio member. Additional non-voting ex-officio members may be appointed as needed, by agreement between the CIO and the SEC.</p> <p>8.3.c The Chair of the IT Council Steering Committee shall be appointed by the Vice President for Information Technology and CIO and the Senate, as described in 7.5 of these <i>Bylaws</i>. The Chair will serve a three year term. The Chair shall normally (subject to exception by agreement of the Vice President and the Senate) also serve as a member of one of the Working Groups.</p> <p>8.3.d Working Groups: The IT Council shall create four standing Working Groups. These groups should carry out research and make recommendations on IT issues, and shall each work with the appropriate Deputy CIO in the Division. The chair of each Working Group shall be appointed by the Committee on Committees, in consultation with the CIO, and shall serve a two year term. The four Working Groups shall be:</p> <ol style="list-style-type: none"> <li>1) Learning @ Technology</li> <li>2) Enabling Research</li> <li>3) Infrastructure</li> <li>4) Enterprise Systems</li> </ol> <p>8.3.e Reporting Responsibilities: The IT Council shall report to the Vice President and CIO of the Division of Information Technology and to the University Senate.”</p> |
| <b>Alternatives:</b>               | The Senate could reject the recommendation and the current structure of the IT Council would remain as the main source of IT governance at UMD. However, without such a change to the Council, DivIT may face difficulties in gaining the necessary engagement in decision-making related to IT.  |
| <b>Risks:</b>                      | There are no associated risks.  |
| <b>Financial Implications:</b>     | There are no financial implications.  |
| <b>Further Approvals Required:</b> | Senate approval, Presidential approval.   |

# Senate Elections, Representation, & Governance Committee

## Senate Document 12-13-45

### Revisions to the Structure & Membership of the University IT Council

May 2013

#### **BACKGROUND**

In February 2013, the University Senate approved the Strategic Plan for the Division of Information Technology (DivIT) at the University of Maryland (UMD). Following approval by the Senate and the President of the University, DivIT began the process of transforming its Plan into action, and asked the Senate Executive Committee (SEC) to work with it to address an item in the Strategic Plan related to shared governance. The Strategic Plan recommended creating a structure for IT governance which more thoroughly engages the university community in determining the long-term implementation of IT at UMD. On February 22, 2013, the SEC charged the ERG Committee with reviewing the structure and membership of the existing IT Council and making recommendations on its structure and function in relation to IT governance.

#### **CURRENT PRACTICE**

The IT Council is a jointly-sponsored university-level shared governance body whose purpose is to advise the Vice President and CIO for Information Technology on information technology issues at UMD. The Council is composed of three Deans selected by the Provost, all Vice Presidents, three faculty members appointed by the Senate, a graduate student selected by the Graduate Student Government (GSG), an undergraduate student selected by the Student Government Association (SGA), and a University System of Maryland (USM) representative. The Council's specifications state that it should be chaired by the Vice President and CIO for Information Technology, although in recent practice it has been chaired by the Provost.

In current practice, the IT Council meets only four or five times a year and does not fulfill the objectives laid out in the Strategic Plan. Meetings generally consist of presentations on hot topics in IT rather than decision-making deliberations. DivIT would like to create a more robust and active governance structure focusing on four major governance areas: 1) *infrastructure*; 2) *teaching and learning*; 3) *research*; and 4) *enterprise systems*.

#### **COMMITTEE WORK**

The ERG Committee began its review of the charge (Appendix 3) on March 3, 2013. The committee discussed the charge and the current structure of the IT Council, and met with the Planning and Projects Officer from the Division of Information Technology. The Planning and Projects Officer, who was selected by the Vice President and CIO to work as a liaison with the ERG Committee during its processes, explained that the current structure of the IT Council does not serve DivIT's needs, primarily because it is a large and cumbersome group that does not engage in decision-making deliberations. He noted that it may be useful to consider dismantling the council as it currently stands to create a more effective decision-making group. In particular, he shared that the Vice Presidents and Deans likely would not need to have such a defined presence on the Council, since they already have well-defined communication channels with the Vice President and CIO. He also indicated that the Vice President, in

conversation with his peers, had received feedback that indicated they found the existing process to be a less than optimal use of their time.

With this information in mind, the ERG Committee considered different configurations for a restructured IT Council. The various structures attempted to align the needs of DivIT with the existing rules and procedures for University Councils in the Bylaws of the University Senate. The committee ultimately focused on a structure with a top-level committee and four Working Groups that would report to it.

The committee spent much of its review discussing whether the IT Council should include such a top-level body. One structure considered by the committee included a large and formal top-level body, which included deans and vice presidents in its membership. Feedback from DivIT indicated that such a structure was precisely what the desired change was intended to avoid. DivIT felt it would be more useful to simplify the Council to focus on the four governance areas. However, the ERG Committee felt strongly that a consortium of four groups without a coordinating body above them would run the risk of a) being relegated to a sub-Council status, or b) losing its connection to the Senate. The latter point was reinforced by consulting the regulations for University Councils laid out in the Senate Bylaws, and by obtaining from the Senate Parliamentarian an opinion confirming that it would be difficult (if not impossible) to enforce a relationship between the Senate and the new IT Council if it did not adhere to certain fundamental, definitional standards (see Article 7 of the Bylaws in Appendix 2).

Ultimately, the committee proposed a structure that includes a streamlined Steering Committee responsible for oversight of the Working Groups. The Steering Committee's membership would consist of the chairs and some members of various Working Groups, in order to facilitate cooperation between the four groups and to assist the Steering Committee in seeing the full picture of the work of the IT Council.

The committee also discussed the composition and responsibilities of the Working Groups at length. The Working Groups would include members from: 1) *traditional shared governance constituencies*; 2) *administrative stakeholders*; and 3) *unique custodians and consumers of IT*, (see Appendix 1 for a full list of stakeholders). The committee discussed specific membership that might be critical for each Working Group. In total, each group would have eight to ten voting members. In terms of ex-officio membership, the committee agreed to give DivIT the flexibility to identify individuals to represent appropriate stakeholders on an annual basis. The committee discussed the reporting requirements for the Working Groups, and determined that they would report to DivIT or to the Steering Committee at its discretion.

In determining the appropriate requirements for chairs for the Steering Committee and the Working Groups, the committee reviewed Article 7 of the Bylaws of the University Senate. The Bylaws state that the chair of a University Council should be chosen by the Vice President with the input of the Senate, and should serve a three year term. The committee noted no concerns with that arrangement, but did wish that the chair should serve as a member of one of the Working Groups as well. The committee determined that the Working Group chairs should serve two year terms, in the hope of striking a balance between a desire for institutional memory and recognition of the time commitment involved in serving as chair.

As the committee developed a proposed structure for the revised IT Council, it also agreed that the Bylaws of the University Senate should contain the specifications of the IT Council, as they include the specifications of the University Library Council and University Research Council. Accordingly, the committee developed appropriate text to be inserted into Article 8 of the Bylaws.

At its meeting on April 17, 2013, the committee voted to recommend that the IT Council be restructured in accordance with the specifications described below. It also voted to recommend inserting the specifications of the IT Council into the Bylaws of the University Senate.

## **RECOMMENDATIONS**

The Elections, Representation, & Governance Committee recommends that the IT Council be restructured to consist of a Steering Committee and four Working Groups, created in accordance with the specifications described below.

The Elections, Representation, & Governance Committee recommends that the Bylaws of the University Senate be amended to include a description of the membership and general structure of the IT Council.

The Elections, Representation, & Governance Committee recommends that the first order of business for the new IT Council should be to create its own Bylaws, which should be submitted to the University Senate for approval, in accordance with Article 7 of the Bylaws of the University Senate.

## **RECOMMENDED IT COUNCIL STRUCTURE**

**Recommended IT Council:** The IT Council should be a consortium composed of four Working Groups as explained below. The Council should also include a Steering Committee, which should have responsibility for oversight of the four Working Groups, outlined below.

### *Purpose and Responsibilities:*

The business of the IT Council should be:

- 1) To respond to requests from DivIT, an existing extra-divisional advisory body (such as the Council of Deans or the Student Tech Fee Committee), the University Senate, or any other campus stakeholder for guidance on IT policy and implementation.
- 2) To advise on DivIT's budget, material resources, personnel, staffing and human resources, administrative policies and practices, and to fulfill all other responsibilities listed in Article 7 Section 4 of the Bylaws of the University Senate.
- 3) To initiate strategic inquiries on IT-related matters impacting or likely to impact the campus community.

### **Steering Committee**

*Membership:* IT Council Steering Committee's membership should include:

1. A Chair
2. The four Working Group chairs
3. Vice President for IT and CIO, or designee, as non-voting ex officio
4. Additional non-voting ex-officio members may be appointed as needed, by agreement between the CIO and the SEC
5. One exempt staff person already serving on a Working Group
6. One undergraduate student already serving on a Working Group
7. One graduate student already serving on a Working Group
8. One non-tenured research faculty member already serving on a Working Group
9. One tenured faculty member already serving on a Working Group

Members should be appointed in accordance with section 7.5 of the Bylaws of the University Senate. The Chair of the IT Council Steering Committee should also be appointed in accordance with section 7.5 and should serve as a member of one of the Working Groups as well. The Steering Committee should meet at least once a year to report out on the Working Group to the SEC and Vice President and CIO.

*Reporting:* The Steering Committee should report either to the Vice President and CIO, or to the University Senate when responding to charges from the Senate Executive Committee. Twice a year, the IT Council Steering Committee should report to the SEC and the Senate on the work of its four groups. The CIO should be responsible for keeping the Council of Deans and Cabinet fully and appropriately apprised of the work of the IT Council, and should coordinate any requests or charges from the Cabinet and Deans to the appropriate Working Group.

## **Working Groups**

Working Groups should be charged with carrying out research on issues and proposing recommendations. Each group should be responsible for advising on DivIT's budget, material resources, personnel, staffing and human resources, administrative policies and practices, and should have all other responsibilities listed in 7.4.b of the Bylaws of the University Senate. The Working Groups should report their findings and recommendations either a) directly to the relevant DivIT unit or office; or b) to the Steering Committee. Each Working Group should be supported by and work with a Deputy CIO in the Division as designated by the CIO.

Working Groups should also be an incubator for issues and ideas, and should not operate only in response to charges. Working Groups should meet somewhere between eight and nine times per year, or approximately once a month.

Working Groups are designed to be nimble, and to bring together the concerns of key stakeholders from across the campus community, including consumers of IT resources, and those responsible for delivering those resources and planning for the future. It is expected that Working Groups would consult with and/or meet with relevant staff members from the Division as appropriate.

*Membership:* Working Groups should represent the three major groups of stakeholders in IT life at the University (Appendix 1). The groups generally should have between eight and twelve members, and a chair. A majority of members should be drawn from faculty and staff not serving as administrators, and students. Faculty, staff, and student members should be appointed in accordance with section 7.5 of the Bylaws of the University Senate. Appropriate *Administration Stakeholders* and *Unique Custodians & Consumers* should be selected by the CIO, in consultation with the Senate. Faculty and staff members should serve two year terms. Undergraduate and graduate student members may serve one year terms. Members appointed by the CIO should be reappointed annually as appropriate.

*Chairs:* Each Working Group should have a chair, chosen by the Committee on Committees of the Senate in consultation with the CIO. Chairs should be appointed to serve a two year term, and may be reappointed for one additional two year term.

*Recommended Working Groups:*

### **Learning @ Technology**

Remit: Classroom Support, Learning Support, Student Experience, Instructor Experience, Scholarly Enablement

Special Membership Recommendations: Membership should include at least one graduate student and one undergraduate student. At least one faculty member should be in a Non Tenure-Track instructional faculty category and at least one student member should also be a member of the Campus Student Technology Fee Advisory Committee (CSTFAC). The Director of CTE should be a member.

## **Enabling Research**



Remit: Research Support Tools, Collaboration Tools, Data Storage and Access, IT and IP Issues

Special Membership Recommendations: At least one faculty member should be from the Non Tenure-Track Research category. The committee should include designees from the VP of Research and the Dean of the Graduate School.

### **Infrastructure**

Remit: Physical Hardware/Software/Networking, Lifecycle Refresh, Security

Special Membership Recommendations: Membership should include at least one graduate student, one undergraduate student, and one staff member. At least one student member should also be a member of CSTFAC.

### **Enterprise Systems**

Remit: Physical Infrastructure, Enterprise Business Systems

Special Membership Recommendations: This Working Group may not need to follow the general rule of a majority of non-administrator members appointed by the Senate. Generally speaking, more leeway should be allowed to the CIO in determining the membership of the Group. However, this group should include at least one staff member in its membership.

## **RECOMMENDED AMENDMENT TO THE BYLAWS OF THE UNIVERSITY SENATE**

### **8.3 IT Council:**

**8.3.a Charge:** The IT Council shall advise and report on policy issues concerning the Division of IT to the University Senate and the Vice President for Information Technology and CIO. In addition to such responsibilities as are enumerated in Article 7 of these *Bylaws*, the IT Council shall:

- 1) Respond to requests from the Division of Information Technology, extra-divisional advisory bodies (such as the Council of Deans or the Student Technology Fee Committee), the University Senate, or other campus stakeholders for guidance on IT policy and implementation.
- 2) Advise on the Division's budget, material resources, personnel, staffing and human resources, administrative policies and practices, and have all other responsibilities listed in 7.4 of the *Bylaws of the University Senate*.
- 3) Initiate strategic inquiries on IT-related matters impacting or likely to impact the campus community.

**8.3.b Membership:** The IT Council Steering Committee shall consist of a chair (1), the chairs of the four (4) IT Council Working Groups, and the following members already serving on an IT Council Working Group: one (1) exempt staff member, one (1) undergraduate student, one (1) graduate student, one (1) non-tenured research faculty member, one (1) tenured faculty member. The Vice President and CIO, or a designee, shall serve as a non-voting ex-officio member. Additional non-voting ex-officio members may be appointed as needed, by agreement between the CIO and the SEC.

**8.3.c** The Chair of the IT Council Steering Committee shall be appointed by the Vice President for Information Technology and CIO and the Senate, as described in 7.5

of these *Bylaws*. The Chair will serve a three year term. The Chair shall normally (subject to exception by agreement of the Vice President and the Senate) also serve as a member of one of the Working Groups.

**8.3.d Working Groups:** The IT Council shall create four standing Working Groups. These groups should carry out research and make recommendations on IT issues, and shall each work with the appropriate Deputy CIO in the Division. The chair of each Working Group shall be appointed by the Committee on Committees, in consultation with the CIO, and shall serve a two year term. The four Working Groups shall be:

- 1) Learning @ Technology
- 2) Enabling Research
- 3) Infrastructure
- 4) Enterprise Systems

**8.3.e Reporting Responsibilities:** The IT Council shall report to the Vice President and CIO of the Division of Information Technology and to the University Senate.

## **APPENDICES**

Appendix 1 – List of IT Consumers at UMD

Appendix 2 – Proposed Amended Bylaws of the University Senate

Appendix 3 – University Senate Executive Committee Charge on Revisions to the Structure and Membership of the University IT Council

## APPENDIX 1 - LIST OF IT CONSUMERS AT UMD

### LIST OF IT CONSUMERS AT UMD

- Defined as: large entities that provide, own, or consume specialized IT service(s) at UMD.

#### Traditional SG Constituencies

- Faculty
- Staff
- Undergraduate students
- Graduate students

#### Administration Stakeholders

- College IT Units
- VP Research
- Provost
  - Libraries
  - Undergraduate Studies
  - Graduate Studies
  - IRPA
  - Records & Registration
  - Admission & Enrollment
  - Personnel
- VP Admin
  - Facilities
  - Comptroller
  - Public Safety
  - Capital Projects
- VP Student Affairs
  - Resident Life/Resident Facilities
  - Dining Services
  - Stamp/OCP
- VP University Relations

#### Unique Custodians & Consumers

- UMIACS
- Other outposts of research computing centers including BSOS, CMNS (not served by UMIACS), Smith IT
- Maryland Cybersecurity Center
- University of Maryland Extension
- Maryland Technology Enterprise Institute (MTECH)
- Mid-Atlantic Crossroads
- Center for Teaching Excellence
- MPower
- Human-Computer Interaction Lab
- Future of Information Alliance
- Shady Grove

APPENDIX 2 - PROPOSED AMENDED  
BYLAWS OF THE UNIVERSITY SENATE

**BYLAWS**

**OF THE**

**UNIVERSITY**

**SENATE**

Amended December 5, 2012

**BYLAWS OF THE UNIVERSITY SENATE**  
**University of Maryland, College Park**  
**Amended December 5, 2012**

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**BYLAWS OF THE UNIVERSITY SENATE**  
**The University of Maryland, College Park**

**ARTICLE 1**  
**AUTHORIZATION**

- 1.1 These *Bylaws of the University Senate* (hereafter referred to as the *Bylaws*) are adopted according to Article 7 of the *Plan of Organization* (hereafter referred to as the *Plan*), and are subject to amendment as provided for in the *Plan*.

**ARTICLE 2**  
**MEMBERSHIP**

- 2.1 The members of the Senate are as designated in Article 3 of the *Plan* and further specified in 2.1 and 2.2 below. All elected members are subject to the conditions stated in the *Plan*, including its provisions for expulsion, recall, and impeachment (Article 4.10, 4.11, and 5.6 of the *Plan* and Article 2.3 below).

2.1.a Staff Senators

For the purpose of Senate representation, the Staff Constituency is divided into the following categories. Each category shall elect one Senator from among its ranks for each 200 staff members or major fraction thereof.

1. Executive, Administrative, and Managerial Staff
2. Professional Staff
3. Secretarial and Clerical Staff
4. Technical and Para-Professional Staff
5. Skilled Crafts
6. Service and Maintenance

Exempt staff are in categories 1 and 2; non-exempt staff are in categories 3-6.

- 2.1.b Staff member job categories will not include the category designated for the President, vice presidents, provosts, and deans if they hold faculty rank.
- 2.1.c Any individual within the faculty member voting constituency cannot be included in the staff member voting constituency or nominated for election as a Senate staff member. Staff candidates for the Senate must have been employed at the University of Maryland College Park for 12 months prior to standing as candidates for Senate. Staff members may not stand for Senate elections while in the probationary period of employment.
- 2.1.d An ex officio member denoted in the *Plan* (Article 3.6.a.) who is not precluded from staff member categories as noted in Articles 2.1.b and 2.1.c may be elected as a voting member of the Senate by an appropriate constituency. Such ex officio members should also have been employed by the University of Maryland College Park for 12 months prior to standing as candidates for the Senate.
- 2.1.e As noted in the *Plan* (Article 3.3.c), the term of each staff Senator shall be three (3) years. Terms of staff members will be staggered in such a way that for each term, one-third of the total members from a job category are serving the first year of their term. Not every member of a specific job category shall be elected in the same year except in the case that the job categories are redefined by the University or these *Bylaws*. In such a circumstance, at the completion of the election, from those members who were elected:
- (1) One-third of the members in a job category who received the lowest number of votes will serve a one-year term,
  - (2) One-third of the members in a job category who received the second lowest number of votes will serve two-year terms,
  - (3) One-third of the members in a job category who received the highest number of votes will serve

three year-terms.

A person serving a one-year term is defined not to have served a full term and is eligible for re-election to a full term the following year.

## 2.2 Single Member Constituencies

The Senators defined in (a)-(h) below shall be voting members of the Senate. All elections held pursuant to this section shall be organized by the Senate Office.

- (a) Teaching Faculty who are not members of the Faculty Constituency as defined in Section 3.2 of the Plan shall elect two (2) Senators, for a term of one (1) year, their terms renewable for up to three (3) years. Full-time Instructor/Lecturers shall elect one (1) full-time representative and part-time Instructor/Lecturers shall elect one (1) part-time representative representing the Instructor/Lecturer constituency. When the Senate votes by constituencies, those Senators shall have the same voting rights as a Faculty Senator.
- (b) Research Faculty who are not members of the Faculty Constituency as defined in Section 3.2 of the Plan shall elect one (1) Senator from among their ranks for a term of one (1) year, renewable for up to three (3) years. When the Senate votes by constituencies, that Senator shall have the same voting rights as a Faculty Senator.
- (c) The part-time undergraduate students shall elect one (1) Senator from among their ranks for a term of one (1) year, renewable for up to three (3) years. When the Senate votes by constituencies, that Senator shall have the same voting rights as all other student Senators. A part-time student Senator who changes to full-time status subsequent to election may serve out his/her term.
- (d) The Contingent 2 Staff shall elect one (1) Senator from among their ranks for a term of one (1) year, renewable for up to three (3) years. When the Senate votes by constituencies, that Senator shall have the same voting rights as all other Staff Senators. The Contingent 2 Staff Senator shall have been employed by the University for twelve months prior to their election.
- (e) Emeritus Faculty who are not members of the Faculty Constituency as defined in Section 3.2 of the Plan shall elect one (1) Senator from among their ranks for a term of one (1) year, renewable for up to three (3) years. When the Senate votes by constituencies, that Senator shall have the same voting rights as a Faculty Senator.
- (f) The part-time graduate students shall elect one (1) Senator from among their ranks for a term of one (1) year, renewable for up to three (3) years. When the Senate votes by constituencies, that Senator shall have the same voting rights as all other student Senators. A part-time student Senator who changes to full-time status subsequent to election may serve out his/her term.
- (g) Adjunct Professors and Professors of the Practice who are not members of the Faculty Constituency as defined in Section 3.2 of the Plan together shall elect one (1) Senator from among their ranks for a term of one (1) year, renewable for up to three (3) years. When the Senate votes by constituencies, that Senator shall have the same voting rights as a Faculty Senator.
- (h) Head coaches who are not members of the Faculty Constituency as defined in Section 3.2 of the University Plan of Organization together shall elect one Senator from among their ranks to serve for a term of one (1) year, renewable for up to three (3) years. When the Senate votes by constituencies, that Senator shall have the same voting rights as a Faculty Senator.

- 2.3 If any elected Senator is absent from two (2) consecutive regularly scheduled meetings of the Senate without prior approval from the Office of the University Senate (Article 4.10.a of the Plan), the Executive Secretary and Director shall notify the constituency of this fact. Also in accordance with Article 4.9 and 4.10 of the Plan, until the member attends a meeting of the Senate, or the Senator is expelled, that Senator shall be counted in the total membership when a quorum is defined for a meeting.

## ARTICLE 3 MEETINGS

### 3.1 Regular Meetings:

The Senate shall schedule at least four (4) regular meetings each semester. The notice, agenda, and supporting documents shall be mailed, by campus or electronic-mail, from the Senate Office to the membership no later than one calendar week prior to each regular meeting unless otherwise approved by the Executive Committee.

### 3.2 Special Meetings:

3.2.a Special meetings of the Senate may be called in any of the following ways, with the matter(s) to be considered to be specified in the call:

- (1) By the presiding officer of the Senate;
- (2) By a majority vote of the Executive Committee of the Senate;
- (3) By written petition of a majority of the elected members of the Senate. The petition shall be delivered to the Chair or the Executive Secretary and Director of the Senate. The Chair shall give notice of arrangements for the meeting within seventy-two (72) hours of receipt of a valid petition; and
- (4) By resolution of the Senate.

3.2.b The notice of a special meeting shall include the agenda and shall be sent to the members of the Senate as far in advance of the meeting as possible. The agenda of a special meeting may specify a scheduled time of adjournment and provide information on adjourned meetings.

3.2.c The scheduling of a special meeting shall reflect the urgency of the matter(s) specified in the call, the requirement of reasonable notice, and the availability of the membership.

### 3.3 Openness of Meetings and Floor Privileges:

3.3.a Meetings of the Senate shall be open to all members of the campus community except when the meetings are being conducted in closed session.

3.3.b Representatives of the news media shall be admitted to all meetings of the Senate except when the meetings are conducted in closed session. The use of television, video, or recording equipment shall not be permitted except by express consent of the Senate.

3.3.c When a report of a committee of the Senate is being considered, members of that committee who are not members of the Senate may sit with the Senate and have a voice but not a vote in the deliberations of the Senate on that report.

3.3.d Any Senator may request the privilege of the floor for any member of the campus community to speak on the subject before the Senate. The Chair shall rule on such requests.

3.3.e By vote of the Senate, by ruling of the Chair, or by order of the Executive Committee included in the agenda of the meeting, the Senate shall go into closed session. The ruling of the Chair and the order of the Executive Committee shall be subject to appeal, but the Chair shall determine whether such appeal shall be considered in open or closed session.

3.3.f While in closed session, the meeting shall be restricted to voting members of the Senate (Article 3 in the *Plan*), to members granted a voice but not a vote (Articles 3.6 and 5.2.c of the *Plan*), to the Executive Secretary and Director, to the parliamentarian and any staff required for keeping minutes and audio recordings, and to other persons expressly invited by the Senate.

### 3.4 Rules for Procedure:

3.4.a The version of *Robert's Rules of Order* that shall govern the conduct of Senate meetings shall be *Robert's Rules of Order, Newly Revised*.



- 3.4.b A quorum for meetings shall be defined as a majority of elected Senators who have not received prior approval for absence from the Office of the University Senate, or fifty (50) Senators, whichever number is higher. For the purpose of determining a quorum, ex officio members with or without vote shall not be considered.

## ARTICLE 4 EXECUTIVE COMMITTEE

### 4.1 Membership and Election:

- 4.1.a As set forth in the *Plan* (Article 8.2), the members of the Executive Committee shall include the Chair and Chair-Elect of the Senate, and twelve (12) members elected from the voting membership of the Senate. One of the two staff members shall be elected by and from the Senators representing exempt staff, and the other shall be elected by and from the Senators representing nonexempt staff.
- 4.1.b Non-voting members of the Executive Committee shall be the President and the Senior Vice President and Provost or their representatives; the Executive Secretary and Director of the Senate, who shall be secretary of the Executive Committee; and the Parliamentarian.
- 4.1.c The election of the Executive Committee shall be scheduled as a special order at the transitional meeting of the Senate in the Spring Semester, but in no case shall it precede the election of the Chair-Elect as provided for in the *Plan* (Article 5.3). In the event of a tie vote in the election for members of the Executive Committee, a ballot will be mailed to each Senator as soon as the votes are counted and the tie discovered. Ballots are to be returned within one (1) week from the date mailed.
- 4.1.d In the event of a vacancy on the Executive Committee, the available candidate who had received the next highest number of votes in the annual election for the Executive Committee shall fill the remainder of the unexpired term.

### 4.2 Charge: The Executive Committee shall exercise the following functions:

- 4.2.a Assist in carrying into effect the actions of the Senate;
- 4.2.b Act for the Senate as provided for by and subject to the limitations stated in Article 4.3;
- 4.2.c Act as an initiating body suggesting possible action by the Senate;
- 4.2.d Review and report to the Senate on administrative implementation of policies adopted by the Senate;
- 4.2.e Prepare the agenda for each Senate meeting as provided for by and subject to limitations stated in Article 4.4;
- 4.2.f Serve as a channel through which any member of the campus community may introduce matters for consideration by the Senate or its committees;
- 4.2.g Prepare and submit reports on the Senate's work to the President and the campus community;
- 4.2.h Review the operations of the Office of the University Senate in January of each year, and make recommendations to the President for improvements in those operations and for the replacement or continuation of the Executive Secretary and Director;
- 4.2.i Serve as the channel through which the Senate and the campus community may participate in the selection of officers of the campus and the University;
- 4.2.j Perform such other functions as may be given it in other provisions of these *Bylaws* and the *Plan*; and

- 4.2.k Conduct elections, by Senators representing faculty constituencies, for membership on system-wide bodies requiring faculty representatives.

**4.3 Rules Governing Executive Committee Action for the Senate:**

- 4.3.a Where time or the availability of the membership precludes a meeting of the Senate, as, for example, during the summer or between semesters, the Executive Committee may act for the Senate.
- 4.3.b A report of all actions taken by the Executive Committee when acting for the Senate, with supporting material, shall be included with the agenda of the next regular meeting of the Senate. By written request of ten (10) Senators, received by the Chair of the Senate prior to the call to order of that meeting, any Executive Committee action on behalf of the Senate shall be vacated and the item in question placed on the agenda as a special order. If any such item is not petitioned to the floor, it shall stand as an approved action of the Senate.

**4.4 Rules Governing Preparation of the Senate Agenda:**

- 4.4.a The order of business for regular meetings shall be as follows:
- (1) Call to order;
  - (2) Approval of the minutes of the previous regular meeting and any other intervening special meeting(s);
  - (3) Report of the Chair;
  - (4) Report of the Executive Committee;
  - (5) Special orders of the day;
  - (6) Unfinished business;
  - (7) Reports of committees;
  - (8) Other new business; and
  - (9) Adjournment.
- 4.4.b For regular meetings the Executive Committee shall consider all submissions for inclusion on the Senate agenda. The Executive Committee may not alter a submission, but may delay its inclusion, may include it on the agenda of a special meeting, may submit the material directly to a committee of the Senate, or may refuse to place it on the agenda if the material is inappropriate, incomplete, or unclear. The party making a submission shall be notified of the action taken in this regard by the Executive Committee.
- 4.4.c The order of business for a special meeting shall be as follows:
- (1) Call to order;
  - (2) Statement by the Chair of the nature and origin of the call of the meeting;
  - (3) The special order;
  - (4) Other business as determined by the Executive Committee; and
  - (5) Adjournment.
- 4.4.d For a special meeting the agenda shall include the matter(s) specified in the call of that meeting as the Special Order. Other items may be included on the agenda as the Executive Committee deems

appropriate.

- 4.5 Meetings of the Executive Committee: A quorum of the Executive Committee shall be seven (7) voting members. Minutes of the meetings shall be kept. A report of the Executive Committee shall be submitted to the next regular meeting of the Senate. The Executive Committee shall meet at the call of the Chair or by petition of seven (7) voting members of the Executive Committee, or by petition of twenty-five (25) voting members of the Senate.
- 4.6 The Senate Budget: The Executive Secretary and Director shall be responsible for the Senate budget, shall consult with the Executive Committee on the preparation of the budget request, and shall report to the Executive Committee the funds received. The Executive Secretary and Director shall make an annual report to the Senate on expenditure of the Senate budget. Consent of the Executive Committee shall be required before any change in the budgeted use of Senate funds involving more than ten percent (10%) of the total may be undertaken.
- 4.7 **Referral of Items to Standing Committees:** The Executive Committee shall refer items to the standing committees.
- 4.7.a The Executive Committee shall refer an item to an appropriate committee when instructed by the Senate or when requested by the President, or when petitioned by 150 members of the Senate electorate.
- 4.7.b The Executive Committee may also refer any item it deems appropriate, and the standing committee shall give due consideration to such requests from the Executive Committee.
- 4.7.c The Chair of the Senate may, as need requires, act for the Executive Committee and refer items to standing committees. All such actions shall be reported at the next meeting of the Executive Committee.
- 4.8 To the extent permitted by law and University policy, the records of the Senate shall be open.

## ARTICLE 5 COMMITTEES OF THE SENATE

- 5.1 **Standing Committees - Specifications:** The specifications of each standing committee of the Senate shall state its name, its specific charge, and any exceptions or additions to the basic charge to standing committees stated in Article 5.2. The specifications shall list all voting ex officio members and may restrict committee composition.
- 5.1.a General Standing Committees: In an appropriate section of Article 6 there shall be specifications for each general committee.
- 5.2 **Standing Committees - Basic Charge:** In its area of responsibility, as defined in its specifications, each committee shall be an arm of the Senate with the following powers:
- (1) To formulate and review policies to be established by the Senate according to the *Plan* (Article 1);
  - (2) To review established policies and their administration and to recommend any changes in policies or their administration that may be desirable;
  - (3) To serve in an advisory capacity, upon request, regarding the administration of policies;
  - (4) To function on request of the President or of the Executive Committee as a board of appeal with reference to actions and/or decisions made in the application of policies; and
  - (5) To recommend the creation of special subcommittees (Article 5.8) when deemed necessary.

### 5.3 **Standing Committees - General Committee Operation:**

#### 5.3.a Agenda Determination:

- (1) Nonprocedural items shall be placed on the agenda of a general committee by vote of that committee, by referral from the Executive Committee (Article 4.7), or by referral of policy recommendations. The committee shall determine the priorities of its agenda items.
- (2) A general committee shall have principal responsibility for identifying matters of present and potential concern to the campus community within its area of responsibility. Such matters should be placed on the agenda of the general committee.

5.3.b Rules for Procedure of Standing Committees: The version of *Robert's Rules of Order* that shall govern the conduct of Standing Committees shall be *Robert's Rules of Order, Newly Revised*.

5.3.c Quorum Requirements of Standing Committees: Unless a quorum number is specified in the membership description of a committee, the quorum shall be a majority of voting members of the committee.

### 5.4 **Standing Committees - Reporting Responsibilities:** Each committee shall be responsible through its presiding officer for the timely delivery of the following reports.

5.4.a The Executive Secretary and Director shall receive an announcement of each meeting of the committee stating the time and place of the meeting with agenda items. It shall be sent as far in advance of the meeting as possible.

5.4.b The committee shall report its progress on agenda items as required by the Executive Secretary and Director or the Chair of the Senate.

5.4.c Reports providing information and/or recommendations to the Senate shall be submitted to the Executive Committee for inclusion on the Senate agenda. Reports resulting from the committee's advisory or board of appeals function shall be submitted to the appropriate Senate or campus officer, and the Executive Committee notified of the submission.

5.4.d Upon written request of at least four (4) members of a committee, the presiding officer of that committee shall include a minority statement with any committee report. Those requesting inclusion need not support the substance of the minority statement.

5.4.e An annual report shall be presented to the Chair of the Senate at the end of the academic year, or, if approved by the Chair, no later than August 16, for submission to the Senate. The report shall include a list of all items placed on the committee's agenda, noting the disposition of each. In the case of committees with little activity, the committee may recommend inactive status the ensuing year.

### 5.5 **Standing Committees - Selecting Members:** Persons shall be named to standing committees in accordance with the procedures listed below.

5.5.a The Committee on Committees, through the Senate office, shall maintain a database of the qualifications, preferred committees, and past committee service of members of the Senate electorate. Opportunity to update this database shall be provided annually. In the case of students, new information will be solicited through the most practical means. In the case of staff and faculty, current information will be forwarded with a request that the elector update the information. In conjunction with this annual update, the Senate office shall circulate prepared information on the duties, powers, and membership specifications of each committee and council to each unit, to all new electors, and to students requesting the information.

5.5.b The Committee on Committees shall submit nominations as necessary to maintain full and effective committee membership. No person shall be nominated for a committee position without consenting to serve on that committee, either through indicated preference or explicit agreement. In making nominations, the Committee on Committees shall keep in view the continuing membership of the committee to ensure that the full membership complies with specifications of the *Plan* and these

*Bylaws.* Committee members shall be nominated consistent with requirements for diversity specified in Section 8.1 of the *Plan*.

- 5.5.c Ex officio members named in a committee's specifications shall be voting members unless otherwise specified in the *Bylaws*. Upon recommendation of the Committee on Committees, the Executive Committee may appoint ex officio members with particular expertise or benefit to the committee. Such members shall serve with voice, but without vote. The Executive Committee is empowered to make such changes in non-voting ex officio membership as appropriate.
- 5.5.d The Committee on Committees shall forward nominations to the Executive Committee to place on the Senate agenda for approval. Each nominee shall be identified by name, constituency, and Senate committee experience. The notice of nomination shall also include the name and constituency of continuing members of the committee, and the name and office of the current ex officio members, listed for information only. The nominations shall be subject to action by the Senate consistent with the *Plan* and the specifications of these *Bylaws*.
- 5.5.e Terms on standing committees shall be two (2) years for faculty and staff, and one (1) year for students. Appointments to two-year terms shall be staggered: that is, as far as practical, half of the terms from each faculty or staff constituency shall expire each year. Terms shall begin on the date of the transitional meeting of the Senate in the appropriate year.
- 5.5.f A member of a standing committee whose term is expiring may be appointed to another term, subject to restrictions (1) and (2) below. The Committee on Committees is particularly charged to consider the reappointment of active student members.
  - (1) No reappointment shall be made that would cause the appointee to serve longer than four consecutive years on the same committee.
  - (2) At most, half of the non-student members of a committee whose terms are expiring in any given year may be reappointed.
- 5.5.g Terms as presiding officer of a committee shall be one year. A presiding officer may be reappointed if his/her tenure as a committee member is continuing; however, no one shall serve as presiding officer of a committee for more than two (2) consecutive years.
- 5.5.h Appointments of the presiding officers of committees shall be designated as the annual committee slate and shall be approved by the Senate at an appropriate meeting. Appointments to unexpired terms shall be for the remainder of the unexpired term and shall be acted upon by the Senate as placed on the agenda by the Executive Committee.

5.6 **Standing Committees - Replacing Presiding Officers and Members:** The presiding officer and members of any active standing committee may be replaced for cause after inquiry by the Executive Committee, subject to approval by the Senate (see Article 5.6.c).

5.6.a Cause, for presiding officers, is defined as the following:

- (1) Failure to activate the committee during the first semester after appointment in order to organize its business and determine an agenda; or
- (2) Failure to activate the committee in order to respond to communications referred from the Executive Committee; or
- (3) Failure to activate the committee in order to carry out specific charges required in Article 6 or other Senate documents.

5.6.b Cause, for members, is defined as the following:

- (1) Continual absence from committee meetings and/or lack of participation in committee activities;  
or

- (2) Lack of registration on campus for students or termination of employment on campus for faculty and staff.

5.6.c Procedure for replacing presiding officers and members:

- (1) The decision to replace a presiding officer rests with the Executive Committee; and
- (2) Requests for replacing a committee member shall be submitted by the presiding officer of a committee to the Executive Committee; such requests will contain a statement citing the appropriate "cause."

5.6.d When the Executive Committee decides to replace a presiding officer or committee member, it shall request the Committee on Committees to identify a suitable replacement.

5.7 **Standing Committees - Appointing Special Subcommittees:** A standing committee of the Senate may appoint special subcommittees to assist in the effective performance of its responsibilities. Persons appointed to special subcommittees who are not members of standing committees must be approved by the Executive Committee. The Chair of any special subcommittee must be a member of the standing committee making the appointment.

5.8 **Special Committees:** A special committee of the Senate may be established by resolution of the Senate to carry out a specified task. The empowering resolution shall also stipulate the means of selecting the committee and any restrictions on its composition. The committee shall function until the completion of its tasks or until discharged by the Senate. A final report of its work shall be presented to the Senate. Members shall serve for the duration of the committee unless otherwise specified by the Senate.

## ARTICLE 6 STANDING COMMITTEE SPECIFICATIONS

6.1 **Academic Procedures and Standards Committee:**

- 6.1.a **Membership:** The committee shall consist of an appointed presiding officer; ten (10) faculty members; three (3) undergraduate and two (2) graduate students; and the following persons or a representative of each: the Senior Vice President and Provost, the Director of Undergraduate Admissions, the Associate Provost for Academic Affairs and Dean for Undergraduate Studies, and the Associate Provost for Academic Affairs and Dean of the Graduate School.
- 6.1.b **Quorum:** A quorum of the Academic Procedures and Standards Committee shall be nine (9) voting members.
- 6.1.c **Charge:** The committee shall formulate and continually review policies, rules, and regulations governing the admission, readmission, academic standing, and dismissal of all students for academic deficiency.
- 6.1.d **Charge:** The committee shall continually review policies and procedures for academic advisement, scheduling of classes, and registration.
- 6.1.e **Charge:** The committee shall formulate and continually review policies to be observed by the instructional staff in conducting classes, seminars, examinations, students' research, and student evaluations.
- 6.1.f **Policies, rules, and regulations exclusively governing admission, readmission, scholastic standing, and dismissal of graduate students for academic deficiency shall be reviewed by an appropriate committee of the Graduate School. Such policies, rules, and regulations will be transmitted by the Graduate School directly to the Senate through the Executive Committee. Policies, rules, and regulations that concern both graduate and undergraduate matters shall be considered by both the Educational Affairs Committee and the appropriate committee of the Graduate School.**

## 6.2 Campus Affairs Committee:

### 6.2.a Membership:

- (1) The committee shall consist of an appointed presiding officer; six (6) faculty members; two (2) undergraduate and two (2) graduate students; two (2) staff members; the President or a representative of the Student Government Association; the President of the Graduate Student Government or the President's graduate student designee; and the following persons or a representative of each: the Senior Vice President and Provost, the Vice President for Administrative Affairs, the Vice President for Student Affairs, the Vice President for University Relations, the Chief Diversity Officer, and the Chair of the Coaches Council.
- (2) When discussions of safety are on the agenda, the Chief of Police, the President's Legal Office, the Director of Transportation Services, and other campus constituencies, as appropriate, shall be invited to participate or send a representative.
- (3) The Chair of this committee or a member designated by the Chair and approved by the Senate Executive Committee will serve as an ex officio member of the Athletic Council and the Campus Transportation Advisory Committee.

6.2.b Quorum: A quorum of the Campus Affairs Committee shall be nine (9) voting members.

6.2.c Charge: The committee shall formulate and continually review policies and regulations affecting the total campus, its functions, its facilities, its internal operation and external relationships, including the awarding of campus prizes and honors, and make recommendations concerning the future of the campus.

6.2.d Charge: The committee shall establish procedures for the periodic review of campus level administrators.

6.2.e Charge: The committee shall gather community input on safety and security issues and shall act as a liaison between the police and the campus community. The committee shall provide an annual report to the Senate regarding this charge.

## 6.3 Committee on Committees:

### 6.3.a Membership and terms:

- (1) As set forth in the *Plan* (Article 8.3.a), the Committee on Committees shall be chaired by the Chair-Elect of the Senate.
- (2) Besides the Chair-Elect of the Senate, the voting membership, as defined in the *Plan* (Article 8.3.a), shall consist of six (6) faculty members, with no more than one (1) from any college, elected by faculty Senators; two (2) staff members elected by staff Senators; and two (2) students elected by student Senators.
- (3) Students are elected to serve for one (1) year, faculty and staff for two (2) years, whether or not their membership in the Senate continues beyond their first year of service in the committee.
- (4) Terms of faculty and staff members are staggered in such a way that, at any time, no more than three (3) faculty members and one (1) staff member are serving the second year of their term.
- (5) In the event of a vacancy on the Committee on Committees, the available candidate who had received the next highest number of votes in the last annual election for the Committee on Committees, subject to provisions in 6.3.a(2), shall fill the remainder of the unexpired term.

### 6.3.b Charge:

- (1) As set forth in the *Plan* (Article 8.3.b), responsibilities of the Committee on Committees include:

- (a) Identification and recruitment of individuals for service on Senate committees,
  - (b) Identification and recruitment of individuals to serve as representatives of the Senate on University committees.
  - (c) Identification and recruitment of individuals to serve as representatives of the Senate on University committees.
- (2) Additional duties include
- (a) Identification of individuals for service on System committees,
  - (b) Ongoing assessment of the effectiveness of committees, and recommendation for improvements and changes in the operations and structure of the Elections, Representation and Governance Committee and the Executive Committee.
- 6.3.c Operation: The Committee on Committees shall follow the procedures specified for standing committees in Article 5 above, with the exception of 5.5.

#### 6.4 **Educational Affairs Committee:**

- 6.4.a Membership: The committee shall consist of an appointed presiding officer; twelve (12) faculty members; two (2) staff members; two (2) undergraduate students and one (1) graduate student; the President or a representative of the Student Government Association; the President of the Graduate Student Government or the President's graduate student designee; and the following persons or a representative of each: the Senior Vice President and Provost, the Director of the Honors College, the Associate Provost for Academic Affairs and Dean for Undergraduate Studies, the Associate Provost for Academic Affairs and Dean of the Graduate School, and the Vice President of Information Technology and CIO. The presiding officers of the Program, Curricula, and Courses (PCC) and the General Education Committees shall be non-voting, ex officio members.
- 6.4.b Quorum: A quorum of the Educational Affairs Committee shall be eleven (11) voting members.
- 6.4.c Charge: The committee shall formulate and continually review plans and policies to strengthen the educational system of the College Park campus. The committee shall receive ideas, recommendations, and plans for educational innovations from members of the campus community and others. The committee shall inform itself of conditions in the colleges, schools, and other academic units, and shall propose measures to make effective use of the resources of the campus for educational purposes.

#### 6.5 **Elections, Representation, and Governance Committee:**

- 6.5.a Membership: The committee shall consist of an appointed presiding officer; seven (7) faculty members; two (2) staff members; two (2) undergraduate and two (2) graduate students; and the Director of Human Resources and the Associate Vice President for Institutional Research, Planning, and Assessment.
- 6.5.b Quorum: A quorum of the Elections, Representation, and Governance Committee shall be eight (8) voting members.
- 6.5.c Charge: The committee shall review and recommend policies regarding the conduct of elections, determine correct apportionments for all constituencies, and investigate and adjudicate all charges arising from the management and results of Senate elections.
- 6.5.d Charge: The committee shall determine the correct apportionment for all constituencies every five (5) years in association with any review or revision of the *Plan* (Articles 3.8 and 6.3 of the *Plan*).



- 6.5.e Charge: The committee shall supervise all Senatorial elections and referenda in accordance with the *Plan* (Article 4.2), and shall cooperate with certain constituencies in their nomination and election processes in accordance with the *Plan* (Article 4.4) or as requested by the Executive Committee.
- 6.5.f Charge: The committee shall establish appropriate procedures for the tallying and reporting of election results (Article 4.8 of the *Plan*), and other such duties as appropriate (Articles 3.3.b and 3.4.b(2) of the *Plan*).
- 6.5.g Charge: The committee shall review the plans of organization of the colleges, schools, and other units, in accordance with the *Plan* (Article 11).
- 6.5.h Charge: The committee shall review and observe the operation and effectiveness of the University Senate and make any appropriate recommendations for improvements.
- 6.5.i Charge: The committee shall receive all petitions for impeachment of the Chair or Chair-Elect in accordance with the *Plan* (Article 5.6).
- 6.5.j Charge: The committee shall initiate procedures for expelling Senators in accordance with the *Plan* (Article 4.10).
- 6.5.k Charge: The committee shall receive all petitions for the recall of Senators in accordance with the *Plan* (Article 4.11).

#### 6.6 **Equity, Diversity, & Inclusion Committee:**

- 6.6.a Membership: The committee shall consist of an appointed presiding officer; four (4) undergraduate and two (2) graduate students; six (6) faculty members; three (3) non-exempt staff members; the Director of the Office of Diversity Education and Compliance; one (1) exempt staff member or a Director from the Office of the Senior Vice President and Provost; one (1) exempt staff member or a Director from the Division of Administrative Affairs; one (1) exempt staff member or a Director from the Division of Student Affairs; and the following persons or a representative of each: the Senior Vice President and Provost, the Vice President for Administrative Affairs, and the Vice President for Student Affairs.
- 6.6.b Quorum: A quorum of the Equity, Diversity, & Inclusion Committee shall be eleven (11) voting members.
- 6.6.c Charge: The committee shall carry out its responsibilities as detailed in Article 1, Section E of the Code on Equity, Diversity, and Inclusion, University of Maryland, College Park, and recommend any appropriate changes in the Code. It shall consider programs for improving equity, diversity, and inclusiveness at the University.

#### 6.7 **Faculty Affairs Committee:**

- 6.7.a Membership: The committee shall consist of an appointed presiding officer; ten (10) faculty members, of whom four (4) shall be senators and two (2) must be untenured; one (1) undergraduate student and two (2) graduate students; one (1) staff member; and the following persons or a representative of each: the President, the Senior Vice President and Provost, and the Director of Human Resources.
- 6.7.b Quorum: A quorum of the Faculty Affairs Committee shall be eight (8) voting members.
- 6.7.c Charge: The committee shall formulate and continually review policies pertaining to faculty life, employment, academic freedom, morale, and perquisites.
- 6.7.d Charge: The committee shall work for the advancement of academic freedom and the protection of faculty and research interests.
- 6.7.e Charge: The committee shall, in consultation with colleges, schools, and other academic units,

establish procedures for the periodic review of academic administrators below the campus level.

## 6.8 General Education Committee:

### 6.8.a Membership: The committee shall consist of:

- (1) A presiding officer, who is a member of the faculty and is appointed by the chair of the Senate;
- (2) Twelve (12) faculty members consisting of:
  - (a) One (1) representative from each of the following entities: the College of Agriculture and Natural Resources; the School of Architecture, Planning, and Preservation; the College of Arts and Humanities; the College of Behavioral and Social Sciences; the Robert H. Smith School of Business and Management; the College of Computer, Mathematical, and Natural Sciences; the College of Education; the A. James Clark School of Engineering; the College of Information Studies; the Philip Merrill College of Journalism; the School of Public Health; and the School of Public Policy;
- (3) Four (4) students, of whom at least one (1) must be an undergraduate student and at least one (1) must be a graduate student, from four (4) different entities listed in 6.8.a(2)(a) above and those under the Office of Undergraduate Studies.
- (4) The Associate Provost for Academic Affairs and Dean for Undergraduate Studies, the Director of the Honors College, the Executive Director of College Park Scholars (or their designees), and the Associate Dean for General Education shall serve as voting ex officio members.

### 6.8.b Charge:

- (1) To facilitate the ongoing Core Liberal Arts and Sciences Program for students under the Core requirements, the General Education Committee shall exercise continuing supervisory authority and general oversight of the Core Liberal Arts and Sciences Program at the University of Maryland consistent with its authority as mandated by the report on undergraduate education entitled Promises to Keep: The College Park Plan for Undergraduate Education (Pease Report), adopted by the College Park Senate in March 1988 and in coordination with the General Education Program at the University of Maryland as described in the 2010 document Transforming General Education at the University of Maryland and the General Education Implementation Plan approved by the University Senate in February 2011. It shall also make periodic reports to the Senate on its evaluation of the effectiveness of the program and make any recommendations for revision or improvements it deems appropriate.
- (2) The General Education Committee shall exercise broad oversight and supervision of the General Education Program at the University of Maryland as described in the 2010 document Transforming General Education at the University of Maryland and the General Education Implementation Plan approved by the University Senate in February 2011. The General Education Committee shall review and make recommendations concerning the General Education Program to the Senate and the Associate Provost for Academic Affairs and Dean for Undergraduate Studies. Such recommendations shall include, as the committee deems appropriate, the program's requirements and its vision, especially with regard to evaluating trends, reviewing learning outcomes, and maintaining the balance of courses in the General Education categories.

- 6.8.c The committee may, under the provisions of Section 5.7, establish subcommittees for each major segment of its work. A member of the General Education Committee shall serve as the presiding officer of each subcommittee. The other members may, but need not, be members of the General Education Committee as the General Education Committee and the Senate Executive Committee deem appropriate.

6.8.d Relation of the General Education Committee to the Office of the Associate Provost for Academic Affairs and Dean for Undergraduate Studies:

- (1) The Associate Provost for Academic Affairs and Dean for Undergraduate Studies will prepare an annual report on the status of the General Education Program and will send the report to the General Education Committee by September 1.
- (2) The Associate Provost for Academic Affairs and Dean for Undergraduate Studies will meet with the General Education Committee as needed to discuss or update the report. Topics will include but not be limited to: the membership and ongoing work of the General Education Faculty Boards; the proposal and approval process for General Education courses; the learning outcomes for the different course categories; areas where additional courses or rebalancing may be needed; trends and developments that may impact the General Education Program; and informational resources for students, faculty, and advisors about the General Education Program.
- (3) The Office of the Associate Provost for Academic Affairs and Dean for Undergraduate Studies shall inform the committee of modifications in the proposal or review process, the disposition of recommendations from the committee, and any other changes regarding the implementation of the General Education Program as specifically delegated to that office.

6.9 **Governmental Affairs Committee:**

- 6.9.a Membership: The committee shall consist of the Chair-Elect of the Senate; the current Chair of the Senate; the immediate past Chair of the Senate; a federal and a state campus legislative liaison appointed by the President; two (2) faculty members; one (1) undergraduate student; one (1) graduate student; one (1) non-exempt staff member; one (1) exempt staff member; and such additional non-voting, ex officio members as shall be appointed under Section 5.5.c of these *Bylaws*. Committee members shall not be limited to two consecutive terms as specified in Section 5.5.f(1) of these *Bylaws*. To assure continuity, selection of members should be made in a way that will return at least four (4) of the members of the immediate past committee to the newly appointed committee.
- 6.9.b Charge: The committee shall initiate activities to provide contact with and information for executive and legislative bodies; shall serve as an advisory body to the President concerning campus needs requiring legislation; and shall keep the Senate abreast of legislative issues important to the campus.

6.10 **Programs, Curricula, and Courses Committee:**

- 6.10.a Membership: The committee shall consist of an appointed presiding officer; ten (10) faculty members; two (2) undergraduate students and one (1) graduate student; and the following persons or a representative of each: the Senior Vice President and Provost, the Associate Provost for Academic Affairs and Dean for Undergraduate Studies, the Associate Provost for Academic Affairs and Dean of the Graduate School, and the Dean of Libraries.
- 6.10.b Quorum: A quorum of the Programs, Curricula, and Courses Committee shall be nine (9) voting members.
- 6.10.c Charge: The committee shall formulate, review, and make recommendations to the Senate concerning policies related both (1) to the establishment, modification, or discontinuance of academic programs, curricula, and courses; and (2) to the establishment, reorganization, or abolition of colleges, schools, academic departments, or other units that offer credit-bearing programs of instruction or regularly offer courses for credit.
- 6.10.d Charge: The committee shall review and make recommendations to the Senate in at least the areas designated by (1) through (3) below. Recommendations in these areas are not subject to amendment on the Senate floor unless a detailed objection describing the area of concern has been filed with the Senate Office at least forty-eight (48) hours prior to the meeting at which the

recommendations will be introduced. The committee will announce proposed recommendations to the campus community sufficiently in advance of the meeting at which they are to be considered so as to allow time for concerned parties to file their objections.

- (1) All proposals for the establishment of a new academic program, for the discontinuance of an existing academic program, for the merger or splitting of existing academic programs, or for the renaming of an existing academic program;
- (2) All proposals for the creation, abolition, merger, splitting, or change of name of colleges, schools, departments of instruction, or other units that offer credit-bearing programs of instruction or regularly offer courses for credit; and
- (3) All proposals to reassign existing units or programs to other units or programs.

6.10.e Charge: The committee shall review and shall directly advise the Office of Academic Affairs concerning proposals to modify the curricula of existing academic programs, or to establish citation programs consistent with college rules approved by the Senate. The committee shall inform the Senate of its actions in these cases.

6.10.f Charge: The committee shall review, establish, and advise the Vice President's Advisory Committee concerning policies for adding, deleting, or modifying academic courses.

6.10.g Charge: The committee shall be especially concerned with the thoroughness and soundness of all proposals, and shall evaluate each according to the mission of the University, the justification for the proposed action, the availability of resources, the appropriateness of the sponsoring group, and the proposal's conformity with existing regulations. The committee shall be informed of any recommendations made by the Academic Planning Advisory Committee concerning resource issues, the consistency of the proposed action with the University's mission and strategic directions, or both.

6.10.h The committee shall meet regularly as needed.

6.10.i Relation of the Programs, Curricula, and Courses Committee to the Office of the Senior Vice President and Provost.

- (1) The committee, in consultation with the Office of the Senior Vice President and Provost, shall determine the requirements for supporting documentation and the procedures for review for all proposals.
- (2) The committee shall be informed by the Office of the Senior Vice President and Provost of all proposed modifications to existing programs and curricula. After consulting with the presiding officer of the committee, the Provost's Office shall act on all minor changes that are not of a policy nature.
- (3) The committee shall be informed by the Office of the Senior Vice President and Provost of all changes made pursuant to 6.10.h(2). The committee shall be informed by the Office of the Senior Vice President and Provost of all other changes in academic curricula whose approval has been specifically delegated to that office. In particular, this includes the approval to offer existing academic programs through distance education or at a new off-campus location.

6.10.j Relationship of the Programs, Curricula, and Courses Committee to the Graduate School: Proposals concerned with graduate programs and curricula shall receive the review specified by the Graduate School, in addition to the review of the Programs, Curricula, and Courses Committee. Any such proposal whose approval has been denied by the Graduate School shall not be considered by the committee.

#### 6.11 **Staff Affairs Committee:**

6.11.a Membership: The committee shall consist of an appointed presiding officer; ten (10) staff members, including a member, preferably a Senator, from each of the elected staff categories; three (3) faculty

members; two (2) students; the Director of Human Resources; and one (1) representative each from the offices of the Senior Vice President and Provost, the Vice President for Administrative Affairs, the Vice President for University Relations, and the Vice President for Student Affairs. The elected UMCP representatives to the Council of University System Staff (CUSS), the two staff representatives on the Executive Committee, and two Category II contingent employees shall also be members of the committee.

- 6.11.b Quorum: A quorum of the Staff Affairs Committee shall be twelve (12) voting members.
- 6.11.c Charge: The committee shall formulate and continually review campus policies affecting staff members, including policies regarding periodic review of campus departments and administrators that employ staff members.
- 6.11.d Charge: The committee shall assist the Office of the University Senate in soliciting nominations and encouraging participation in elections of staff Senators as specified in Article 4.4 of the *Plan*.
- 6.11.e Charge: Staff Affairs shall assist the Committee on Committees and the Senate Executive Committee in identifying and recruiting staff representatives for campus and Senate committees, including system-wide activities involving staff.
- 6.11.f Charge: The committee shall administer the Council of University System Staff (CUSS) nomination and election process. Definitions of eligible staff shall be defined by the Board of Regents and CUSS.
- 6.11.g Charge: The committee shall actively promote and provide orientation and opportunities for staff involvement in shared governance at every administrative level.

#### 6.12 **Student Affairs Committee:**

- 6.12.a Membership: The committee shall consist of an appointed presiding officer; ten (10) undergraduate students, of whom five (5) must be Senators; four (4) graduate students, of whom two (2) must be Senators; three (3) faculty members; two (2) staff members; the President or a representative of the Student Government Association; the President of the Graduate Student Government or the President's graduate student designee; two representatives of the Office of the Vice President for Student Affairs; and one representative each from the Graduate School and the Division of Administrative Affairs, the Office of the Senior Vice President and Provost, the Division of University Relations, and the Department of Resident Life.
- 6.12.b Quorum: A quorum of the Student Affairs Committee shall be twelve (12) voting members.
- 6.12.c Charge: The committee shall formulate and continually review policies regarding all non-academic matters of student life including, but not limited to, student organizations, resident life, extracurricular activities, and student concerns in the campus community.
- 6.12.d Charge: The committee shall assist the Office of the University Senate and the colleges and schools as appropriate in soliciting nominations and encouraging participation in the election of student Senators.

#### 6.13 **Student Conduct Committee:**

- 6.13.a Membership: The committee shall consist of an appointed presiding officer; four (4) faculty members; five (5) students, of whom at least three (3) must be undergraduate students and one (1) must be a graduate student; and the Director of the Office of Student Conduct, or a representative, as a non-voting consulting member.
- 6.13.b Charge: The committee shall formulate and continually review recommendations concerning the rules and codes of student conduct, as well as means of enforcing those rules and codes.
- 6.13.c Charge: The committee acts as an appellate body for infractions of the approved Codes of Student Conduct and Code of Academic Integrity. Procedures for the committee's operation in this role are to

be developed and filed with the Office of Student Conduct and the Executive Secretary and Director of the Senate. The committee shall also confirm members of all judicial boards listed in the Codes of Student Conduct, except conference and ad hoc boards.

## ARTICLE 7 UNIVERSITY COUNCILS

- 7.1 **Definition:** University councils are established by Article 8.4 of the *Plan* to exercise an integrated advisory role over specified campus units and their associated activities. University councils are jointly sponsored by the University Senate, the College Park campus administration, and the chief administrative officer(s) of the designated unit(s) (hereafter indicated by "director"). University councils may be assigned reporting responsibilities to any member(s) of the College Park administration at the dean level or above (hereafter referred to as the "designated administrative officer").
- 7.2 **Creation of University Councils:** Proposals to create a University council shall be evaluated by a task force appointed jointly by the University Senate Executive Committee and the designated administrative officer to whom the new council would report. Following its deliberations, this task force shall present a report to the Senate, the designated administrative officer, and the director of the unit whose activities are the focus of the council. That report shall indicate the specifications that define the working relationship among the Senate, the designated administrative officer, and the director. The report shall include at least the following: the scope and purpose of the new council; a review of the current committees and advisory relationships to be superseded by the proposed council; identification of the designated administrative officer and unit director to whom the council reports; the charge to the council; the size, composition, and appointment process of members of the council; the council's relationship to the Senate, the designated administrative officer, and the director including the responsibilities of these three sponsors to the council and the responsibilities of the council to these three sponsors; and principles for operation of the council. The proposal of the task force shall be reviewed by the appropriate Senate committees, approved by the designated administrative officer, and then approved by the Senate. At the same time, the Senate shall approve appropriate revisions in its *Bylaws* to incorporate the council into its committee structure. The report of the task force, as approved, shall be preserved with official Senate documents, serving as a record of the original agreements establishing the council.
- 7.3 **Specifications in Senate Bylaws:** For each council, Senate bylaws shall: state its name; specify its responsibilities to the Senate; define its membership, including any voting privileges of ex officio members; and identify any exceptions or additions to the provisions of Article 7 of these *Bylaws* particular to the council.
- 7.4 **Basic Charge:**
- 7.4.a The council's responsibilities to the University Senate shall include those specified for Senate committees in Article 5.2 of these *Bylaws*. In addition, each council shall:
- (1) Sponsor hearings, as appropriate, on issues within its purview that are of concern to the Senate and the campus community.
  - (2) Provide a mechanism for communication with the campus community on major issues facing the unit and its activities.
  - (3) Respond to charges sent to the council by the Senate Executive Committee.
  - (4) Provide an annual written report to the Senate on the council's activities including the status of unresolved issues before the committee.
- 7.4.b Responsibilities to the designated administrative officer shall be specified in the Task Force Report and may include:
- (1) To advise on the unit's budget, space, and other material resources, in addition to personnel, staffing and other human resources.

- (2) To advise on the unit's administrative policies and practices.
- (3) To advise on the charges to be given to periodic internal and external review committees.
- (4) To respond to requests for review, analysis, and advice from the designated administrative officer.
- (5) To meet at least annually with the designated administrative officer to review the major issues facing the unit and its activities on campus.
- (6) To fulfill such other responsibilities as specified in the Task Force Report.

7.4.c Responsibilities to the unit's director shall be specified in the Task Force Report and may include:

- (1) To advise on the needs and concerns of the campus community.
- (2) To advise on opportunities, policies, and practices related to the unit's ongoing operations.
- (3) To review and advise on unit reports, studies, and proposed initiatives.
- (4) To respond to requests for review, analysis, and advice made by the director.
- (5) To meet at least annually with the director to review the major issues facing the unit and its activities on campus.
- (6) To fulfill such other responsibilities as specified in the Task Force Report.

## 7.5 **Membership and Appointment to University Councils:**

- 7.5.a **Membership:** Councils shall have nine (nine) (9) to thirteen (13) members as specified in the appropriate subsection of Article 8 of these *Bylaws*. In addition, each council shall include an ex officio member designated by the administrative officer, and such other ex officio members as specified in the appropriate subsection of Article 5 of these *Bylaws*. These ex officio members shall have voice but no vote.
- 7.5.b **Appointment:** Representatives of the designated administrative officer's office and the Committee on Committees of the University Senate shall agree on nominees for vacancies on the council. These nominations shall be submitted to the designated administrative officer and to the University Senate for approval. In exercising its powers of appointment to the council, the Senate shall follow procedures for review and approval for Senate committee appointments specified in Article 5.5.d and 5.5.g of these *Bylaws*.
- 7.5.c **Terms:** Rules governing beginning date and length of terms, and restrictions on reappointment shall be those specified for Senate committees, except that the presiding officer shall serve a three (3) year term and cannot be reappointed.
- 7.5.d **Appointment of Presiding Officer:** The designated administrative officer and the Senate Executive Committee shall reach an agreement on a presiding officer, and the joint choice shall be submitted to the Senate for approval. If the presiding officer is selected from among the membership of the council, a replacement shall be appointed to the vacated seat.

## 7.6 **Operational Relationship of University Councils to Sponsors:**

- 7.6.a The University Senate Office shall support activities of the council in a manner similar to all other Senate committees.
- 7.6.b The office of the designated administrative officer, through its ex officio council member, shall provide

liaison to other administrative units as required.

- 7.6.c The unit director shall provide the council with internal data, reports, studies, and any other materials required to support the council's work. In addition, the director shall also arrange for unit staff to appear before the committee as requested.
- 7.6.d Control of the University council's agenda shall be the responsibility of the presiding officer of the council and the voting members of the council, subject to the charges provided in Article 7.4 of these *Bylaws*, the appropriate subsection of Article 8 of these *Bylaws*, and the approved Task Force Report governing the council.
- 7.6.e Each University council shall develop its own bylaws which must be approved by the designated administrative officer and by the Senate.
- 7.6.f In addition to the required annual report, the presiding officer shall keep the Chair of the Senate informed of the major issues before the council and shall indicate when action or information items are likely to be forwarded for Senate consideration. In submitting recommendations for Senate action, the council shall inform the unit director and the designated administrative officer in advance of its recommendations. For purposes of conducting Senate business, reports from the University council and floor privileges of the Senate shall be managed in the same manner as general committees of the Senate defined in these *Bylaws* (3.3.c, 4.4.b, 4.7, and 5.3.a). In the case where the presiding officer of the University council is not a member of the Senate, he or she may report to the Senate and participate in the deliberations of the Senate subject to the provisions of Article 3.3.c of these *Bylaws*.

#### 7.7 **Review of University Councils:**

- 7.7.a Five (5) years after a University council is formed, a review of the council shall be undertaken jointly by the Senate and administration, and a written report issued. The review may recommend continuation of the council in its original form and mode of operation, modification of the council structure and/or operations, or discontinuance of the council.
- 7.7.b Following the initial review, the University council and its operations shall be reviewed in conjunction with the periodic review of the *Plan*.

### **ARTICLE 8 UNIVERSITY COUNCIL SPECIFICATIONS**

#### 8.1 **University Library Council**

- 8.1.a **Charge:** The University Library Council has the responsibility to provide advice and to report on policy issues concerning the University Libraries to the University Senate, to the Senior Vice President and Provost, and to the Dean of Libraries. (See Appendix 2 for additional responsibilities and the Council's Bylaws).
- 8.1.b **Membership:** The Council shall consist of thirteen (13) appointed members and three (3) ex officio members. The appointed members shall be: the Chair, ten (10) other faculty members including at least one (1) member of the library faculty, a graduate student, and an undergraduate student. The three (3) ex officio members shall be a representative of the office of the Senior Vice President and Provost, a representative of the Office of the Dean of Libraries, and the Chair-Elect of the Senate.
- 8.1.c The Chair shall be a tenured faculty member.
- 8.1.d **Reporting Responsibilities:** The University Library Council shall report to the University Senate and the Senior Vice President and Provost under the terms of responsibility defined in Article 7.4 of these *Bylaws*.

#### 8.2 **University Research Council:**

Amended December 5, 2012



- 8.2.a **Charge:** In addition to the charges specified in Articles 5.2 and 7.4 of these *Bylaws*, the Council shall be governed by the following: The Council is charged to formulate and continually review policies regarding research, its funding, its relation to graduate and undergraduate academic degree programs, and its service to the community. Also, the Council is charged to review the research needs of faculty, other researchers and students, and to make recommendations to facilitate the research process and productivity of the University. Further, the Council shall formulate and continually review policies on the establishment, naming, reorganization, or abolition of bureaus, centers, or institutes that do not offer programs of instruction or regularly offer courses for credit, including their relationship to graduate and undergraduate academic programs. Additionally, when it perceives problems, the Council has the power to undertake investigative studies and recommend solutions.
- 8.2.b **Membership:** The University Research Council shall consist of thirteen (13) appointed members and ten (10) ex officio members. The appointed members shall be the Chair and eight (8) other faculty members; one (1) staff member; and three (3) students, including at least one (1) graduate and one (1) undergraduate student. The ten (10) ex officio members shall be a representative of the President (non-voting), a representative of the Senior Vice President and Provost (non-voting), a representative of the Vice President for Research, a representative of the Dean of the Graduate School, a representative of the Dean of Undergraduate Studies, the Director of the Office of Research Administration and Advancement, and the Chairs of four (4) subcommittees of the University Research Council as follows: Research Development and Infrastructure Enhancement Subcommittee (RDIES); Research Advancement and Administration Subcommittee (TAAS); Intellectual Property and Economic Development Subcommittee (IPEDS); and Awards and Publicity Subcommittee (APS). The Chair shall be a tenured faculty member.
- 8.2.c **Reporting Responsibilities:** The University Research Council shall report to the University Senate and the Vice President for Research under the terms of responsibility defined in Article 7.4 of these *Bylaws* and the report establishing the University Research Council.

### 8.3 IT Council:

- 8.3.a **Charge:** The IT Council shall advise and report on policy issues concerning the Division of IT to the University Senate and the Vice President for Information Technology and CIO. In addition to such responsibilities as are enumerated in Article 7 of these *Bylaws*, the IT Council shall:
- 1) Respond to requests from the Division of Information Technology, extra-divisional advisory bodies (such as the Council of Deans or the Student Technology Fee Committee), the University Senate, or other campus stakeholders for guidance on IT policy and implementation.
  - 2) Advise on the Division's budget, material resources, personnel, staffing and human resources, administrative policies and practices, and have all other responsibilities listed in 7.4 of the *Bylaws* of the University Senate.
  - 3) Initiate strategic inquiries on IT-related matters impacting or likely to impact the campus community.
- 8.3.b **Membership:** The IT Council Steering Committee shall consist of a chair (1), the chairs of the four (4) IT Council Working Groups, and the following members already serving on an IT Council Working Group: one (1) exempt staff member, one (1) undergraduate student, one (1) graduate student, one (1) non-tenured research faculty member, one (1) tenured faculty member. The Vice President and CIO, or a designee, shall serve as a non-voting ex-officio member. Additional non-voting ex-officio members may be appointed as needed, by agreement between the CIO and the SEC.
- 8.3.c **The Chair of the IT Council Steering Committee shall be appointed by the Vice President for Information Technology and CIO and the Senate, as described in 7.5 of these *Bylaws*. The Chair will serve a three year term. The Chair shall normally (subject to exception by agreement of the Vice President and the Senate) also serve as a member of one of the**

### Working Groups.

**8.3.d Working Groups:** The IT Council shall create four standing Working Groups. These groups should carry out research and make recommendations on IT issues, and shall each work with the appropriate Deputy CIO in the Division. The chair of each Working Group shall be appointed by the Committee on Committees, in consultation with the CIO, and shall serve a two year term. The four Working Groups shall be:

- 1) Learning @ Technology
- 2) Enabling Research
- 3) Infrastructure
- 4) Enterprise Systems

**8.3.e Reporting Responsibilities:** The IT Council shall report to the Vice President and CIO of the Division of Information Technology and to the University Senate.

## ARTICLE 9 DUTIES OF THE EXECUTIVE SECRETARY AND DIRECTOR

- 9.1 The Executive Secretary and Director of the Senate shall be responsible for the minutes and audio recordings of all Senate meetings.
- 9.1.a The minutes shall include only actions and business transacted. They shall be submitted to the Senate for approval. Copies of the approved minutes shall be sent to all chief administrative officers of colleges, schools, departments, and other units, and to the campus news media.
- 9.1.b A complete audio recording shall be made of each meeting. An indexed copy of each audio recording, excluding only those parts recorded during closed sessions, shall be placed with the minutes in the University Archives for open access.
- 9.2 The Executive Secretary and Director shall also maintain the following kinds of Senate records (see Article 4.8):
- (1) All material distributed to Senate members;
  - (2) All material received by or distributed to members of the Executive Committee;
  - (3) Any minutes of the Senate or the Executive Committee not otherwise included under (1) and (2);
  - (4) Annual reports of all committees of the Senate not otherwise included under (1) and (2);
  - (5) The audio records of Senate meetings;
  - (6) The current and all previous versions of the *Plan* and the *Bylaws*;

- (7) Articles concerned with Senate structure and operation from campus and University publications as they come to the attention of the Executive Secretary and Director; and
  - (8) Other items deemed appropriate by the Executive Secretary and Director or the Chair of the Senate.
- 9.3 The Executive Secretary and Director shall store inactive records of the Senate in the University Archives.
  - 9.4 The Executive Secretary and Director shall be responsible for the preparation of the Senate budget in accordance with Article 4.6.
  - 9.5 The Executive Secretary and Director shall prepare as soon as possible after each annual senatorial election, a directory of the membership of the new Senate indicating for each member the constituency, term, office, local address, and telephone number. A copy of this directory shall be distributed to all members of the new Senate.
  - 9.6 The Executive Secretary and Director shall furnish all available information concerning the membership of the appropriate categories to each staff candidate nominated for election to the Senate.
  - 9.7 The Executive Secretary and Director shall keep a list, with campus addresses and telephone numbers, of all Senate officers and of all presiding officers of all Senate committees. This information shall be available upon request to any member of the campus community.
  - 9.8 The Executive Secretary and Director shall send to each Senator, by campus or electronic mail, a copy of the agenda and supporting material for each meeting. The receipt of the agenda and the supporting material then available shall satisfy the notice requirements of the meeting in question (Article 3.1 and 3.2.b).
  - 9.9 The Executive Secretary and Director shall prepare for the members of the Senate and its Executive Committee, as appropriate, all agendas, minutes, reports, and other documents, with the exception of proposals relating to the Programs, Curricula, and Courses (PCC) Committee. Nonetheless, the Executive Secretary and Director shall be responsible for the distribution of all items of Senate business, including PCC items to the members of the Senate and its Executive Committee, and to other such committees as necessary.
  - 9.10 The Executive Secretary and Director shall inform the Executive Committee of the status of all members of the Senate in accordance with the *Plan* (Article 3.4.a(4-5), 3.4.b(4-5), and 3.7) and these *Bylaws* (Articles 2.2, 4.1, 5.5, and 5.6).
  - 9.11 The Executive Secretary and Director shall have the privilege of attending the meetings of all standing committees and ad hoc committees of the Senate to assist in the coordination of Senate business.
  - 9.12 The Executive Secretary and Director, as the Senate's representative, shall provide information or assistance as requested to the committee for revision of the undergraduate catalog.

## ARTICLE 10 ANNUAL TRANSITION OF THE SENATE

- 10.1 **Preparation for Transition:**
  - 10.1.a By no later than the scheduled December meeting of the Senate, the Committee on Committees shall present to the Senate at least eight (8) nominees from among outgoing Senate members to serve on the Nominations Committee. The nominees shall include four (4) faculty members, one (1) exempt staff member, one (1) non-exempt staff member, one (1) graduate student, and one (1) undergraduate student. Further nominations shall be accepted from the floor of the Senate. The Senate, as a body, shall elect four (4) faculty members, one (1) exempt staff member, one (1) non-

exempt staff member, one (1) graduate student, and one (1) undergraduate to serve as the Nominations Committee. The Chair-elect of the Senate shall serve as a non-voting, ex officio member of the Nominations Committee. The Nominations Committee shall elect its own Chair. The Nominations Committee shall solicit nominations from the membership of the Senate and shall present to the Chair of the Senate by April 1:

- (1) A slate of at least two (2) candidates per seat from each constituency for elected membership on the Executive Committee, including those incumbent elected members who are eligible and willing to stand for reelection,
- (2) Slates of candidates to replace the outgoing members of the Committee on Committees and such other committees as required by these *Bylaws*, including at least one (1) nominee for each position to be filled, and
- (3) A minimum of two (2) candidates for the office of Chair-Elect.

Before reporting to the Chair of the Senate, the nominating committee shall secure the consent of all nominees in writing.

- 10.1.b. A brief statement of each candidate's qualifications shall be sent to the voting membership of the incoming Senate a minimum of twenty (20) calendar days before the Transitional Meeting of the Senate. Any further nominations made by members of the Senate and accompanied by a brief supporting statement and the consent of the candidate must be received by the Executive Secretary and Director at least twelve (12) working days before the Transitional Meeting. These additional nominations shall be mailed to the membership of the incoming Senate at least ten (10) working days before the Transitional Meeting.

## 10.2 **Transitional Meeting:**

- 10.2.a The Transitional Meeting will be the last regularly scheduled meeting of the Spring semester, and starts a new Senate session.
- 10.2.b Terms of office of newly elected Senators will begin, and the terms of the outgoing Senators will end, with the call to order of the transitional meeting by the outgoing Chair.
- 10.2.c Election of the Chair-Elect, as provided for in section 5.5.a of the *Plan*, shall be the first order of business of the Transitional Meeting, after which the outgoing Chair will pass the gavel to the previous Chair-Elect, who will assume the Chair.
- 10.2.d The election of the Executive Committee and the election of incoming members of the Committee on Committees, and such other persons elected by the members of the Senate as prescribed in these *Bylaws*, shall be scheduled special orders of the Transitional Meeting. Nominations may be received from the floor by the Chair, in addition to those provided for in Article 10.1. Any such nomination is contingent on the consent of the candidate, which must have been secured beforehand in writing if the nomination is made in the absence of the candidate. In the event of a tie vote in the election for members of the Executive Committee or the Committee on Committees, a ballot will be mailed to each Senator in the appropriate constituency. Ballots are to be returned to the Senate Office within one (1) week from the date mailed.
- 10.2.e The elected members of the outgoing Executive Committee and the Committee on Committees shall continue to serve until the election of new members is held.
- 10.2.f After the conclusion of the Transitional Meeting, any remaining vacancies on standing committees will be filled on an acting basis by the new Committee on Committees, subject to the approval of the Executive Committee and pending confirmation by the full Senate at its next regularly scheduled meeting.

## APPENDIX 1

## COMMITTEE APPOINTMENTS AND TERMS

### Implementation Procedures

In the initial year [1994-95] of implementation of Section 5.5, the following provisions shall govern appointment of members eligible for appointment to two-year terms:

- (1) Half of the members shall be appointed to the committee for a one-year term and half for a two-year term.
- (2) When multiple members are selected for a committee from a particular constituency, half shall be appointed for one-year terms and half for two-year terms.
- (3) Incumbent committee members may be re-appointed to their committees for a one-year term, as long as their serving the one-year term does not extend their service beyond the length of service specified in Sections 5.5.e and 5.5.f.
- (4) In preparing their slate for Senate action, the Committee on Committees shall identify one-year nominees and two-year nominees. The Senate may change the length of term of any nominee as long as such changes do not violate provisions of the *Plan* and *Bylaws*.

## APPENDIX 2 BYLAWS OF THE UNIVERSITY LIBRARY COUNCIL

1. **Charge to the Council:** The University Library Council has the responsibility to provide advice about policy issues concerning the University Libraries to the University Senate, to the Senior Vice President and Provost, and to the Dean of Libraries.

### A. **The Council's Responsibilities to the University Senate:**

- (1) Make recommendations for major changes and improvements in policies, operations, and services of the Libraries that represent the concerns and interests of Senate constituencies as well as other users of the Libraries. Such recommendations should specify the resource implications. Reports and recommendations to the University Senate shall be submitted to the Senate Executive Committee for placement on the agenda of the University Senate in the same manner as reports from the Senate's general committees. It is expected that the Council will also inform the Senior Vice President and Provost in advance of these legislative recommendations. In addition to the mandatory annual report, the Chair of the Council shall keep the Chair of the Senate informed of the major issues before the Council and shall indicate when action or information items are likely to be forwarded for Senate consideration.
- (2) Respond to charges sent to the Council by the Senate Executive Committee.
- (3) Provide an annual written report of the Council's activities, including the status of recommendations made by the Council each year, and of unresolved issues before the Council.

### B. **The Council's Responsibilities to the Senior Vice President and Provost:**

- (1) Advise on the Libraries' budget, space, personnel and staffing, and other resources. It is expected that the Senior Vice President and Provost will consult the Council before undertaking major reviews of the Libraries with APAC and before preparing the annual budget for the Libraries.
- (2) Advise on the Libraries' administrative policies and practices.
- (3) Advise on the charges to be given to the committees to review the Dean of Libraries and to conduct the unit review of the University Libraries based on University policy
- (4) Advise on matters concerning the Libraries in conjunction with accreditation review and strategic planning.
- (5) Respond to requests for review, analysis, and advice made by the Senior Vice President and Provost.

- (6) Meet at least annually with the Senior Vice President and Provost to review the major issues facing the Libraries and its activities on campus.
- (7) The Council is responsible for informing the Senior Vice President and Provost of pending reports and recommendations to the University Senate.

**C. The Council's Responsibilities to the Dean of Libraries:**

- (1) Advise on the needs and concerns of diverse constituencies within the campus community with respect to Library policies, services, and new resources and technology.
- (2) Advise on strategies to involve Library users in the initiation, evaluation, and integration of new Library policies, practices, procedures, and technology. Such strategies might include forums for the discussion of changes, workshops for adjusting to new technologies, and ongoing programs of Library education.
- (3) Advise on operations, policies and new opportunities.
- (4) Advise on Library planning including strategic planning and other major plans for Library operation and development.
- (5) Review and advise on the Libraries' reports, studies, and proposed initiatives that have significant long-term resource implications for the Libraries.
- (6) Hold at least one (1) meeting each year at which the Dean shall review major issues and plans, summarized in a State of the Libraries report distributed in advance to the Council.
- (7) It is expected that the Council will adopt a broad campus perspective and that the Dean of the Libraries will inform the Council of the University Libraries' needs and concerns and seek advice about major modifications of policies and operations affecting the campus community.

**D. To Fulfill Its Responsibilities, the Council May:**

- (1) Undertake investigative studies in matters concerning the University Libraries and recommend solutions to the University Senate, the Senior Vice President and Provost, the Dean of Libraries, or the general campus community.
- (2) Conduct open hearings on major issues concerning the University Libraries and their activities.
- (3) Communicate directly with the campus community on concerns related to support for, policies of, and services provided by the University Libraries.

2. **Composition of the Council:** The Council shall consist of thirteen (13) appointed members and three (3) ex officio members. The appointed members shall be: the Chair, ten (10) other faculty members including at least one (1) member of the Library faculty, a graduate student, and an undergraduate student. The three (3) ex officio members shall be a representative of the Office of the Senior Vice President and Provost, a representative of the Dean of the Libraries Office, and the Chair-Elect of the Senate.

**A. Tenure in Office:**

- (1) The Council Chair should be a tenured faculty member appointed for a single three-year term. Normally, the Chair shall have served as a member of the Council. If the Chair is serving as a regular member of the Council at the time of appointment, a new member shall be appointed to serve the remainder of the term the Chair has vacated. The Senior Vice President and Provost and the Senate Executive Committee shall reach an agreement on the Council Chair, and the joint choice shall be submitted to the University Senate for its approval.
- (2) The remaining ten (10) faculty members shall be appointed for staggered two-year terms. No faculty member shall serve more than two (2) terms consecutively. For this purpose, members who have served more than a year should be considered to have served a full term.

- (3) The two (2) student members shall be appointed for one-year terms. No student member should serve more than two (2) terms consecutively. For this purpose, student members who have served more than half their term should be considered to have served a full term.
- (4) The Office of the Senior Vice President and Provost will appoint a member of the Provost's staff as an ex officio member of the Council who will have voice but not vote.
- (5) The Dean of Libraries' Office will appoint an upper-level member of the Libraries' administrative staff as an ex officio member of the Council who will have voice but no vote.
- (6) The Chair-Elect of the Senate shall serve as an ex officio member of the Council who will have voice but no vote.

**B. Qualifications of Council Members:** Successful operation of the Council requires that the members of the Council understand the nature of the Libraries and represent the best interests of the campus as well as the particular interests of their specific constituencies.

1. The Council members should be chosen from people who can bring a campus-wide perspective to their deliberations on Library matters and who have shown interest and willingness to foster a good working relationship between the Libraries and their users.
2. Council members should be selected to represent as broad a range of campus disciplines and interests as possible. Faculty members should include representatives from both the professional and arts and sciences colleges, and within these constituencies, representatives of the arts and humanities, social sciences, and physical and biological sciences.

**C. The Appointment Process:** In the spring of each year, the Chair of the University Library Council shall notify the representative of the Office of the Senior Vice President and Provost and the Chair-Elect of the Senate of the appointments required for the following academic year. The representative of the Office of the Senior Vice President and Provost and the Chair-Elect of the Senate shall draw up a slate of committee members who will agree to serve, and the slate will be submitted to the Senior Vice President and Provost and the Committee on Committees for approval. The list of nominees for Council membership shall be submitted to the University Senate for approval. Ordinarily, the slate will be presented at the same Senate meeting at which other committee slates are approved. Dates of appointment and beginning of terms shall correspond with those of Senate committees. Replacement of Council members will take place through the same consultative process as the initial appointment, with submission of names to the Senate occurring as needed.

3. **Operation of the Council:** Effective and efficient Council operation will require adequate support and full cooperation among the Senate, the Senior Vice President and Provost, the Dean, and their offices.
  - A. The University Senate Office or its designee will provide normal committee support to the Council, including maintaining mailing lists, reproducing Council documents, keeping a copy of Council minutes, maintaining files for the Council, and arranging meeting rooms.
  - B. The Office of the Senior Vice President and Provost, through its ex officio Council member, will provide liaison to other administrative units, such as the Office of Institutional Research, Planning and Assessment, for their reports, data, or assistance. The Office of the Senior Vice President and Provost will also provide website space for the Council.
  - C. The Dean of the Libraries will provide the Council with internal data, reports, studies, etc. as needed to support the Council's work. The Dean will also arrange for unit staff to present testimony concerning such reports as the Council finds useful in carrying out its responsibilities. The Dean's assistance to the committee shall also include providing the Council members with the opportunity to attend an appropriate orientation session dealing with the Libraries.
  - D. Control of the Council's agenda will be the responsibility of the Council Chair and the voting members of the Council.
  - E. While being responsive to the needs of the Senior Vice President and Provost and the Senate in a timely manner is

necessary, the sponsoring parties and the Dean of the Libraries must not attempt to micro-manage the ongoing operation of the Council. In turn the Council must not attempt to micro manage the Libraries.

- F. The Council shall meet as necessary, but in no case less than once per semester. Meetings may be called by the Chair. In addition, upon receiving a request of any three members of the Council, the Chair shall call a meeting. A majority of the voting members of the Council shall constitute a quorum for the conducting of official business of the Council.

**4. Operational Relationship of the Council to its Sponsors:**

- A. For purposes of University Senate action, a Council created through Senate action will appear in essentially the same role as a general committee of the University Senate.
- B. The Chair may present reports and recommendations to the Senate but will not have a vote in Senate proceedings, unless he or she is a member of the Senate.
- C. Since the committees of the Senior Vice President and Provost range widely in form and function, and do not operate under a formal plan of organization and bylaws, there is no need to specify the Council's standing in the same fashion. For other purposes, such as APAC review of the Unit, the Council might be consulted like a College Advisory Council (that colleges will have under the shared governance plan) could be.
- D. The Dean of Libraries will ordinarily meet with the Council and have a voice in its deliberations. Since one of the three main functions of the Council is to advise the Dean, the Dean shall not formally be a member of the Council. On formal reports and recommendations of the Council to the University Senate or to the Senior Vice President and Provost, the Dean of the Libraries may send a separate memorandum to the Senate or the Senior Vice President and Provost, as appropriate, supporting or opposing the report or the recommendations, and providing the rationale for the Dean's position.

- 5. **Review of the Council:** The Council and its operations will be reviewed in conjunction with the periodic review of the Senate and the *Plan*.

**APPENDIX 3  
PROCEDURES FOR ELECTIONS OF UMCP REPRESENTATIVES TO THE  
COUNCIL OF UNIVERSITY SYSTEM FACULTY (CUSF)**

The Chair of CUSF is not a member of CUSF. Thus, if the Chair is from College Park, a replacement must be named. At the end of his/her term as Chair, if his/her term on CUSF is not finished, he/she resumes his/her position as a CUSF member.

The normal term for CUSF representatives is three (3) years, with two alternates serving three (3) – year terms; if both alternates are elected at the same time, priority to be a replacement shall be in order of votes received; if a regular representative is unable to serve out his/her term, an alternate replaces him/her for the remainder of the term, and a new alternate is named. The replacement representative shall be chosen in order of number of votes received. The Nominations Committee will select a replacement alternate subject to confirmation by the Senate.

The University Senate, in accordance with its usual procedures, will elect representatives to CUSF in the spring. Faculty members only are entitled to vote. Each faculty Senate member has as many votes as there are open positions. If there are more candidates than positions, the person(s) receiving the most votes, in order, are declared representatives. The person receiving the next most votes is declared alternate. The remaining person, in order of vote tally, will be asked to move into the alternate position if the previous paragraph comes in to play. A record of the outcome of the election will be retained by the Executive Secretary and Director of the University Senate. If there are not sufficient candidates, or the pool of candidates is exhausted, representatives are chosen by the Executive Committee.



**Dates of Approval, Updates and Amendments to the Senate Bylaws**


(Approved, Campus Senate, October 9, 1986)  
 (Approved, Board of Regents, February 6, 1987)  
 (Updated, July 11, 1988)  
 (Amended, February 13, 1986)  
 (Amended, December 7, 1986)  
 (Amended, May 7, 1990)  
 (Amended, September 13, 1990)  
 (Amended, November 15, 1990)  
 (Amended, October 14, 1993)  
 (Amended, December 6, 1993)  
 (Amended, March 31, 1994)  
 (Amended, April 18, 1994)  
 (Amended, May 5, 1994)  
 (Amended, November 10, 1994)  
 (Amended, August 28, 1996)  
 (Amended, May 15, 1997)  
 (Amended, March 5, 1998)  
 (Amended, April 2, 1998)  
 (Amended, April 6, 2000)

(Amended, February 12, 2001)  
 (Amended, September 19, 2002)  
 (Amended, February 3, 2003)  
 (Amended, October 16, 2003)  
 (Amended, April 19, 2004)  
 (Amended, April 4, 2005)  
 (Amended, May 15, 2007)  
 (Amended, May 8, 2008)  
 (Amended, October 16, 2008)  
 (Amended, February 9, 2009)  
 (Amended, May 4, 2009)  
 (Amended, November 12, 2009)  
 (Amended, March 3, 2010)  
 (Amended, February 9, 2011)  
 (Amended, May 4, 2011)  
 (Amended, March 8, 2012)  
 (Amended April 19, 2012)  
 (Amended December 5, 2012)

**APPENDIX 3 - SEC CHARGE ON REVISIONS TO THE STRUCTURE  
AND MEMBERSHIP OF THE UNIVERSITY IT COUNCIL**



**University Senate  
CHARGE**

|                           |   |
|---------------------------|---|
| <b>Date:</b>              | February 25, 2013   |
| <b>To:</b>                | Devin Ellis<br>Chair, Elections, Representation, & Governance (ERG) Committee   |
| <b>From:</b>              | Martha Nell Smith <br>Chair, University Senate |
| <b>Subject:</b>           | Revisions to the Structure & Membership of the University IT Council  |
| <b>Senate Document #:</b> | 12-13-45  |
| <b>Deadline:</b>          | March 30, 2013  |

The Senate Executive Committee (SEC) requests that the Elections, Representation & Governance (ERG) Committee review the structure and membership of the University Information Technology (IT) Council to ensure that it aligns with the principles in the new IT strategic plan, “Promoting Innovation: The University of Maryland Information Technology Strategic Plan.”

Specifically, we ask that you:

1. Review the current structure of the IT Council and recommend whether it should be transformed into a three-dimensional governance body.
2. Consult with members of the Division of Information Technology regarding a structure for the body.
3. Recommend revised guidelines for the presiding officer of the body.
4. Recommend revised membership guidelines including faculty, staff, student, and ex-officio members of the body.

We ask that you submit your report and recommendations to the Senate Office no later than March 30, 2013. If you have questions or need assistance, please contact Reka Montfort in the Senate Office, extension 5-5804.



## University Senate TRANSMITTAL FORM

|                                     |  |
|-------------------------------------|--|
| <b>Senate Document #:</b>           | 13-14-02   |
| <b>PCC ID #:</b>                    | N/A  |
| <b>Title:</b>                       | 2013-2014 Senate Standing Committee and University Council Slates  |
| <b>Presenter:</b>                   | Donald Webster, Chair of the 2013-2014 Committee on Committees   |
| <b>Date of SEC Review:</b>          | August 29, 2013  |
| <b>Date of Senate Review:</b>       | September 18, 2013   |
| <b>Voting (highlight one):</b>      | On resolutions or recommendations one by one, or<br>In a single vote<br>To endorse entire report   |
|                                     |  |
| <b>Statement of Issue:</b>          | Presentation of the Senate Standing Committee and University Council Slates, as generated by the Senate Committee on Committees, to be approved by the Senate Executive Committee (SEC) and the University Senate.   |
| <b>Relevant Policy # &amp; URL:</b> | N/A  |
| <b>Recommendation:</b>              | To approve the slates as submitted.  |
| <b>Committee Work:</b>              | <p>The Committee on Committees met on May 21, 2013 and May 29, 2013 to review all of the committee volunteers and their statements. The Committee on Committees had 111 membership openings to fill on the regular standing committees of the Senate, and 238 volunteers from the various constituencies on campus. The committee endeavored to create balanced standing committee memberships, representing a variety of colleges, disciplines, constituencies, and gender. The committee selected faculty, staff, and students volunteers to fill the open positions. The committee members used the volunteers' top three choices from their preference form to place them onto respective committees. Committee on Committees members were assigned responsibilities for further recruitment efforts, as needed.</p> <p>The 2013-2014 Committee on Committees approved the final slate on June 25, 2013. Following the final placements, the Senate Office alerted all of the volunteers as to whether they had been placed on</p> |

|                                    |   |
|------------------------------------|---|
|                                    | <p>a committee for the 2013-2014 academic year.</p> <p>The Senate Office and the Chair of the Committee on Committees worked together to fill vacancies that arose following the meetings throughout the summer.</p> <p>Additionally, the Senate Chair-Elect worked with the Provost's Office to create a slate of candidates for the University Library Council. In accordance with the Library Council Bylaws, the slate of University Library Council appointees was approved by both the Senate Committee on Committees and the Senior Vice President and Provost.</p> <p>The Director of the Senate and the Senate Chair worked with the Vice President of Research to create the slate of appointees for the University Research Council.</p> <p>The Director of the Senate and the Senate Chair worked with the Vice President of Information Technology (IT) and Chief Information Officer to create a slate of appointees for the University IT Council. Because the IT Council has been restructured per the IT Strategic Plan, the slate was completely populated. Note that one-year-terms were given to the research faculty member and the exempt staff member on the council, in order to establish an appropriate stagger of terms for council members.</p> |
| <b>Alternatives:</b>               | To not approve the slates.  |
| <b>Risks:</b>                      | There are no associated risks.  |
| <b>Financial Implications:</b>     | There are no financial implications.  |
| <b>Further Approvals Required:</b> | Senate Approval, Presidential Approval  |

## Academic Procedures & Standards (APAS)

### Nominated

|                    |                       |      |      |
|--------------------|-----------------------|------|------|
| Linda Coleman      | Faculty               | ARHU | 2015 |
| Reid Compton       | Faculty               | CMNS | 2015 |
| Daniel Falvey      | Faculty               | CMNS | 2015 |
| Johnnieque Love    | Faculty               | LIBR | 2015 |
| Douglas Roberts    | Faculty               | UGST | 2014 |
| Margaret Udahogora | Faculty               | AGNR | 2015 |
| Amber Ivey         | Graduate Student      | PUAF | 2014 |
| Sean Luechtefeld   | Graduate Student      | ARHU | 2014 |
| Fang Cao           | Undergraduate Student | CMNS | 2014 |
| Justin Dent        | Undergraduate Student | BSOS | 2014 |
| David Lieb         | Undergraduate Student | CMNS | 2014 |

### Ex-Officio

|                  |   |        |      |
|------------------|---|--------|------|
| Adrian Cornelius | Ex-Officio-University Registrar                 | SVPAAP | 2014 |
| Donna Hamilton   | Ex-Officio-Undergraduate Studies Rep            | UGST   | 2014 |
| Britt Reynolds   | Ex-Officio-Director of Undergraduate Admissions | SVPAAP | 2014 |
| Mark Shayman     | Ex-Officio-Graduate School Rep                  | ENGR   | 2014 |
| Juan Uriagereka  | Ex-Officio-Provost's Rep                        | SVPAAP | 2014 |

### Continuing Members

|                   |         |      |      |
|-------------------|---------|------|------|
| Agisilaos Iliadis | Faculty | ENGR | 2014 |
| Richard Klank     | Faculty | ARHU | 2014 |
| Nadine Sahyoun    | Faculty | AGNR | 2014 |
| Piotr Swistak     | Faculty | BSOS | 2014 |

### Chair

|                   |       |      |      |
|-------------------|-------|------|------|
| Christopher Davis | Chair | ENGR | 2014 |
|-------------------|-------|------|------|

## Campus Affairs

### Nominated

|                           |                       |      |      |
|---------------------------|-----------------------|------|------|
| Joseph Richardson         | Faculty               | BSOS | 2014 |
| Cassandra Schmitt         | Faculty               | LIBR | 2015 |
| Elizabeth Warner          | Faculty               | CMNS | 2015 |
| Kendra Wells              | Faculty               | AGNR | 2015 |
| Sri Nivedita Ramakrishnan | Graduate Student      | ENGR | 2014 |
| Noah (Hanlun) Song        | Graduate Student      | BMGT | 2014 |
| Eric Barbalace            | Undergraduate Student | BSOS | 2014 |
| Daniel Gillespie          | Undergraduate Student | CMNS | 2014 |

### Ex-Officio

|                  |  |        |      |
|------------------|--|--------|------|
| Joshua Bittinger | Ex-Officio-GSG Rep                           | BSOS   | 2014 |
| Mark Brimhall    | Ex-Officio-Chief Diversity Officer           | SVPAAP | 2014 |
| Crystal Brown    | Ex-Officio-VP University Relations Rep       | VPUR   | 2014 |
| Barbara Gill     | Ex-Officio-Provost's Rep                     | SVPAAP | 2014 |
| Kerry McCoy      | Ex-Officio-Chair of Coaches Council          | PRES   | 2014 |
| Josh Ratner      | Ex-Officio-SGA Rep                           | BSOS   | 2014 |
| Carolyn Trimble  | Ex-Officio-VP Administration and Finance Rep | VPAF   | 2014 |
| John Zacker      | Ex-Officio-VP Student Affairs                | VPSA   | 2014 |

### Continuing Members

|                  |                  |      |      |
|------------------|------------------|------|------|
| Mark Stewart     | Exempt Staff     | VPAF | 2014 |
| Janie Dubois     | Faculty          | AGNR | 2014 |
| Carla Montori    | Faculty          | LIBR | 2014 |
| Renee Sicchitano | Non-Exempt Staff | ARHU | 2014 |

### Chair

|              |       |    |      |
|--------------|-------|----|------|
| Willie Brown | Chair | IT | 2014 |
|--------------|-------|----|------|

## Educational Affairs

### Nominated

|                     |                       |      |      |
|---------------------|-----------------------|------|------|
| Aristos Christou    | Faculty               | ENGR | 2014 |
| Robin Dasler        | Faculty               | CMNS | 2015 |
| Mohammad Hajiaghayi | Faculty               | CMNS | 2015 |
| Gabriela Kocerha    | Faculty               | EDUC | 2015 |
| Hongjie Liu         | Faculty               | SPHL | 2015 |
| Eric McKenzie       | Faculty               | CMNS | 2015 |
| Maria Tzortziou     | Faculty               | CMNS | 2015 |
| Kevin Shipley       | Graduate Student      | ENGR | 2014 |
| Andrew Adeola       | Undergraduate Student | LTSC | 2014 |
| Anu Challa          | Undergraduate Student | ENGR | 2014 |

### Ex-Officio

|                        |   |        |      |
|------------------------|---|--------|------|
| Elizabeth Beise        | Ex-Officio-Provost's Rep                          | SVPAAP | 2014 |
| William Dorland        | Ex-Officio-Director of Honors Rep                 | UGST   | 2014 |
| Jeffrey Franke         | Ex-Officio-Graduate School Rep                    | GRAD   | 2014 |
| Deborah Hemingway      | Ex-Officio-GSG Rep                                | CMNS   | 2014 |
| Marilee Lindemann      | Ex-Officio-Chair of PCC                           | ARHU   | 2014 |
| Alison Robinson        | Ex-Officio-Division of Information Technology Rep | IT     | 2014 |
| Lourdes Salamanca-Riba | Ex-Officio-Chair Gen Ed                           | ENGR   | 2014 |
| Meenu Singh            | Ex-Officio-SGA Rep                                | ENGR   | 2014 |
| Ann Smith              | Ex-Officio-Undergraduate Studies Rep              | UGST   | 2014 |

### Continuing Members

|                      |              |      |      |
|----------------------|--------------|------|------|
| Lisa Barnard         | Exempt Staff | BMGT | 2014 |
| Kimberly Bethea      | Exempt Staff | VPSA | 2014 |
| Patricia Campbell    | Faculty      | EDUC | 2014 |
| Judith Hallett       | Faculty      | ARHU | 2014 |
| Brian Nelson         | Faculty      | BMGT | 2014 |
| Lelyn Saner          | Faculty      | VPR  | 2014 |
| Nedelina Tchangalova | Faculty      | GRAD | 2014 |

### Chair

|                 |       |      |      |
|-----------------|-------|------|------|
| Wolfgang Losert | Chair | CMNS | 2014 |
|-----------------|-------|------|------|

## Elections, Representation, & Governance (ERG)

### Nominated

|                 |                       |        |      |
|-----------------|-----------------------|--------|------|
| Mark Arnold     | Exempt Staff          | SVPAAP | 2015 |
| Andrew Horbal   | Faculty               | LIBR   | 2015 |
| Alina Twist     | Faculty               | VPR    | 2015 |
| Jianhua Zhu     | Faculty               | AGNR   | 2015 |
| John Bender     | Graduate Student      | CMNS   | 2014 |
| Michael Maness  | Graduate Student      | ENGR   | 2014 |
| Robert Cobb     | Undergraduate Student | ENGR   | 2014 |
| Rachel Sullivan | Undergraduate Student | BSOS   | 2014 |

### Ex-Officio

|                 |  |        |      |
|-----------------|--|--------|------|
| Pamela Phillips | Ex-Officio-Associate VP IRPA               | SVPAAP | 2014 |
| David Rieger    | Ex-Officio-Director of Human Resources Rep | VPAF   | 2014 |

### Continuing Members

|                    |                  |      |      |
|--------------------|------------------|------|------|
| Kenneth Ingram     | Faculty          | AGNR | 2014 |
| Terrence McCall    | Faculty          | UGST | 2014 |
| Gregory Miller     | Faculty          | ARHU | 2014 |
| Tammatha O'Brien   | Faculty          | CMNS | 2014 |
| Catherine Fisanich | Non-Exempt Staff | CMNS | 2014 |

### Chair

|             |       |      |      |
|-------------|-------|------|------|
| Devin Ellis | Chair | BSOS | 2014 |
|-------------|-------|------|------|



## Equity, Diversity, & Inclusion (EDI)

### Nominated

|                    |                       |        |      |
|--------------------|-----------------------|--------|------|
| Vandaliah Thompson | Exempt Staff          | VPAF   | 2015 |
| Elizabeth Wineke   | Exempt Staff          | SVPAAP | 2015 |
| Antonio Alvarez    | Faculty               | PRES   | 2015 |
| Leslie Felbain     | Faculty               | ARHU   | 2015 |
| Nia Fields         | Faculty               | AGNR   | 2015 |
| David Sartorius    | Faculty               | ARHU   | 2015 |
| Jazz Lewis         | Graduate Student      | PUAF   | 2014 |
| Laura Quijano      | Graduate Student      | ARHU   | 2014 |
| Jessica Serna      | Non-Exempt Staff      | SPHL   | 2015 |
| Janet Adeola       | Undergraduate Student | SPHL   | 2014 |
| Mokhyun Kim        | Undergraduate Student | BSOS   | 2014 |
| Anthony Saravia    | Undergraduate Student | LTSC   | 2014 |
| Nicole Shyong      | Undergraduate Student | CMNS   | 2014 |

### Ex-Officio

|                      |   |        |      |
|----------------------|---|--------|------|
| Gloria Bouis         | Ex-Officio-Director of Office of Diversity, Education, & Compliance | SVPAAP | 2014 |
| Warren Kelley        | Ex-Officio-Student Affairs Rep                                      | VPSA   | 2014 |
| Anne Martens         | Ex-Officio-Administration & Finance Rep                             | VPAF   | 2014 |
| Kumea Shorter-Gooden | Ex-Officio-Provost's Rep  | SVPAAP | 2014 |

### Continuing Members

|                |                  |      |      |
|----------------|------------------|------|------|
| James Bond     | Exempt Staff     | VPSA | 2014 |
| Sharon Epps    | Faculty          | LIBR | 2014 |
| Janet Tunney   | Faculty          | BSOS | 2014 |
| Lauren Grant   | Non-Exempt Staff | ARCH | 2014 |
| Amir Mojtabehi | Non-Exempt Staff | GRAD | 2014 |

### Chair

|            |       |      |      |
|------------|-------|------|------|
| Terry Owen | Chair | LIBR | 2014 |
|------------|-------|------|------|

## Faculty Affairs

### Nominated

|                  |                       |      |      |
|------------------|-----------------------|------|------|
| Roberto Celi     | Faculty               | ENGR | 2015 |
| Richard Ellis    | Faculty               | CMNS | 2015 |
| Katie King       | Faculty               | ARHU | 2015 |
| Stephen McDaniel | Faculty               | SPHL | 2015 |
| Debra Neubert    | Faculty               | EDUC | 2015 |
| Kelly Cowdery    | Graduate Student      | EDUC | 2014 |
| Kevin McClure    | Graduate Student      | EDUC | 2014 |
| Tatios Kebrab    | Undergraduate Student | BSOS | 2014 |

### Ex-Officio

|                 |  |        |      |
|-----------------|--|--------|------|
| Dale Anderson   | Ex-Officio-Director of Human Resources Rep | VPAF   | 2014 |
| Michele Eastman | Ex-Officio-President's Rep                 | PRES   | 2014 |
| Juan Uriagereka | Ex-Officio-Provost's Rep                   | SVPAAP | 2014 |

### Continuing Members

|                       |              |      |      |
|-----------------------|--------------|------|------|
| Jill Fosse            | Exempt Staff | LIBR | 2014 |
| Claudia Brugman       | Faculty      | VPR  | 2014 |
| Charles Fenster       | Faculty      | CMNS | 2014 |
| Patrick McCluskey     | Faculty      | ENGR | 2014 |
| Jose Naharro-Calderon | Faculty      | ARHU | 2014 |
| Marc Pound            | Faculty      | CMNS | 2014 |

### Chair

|                 |       |      |      |
|-----------------|-------|------|------|
| Ellin Scholnick | Chair | PRES | 2014 |
|-----------------|-------|------|------|

## General Education

### Nominated

|                        |                       |      |      |
|------------------------|-----------------------|------|------|
| Sabrina Baron          | Faculty               | ARHU | 2015 |
| David Kirsch           | Faculty               | BMGT | 2015 |
| Michael Montague-Smith | Faculty               | CMNS | 2015 |
| Kasey Moyes            | Faculty               | AGNR | 2015 |
| Madlen Simon           | Faculty               | ARCH | 2015 |
| Kathleen Skinker       | Faculty               | BSOS | 2015 |
| Andrew Williams        | Graduate Student      | SPHL | 2014 |
| Wiam Attar             | Undergraduate Student | ENGR | 2014 |
| Do Lee                 | Undergraduate Student | EDUC | 2014 |
| Nina Marks             | Undergraduate Student | BSOS | 2014 |

### Ex-Officio

|                 |  |      |      |
|-----------------|--|------|------|
| William Dorland | Ex-Officio-University Honors Rep                           | UGST | 2014 |
| Robert Gaines   | Ex-Officio-Undergraduate Studies Rep                       | UGST | 2014 |
| Douglas Roberts | Ex-Officio-Associate Dean of General Education             | UGST | 2014 |
| Greig Stewart   | Ex-Officio-Executive Director of College Park Scholars rep | UGST | 2014 |

### Continuing Members

|                    |         |      |      |
|--------------------|---------|------|------|
| Philip Burke       | Faculty | EDUC | 2014 |
| Mary Choquette     | Faculty | INFO | 2014 |
| Nina Harris        | Faculty | PUAF | 2014 |
| Xin He             | Faculty | SPHL | 2014 |
| Elise Miller-Hooks | Faculty | ENGR | 2014 |
| Carol Rogers       | Faculty | JOUR | 2014 |

### Chair

|                        |       |      |      |
|------------------------|-------|------|------|
| Lourdes Salamanca-Riba | Chair | ENGR | 2014 |
|------------------------|-------|------|------|

## Programs, Curricula, & Courses (PCC)

### Nominated

|                      |                       |      |      |
|----------------------|-----------------------|------|------|
| Patricia Cossard     | Faculty               | LIBR | 2015 |
| Andrew Flannery      | Faculty               | CMNS | 2014 |
| David Myers          | Faculty               | AGNR | 2015 |
| Amy Sapkota          | Faculty               | SPHL | 2015 |
| Andrew Schonebaum    | Faculty               | ARHU | 2015 |
| William Stuart       | Faculty               | BSOS | 2015 |
| Luke Johnson         | Graduate Student      | CMNS | 2014 |
| Talia Berday - Sacks | Undergraduate Student | ARHU | 2014 |
| Iowis Zhu            | Undergraduate Student | CMNS | 2014 |

### Ex-Officio

|                 |                                      |        |      |
|-----------------|--------------------------------------|--------|------|
| Elizabeth Beise | Ex-Officio-Provost's Rep             | SVPAAP | 2014 |
| Alexander Chen  | Ex-Officio-Graduate School Rep       | ARCH   | 2014 |
| Robert Gaines   | Ex-Officio-Undergraduate Studies Rep | UGST   | 2014 |
| Daniel Mack     | Ex-Officio-Dean of Libraries Rep     | LIBR   | 2014 |

### Continuing Members

|                 |         |      |      |
|-----------------|---------|------|------|
| Albert Calogero | Faculty | JOUR | 2014 |
| Cindy Clement   | Faculty | BSOS | 2014 |
| Yasmeen Shah    | Faculty | BSOS | 2014 |
| Hugh Turner     | Faculty | BMGT | 2014 |

### Chair

|                   |       |      |      |
|-------------------|-------|------|------|
| Marilee Lindemann | Chair | ARHU | 2014 |
|-------------------|-------|------|------|

## Staff Affairs

### Vacancies

Non-Exempt Skilled Crafts staff member (Non-Exempt Staff)

### Nominated

|                 |                                |        |      |
|-----------------|--------------------------------|--------|------|
| Jamie Edwards   | Exempt Staff                   | LIBR   | 2015 |
| Taryn Faulkner  | Exempt Staff                   | GRAD   | 2015 |
| Maribeth Kibbey | Exempt Staff Contingent II     | SVPAAP | 2015 |
| David Glenn     | Faculty                        | LIBR   | 2015 |
| Judith Gorski   | Faculty                        | BSOS   | 2015 |
| Jo Zimmerman    | Faculty                        | SPHL   | 2014 |
| Denise Best     | Non-Exempt Staff               | GRAD   | 2015 |
| Angela Machado  | Non-Exempt Staff               | VPSA   | 2015 |
| Rev Ward        | Non-Exempt Staff Contingent II | VPSA   | 2014 |
| Kumbhel Balde   | Undergraduate Student          | ARHU   | 2014 |
| Amy Kalsi       | Undergraduate Student          | SPHL   | 2014 |

### Ex-Officio

|                    |  |      |      |
|--------------------|--|------|------|
| Gloria Blackwell   | Ex-Officio-VP Administration & Finance Rep | VPAF | 2014 |
| Willie Brown       | Ex-Officio-CUSS Rep                        | IT   | 2014 |
| Michele DiGuiseppe | Ex-Officio-SEC Non-Exempt Staff Rep        | VPAF | 2014 |
| Dolores Jackson    | Ex-Officio-CUSS Rep                        | CMNS | 2014 |
| Albert Lauer       | Ex-Officio-CUSS Rep                        | CMNS | 2014 |
| Julie Parsons      | Ex-Officio-SEC Exempt Staff Rep            | VPSA | 2014 |
| Julie Potter       | Ex-Officio-VP University Relations Rep     | VPUR | 2014 |
| Maureen Schrimpe   | Ex-Officio-CUSS Rep                        | VPSA | 2014 |
| Brooke Supple      | Ex-Officio-VP Student Affairs Rep          | VPSA | 2014 |
| Carolyn Trimble    | Ex-Officio-Director of Human Resources Rep | VPAF | 2014 |
| Chuck Wilson       | Ex-Officio-Provost's Rep                   | EXST | 2014 |
| Dana Wimbish       | Ex-Officio-CUSS Rep                        | VPAF | 2014 |

### Continuing Members

|                         |                  |      |      |
|-------------------------|------------------|------|------|
| Sandra Allen            | Exempt Staff     | CMNS | 2014 |
| Bobbi Donley            | Exempt Staff     | VPR  | 2014 |
| Deborah Grover          | Exempt Staff     | ARHU | 2014 |
| Regina King             | Non-Exempt Staff | ENGR | 2014 |
| Cliffonia Royals Howard | Non-Exempt Staff | ARHU | 2014 |

### Chair

|                 |       |      |      |
|-----------------|-------|------|------|
| Carolyn Trimble | Chair | VPAF | 2014 |
|-----------------|-------|------|------|

## Student Affairs

### Nominated

|                     |                       |      |      |
|---------------------|-----------------------|------|------|
| David Bigio         | Faculty               | ENGR | 2015 |
| Gary White          | Faculty               | LIBR | 2015 |
| Joshua Bittinger    | Graduate Student      | BSOS | 2014 |
| Kevin Burke         | Graduate Student      | EDUC | 2014 |
| Stephanie Cramer    | Graduate Student      | BMGT | 2014 |
| Natalie Monkou      | Graduate Student      | PUAF | 2014 |
| Andre Joutz         | Non-Exempt Staff      | VPAF | 2015 |
| Makala Brent        | Undergraduate Student | ARCH | 2014 |
| Max Burns           | Undergraduate Student | CMNS | 2014 |
| Bret Caples         | Undergraduate Student | LTSC | 2014 |
| Rachel Cooper       | Undergraduate Student | BSOS | 2014 |
| Natsnet Haileab     | Undergraduate Student | SPHL | 2014 |
| Scott Kincaid       | Undergraduate Student | ARHU | 2014 |
| Michael Lichtenberg | Undergraduate Student | BSOS | 2014 |
| Michael Ryan        | Undergraduate Student | LTSC | 2014 |
| Zeeshan Shafi       | Undergraduate Student | BSOS | 2014 |
| Venezia Shibli      | Undergraduate Student | CMNS | 2014 |

### Ex-Officio

|                          |   |      |      |
|--------------------------|---|------|------|
| Sarah Bauder             | Ex-Officio-Provost's Rep                  | GRAD | 2014 |
| Breanna Davis            | Ex-Officio-GSG Rep                        | SPHL | 2014 |
| Marsha Guenzler-Stevens  | Ex-Officio-VP Student Affairs Rep         | VPSA | 2014 |
| Mary Hummel              | Ex-Officio-VP Student Affairs Rep         | VPSA | 2014 |
| Mark Leone               | Ex-Officio-Graduate School Rep            | BSOS | 2014 |
| Marc Limansky            | Ex-Officio-Administration and Finance Rep | VPAF | 2014 |
| Dennis Passarella-George | Ex-Officio-Resident Life Rep              | VPSA | 2014 |
| Alyson Stoffer           | Ex-Officio-University Relations Rep       | VPUR | 2014 |
| Samantha Zwerling        | Ex-Officio-SGA Rep                        | BSOS | 2014 |

### Continuing Members

|                |              |      |      |
|----------------|--------------|------|------|
| Kevin Anderson | Exempt Staff | PRES | 2014 |
| Linda Moghadam | Faculty      | BSOS | 2014 |

### Chair

|               |       |      |      |
|---------------|-------|------|------|
| Nima Farshchi | Chair | BMGT | 2014 |
|---------------|-------|------|------|

## Student Conduct

### Vacancies

Member (Graduate Student)

### Nominated

|                    |                       |      |      |
|--------------------|-----------------------|------|------|
| Katherine Izsak    | Faculty               | BSOS | 2015 |
| Kerry Tripp        | Faculty               | SPHL | 2015 |
| Nicholas Henninger | Undergraduate Student | BSOS | 2014 |
| Jacob Piekarz      | Undergraduate Student | ENGR | 2014 |
| Zachary Schmid     | Undergraduate Student | ARHU | 2014 |
| Brenna Zhang       | Undergraduate Student | BMGT | 2014 |

### Ex-Officio

|                |                                 |      |      |
|----------------|---------------------------------|------|------|
| Andrea Goodwin | Ex-Officio-Judiciary Office Rep | VPSA | 2014 |
|----------------|---------------------------------|------|------|

### Continuing Members

|              |         |      |      |
|--------------|---------|------|------|
| David Freund | Faculty | ARHU | 2014 |
| Nan Ratner   | Faculty | BSOS | 2014 |

### Chair

|             |       |      |      |
|-------------|-------|------|------|
| Jason Speck | Chair | LIBR | 2014 |
|-------------|-------|------|------|

## IT Council

### Nominated

|                      |                       |        |      |
|----------------------|-----------------------|--------|------|
| Cynthia Hale         | Exempt Staff          | SVPAAP | 2015 |
| Mary (Jeanne) Parker | Exempt Staff          | VPAF   | 2014 |
| Erik Blaufuss        | Faculty               | CMNS   | 2014 |
| William Dorland      | Faculty               | UGST   | 2015 |
| Paul Jaeger          | Faculty               | INFO   | 2015 |
| Katie King           | Faculty               | ARHU   | 2015 |
| Jimmy Lin            | Faculty               | INFO   | 2015 |
| Tangere Hoagland     | Graduate Student      | ARHU   | 2014 |
| Kumbhel Balde        | Undergraduate Student | ARHU   | 2014 |

### Ex-Officio

There are currently no ex-officio members in this group.

### Continuing Members

There are currently no continuing members in this group.

### Chair

|              |       |      |      |
|--------------|-------|------|------|
| Andrew Baden | Chair | CMNS | 2016 |
|--------------|-------|------|------|



## Library Council

### Nominated

|                         |                       |      |      |
|-------------------------|-----------------------|------|------|
| Michael Israel          | Faculty               | ARHU | 2015 |
| Michael Kurtz           | Faculty               | INFO | 2015 |
| Mark Leone              | Faculty               | BSOS | 2015 |
| Patrick McCluskey       | Faculty               | ENGR | 2015 |
| Sarah Penniston-Dorland | Faculty               | CMNS | 2015 |
| Michael Honch           | Graduate Student      | INFO | 2014 |
| Amy Shim                | Undergraduate Student | BMGT | 2014 |

### Ex-Officio

|                 |                               |        |      |
|-----------------|-------------------------------|--------|------|
| Elizabeth Beise | Ex-Officio-Provost's Rep      | SVPAAP | 2014 |
| Donald Webster  | Ex-Officio-Senate Chair-Elect | AGNR   | 2014 |
| Gary White      | Ex-Officio-Libraries          | LIBR   | 2014 |

### Continuing Members

|                  |         |      |      |
|------------------|---------|------|------|
| Richard King     | Faculty | ARHU | 2014 |
| Marla McIntosh   | Faculty | AGNR | 2014 |
| Terry Owen       | Faculty | LIBR | 2014 |
| Mia Smith-Bynum  | Faculty | SPHL | 2014 |
| Victor Yakovenko | Faculty | CMNS | 2014 |

### Chair

|            |       |      |      |
|------------|-------|------|------|
| Ira Chinoy | Chair | JOUR | 2014 |
|------------|-------|------|------|

## Research Council

### Nominated

|                 |                       |      |      |
|-----------------|-----------------------|------|------|
| Maureen Meyer   | Exempt Staff          | ENGR | 2015 |
| Michelle Girvan | Faculty               | CMNS | 2015 |
| Marie Howland   | Faculty               | ARCH | 2015 |
| Andre Marshall  | Faculty               | ENGR | 2015 |
| Thomas Murphy   | Faculty               | ENGR | 2015 |
| Liangli Yu      | Faculty               | AGNR | 2015 |
| Ravi Ranjan     | Graduate Student      | ENGR | 2014 |
| Jayna Resman    | Graduate Student      | CMNS | 2014 |
| Meenu Singh     | Undergraduate Student | ENGR | 2014 |

### Ex-Officio

|                   |                                      |      |      |
|-------------------|--------------------------------------|------|------|
| Michele Eastman   | Ex-Officio-President's Rep           | PRES | 2014 |
| Ken Gertz         | Ex-Officio-VP Research               | VPR  | 2014 |
| Donna Hamilton    | Ex-Officio-Undergraduate Studies Rep | UGST | 2014 |
| Antoinette Lawson | Ex-Officio-Director of ORA Rep       | VPR  | 2014 |
| Arthur Popper     | Ex-Officio-Graduate School Rep       | CMNS | 2014 |

### Continuing Members

|                      |         |      |      |
|----------------------|---------|------|------|
| Sandra Gordon-Salant | Faculty | BSOS | 2014 |
| Bradley Hatfield     | Faculty | SPHL | 2014 |
| Douglas Oard         | Faculty | INFO | 2014 |
| Jason Rudy           | Faculty | ARHU | 2014 |

### Chair

|                |       |      |      |
|----------------|-------|------|------|
| Jordan Goodman | Chair | CMNS | 2014 |
|----------------|-------|------|------|



## University Senate TRANSMITTAL FORM

|                                     |  |
|-------------------------------------|--|
| <b>Senate Document #:</b>           | 12-13-10   |
| <b>Title:</b>                       | Revisions to the School of Public Policy Plan of Organization  |
| <b>Presenter:</b>                   | Devin Ellis<br>Chair, Elections, Representation, & Governance (ERG) Committee  |
| <b>Date of SEC Review:</b>          | May 6, 2013  |
| <b>Date of Senate Review:</b>       | September 18, 2013   |
| <b>Voting (highlight one):</b>      | <ol style="list-style-type: none"> <li>1. On resolutions or recommendations one by one, or</li> <li>2. In a single vote</li> <li>3. To endorse entire report</li> </ol>  |
|                                     |  |
| <b>Statement of Issue:</b>          | <p>The University of Maryland Plan of Organization mandates that all Colleges and Schools be governed by a Plan of Organization that conforms to the stipulations set forth in the University of Maryland Plan of Organization, Article 11. College and School Plans of Organization must be reviewed and approved by the University Senate for compliance. The Senate Elections, Representation, and Governance (ERG) Committee is the standing committee responsible for conducting these reviews. The Senate Faculty Affairs Committee is responsible for reviewing the Appointment, Promotion, and Tenure (APT) Committee section of the Plan as part of the Senate review process. Any Plan of Organization under review that is determined not to be in compliance with the University of Maryland Plan of Organization, Article 11 is returned to the College or School for revision.</p> <p>The School of Public Policy (PUAF) submitted its revised Plan of Organization to the University Senate for review in September 2012.</p> |
| <b>Relevant Policy # &amp; URL:</b> | Plan of Organization for the University of Maryland,<br><a href="http://www.senate.umd.edu/governingdocs/Plan_of_Organization.pdf">http://www.senate.umd.edu/governingdocs/Plan_of_Organization.pdf</a>  |
| <b>Recommendation:</b>              | The ERG Committee recommends the Senate approve the revised School of Public Policy Plan of Organization.  |
| <b>Committee Work:</b>              | The ERG Committee began its review of the PUAF Plan of Organization on October 2, 2012. It found a few structural issues, and broad concerns related to shared governance, the authority of the Dean, and student and staff representation on the college-wide assembly, and decided to relay its comments and concerns back to PUAF.  |

|                                    |   |
|------------------------------------|---|
|                                    | <p>The ERG Committee reviewed a revised version of the Plan in January 2013. The committee found three remaining concerns with the Plan, and decided to communicate its concerns to the Dean. On February 21, 2013, the committee received responses to its concerns. The ERG Committee reviewed the revised Plan again and agreed that its concerns had been adequately addressed. The committee voted to approve the Plan, pending final approval of the APT section from the Faculty Affairs Committee.</p> <p>The Faculty Affairs Committee received the APT section of the Plan of Organization in January 2013. A subcommittee reviewed the section and presented its findings to the committee in February 2013. The Faculty Affairs Committee identified concerns related to the distinctions between the stages of review and technical details of the committee’s process and procedures. The committee voted to return the APT section to PUAF for revision.</p> <p>After working directly with the chair of the Faculty Affairs Committee on the committee’s concerns, PUAF submitted a revised APT section in April 15. The committee considered the revision, and relayed remaining concerns to PUAF. In response, PUAF submitted a newly-revised section on April 18. The Faculty Affairs Committee reviewed the revised section and agreed that its substantive concerns had been resolved. The committee voted to approve the APT section as revised.</p> <p>Following the approval by the ERG and Faculty Affairs Committees, the PUAF faculty voted to approve the revised Plan of Organization on April 24, 2013.</p> |
| <b>Alternatives:</b>               | The Senate could choose not to approve the revised PUAF Plan of Organization. PUAF would then be bound by its existing Plan of Organization, and would remain out of compliance with the requirement that each College Plan of Organization be revised and approved by the University Senate every ten years.   |
| <b>Risks:</b>                      | There are no associated risks.  |
| <b>Financial Implications:</b>     | There are no financial implications.  |
| <b>Further Approvals Required:</b> | Senate approval, Presidential approval.   |

# **Senate Elections, Representation, & Governance (ERG) Committee**

## **Senate Document # 12-13-10**

### **Revisions to the School of Public Policy Plan of Organization**

**May 2013**

#### **BACKGROUND**

The University of Maryland Plan of Organization mandates that all Colleges and Schools be governed by a Plan of Organization that conforms to the stipulations set forth in the University of Maryland Plan of Organization, Article 11. College and School Plans of Organization must be reviewed and approved by the University Senate for compliance. The Senate Elections, Representation, and Governance (ERG) Committee is the standing committee responsible for conducting these reviews. The Senate Faculty Affairs Committee is responsible for reviewing the Appointment, Promotion, and Tenure (APT) Committee section of the Plan as part of the Senate review process. Any Plan of Organization under review that is determined not to be in compliance with the University of Maryland Plan of Organization, Article 11 is returned to the College or School for revision.

The current Plan of Organization for the School of Public Policy (PUAF) was approved by the Senate in 1997. The School submitted its revised Plan of Organization to the University Senate for review in September 2012.

#### **COMMITTEE WORK**

The ERG Committee began its review of the revised PUAF Plan of Organization at its meeting on October 2, 2012. The committee first discussed the context of the School of Public Policy. The committee found that PUAF sponsors professional degree programs and does not have undergraduate students. It is a non-departmentalized college, which is much smaller with no internal departments, although it does have many centers and academic tracks within it.

In its initial review, the committee identified various concerns as it compared the Plan to the “Best Practices in Shared Governance Checklist.” The committee raised concerns regarding the authority of the dean, especially in relation to shared governance bodies. As an example, the Plan gave authority to appoint bodies and their memberships to the dean, which was of concern to the committee, and did not contain a statement regarding the importance of shared governance. The committee also discussed concerns related to the inclusion of students and staff on the college-wide assembly, and expressed a desire for more information about how students and staff are elected and represented in the assembly.

The committee also identified technical and structural issues with the Plan, many of which had to do with its organization and places where it referred to elements that have not yet been described. In December 2012, the ERG Committee voted to return the Plan to PUAF with comments and the checklist to request revisions to the Plan.

In December 2012 and January 2013, the Chair of the ERG Committee and the Dean of the School of Public Policy discussed the committee’s comments to facilitate a better understanding of the context of School and the best practices encouraged by the ERG Committee. In January 2013, PUAF returned a revised version of the Plan to the ERG Committee. The committee discussed the revised Plan at its

meeting on January 31, 2013. The committee noted three remaining concerns with the Plan, related to the review committee for the ten-year Plan review, student representation on committees, and a technical concern over language used to classify staff categories. The committee decided to communicate its concerns to the Dean and revisit the Plan at its next meeting.

On February 21, 2013, the committee reviewed the responses to its concerns. After discussion, the committee agreed it was satisfied with the information received. The ERG Committee voted to approve the newly-revised Plan of Organization for the School of Public Policy, contingent upon approval of the APT section by the Senate Faculty Affairs Committee.

In parallel to the review by the ERG Committee, the Senate Faculty Affairs Committee reviewed the APT section of the Plan of Organization. It received the APT section in January 2013, and sent the section to a subcommittee for review. On February 28, 2013, the subcommittee presenting its findings to the full committee for discussion. The committee identified broad areas of concern. The first concern derived from the fact that PUAF is a non-departmentalized college, so the APT review combines the first level and college level reviews into one process. The Faculty Affairs Committee desired further clarification and detail of certain areas because of the blending of reviews. The committee also was concerned about technical details of the process related to how the committee would conduct its business, the generation of documents, the role of the dean, and additional points. The committee voted to return the section to PUAF for review and revision.

The chair of the Faculty Affairs Committee discussed the committee's comments with the Dean of the School to assist the revision process. The committee considered a revised section on April 15, 2013 and relayed remaining concerns to PUAF. In response, PUAF submitted a newly-revised APT section on April 18, 2013. The Faculty Affairs Committee agreed that its substantive concerns had been resolved, and voted to approve the APT section as revised.

Following the approval of the ERG and Faculty Affairs Committees, PUAF sent the revised Plan of Organization to its faculty for final approval. The faculty voted to approve the Plan of Organization on April 24, 2013.

## **RECOMMENDATION**

The ERG Committee recommends that the Senate approve the revised School of Public Policy Plan of Organization.

## **APPENDICES**

Appendix 1 – Revised 2013 School of Public Policy Plan of Organization

Appendix 2 – 1997 School of Public Policy Plan of Organization

1  
2  
3  
4  
5  
6  
7  
8  
9

**SCHOOL OF PUBLIC POLICY  
UNIVERSITY OF MARYLAND**

**PLAN OF ORGANIZATION**

(Approved by the Faculty on April 24, 2013)

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17  
18  
19

20 **Article I: Name and Mission**  
21

22 The name of the unit shall be the “School of Public Policy” of the University of Maryland at  
23 College Park, hereinafter referred to as the “School.”  
24

25 The School exists to improve the design and implementation of public policies by:  
26

- 27 a. Attracting highly capable people to careers in public service within the public, non-profit,  
28 and private sectors;  
29
- 30 b. Providing current and future participants in the policymaking process with the knowledge  
31 and skills to analyze and implement public policies through use of multi-disciplinary  
32 tools, scholarly findings, and the insights of the best practitioners; and  
33
- 34 c. Conducting and disseminating broadly to policymakers, other policy analysts, and



1 interested citizens, useful analyses of current public policy issues and processes.

- 2  
3 d. Creating knowledge relevant to important policy problems, and ensuring that this  
4 knowledge has impact.  
5  
6

7 **Article II: Authorization and Purpose**  
8  
9

10 This plan of organization is formulated pursuant to Article II of the Plan of Organization for the  
11 University of Maryland at College Park as approved by the Senate on April 1, 1993. It is  
12 deemed to be in compliance with all applicable University and Campus policies and regulations.  
13 However, should there be discrepancies between these and the provisions of this plan, University  
14 and Campus statutes shall take precedence.  
15

16 The purpose of this plan is to establish a framework for shared governance of the School so as to  
17 provide for the orderly and effective discharge of the School's mission. The plan advances the  
18 School's mission within its strong and enduring commitment to shared governance, which  
19 ensures that all members of the School community join in shaping the School and its future.  
20  
21

22 **Article III: Academic Programs**  
23

24 **A. Composition**  
25

- 26 1. The School has the following degree programs:  
27 a. Master's of Public Policy (MPP)  
28 b. Master's of Public Management (MPM)  
29 c. Executive Master's of Public Management (EMPM)  
30 d. Master's of Professional Studies – Public Administration (MPPA)  
31 e. Dual MPP/MBA (with the Smith School of Business)  
32 f. Dual MPP/JD (with the University of Maryland School of Law)  
33 g. Dual MPP/CONS (with the College of Computer, Mathematical, and  
34 Natural Sciences)  
35 h. Master's of Engineering and Public Policy (MEPP)  
36 i. Ph.D. in Policy Studies  
37  
38 2. The following research and service sub-units are established within the School  
39 and are subject to the School's governance, within university procedures:  
40

- 1 a. Center for Integrative Environmental Research
- 2 b. Center for International and Security Studies at Maryland
- 3 c. Center for Philanthropy and Nonprofit Leadership
- 4 d. Center for International Policy Exchanges
- 5 e. Center for Public Policy & Private Enterprise
- 6 f. Institute for Philosophy and Public Policy
- 7

8 **B. Plan of Organization**

9  
10 Each sub-unit shall develop and adopt a Plan of Organization. Upon approval by Faculty,  
11 these plans shall become an integral part of the Plan of Organization of the School.  
12

13 **C. Administration**

14  
15 Each sub-unit shall be headed by a faculty member, who serves as director and who is  
16 appointed according to University and campus policies. Directors shall report to the  
17 Dean or the Dean’s representative.  
18  
19

20 **Article IV: Assembly**

21  
22 **A. Composition**

23  
24 The Assembly of the School, herein referred to as the “Assembly,” shall include faculty,  
25 staff, and students.  
26

27 **B. Membership**

28  
29 All members of the Faculty and of the Staff, both exempt and nonexempt, shall be  
30 members of the Assembly. The student body shall be represented by the elected  
31 representatives of the Policy Student Government Association (see Article VI(b)). A  
32 member of the Faculty or of the Staff shall be elected during the spring semester each  
33 year to chair the Assembly for the following academic year.  
34

35 **C. Duties and Responsibilities**

36  
37 The Assembly shall advise the Dean, Directors, and Faculty on matters pertaining to the  
38 School’s governance and mission, which can be brought before it by any member or

1 group of members of the Assembly.  
2

3 **D. Meetings**  
4

5 The Assembly shall meet at least twice a year, once during the fall and once during the  
6 spring semesters. Special meetings of the Assembly may be called at any time by any  
7 member, provided the call is endorsed in writing by two-thirds of the membership. A  
8 written agenda shall be distributed to the membership at least one week prior to any  
9 meeting. Any proposals that may require a vote shall be presented in writing and shall be  
10 submitted to the membership in advance, together with the agenda. Meetings of the  
11 Assembly shall be conducted in accordance with Robert's Rules of Order. A majority of  
12 the membership shall constitute a quorum. No vote shall be taken in the absence of a  
13 quorum.  
14

15 **E. Functions**  
16

17 The School Assembly supports the School's strategy of shared governance and provides  
18 the Faculty, Staff, and students with the opportunity to exercise their responsibilities to  
19 carry out the mission of the School; promote excellence; and achieve the highest  
20 standards of research, education, and impact.  
21

22 The functions of the School Assembly shall include:  
23

- 24 a. A regular opportunity for the Faculty, Staff, and students to collectively express their  
25 viewpoints and concerns.  
26  
27 b. A regular opportunity for promoting effective communication among all the Faculty,  
28 Staff, and students, within the School and around the University.  
29  
30 c. Promotion of collaborative activities that advance the mission of the School.  
31  
32 d. To encourage the effective pursuit of policies that advance the School.  
33  
34

35 **Article V: Faculty**  
36

37 **A. Membership**  
38

39 For the purposes of this plan, the term Faculty shall designate those persons who hold at  
40 least a 50 percent appointment in one of the University's faculty categories:

- 1 • Adjunct Assistant, Associate, and (full) Professors
- 2 • Assistant Professor, Associate Professor, and Professor
- 3 • College Park Professor
- 4 • Emeriti Faculty
- 5 • Lecturer and Senior Lecturer
- 6 • Research Faculty
- 7 • Professor of the Practice
- 8 • Clinical Assistant Professor, Clinical Associate Professor, and Clinical Professor

9 **B. Senate Representation**

10  
11 Upon being notified of a vacancy in Senate representation of the School, the Dean shall  
12 solicit nominations from the Faculty by means of a written memorandum. Faculty must  
13 submit nominations in writing to the Dean no later than fifteen days from the date of the  
14 Dean's memorandum. Faculty shall be responsible to ascertain from any nominees, prior  
15 to submitting their names, whether they are willing to serve if elected. Elections shall  
16 take place during the next regularly scheduled faculty meeting. The representative shall  
17 be elected by a simple majority; in the event of a tie, a runoff election among the tied  
18 candidates shall be held, using the same procedure as the original vote.  
19  
20

21 **C. Affiliate members**

- 22
- 23 1. Members of the University of Maryland College Park faculty who do not otherwise
- 24 have an appointment in the School but are engaged with the School may be given
- 25 affiliate status with the School, during the term of their engagement, up to three years,
- 26 with a title appropriate to the nature of their association with the School.  
27
- 28 2. Individuals from outside the university who are connected with the work of the
- 29 School and with its research centers may be given an appointment for up to a year in
- 30 the School, of either nonresident fellow or nonresident senior fellow, depending on
- 31 their level of professional accomplishment.  
32
- 33 3. Proposals for affiliate, nonresident fellow, or nonresident senior fellow status should
- 34 be made in writing to the Dean. The proposal should include a description of the
- 35 nature of the association and a copy of the curriculum vitae of the individual.  
36
- 37 4. The Dean will submit proposals for affiliate status to the faculty for discussion and
- 38 approval.  
39

1 5. All appointments as affiliate, nonresident fellow, and nonresident senior fellow are  
2 renewable, for a period of up to the term of the original appointment.  
3  
4  
5

## 6 **Article VI: Students** 7

### 8 **A. Membership** 9

10 The Students of the School shall include all students who are enrolled in the School's  
11 academic programs.  
12

### 13 **B. Governance** 14

15 The Policy Student Government Association (PSGA) of the School shall consist of up to  
16 eight elected representatives and the president of any other student organizations of the  
17 School duly recognized by the PSGA and the Dean. The elected representatives shall  
18 consist of six representatives, elected by the Students of the School in April to one-year  
19 terms from among all students enrolled at that time, and two representatives elected in  
20 October to six-month terms from students who matriculated into their programs since the  
21 previous spring semester. All representatives, whether elected or ex officio, shall have  
22 full voting rights. The PSGA shall elect a president and vice president from among its  
23 representatives.  
24  
25

### 26 **C. Meetings** 27

28 The PSGA shall meet at least twice during the academic year, once in the fall semester  
29 and once in the spring semester.  
30

### 31 **D. Purpose** 32

33 The PSGA shall organize social activities and represent the interests of the Students to  
34 the Faculty, Staff, and Administration of the School. To accomplish this purpose, the  
35 PSGA shall foster community among the Students, organize activities and organizations  
36 of interest to the students, and represent the interests of Students with the Dean, the  
37 Faculty, and the Staff. In pursuit of this purpose, the PSGA or its officers shall:

38  
39 a. Organize periodic social gatherings and community service projects.  
40

1 b. Help establish and support other student organizations focused on specific needs and  
2 interests.

3  
4 c. Meet at least once a semester with the Dean to discuss topics of interest to Students.

5  
6 d. Organize at least once a semester an opportunity for all Students to ask questions and  
7 raise concerns with the Dean.

8  
9  
10  
11 **Article VII: Staff**  
12

13 **A. Membership**

14  
15 The Staff shall include all employees of the School other than those with primarily  
16 faculty or student appointments.  
17

18  
19  
20 **Article VIII: Administration**  
21

22 **A. The Dean**

23  
24 1. Appointment and Terms  
25

26 The Dean is the chief executive officer of the School. The Dean shall be  
27 appointed and reviewed in accordance with University and Campus policy.  
28

29 2. Duties and Responsibilities

30 The Dean shall be responsible for:

31  
32  
33 a. Exercising his/her authority consistently with the powers and  
34 responsibilities delegated to him/her by the Vice-President for Academic  
35 Affairs and Provost.  
36

37 b. Formulating and presenting policies to the Faculty for its consideration.  
38 This shall not be interpreted to abridge the right of any faculty member or  
39 of the Faculty as a whole to present any matter to the Faculty.  
40

- 1 c. Administering the educational policy and programs of the School.  
2  
3 d. In consultation with the Faculty Committee and the Directors, preparing  
4 and managing a budget for funds within the School, as well as preparing  
5 and implementing the School's Strategic Plan.  
6  
7 e. In consultation with individual faculty members, assigning teaching duties  
8 to those members. In so doing, the Dean shall provide for teaching  
9 assignments, as required by the program, consistent with the expertise and  
10 scholarly focus of each faculty member and with the Campus workload  
11 policy as approved by the Senate.  
12  
13 f. In consultation with the appropriate faculty members and Committees,  
14 recommending the appointment, reappointment, non-reappointment, or  
15 promotion of faculty and staff. The Dean shall be responsible for  
16 informing the School's APT Committee in a timely fashion of all  
17 upcoming candidacies for appointment, promotion, and tenure.  
18  
19 g. Serving as the conduit of communication for all official business of the  
20 School with the Campus administration, the Faculty, the Staff, students,  
21 alumni/ae, and the public. In particular, the Dean shall be responsible for  
22 informing the Faculty in writing of the yearly proposed and approved  
23 budgets of the School and of the detailed allocation of budgetary  
24 resources.  
25  
26 h. Consulting with the Faculty Committee (see Article IX) on all matters  
27 relevant to the Committee's duties and responsibilities and reporting to the  
28 Faculty Committee as to the action on any of its recommendations or the  
29 recommendations from other committees.  
30  
31 i. Representing the School to the Campus and University communities,  
32 professional and scholarly organizations, and the public at large.  
33  
34 j. Maintaining appropriate supervision of the use of buildings, equipment,  
35 and spaces assigned to the School.  
36  
37 k. At his or her discretion, appointing any standing or ad-hoc administrative  
38 committees as may be necessary. Such appointments shall be made in  
39 writing and shall specify the duties, chair, size, and composition of each.  
40  
41 l. Delegating to each Director any or all the above responsibilities regarding  
42 such matters that properly pertain to the direction, administration, and  
43 management of his/her respective Programs, provided such matters do not

1 fall within the purview of other School Programs.  
2

3 **B. Associate and Assistant Deans**  
4

5 1. Appointment and Terms  
6

7 The Associate and Assistant Deans shall be appointed by the Dean for fixed terms  
8 in accordance with applicable University and Campus Policy.  
9

10 2. Duties and Responsibilities  
11

12 One Associate Dean will be designated the School's Executive Dean and will  
13 report to the Dean and be responsible for all tasks delegated to him/her by the  
14 Dean. The other Associate and Assistant Deans will report to the Dean, and will  
15 be responsible for all tasks delegated by the Dean.  
16

17 **C. Program Directors**  
18

19 1. Appointment and Terms  
20

21 The Program Directors shall be appointed by the Dean to fixed terms in  
22 accordance with applicable University and Campus Policy.  
23

24 2. Duties and Responsibilities  
25

26 The Program Directors report to the Dean and shall be responsible for all tasks  
27 delegated to them by the Dean.  
28  
29  
30

31 **Article IX: Administrative Committees**  
32

33 Without prejudice to the Dean's authority in regard to the constitution of committees as specified  
34 in Article VIII.A.2.k, the following shall be standing administrative faculty committees of the  
35 School.  
36  
37

38 **A. Faculty Committee**  
39

40 1. Membership and Terms



1  
2 The Faculty Committee shall consist of all Assistant Professors, Associate  
3 Professors, Professors, Professors of the Practice, Clinical Professors of all ranks,  
4 and such other members of the Faculty, as defined in Article V.A., with academic  
5 year appointments of 50 percent or more, which the Dean, with the concurrence  
6 of the Faculty Committee, deems to be sufficiently knowledgeable about the  
7 School to warrant appointment to the Faculty Committee. The Dean or the  
8 Dean’s representative shall serve as Chair.  
9

10  
11 2. Duties and Responsibilities  
12

13 The Faculty Committee shall be responsible for formulating and recommending  
14 educational policy. It shall recommend students for the award of degrees. It shall  
15 consider and deliberate questions of School governance, advise the Dean and/or  
16 Directors on any matters pertaining to the School mission, and determine any  
17 such matters as do not affect relations with units outside the School or properly  
18 come under the supervision of larger administrative units.  
19

20 In particular, the Faculty Committee shall be responsible for:

- 21 a. Consulting with the Dean at least once a semester during the academic  
22 year on matters of interest and concern to the School, including budget  
23 decisions and facility planning.  
24
- 25 b. Serving as the conduit of information between the Dean and the Faculty.  
26  
27
- 28 c. Assisting the Dean in the preparation and implementation of the School’s  
29 Strategic Plan.  
30
- 31 d. Hearing Faculty or Staff grievances, which have not been otherwise  
32 resolved through the School’s administrative processes, and making  
33 recommendations to the Dean and Directors for the fair resolution of such  
34 grievances. In such cases, there shall be a subcommittee of the Faculty  
35 Committee, appointed by the dean, and the subcommittee shall elect its  
36 own chair.  
37
- 38 e. Serving as a Committee on Committees to nominate slates of candidates  
39 from which the Dean or administrators above the School level may  
40 appoint members for all School committees or representatives to  
41 participate in the search, nomination, and review of administrators and  
42 units at any Campus and University level.  
43

- 1 f. Electing members of the Faculty Merit and Salary Review Committee, to  
2 perform the functions described in Article IX.D.  
3  
4

5 **B. Programs, Curricula & Course Committee (PCC or Curriculum**  
6 **Committee)**  
7

8 1. Membership  
9

10 The PCC shall consist of at least five faculty members appointed by the Dean in  
11 consultation with the Faculty Committee. The Dean shall designate a Chair from  
12 among the Committee's membership.  
13

14 2. Duties and Responsibilities  
15

16 The PCC shall be responsible for:  
17

- 18 a. Advising the dean on the long-range educational goals and policies of the  
19 School.  
20  
21 b. Periodically reviewing the educational programs and curricula and  
22 recommending measures to the Dean, Directors, and Faculty to ensure the  
23 most effective use of resources and an appropriate level of coordination  
24 among the various programs and areas.  
25  
26 c. Recommending to the Dean, Directors, and Faculty any changes in  
27 courses and curricula as may be submitted by the Faculty, faculty  
28 committees, or the Policy Student Government Association.  
29  
30  
31

32 **C. Appointment, Promotion, and Tenure Committee (APT)**  
33

34 1. Membership  
35

36 a. The membership of the APT committee generally consists of all tenured  
37 and tenure-track faculty in the School  
38

39 b. When considering an individual for appointment to the rank of Associate

1 Professor or Professor, the APT committee shall consist of only those members of  
2 the larger APT committee who hold the rank under consideration, or higher.

3  
4 c. The Committee shall elect an APT chair, chosen from among the Committee's  
5 membership. The Chair's term will be for one year. The Chair shall hold the rank  
6 of Professor, and shall be responsible for preparing the APT committee report and  
7 the promotion dossiers for all candidates for appointment at the rank of Associate  
8 Professor or Professor.

## 9 10 2. Duties and Responsibilities

11  
12 The deliberations of the APT Committee shall be conducted in strict compliance with all  
13 applicable University and Campus policies. The deliberations shall be confidential. The  
14 Committee shall be responsible for:

15  
16 a. Reviewing candidates' dossiers and making recommendations on the basis of  
17 those reviews. The Dean may appoint 3- member subcommittees, as well as a  
18 chair for the subcommittees, in concert with the APT chair, to review candidates'  
19 records and prepare the dossiers for consideration by the full committee. Such  
20 subcommittees may include Professors of the Practice within the School and  
21 faculty from units outside the School, when appropriate, to assess the  
22 performance of a candidate whose expertise is deemed under-represented on the  
23 School's faculty. These external members may be present when the School's full  
24 APT committee considers the case and may have voice but not vote.

25  
26 b. Making recommendations to the Dean in regard to all cases of appointment,  
27 promotion, non-promotion, and award of tenure. Recommendations will be made  
28 by vote of the School's APT committee. To conduct business and to take votes,  
29 the APT Committee must have a quorum of its members present. For the purposes  
30 of APT Committee discussion and action, a quorum is defined as one faculty  
31 more than half of all faculty members holding the rank and above for the rank  
32 under consideration, not including those faculty members on leave or on  
33 sabbatical. Thus only those candidates with positive votes at or exceeding the  
34 quorum will be recommended for appointment, promotion, and award of tenure.  
35 Only those APT Committee members present may cast a vote for candidates  
36 being considered for promotion from assistant professor to associate professor  
37 with tenure. For APT Committee votes on appointments of external candidates,  
38 electronic ballots may be used, which must be confidential.

1           3. Meetings  
2

3           Written notice of APT committee meetings and copies of the candidate's dossier shall be  
4           distributed to the membership with at least one-week advance notice, unless the majority  
5           of the APT Committee agrees to waive such notice.  
6

7                   a. Meetings of the School's APT committee shall be chaired by the chair of the  
8                   School APT.  
9

10                   b. The Dean may attend the meetings of the APT committee, and will have a  
11                   voice but not a vote in these meetings.  
12

13           4. APT actions  
14

15                   a. The vote of the APT committee is advisory to the Dean, who provides an  
16                   independent decision on behalf of the School when recommending candidates to  
17                   the Provost and President for appointment as associate and full professors and for  
18                   questions of tenure. The Dean has the final decision on appointment of  
19                   candidates.  
20

21                   b. Within two weeks of the vote of the APT committee and the Dean's decision,  
22                   the Dean shall (1) inform the candidate whether the recommendations made by  
23                   the faculty committee and the Dean were positive or negative (including specific  
24                   information on the number of faculty who voted for tenure and/or promotion, the  
25                   number who voted against, and the number of abstentions), and (2) prepare for the  
26                   candidate a letter summarizing in general terms the nature of the considerations  
27                   on which those decisions were based. Summaries shall be provided to the  
28                   candidate whenever either or both faculty and the Dean's recommendations are  
29                   negative. The chair of the faculty APT committee shall review the letter prepared  
30                   by the Dean to ensure that it accurately summarizes the considerations regarded as  
31                   relevant by the faculty APT committee. The chair of the faculty APT committee  
32                   shall be provided access to the Dean's letters to the candidate and to the campus  
33                   APT committee to ensure that the summary accurately reflects the  
34                   recommendation and rationale provided to higher levels of review. In addition,  
35                   both letters shall be made available for review in the office of the Dean by any  
36                   member of the faculty APT committee. In the event that the chair of the faculty  
37                   committee and the Dean are unable to agree on the appropriate language and  
38                   contents of the summary letter, each shall write a summary letter to the candidate.  
39                   A copy of all materials provided to the candidate shall be added to the tenure or  
40                   promotion file as the case proceeds through higher levels of review.  
41  
42

1 **D. Faculty Merit and Salary Review Committee**  
2

- 3 1. The Faculty Merit and Salary Review Committee (FMSRC) evaluates the  
4 performance of faculty in teaching, research, and service, and makes  
5 recommendations to the Dean on faculty members' performance.  
6
- 7 2. The FMSRC consists of three members elected by a majority of the Faculty  
8 Committee of the School of Public Policy, through a secret ballot, and serve terms of  
9 one year. The committee consists of one professor (including professor of the  
10 practice), one assistant professor, and one professor without regard to rank. If the  
11 Dean believes that any group has been systematically underrepresented, he or she  
12 may appoint a member of that group as an additional member of the FMSRC.  
13
- 14 3. The Dean may reserve a portion of the merit pool to address special salary problems  
15 within the School.  
16
- 17 4. The FMSRC review is conducted during the spring semester. The elements of the  
18 review are as follows:
- 19 a) The Faculty Committee elects FMSRC members by secret ballot during a  
20 faculty meeting before 15 March. Faculty who served on the FMSRC in  
21 the previous two years are not eligible to serve, except when there are  
22 fewer than three eligible faculty members. Tie votes are resolved by  
23 random draw among those who have not served in the last five years.
- 24 b) Faculty members complete activity reports by 15 March. The activity  
25 reports should include a description of the faculty member's contributions  
26 to scholarship, teaching, service to the School, public service, and a  
27 summary of the findings of the Post-Tenure Review Committee (see  
28 Article X). Faculty who do not complete an activity report will not be  
29 eligible for merit awards in that fiscal year. In general, the FMSRC should  
30 examine the performance of faculty members over the previous three  
31 years, including student teaching evaluations and comprehensive reviews  
32 conducted for appointment and promotion. For years when merit pay is  
33 not available, the achievements of the faculty members for that year (or  
34 years) will be taken into consideration during the next year in which merit  
35 pay is available.
- 36 c) In late March, the Dean or an individual delegated by the Dean shall  
37 provide the FMSRC with a list of eligible faculty and copies of their  
38 faculty activity reports. All faculty members who were hired prior to the  
39 current academic year are eligible for review.

- 1 d) FMSRC will elect one of its members to serve as chair. FMSRC examines  
2 the activity reports, on the basis of each faculty member's contributions to  
3 scholarship, teaching, service to the School, and public service. The  
4 assessment will examine the degree to which these contributions fit with  
5 the School's standards for promotion and tenure. (Please see the separate  
6 School policy outlining the promotion and tenure standards.) The Dean  
7 will separately assess the performance of the members of the FMSRC. The  
8 FMSRC prepares a written evaluation of each faculty member. The chair  
9 will certify that the FMSRC has followed the merit pay distribution plan;  
10 if the FMSRC deviates from the plan, the chair will indicate the areas in  
11 which the deviations occur and provide a written rationale in its report.  
12 These evaluations are submitted to the Dean by 15 April.
- 13 e) The FMSRC's role is advisory to the Dean. The Dean makes the final  
14 decisions on merit salary awards, based on the FMSRC's evaluations, and  
15 reports these decisions to the FMSRC. The FMSRC produces a written  
16 report expressing its views on whether the Dean has followed the School's  
17 merit and salary review policy.
- 18 f) The Dean notifies individual faculty members of their salary for the next  
19 fiscal year, the FMSRC's evaluation of the faculty member, the faculty  
20 member's right to request a meeting with the Dean to discuss the salary,  
21 and the right to appeal the salary decision.
- 22 g) Any faculty member who is dissatisfied with the merit salary increase  
23 should file a written appeal with the Dean. The Dean will consider the  
24 issues raised in the appeal, meet with the faculty member to discuss the  
25 issues, and inform the faculty member of the decision on the salary  
26 increase. If a faculty member remains dissatisfied, the faculty member  
27 may initiate a grievance according to the *University of Maryland Policies*  
28 *and Procedures Governing Faculty Grievances*.
- 29 5. The Dean will annually review the composition of the FMSRC over the past five  
30 years to assure that the FMSRC achieves a reasonable representation of faculty  
31 diversity. If the FMSRC has not proven sufficiently diverse, the Dean will take that  
32 fact into account in appointing the next year's FMSRC.
- 33 6. The Dean will annually review the salary structure of the School. If the review  
34 reveals salary inequities or salary compression, the Dean will either adjust salaries to  
35 rectify the issue, or consult with the Provost on steps to address the issue.

36

## Article X: Post-Tenure Review

- 1  
2  
3 1. In accordance with the policy of the University System of Maryland (19.0 II-1.19)  
4 and the policy of the University of Maryland College Park (II-1.20(A)), the  
5 School of Public Policy will conduct a regular, comprehensive review of tenured  
6 faculty. These reviews shall:  
7
  - 8 a. Occur on a regular basis, not less than once every five years.
  - 9  
10 b. Be a formative process for future faculty development, enhancing the  
11 learning environment of students, and improve the School's programs.
  - 12  
13 c. Take place in a process of collegial assessment.
- 14  
15 2. Reviews conducted as part of assessment for appointment and promotion will be  
16 considered a comprehensive review, for the purposes of this policy.  
17
- 18 3. Reviews will be scheduled, starting with the faculty who have served the longest  
19 in rank since the previous comprehensive review. The School shall endeavor to  
20 allocate the comprehensive reviews of tenured faculty so that approximately the  
21 same number of tenured faculty are reviewed each year. Faculty members shall be  
22 informed by the Dean, by July 1, of the schedule of the faculty members who will  
23 undergo post-tenure comprehensive reviews in each year.  
24
- 25 4. By September 1 of the academic year in which a faculty member is scheduled to  
26 undergo a post-tenure comprehensive review, the faculty member will:  
27
  - 28 a. Prepare a brief summary of the faculty member's contributions in  
29 teaching, research, and public service since the last review.
  - 30  
31 b. Submit copies of assessments of the impact of the faculty member's  
32 work, including citation counts and other measures of scholarly  
33 accomplishment.
- 34  
35 5. Each year, the Dean shall appoint a Post-Tenure Review Committee of three full  
36 professors. None of the members of the committee shall be faculty members  
37 scheduled for review in the current year. For each faculty member undergoing a  
38 comprehensive review, the Committee shall:  
39
  - 40 a. Assess the faculty member's teaching performance.

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- b. Assess the research, including the quality and impact of the scholarship.
  - c. Assess the public service, including contributions to the broader field of public policy and the impact of the service.
  - d. Assess the contributions to the School and University communities.
  - e. Rely on such additional information, such as citation indexes and other externally available data, as might prove useful in assessing the faculty member.
  - f. Write an appraisal that summarizes the faculty member’s contributions and impact. This appraisal shall normally be completed before the end of the fall term.
  - g. Share the draft appraisal with the faculty member, who shall have 14 days (or a mutually agreeable alternative date) to respond to the Review Committee’s comments.
  - h. Submit the final appraisal to the Dean.
6. The Dean shall communicate the review to the faculty member, along with an overall assessment of “meeting expectations” or “not meeting expectations.”
- a. The Dean will discuss with the faculty member all aspects of the report.
  - b. For faculty members “not meeting expectations,” the Dean shall counsel faculty members on matters identified by the Review Committee as deficient, and the Dean shall work with the faculty member to create a faculty development plan. The plan shall include a procedure for evaluation of progress on an annual basis, and it shall be signed by the Dean and the faculty member.
  - c. The comprehensive review shall be considered in decisions by the School on promotion, merit pay, and other rewards.



1 7. The annual reviews conducted by the School as part of the annual salary and  
2 workload assessment (See Article IX Section D) shall be used as part of the  
3 comprehensive review. Two consecutive annual reviews that indicate a faculty  
4 member is materially deficient shall occasion a comprehensive review in the next  
5 academic year. That comprehensive review shall be in addition to reviews otherwise  
6 required by this policy.

7

8

## Article XI: General

9

### 10 A. Quorum

11

12 Unless otherwise specified, to conduct business, a majority of members of each  
13 committee must be present.

14

### 15 B. Rules

16

17 Unless otherwise specified, *Roberts Rules of Order* will set the procedures for the  
18 conduct of business during the meetings of the School's committees.

### 19 C. Review

20

21 The School's Plan of Organization shall be reviewed at least every ten years by a  
22 committee elected by the School Assembly. This committee shall be comprised of  
23 representatives of the Faculty, Staff, and students.

24

25

**APPENDIX 2 - 1997 SCHOOL OF PUBLIC  
POLICY PLAN OF ORGANIZATION**

SCHOOL OF PUBLIC POLICY  
UNIVERSITY OF MARYLAND AT COLLEGE PARK

PLAN OF ORGANIZATION  
(Approved by the Faculty December 10, 1997)

ARTICLE I  
NAME AND MISSION

The name of the unit shall be the “School of Public Policy” of the University of Maryland at College Park, hereinafter referred to as the “School.”

The School exists to improve the design and implementation of public policies by:

- \* Attracting highly capable people to careers in public service within the public, non-profit, and private sectors;
- \* Providing current and future participants in the policymaking process with the knowledge and skills to analyze and implement public policies through use of multi-disciplinary tools, scholarly findings, and the insights of the best practitioners; and
- \* Conducting and disseminating broadly to policymakers, other policy analysts, and interested citizens, useful analyses of current public policy issues and processes.

ARTICLE II  
AUTHORIZATION AND PURPOSE

This plan of organization is formulated pursuant to Article II of the Plan of Organization for the University of Maryland at College Park as approved by the Senate on April 1, 1993. It is deemed to be in compliance with all applicable University and Campus policies and regulations. However, should there be discrepancies between these and the provisions of this plan, University and Campus statutes shall take precedence.

The purpose of this plan is to establish a framework for governance of the School so as to provide for the orderly and effective discharge of the School’s mission.

ARTICLE III  
ACADEMIC PROGRAMS

A. Composition

1. The School has the following degree programs:
  - a. Master's of Public Policy (MPP)
  - b. Master's of Public Management (MPM)
  - c. Joint MPP/MBA (with the Smith School of Business)
  - d. Joint MPP/JD (with the University of Maryland School of Law)
  - e. Master's of Engineering and Public Policy (MEPP)
  - f. Ph.D. in Policy Studies
  
2. The following research and service sub-units are established with School-wide responsibilities and purview:
  - a. Center for Integrative Environmental Research
  - b. Center for International and Security Studies at Maryland
  - c. Center for Public Policy & Private Enterprise
  - d. Institute for Philosophy and Public Policy

B. Plan of Organization

Each sub-unit shall develop and adopt a Plan of Organization. Upon approval by Faculty, these plans shall become an integral part of the Plan of Organization of the School.

C. Administration

Each sub-unit shall be headed by a Director appointed according to University and campus policies. Directors shall report to the Dean or the Dean's representative.

ARTICLE IV  
ASSEMBLY

A. Composition

The Assembly of the School, herein referred to as the "Assembly," shall include faculty, staff, and students.

B. Membership

All members of the Faculty shall be members. The staff shall be represented by one individual who shall serve for a renewable period of three years, and be elected by written, secret ballot from nomination slates composed of all staff. The student body shall be represented by a student appointed by the Policy Student Government Association for renewable periods of one year.

C. Duties and Responsibilities

The Assembly shall advise the Dean, Directors, and Faculty on matters pertaining to the School's governance and mission and brought before it by any member or group of members.

D. Meetings

The Dean shall call a regular meeting of the Assembly at least once a year during the Fall semester, and shall chair such meetings. In the Dean's absence, the Executive Dean shall chair the meetings. In the absence of both, the Faculty shall elect a pro-tempore chair. Special meetings of the assembly may be called at any time by any member, provided the call is endorsed in writing by two-thirds of the membership. A written agenda shall be distributed to the membership at least two weeks prior to any meeting. Any proposals that may require a vote shall be presented in writing and shall be submitted to the faculty together with the agenda. Meetings of the Assembly shall be conducted in accordance with Robert's rules of order. A majority of the membership shall constitute a quorum. No vote shall be taken in the absence of a quorum.

ARTICLE V  
THE FACULTY

A. Membership

For the purposes of this plan, the term Faculty shall designate those persons who hold academic appointments in the School of 50 percent time or more who are not candidates for a degree. If not otherwise members of the Faculty, directors of programs in the School shall be ex-officio, non-voting members of the Faculty.

B. Duties and Responsibilities

The Faculty shall be responsible for formulating and recommending educational policy, and for the teaching, research, creative work, and service activities of the School. It shall recommend students for the award of degrees. It shall consider and deliberate questions of School governance, advise the Dean and/or Directors on any matters pertaining to the School mission, and determine any such matters as do not affect relations with units outside the School or properly come under the supervision of larger administrative units.

C. Senate Representation

Upon being notified of a vacancy in Senate representation of the School, the Dean shall solicit nominations from the Faculty by means of a written memorandum. Faculty must submit nominations in writing to the Dean no later than fifteen days from the date of the Dean's memorandum. Faculty shall be responsible to ascertain from any nominees, prior to submitting their names, whether they are willing to serve if elected. Elections shall take place during the next regularly scheduled faculty meeting. The representative shall be elected by a simple majority; in the event of a tie, a runoff election among the tied candidates shall be held, using the same procedure as the original vote.

ARTICLE VI  
THE STUDENTS

A. Membership

The Students of the School shall include all students who are enrolled in the School's academic programs and are candidates for a degree.

B. Governance

Governance of the student body is vested in the Policy Student Government Association (PSGA), which shall comprise all students (as defined above). The PSGA shall hold meetings at least once a year. The PSGA shall elect a committee to develop its own Plan of Organization, which shall be adopted by a majority vote of the PSGA and shall include procedures for senate representation. Upon approval, the PSGA Plan of Organization shall become an integral part of the Plan of Organization of the School.

ARTICLE VII  
THE STAFF

A. Membership

The Staff shall include all administrative personnel holding professional and support positions within the School who do not hold teaching or research appointments and are not students.

ARTICLE VIII  
ADMINISTRATION

A. The Dean

1. Appointment and Terms

The Dean is the chief executive officer of the School. The Dean shall be appointed and reviewed in accordance with University and Campus policy.

2. Duties and Responsibilities

The Dean shall be responsible for:

- a. Exercising his/her authority consistently with the powers and responsibilities delegated to him/her by the Vice-President for Academic Affairs and Provost.
- b. Formulating and presenting policies to the Faculty for its consideration. This shall not be interpreted to abridge the right of any faculty member or of the Faculty as a whole to present any matter to the Faculty.
- c. Administering the educational policy and programs of the School.
- d. In consultation with the Faculty Committee and the Directors, preparing and managing the School's budget and preparing and implementing the School's Strategic Plan.
- e. In consultation with individual faculty members, assigning teaching duties to those members. In so doing, the Dean shall provide for teaching assignments, as required by the program, consistent with the expertise and scholarly focus of each faculty member and with the Campus workload policy as approved by the Senate.

- f. In consultation with the appropriate faculty members and Committees, recommending the appointment, reappointment, non-reappointment, or promotion of faculty and staff. The Dean shall be responsible for informing the APT Committee in a timely fashion of all upcoming candidacies for appointment, promotion, and tenure award.
- g. Serving as the conduit of communication for all official business of the School with the Campus administration, the Faculty, the Staff, students, alumni/ae, and the public. In particular, the Dean shall be responsible for informing the Faculty in writing of the yearly proposed and approved budgets of the School and of the detailed allocation of budgetary resources.
- h. Consulting with the Faculty Committee on all matters relevant to the Committee's duties and responsibilities and reporting to the Faculty Committee as to the action on any of its recommendations or the recommendations from other committees.
- i. Representing the School to the Campus and University communities, professional and scholarly organizations, and the public at large.
- j. Maintaining appropriate supervision of the use of buildings, equipment, and spaces assigned to the School.
- k. At his or her discretion, appointing any standing or ad-hoc committees as may be necessary. Such appointments shall be made in writing and shall specify the duties, chair, size, and composition of each.
- l. Delegating to each Director any or all the above responsibilities regarding such matters that properly pertain to the direction, administration, and management of his/her respective Programs, provided such matters do not fall within the purview of other School Programs.

B. Associate and Assistant Deans

1. Appointment and Terms

The Associate and Assistant Deans shall be appointed in accordance with applicable University and Campus Policy.

2. Duties and Responsibilities

One Associate Dean will be designated the School's Executive Dean and will report to the Dean and be responsible for all tasks delegated to him/her by the Dean. The delegation of such tasks shall be made in writing and in consultation with the Faculty Committee. The other Associate and Assistant Deans will report to the Dean through the Executive Dean.

C. Program Directors

1. Appointment and Terms

The Program Directors shall be appointed in accordance with applicable University and Campus Policy.

2. Duties and Responsibilities

The Program Directors report to the Dean and shall be responsible for all tasks delegated to them by the Dean, in consultation with the Faculty Committee.

ARTICLE IX  
COMMITTEES

Any standing or ad-hoc committee may, at its discretion, appoint subcommittees from its membership and/or invite others to participate in their deliberations, if appropriate. However, only committee members who are faculty members of the University of Maryland at College Park shall have the right to vote on any matters of a committee's or subcommittee's competence. Without prejudice to the Dean's authority in regard to the constitution of committees as specified in Article VIII.A.2.k, the following shall be standing committees of the School.

A. Faculty Committee

1. Membership and Terms

The Faculty Committee shall consist of all Faculty, as defined in section V.A. The Dean or the Dean's representative shall serve as Chair.



2. Duties and Responsibilities

The Faculty Committee shall be responsible for:

- a. Consulting with the Dean at least once a semester during the academic year on matters of interest and concern to the School, including budget decisions and facility planning.
- b. Serving as the conduit of information between the Dean and the Faculty.
- c. Assisting the Dean in the preparation and implementation of the School's Strategic Plan.
- d. Hearing any Faculty or Staff grievances and making recommendations to the Dean and Directors for the fair resolution of such grievances.
- e. Serving as a Committee on Committees to nominate slates of candidates from which the Dean or administrators above the School level may appoint members for all School committees or representatives to participate in the search, nomination, and review of administrators and units at any Campus and University level.

B. Programs, Curricula & Course Committee (PCC or Curriculum Committee)

1. Membership

The PCC shall consist of five faculty members appointed by the Dean. The Dean shall designate a Chair from among the Committee's membership.

2. Duties and Responsibilities

The PCC shall be responsible for:

- a. Developing the long range educational goals and policies of the School.
- b. Periodically reviewing the educational programs and curricula and recommending measures to the Dean, Directors, and Faculty to ensure the most effective use of resources and an appropriate level of coordination among the various programs and areas.
- c. Maintaining compliance with the requirements for degree completion and recommending to the Dean, Directors, and Faculty any changes in courses and curricula as may be submitted by the Faculty, faculty committees, or the Student Government Association.

C. Appointment, Promotion, and Tenure Committee (APT)

1. Membership

APT membership shall vary as a function of the rank of the individual whose appointment, promotion, or tenure award is being considered. In the case of appointment, reappointment, non-reappointment, or promotion to the ranks of Assistant Professor, Associate Professor, or Professor, membership shall include all faculty members holding that rank or above. The Dean shall designate a Chair from among the Committee's membership. The Chair shall serve for renewable two-year terms.

2. Duties and Responsibilities

The deliberations of the APT Committee shall be conducted in strict compliance with all applicable University and Campus policies and shall be confidential. The Committee shall be responsible for:

- a. In accordance with University and Campus policy, developing and, when necessary, updating, specific criteria for the review, appointment, reappointment, non-reappointment, and promotion of faculty members.
- b. Informing candidates for promotion about the policies, procedures, and criteria utilized in reviews at the School and campus level. In the case of faculty members working toward an appointment that carries tenure, the APT Committee shall appoint one or more of its members to serve as mentors to that member, with the specific responsibility to review his/her progress toward tenure on an annual basis and provide him/her with a written summary of the review and, if appropriate, written recommendations for improvement. These reviews and recommendations are intended as a bona-fide assistance to candidates for tenure and in no case shall they constitute grounds for a candidate's eventual appeal or grievance in the event that tenure is not recommended or awarded.
- c. At its discretion, delegating to ad-hoc subcommittees the task of reviewing specific candidate's dossiers and making recommendations to the full APT Committee on the basis of those reviews. Such subcommittees may include faculty from units outside the School when appropriate to assess the performance of a candidate whose expertise is deemed under-represented on the School's faculty.
- d. Making written recommendations to the Dean in regard to all cases of appointment, promotion, non-promotion and award of tenure.

3. Meetings

APT meetings shall be called by the Committee chair. Written notice of such meetings shall be distributed to the membership with at least one-week advance notice, unless the majority of the Faculty Committee agrees to waive such notice as to a scheduled meeting of uncertain date and time.



## University Senate TRANSMITTAL FORM

|                                     |   |
|-------------------------------------|---|
| <b>Senate Document #:</b>           | 12-13-38  |
| <b>Title:</b>                       | Revisions to the University of Maryland Libraries Plan of Organization  |
| <b>Presenter:</b>                   | Devin Ellis<br>Chair, Elections, Representation, & Governance (ERG) Committee   |
| <b>Date of SEC Review:</b>          | August 29, 2013   |
| <b>Date of Senate Review:</b>       | September 18, 2013  |
| <b>Voting (highlight one):</b>      | <ol style="list-style-type: none"> <li>1. On resolutions or recommendations one by one, or</li> <li style="background-color: #e0e0e0;">2. In a single vote</li> <li>3. To endorse entire report</li> </ol>  |
|                                     |   |
| <b>Statement of Issue:</b>          | <p>The University of Maryland Plan of Organization mandates that all Colleges and Schools be governed by a Plan of Organization that conforms to the stipulations set forth in the University of Maryland Plan of Organization, Article 11. College and School Plans of Organization must be reviewed and approved by the University Senate for compliance. The Senate Elections, Representation, &amp; Governance (ERG) Committee is the standing committee responsible for conducting these reviews. The Senate Faculty Affairs Committee is responsible for reviewing the Appointment, Promotion, and Tenure (APT) Committee section of the Plan as part of the Senate review process. Any Plan of Organization under review that is determined not to be in compliance with the University of Maryland Plan of Organization, Article 11 is returned to the College or School for revision.</p> <p>The University of Maryland Libraries (LIBR) submitted its revised Plan of Organization to the University Senate for review in January 2013.</p> |
| <b>Relevant Policy # &amp; URL:</b> | Plan of Organization for the University of Maryland,<br><a href="http://www.senate.umd.edu/governingdocs/Plan_of_Organization.pdf">http://www.senate.umd.edu/governingdocs/Plan_of_Organization.pdf</a>   |
| <b>Recommendation:</b>              | The ERG Committee recommends that the Senate approve the revised Plan of Organization for the University of Maryland Libraries.   |

|   |   |
|---|---|
| <p><b>Committee Work:</b></p>             | <p>The ERG Committee began its review of the LIBR Plan of Organization in January 2013 and met with a representative from LIBR on February 21, 2013. The committee sought clarification from LIBR on the rationale for a five-year review cycle, whether staff perform research for the unit, the frequency of meetings of the faculty and staff, the membership of standing committees, and other issues.</p> <p>In response to the comments from the ERG Committee, LIBR submitted a revised version of its Plan of Organization. The ERG Committee reviewed the revised Plan on March 26, 2013. The committee agreed that LIBR had adequately addressed its concerns, and voted to approve the revised Plan of Organization.</p> <p>Upon submitting its revised Plan of Organization, LIBR requested an exception to the requirement that the Faculty Affairs Committee review and approve the APT section of the Plan of Organization. LIBR is in the process of considering large-scale changes to the appointment, promotion, and permanent status (APPS) process and anticipate that its revisions could take much longer to finalize. At the same time, significant changes within the Libraries make the need for a revised Plan more urgent.</p> <p>The chair of the ERG Committee and chair of the Faculty Affairs Committee discussed LIBR's request with the Senate Parliamentarian, and all decided that the Plan could be approved through the normal Senate process if accompanied by a memorandum of understanding between the Senate and the Dean of the Libraries, indicating that the APPS section will be submitted separately to the Faculty Affairs Committee in December 2013.</p> <p>Following approval by the ERG Committee, the Libraries Assembly voted to approve the revised Plan of Organization on May 6, 2013.</p> |
| <p><b>Alternatives:</b></p>               | <p>The Senate could choose not to approve the revised LIBR Plan of Organization. LIBR would then be bound by its existing Plan of Organization.</p>   |
| <p><b>Risks:</b></p>                      | <p>There are no associated risks.</p>   |
| <p><b>Financial Implications:</b></p>     | <p>There are no financial implications.</p>   |
| <p><b>Further Approvals Required:</b></p> | <p>Senate approval, Presidential approval.</p>  |

# **Senate Elections, Representation, & Governance (ERG) Committee**

## **Senate Document # 12-13-38**

### **Revisions to the University of Maryland Libraries Plan of Organization**

**August 2013**

#### **BACKGROUND**

The University of Maryland Plan of Organization mandates that all Colleges and Schools be governed by a Plan of Organization that conforms to the stipulations set forth in the University of Maryland Plan of Organization, Article 11. College and School Plans of Organization must be reviewed and approved by the University Senate for compliance. The Senate Elections, Representation, & Governance (ERG) Committee is the standing committee responsible for conducting these reviews. The Senate Faculty Affairs Committee is responsible for reviewing the Appointment, Promotion, and Tenure (APT) Committee section of the Plan as part of the Senate review process. Any Plan of Organization under review that is determined not to be in compliance with the University of Maryland Plan of Organization, Article 11 is returned to the College or School for revision.

The current Plan of Organization for the University of Maryland Libraries (LIBR) was approved by the Senate in 2007. LIBR submitted its revised Plan of Organization to the University Senate for review in January 2013.

#### **COMMITTEE WORK**

The ERG Committee began its review of the LIBR Plan of Organization in January 2013. The committee reviewed the revised Plan and met with a representative from the LIBR Plan of Organization Special Review Committee on February 21, 2013.

The committee first discussed whether LIBR should remain on a five-year review cycle, instead of a recommended ten-year review cycle for Plans of Organization. The original LIBR Plan set a five-year standard, and over the last five years, the library faculty have brought many issues to the attention of the Libraries Assembly to make changes to the procedures of the unit. The representative from LIBR cited the new special committee devoted to mentoring as an example, and stated that the Libraries have also been working to be more inclusive by creating more open and streamlined processes in its revised Plan. The representative noted that LIBR would prefer to continue with a five-year review cycle.

The ERG Committee discussed a few key concerns with the revised Plan. Committee members sought clarification on staff who perform research for the Libraries, the frequency of meetings of the faculty and staff, the membership of standing committees, and other issues. After discussion with the ERG Committee, the representative noted she would relay the committee's comments to the LIBR Plan of Organization Special Review Committee.

In response to the comments from the ERG Committee, LIBR returned a revised Plan of Organization on March 14, 2013. The committee reviewed the revised Plan on March 26, 2013 and agreed that its concerns had been addressed. The ERG Committee voted to approve the Plan of Organization for the University of Maryland Libraries.

In addition to a review by the Senate ERG Committee, the APT sections of revised Plans of Organization must be reviewed by the Faculty Affairs Committee for compliance with University policy. Upon submitting its revised Plan, LIBR asked for an exception to this customary practice for the time being. In the midst of its Plan of Organization revisions, LIBR embarked upon a redesign of its appointment, promotion, and permanent status (APPS) process. The revisions that will be made to the APPS section may take much longer to complete, but other changes within the Libraries made a revised Plan more urgent in the meantime.

The chairs of the ERG and Faculty Affairs Committees considered the request from LIBR and met with the Senate Parliamentarian for guidance on the best way forward. All agreed that the request could be granted, as long as the APPS section does return to the Faculty Affairs Committee for review once it is complete. The committees decided to send the Plan through the normal approval process accompanied by a memorandum of understanding (Appendix 1) between the Senate and the Dean of the Libraries, indicating that the APPS policy will be submitted separately to the Faculty Affairs Committee by December 31, 2013.

Following approval by the ERG Committee, LIBR sent the revised Plan of Organization to the Library Assembly for final approval. The Library Assembly voted to approve the revised Plan of Organization on May 6, 2013.

### **RECOMMENDATION**

The ERG Committee recommends that the Senate approve the revised Plan of Organization for the University of Maryland Libraries.

### **APPENDICES**

Appendix 1 – Memorandum on the LIBR APPS Section

Appendix 2 – Revised 2013 LIBR Plan of Organization

Appendix 3 – 2007 LIBR Plan of Organization



UNIVERSITY OF  
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UNIVERSITY SENATE

1100 Marie Mount Hall  
College Park, Maryland 20742-7541  
301.405.5805 TEL 301.405.5749 FAX  
<http://www.senate.umd.edu>

MEMORANDUM

To: Vincent Novara, Chair, University Senate

From: Ellin Scholnick, Chair, Senate Faculty Affairs Committee  
Devin Ellis, Chair, Senate Elections, Representation, & Governance (ERG) Committee  
Patricia Steele, Dean, University of Maryland Libraries

Three handwritten signatures in blue ink are placed over the names in the 'From' field. The signatures are for Ellin Scholnick, Devin Ellis, and Patricia Steele.

Date: August 22, 2013

Re: University of Maryland Libraries Plan of Organization – Appointment, Promotion, and Permanent Status (APPS) Section

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As you are aware, the University of Maryland Plan of Organization states that each College-level Plan of Organization must be reviewed and approved by the University Senate and President at least every ten years. The Senate Elections, Representation, & Governance (ERG) Committee reviews each Plan for compliance with University policy and shared governance principles. The University Plan also requires that the Faculty Affairs Committee review and approve the section of the Plan regarding appointment, promotion, and tenure or permanent status.

In January 2013, the University of Maryland Libraries (LIBR) submitted a revised Plan of Organization to the Senate for review. The LIBR Plan was last approved by the University Senate and President in 2007. Upon submitting its revised Plan, the Libraries requested an exception to the requirement that the appointment, promotion, and permanent status (APPS) section be reviewed and approved by the Faculty Affairs Committee prior to approval of the full Plan. LIBR is currently considering significant changes to its APPS policy and procedures, and expects the revisions to take several months to finalize. However, because of changes within the Libraries that necessitate a revised Plan of Organization, LIBR does not wish to delay approval of its Plan until the APPS section is completed.

The Chairs of the Senate ERG and Faculty Affairs Committees discussed the request with the Senate Parliamentarian to determine whether a Plan could be approved without a review by the Faculty Affairs Committee. After consultation, all parties agreed on a strategy to approve the Libraries Plan of Organization without a review of the APPS section, with the understanding that the APPS section will be submitted separately to the Faculty Affairs Committee once completed.

The revised Libraries Plan of Organization has been approved by the ERG Committee and by the Libraries Assembly. The Senate Executive Committee (SEC) will review the Plan on August 29, 2013, to decide whether it is ready for Senate review at the September 18, 2013 Senate meeting. The Libraries will continue to work on its APPS section and will submit it to the Faculty Affairs Committee for review no later than December 31, 2013.





UNIVERSITY  
LIBRARIES

# **The University of Maryland Libraries**

## **Plan of Organization**

Approved by vote of the Library Assembly, May 6, 2013

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## **PREAMBLE**

The Plan of Organization of the University of Maryland Libraries serves several purposes:

1. It establishes the framework for the conduct of the Libraries' affairs as an academic unit of the University of Maryland;
  2. It specifies details of the Libraries' organization; and
  3. It ensures that all activities of the University of Maryland Libraries are consonant with the policies, procedures, and regulations for the governance of the University of Maryland.
  4. It embodies the Libraries' commitment to free and open participation in shared governance among the library faculty, staff and administrators at every level, thereby promoting good will and mutual regard.<sup>1</sup>
  5. It further strives to ensure academic and professional growth among all employees for the purpose of achieving the Libraries' mission to the University.
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## **ARTICLE I: NAME AND MISSION**

The name of the unit shall be the University of Maryland Libraries.

The University of Maryland Libraries enable the intellectual inquiry and learning required to meet the education, research and community outreach mission of the University.<sup>2</sup>

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## **ARTICLE II. PURPOSE AND SUPERSEDING AUTHORITY**

This Plan of Organization is formulated pursuant to the University Senate *Plan of Organization* and the University of Maryland Board of Regents *Policy on Shared Governance in the University System of Maryland* and is intended to provide for the internal shared governance of the Libraries, to define further the rights and responsibilities of the Dean of Libraries, the faculty, staff, and graduate assistants, and to guide in the appointment and conduct of library committees.

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<sup>1</sup> Adapted from the Preamble of the 2006 Revised Plan of Organization for the University of Maryland

<sup>2</sup> From the Libraries' 2010 strategic plan

## **ARTICLE III: LIBRARY ADMINISTRATION**

### **SECTION 1. THE DEAN OF LIBRARIES**

#### **A. Appointment.**

The Dean of the University of Maryland Libraries shall be appointed by the Senior Vice President for Academic Affairs and Provost and approved by the President of the University.

#### **B. Duties and Responsibilities.**

The Dean of the University of Maryland Libraries shall:

1. Be the chief administrative officer of the Libraries;
2. Ordinarily hold a tenured appointment as Professor or its equivalent in an academic department or the rank of Librarian IV with Permanent Status in the Libraries;
3. Fulfill the service and scholarship criteria of a faculty appointment;
4. Report to the Senior Vice President for Academic Affairs and Provost;
5. Consult with the University Library Council on policies, services and programs;
6. Execute University policies insofar as they affect the Libraries;
7. Formulate and present policies to the Library Assembly for its consideration;
8. Prepare an annual report that will be submitted to the Library Assembly and campus;
9. Prepare and manage the budget of the Libraries in consultation with the Library Management Group (LMG) and other appropriate staff;
10. Recommend the appointment, reappointment, non-reappointment, permanent status, affiliate and emeritus status, promotion, and research leave of members of the library faculty with the advice of the library faculty, the Appointment, Promotion, and Permanent Status Committee or search committees;
11. Periodically review the management, training and advancement of non-faculty staff and address matters as findings dictate;
12. Organize and conduct annual reviews for associate or assistant deans, directors and others who report directly to the Dean;

13. Create and dissolve administrative committees and other units or partnerships as needed to achieve the mission of the Libraries in consultation with LMG and other appropriate staff;
14. Represent the Libraries, in person or by proxy, for official business of the Libraries, to Campus and University communities, professional and scholarly organizations, and the public at large; and
15. Prepare and implement the Libraries' Strategic Plan in consultation with LMG, the Library Assembly, and other appropriate staff.

C. Evaluation.

The Dean of Libraries shall be evaluated at least once every five years in accordance with the provisions of the most current version of the University Senate *Plan of Organization* for the University of Maryland.

## **SECTION 2: THE DIVISION HEADS**

The division heads are the chief administrative officers of their divisions.

A. Appointment

The division heads are appointed by the Dean and with the approval of the Provost.

B. Duties and Responsibilities

The division heads report to the Dean and shall be responsible for all tasks delegated to them by the Dean.

C. Evaluation

The division heads shall be evaluated at least once every five years in accordance with the provisions of the most current version of the University Senate *Plan of Organization* for the University of Maryland.

## **SECTION 3. THE LIBRARY MANAGEMENT GROUP**

The Library Management Group (LMG) consists of the Dean of Libraries, the division heads, the Chair of the Library Assembly, and others the Dean may appoint. LMG constitutes the senior administrative staff of the Libraries and is responsible for establishing the overall direction of the Libraries, which includes issues of budget, policy, strategic planning, and operations.

As appropriate, LMG shall invite faculty and staff to report on specific matters under consideration. LMG will also meet at least twice per year with the Library Assembly Advisory Council.

## **ARTICLE IV. THE LIBRARY ASSEMBLY**

The Library Assembly, hereafter referred to as the Assembly, shall include all faculty and representatives of staff and graduate assistants employed by the University of Maryland Libraries. The Assembly shall:

- a. Discuss and advise on proposed policies, procedures, services, and programs and discuss and advise on any matter of concern to the Libraries and brought before the Assembly by any member or group of members;
- b. Participate in the continued development of the organization;
- c. Discuss and advise on updates and revisions of the Strategic Plan;
- d. Share information with and promote the skills and abilities of the faculty, staff, and graduate assistants;
- e. Advise on the creation of opportunities for the professional growth and development of faculty, staff, and graduate assistants;
- f. Make recommendations to the Dean on annual merit and salary review for library faculty.

### **SECTION 1. MEMBERSHIP**

The membership of the Assembly shall consist of:

- A. All library faculty including contractual faculty with the academic rank of Librarian I and above and who have an appointment of at least 50 percent in the Libraries, emeritus faculty, and affiliate library faculty. They shall each have one vote and shall be eligible for membership on Assembly committees.
- B. Elected representatives of the exempt and non-exempt staff and the graduate assistants (who are employees of the Libraries). To qualify for election as a representative from the staff groups, an individual must have a permanent or contractual appointment of at least 50 percent in the Libraries. Representation shall equal 20 percent of the population of each employment group. The representatives of the exempt and non-exempt staff shall be elected for staggered three-year terms, with approximately one-third of each of the two staff groups elected annually. The representatives of the graduate assistants shall serve one-year terms renewable for a maximum of two years' service. All representatives shall have one vote and shall be eligible for membership on Assembly committees except for those whose membership is specifically limited by this Plan of Organization or by a superseding authority. In the event that an elected representative of exempt or non-exempt staff or graduate assistants cannot complete his or her term of office, the Chair of the Assembly, in consultation with the remaining elected representatives, will appoint a

replacement to fill the vacancy until the next election. The Nominations, Elections, and Voting Procedures Committee, in consultation with the Libraries' Human Resources Office, will determine the eligible population within each employment group prior to the annual election for staff and graduate assistant representatives.

- C. All elected officers of the Assembly shall be voting members, regardless of their employment categories.
- D. The dean and the division heads shall be *ex officio* members of the Assembly with full voting privileges.

## **SECTION 2. OFFICERS**

The officers of the Assembly shall be elected by the Assembly and shall consist of a Chair, Vice Chair, immediate past Chair, and Secretary, as well as a Parliamentarian and a Webmaster appointed by the Chair with the advice and consent of the Vice Chair and Secretary. All officers shall also serve on the Advisory Council. (See Section 4 for details.) Members of the LMG are not eligible for election to Assembly offices set forth in this section.

- A. The Assembly shall elect a Vice Chair/Chair Elect from the library faculty and staff representatives for a three-year term. The Vice Chair shall assume the duties of Chair during his or her second year and of immediate past Chair in the third year. The Chair shall be the presiding officer of the Assembly and the Assembly's representative on LMG. The Vice Chair shall preside in the Chair's absence. The immediate past Chair shall serve in an advisory capacity to the current Chair.

In the event that the Vice Chair is unable to complete her or his term of office, a new Vice Chair shall be elected by the Assembly. In the event that the Chair is unable to complete her or his term of office, the Vice Chair will become Chair and a new Vice Chair shall be elected by the Assembly. In the event that the immediate past Chair is unable to complete her or his term of office, the Advisory Council shall appoint a previous Chair to serve as immediate past Chair.

- B. Secretary. The Secretary of the Assembly shall be elected annually from the Library Assembly membership and may serve a maximum of two successive terms. In the event that the Secretary is unable to complete her or his term of office, the Advisory Council shall appoint a replacement. Duties of the Secretary shall include:
  - 1. Recording and preserving minutes of Assembly and Advisory Council meetings;
  - 2. Ensuring that Assembly documents are properly archived.

- C. Parliamentarian. The Chair shall appoint annually, with the advice and consent of the Vice Chair and Secretary, the Parliamentarian to advise the Chair on questions of procedure. In the event that the Parliamentarian is unable to complete her or his term of office, the Chair, with the advice and consent of the Vice Chair and Secretary, shall appoint a replacement.
- D. Webmaster. The Chair shall appoint annually a Webmaster to manage the content of the Assembly web site.

### **SECTION 3. MEETINGS**

#### **A. Meetings of the Assembly.**

Meetings of the Assembly are open to all library faculty, staff, and graduate assistants. Any library faculty, staff member, or graduate assistant may speak at Assembly meetings, regardless of voting status.

1. The Chair or the Vice Chair shall preside at meetings of the Assembly.
2. Types of Meetings
  - A. Regular Meetings. The regular meetings of the Assembly shall be held as needed with a minimum of one per semester. A call for agenda items shall be issued prior to each regular meeting.
  - B. Special Meetings. The Chair may call Special meetings of the Assembly on the request of ten members of the Assembly.
3. Notice of Meeting. All library faculty, staff, and graduate assistants shall receive notice of each regular meeting at least ten days before the meeting. All library faculty, staff, and graduate assistants shall be sent notice of a special meeting in advance of the meeting. A written agenda prepared by the Chair in consultation with the Library Assembly Advisory Council shall be provided at least five days in advance of a regular meeting.
4. Minutes. The Secretary shall record and preserve minutes of all meetings. The Chair will distribute them to all library faculty, staff, and graduate assistants with the agenda for the next Assembly meeting.
5. Quorum. A quorum shall consist of 35 percent of the voting members of the Assembly. Prior to the beginning of each semester the Secretary shall identify the total voting membership. If no business can be transacted due to a lack of quorum, the Chair may wait a reasonable amount of time to allow a quorum to be assembled. Failing that, the Chair will adjourn the meeting.



6. The latest edition of *Robert's Rules of Order* shall govern meetings of the Assembly when not in conflict with these Articles.
7. Voting.
  - A. Voting on motions is normally accomplished by voice vote. A simple majority carries the motion. A show of hands is used to verify an inconclusive voice vote and to vote on motions requiring two-thirds for adoption.
  - B. On request of a member of the Assembly, a secret ballot shall be used instead of voice or hand votes.

#### **B. Meetings of the Faculty and the Staff.**

As an element of shared governance, the library faculty and staff may meet separately from the Library Assembly to discuss matters of interest and concern. These meetings shall be open to all interested parties. Such meetings may result in proposals for consideration by the Library Assembly.

1. Library Faculty Meetings. Either the chair of the Appointment, Promotion, and Permanent Status Committee (APPSC) or the Faculty Merit and Annual Review Committee (FMARC) may call a meeting of the library faculty, including those holding contractual appointments. Library faculty meetings also may be called by either the chair of APPSC or FMARC at the request of ten or more members of the library faculty. Such meetings are separate from meetings of the eligible library faculty called to vote on promotion and permanent status cases.
2. Library Staff Meetings. Either the chair of the Staff Affairs Committee or the staff representatives to the Library Assembly Advisory Council may call a meeting of the library staff. Such meetings may also be called at the request of ten or more exempt, non-exempt or contractual library staff members.

#### **SECTION 4. THE LIBRARY ASSEMBLY ADVISORY COUNCIL**

The Advisory Council of the Assembly consists of the Chair, the Vice Chair, the immediate past-Chair, the Secretary, the Parliamentarian, chairs of the standing committees, a senator elected by the current senators, and one non-exempt and one exempt staff member who are Assembly members elected by the staff representatives of the Assembly. The Chair also may invite guests to participate in Advisory Council meetings as appropriate. Minutes of the meetings shall be published. The Advisory Council acts as an executive committee of the Assembly. It consults regularly with the

Dean and LMG on matters of interest and concern to the Libraries, including budget decisions and facility planning. The Dean shall report to the Advisory Council regarding action on and status of recommendations from the Assembly. The Advisory Council may appoint persons to take on specific technical roles for the Assembly, e.g. webmaster and electronic list manager. The Advisory Council shall report regularly to the Assembly on all of its activities.

## **SECTION 5. COMMITTEES**

The Assembly may establish committees as necessary to conduct its activities and fulfill its purpose.

Types of committees. The Assembly may have standing committees and special committees. Special committees shall not be established when the specific problem or issue may reasonably be assigned to a standing committee within its role and scope. However, standing committees may request that a specific problem or issue falling within its role and scope be assigned to a special committee when the standing committee cannot accomplish the task in a timely fashion.

- A. Standing committees support the work of the Assembly on a continuing basis. The Assembly shall review each standing committee at least every five years. Standing committees may create and revise policies within the scope of their charge and may create and revise procedures to implement these policies. These policies and procedures shall be posted on the Assembly's web site. Any policy established or revised by a standing committee must be approved by the Assembly.
  1. Creation and dissolution of standing committees. The Assembly shall create standing committees with the guidance of the Committee on Committees in accordance with the Plan of Organization amendment process. The charge, membership, terms of office, and the manner of selecting the chair of each standing committee shall be specified in the Plan of Organization. Standing Committees may be dissolved only by amendment to the Plan of Organization.
  2. Membership on Standing Committees. The Assembly shall elect members to its standing committees. Any member of the Assembly may nominate candidates to serve on standing committees. All faculty, staff, and graduate assistants who have an appointment of at least 50 percent in the Libraries are eligible to serve on standing committees, except as determined by Article IV, Section 5, Subsection C of this Plan of Organization or by a superseding authority. The Assembly Chair, in consultation with the Advisory Council, may make temporary appointments to fill vacancies on standing committees to serve until the next election.

B. Special committees undertake work falling outside the role and scope of standing committees. At the request of a standing committee, a special committee may be formed to do clearly defined work within the scope of the standing committee, and its progress will be monitored by the Committee on Committees.

1. Creation and dissolution of special committees. Any member of the Assembly may propose the creation of a special committee. A majority vote of the Assembly shall be required to create a special committee. It is the responsibility of the Committee on Committees to draft the charge, the membership requirements, the term of operation, and the method for selecting the chair of the committee. The draft charge and accompanying documentation shall be presented to the Assembly for discussion and approval by a majority vote. The charge of a special committee shall include a time limit for completing its work. The final reports of special committees shall be presented to the Assembly.
2. Membership on Special Committees. All faculty, staff, and graduate assistants who have an appointment of at least 50 percent in the Libraries are eligible to serve on special committees, except as determined by a superseding authority. Members shall be appointed by the Advisory Council upon recommendation from the Committee on Committees. The Assembly Chair, in consultation with the Advisory Council, may make temporary appointments to fill vacancies on the special committees.

C. Standing Committees. The Assembly shall maintain the standing committees listed below:

1. Nominations, Elections, and Voting Procedures Committee

a. Charge:

The Nominations, Elections, and Voting Procedures Committee shall be responsible for the overall supervision and conduct of nominations and elections of Library Assembly officers, staff representatives to the Advisory Council, standing committee members, representative staff and graduate assistants to the Assembly, and university senators representing the Libraries; for coordinating University Senate representation according to the bylaws of the University Senate; and for conducting the balloting to amend the Libraries' Plan of Organization. The committee may use preference voting when conducting elections. The composition of committees should represent as broad a spectrum of interests as possible, consistent with the functions of committees and the availability of candidates to serve. The committee, in consultation with the Libraries' Human Resources Office, will determine the

eligible population within each employment group prior to the annual election for staff and graduate assistant representatives for the Library Assembly.

b. Membership:

The Committee shall consist of four members, three of whom shall be elected at large by and from the Assembly, and one elected by and from the exempt and non-exempt library staff.

c. Term of Office:

Members shall serve three-year staggered terms, with at least one member elected annually. Members may serve no more than two consecutive terms.

d. Chair:

Following each year's election the committee shall meet to elect a chair.

## 2. Appointment, Promotion, and Permanent Status Committee

a. Charge:

The Appointment, Promotion, and Permanent Status Committee (APPSC) coordinates the procedures governed by the University of Maryland Policy on Appointment, Promotion, and Permanent Status of Library Faculty.

b. Membership:

The Committee shall consist of six library faculty members above the rank of Librarian II, two of whom must be at the Librarian IV rank, elected at large by and from the library faculty. All committee members must hold regular appointments (non-temporary, non-contractual) in the UM Libraries and must have achieved permanent status. The Dean of Libraries is ineligible for service on the committee.

c. Term of Office:

Members shall serve a two-year term for no more than two consecutive terms. Members shall serve staggered terms.

d. Chair:

Following each year's election, the committee shall meet to elect a chair. The APPSC chair shall preside at meetings that deal with appointment, promotion, and permanent status decisions. If the APPSC chair cannot or is not eligible to attend a meeting dealing with these decisions, the APPSC member in attendance with the

most years of service to the Libraries shall call the meeting to order and preside over the selection of a chair *pro tem* for the meeting.

### 3. Committee on Committees

#### a. Charge:

The Committee on Committees shall write or provide guidance in the writing of the charge, the membership requirements, the term of operation, and the method for selecting the chair of the Assembly's committees. The Committee on Committees shall oversee the establishment and monitor the progress of special committees of the Assembly. The Committee on Committees shall communicate its work and transmit all reports of special committees to the Advisory Council. The Committee on Committees is responsible for the five-year reviews of standing committees.

#### b. Membership:

The Committee shall consist of three members, elected at large by and from the Assembly.

#### c. Term of Office:

Members shall serve a three-year staggered term, with one member elected annually. Members shall serve no more than two consecutive terms.

#### d. Chair:

Following each year's election the committee shall meet to elect a chair.

### 4. Faculty Merit and Annual Review Committee

#### a. Charge:

The Faculty Merit and Annual Review Committee conducts an annual assessment of all eligible library faculty members to provide peer review of merit applications for the purpose of advising the Dean of Libraries on merit pay awards, and is responsible for monitoring, evaluating, and reporting on the effectiveness of the Annual Review Process for library faculty.

#### b. Membership:

The Committee shall consist of five library faculty members, elected at large by and from the library faculty. The Director of the Libraries' Human Resources or her/his designee shall also serve as an *ex officio* member of the committee.

Members of the Library Management Group are ineligible for service on this Committee.

c. Term of Office:

Members shall serve for two years. Members may serve no more than two full consecutive terms. Members shall serve staggered terms.

d. Chair

Following each year's election the committee shall meet to elect a chair.

## 5. Staff Affairs Committee

a. Charge:

The Staff Affairs Committee shall review library policies as they affect staff members, recommend new policies, serve as a point of contact for staff who are not members of the Assembly, and actively promote understanding of and opportunities for staff involvement, particularly from non-faculty, in shared governance at every administrative level.

b. Membership:

The Committee shall consist of seven members. Two members shall be elected by and from the exempt library staff; two members shall be elected by and from the non-exempt staff; two members shall be elected by and from the library faculty; and one member shall be elected by and from the library graduate assistants.

c. Term of Office:

Exempt and non-exempt staff members and library faculty members shall serve two-year staggered terms, with at least one member within the two membership groups elected annually. Members may serve no more than two consecutive terms. The Graduate Assistant shall serve a one-year term.

d. Chair:

Following each year's election the committee shall meet to elect a chair.

## 6. Library Research Fund Committee

a. Charge:

The Library Research Fund Committee shall award funds from the Library Research Fund to conduct research and other scholarly and

creative activities. The committee shall solicit and evaluate proposals, oversee the expenditures of funds, and promote and publicize the research fund process. The committee shall encourage library faculty and exempt staff in their research through relevant activities, such as workshops.

b. Membership:

The committee shall consist of three library faculty members, elected at large by and from the library faculty and at least one of whom should have permanent status, and one library staff member, elected at large by and from the library exempt staff.

c. Term of Office:

Members shall serve two-year staggered terms. Members may serve no more than two consecutive terms.

d. Chair:

Following each year's election the committee shall meet to elect a chair.

## 7. Faculty Mentoring Committee

a. Charge:

The Faculty Mentoring Committee creates guidelines and procedures for and monitors and reports on the effectiveness of the faculty mentoring process for all library faculty. This committee shall ensure appropriate mentoring for library faculty pursuing promotion and permanent status.

b. Membership:

The committee shall consist of three library faculty members, elected at large by and from the library faculty and at least one of whom should have permanent status, and the Head of the Libraries' Human Resources Office (*ex-officio*) or her or his designee.

c. Term of Office:

Elected members shall serve two-year staggered terms. Members may serve no more than three consecutive terms.

d. Chair:

Following each year's election the committee shall meet to elect a chair.

## **ARTICLE V: THE UNIVERSITY LIBRARY COUNCIL**

The University Library Council (ULC) provides advice about policy issues concerning the Libraries to the University Senate, to the Provost, and to the Dean of Libraries. The ULC meets regularly, usually with the Dean of Libraries.

Members of the ULC are appointed jointly by the Provost and the University Senate according to the *Bylaws of the University Senate*.

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## **ARTICLE VI: AMENDMENTS AND REVIEW**

### **SECTION 1. PROPOSAL OF AMENDMENTS**

Amendments to these articles may be proposed by committees of the Assembly or through written petition signed by three or more members of the Assembly.

### **SECTION 2. RATIFYING AMENDMENTS**

- A. Proposed amendments shall be presented in writing to the Chair of the Assembly, who shall transmit them to members of the Assembly at least ten working days in advance of any regular or special meeting.
- B. Within fourteen days after the regular or special Assembly meeting, the Nominations, Elections, and Voting Procedures Committee will distribute a ballot on the proposed amendment/s.
- C. The ballots must be received by the Nominations, Elections, and Voting Procedures Committee by the deadline indicated on the ballot.
- D. Adoption shall require the support of two-thirds of those voting. The amendments shall be in effect immediately after the announcement by the Nominations, Elections, and Voting Procedures Committee that the required number of votes for adoption has been obtained.

### **SECTION 3. REVIEW OF THE PLAN OF ORGANIZATION**

- A. Review of the Plan of Organization shall be undertaken every fifth year by a special committee established by the Advisory Council.
- B. That special committee shall include representation of each employment group (faculty, exempt staff, non-exempt staff, and graduate assistants) of the Assembly and



shall be constructed to reflect the proportional relationship of those constituencies within the Assembly.

- C. The special committee shall elect its own chair.
- D. Members of the special committee shall serve until their report has been presented to the Assembly. That report should be presented no later than six months after the date of the first meeting of the special committee.
- E. The requirements for adopting proposed revisions resulting from the special committee review shall be the same as those for adopting amendments to the Plan of Organization as described in Article VI, Section 2.

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Committee on the Plan of Governance:

Sue Baughman, Betty Day, Angela Domanico, David Glenn, Beth Guay, Douglas McElrath, Gary Phillips, Carol Spector, Cynthia Todd, Philip Vandermeer (Chair), Desider Viktor, Jane Williams, Bruce Wilson

Ratified by the University of Maryland Library Faculty on April 16, 2001.

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Task Force for Revision of the Library Faculty Assembly Plan of Governance:

Peter Armstrong, Lulu Barnachea, Marian Burreight, Elizabeth Borja, David Glenn, Charles Howell, Bobbie Mallett, Douglas McElrath (Chair), Bruce Wilson.

Report to the Assembly on April 16, 2003 and May 12, 2003.

Approved by vote of the Assembly May 30, 2003

Amended by vote of the Assembly November 17, 2003.

Amended by vote of the Assembly November 30, 2004.

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Task Force for Revision of the Plan of Governance:

Patricia Kosco Cossard, Irma Dillon, Jill Fosse, Paula Greenwell, Charles Howell (Chair), Alan Mattlage, Ashley Rogers, Laura Wrubel.

Report to the Assembly on February 27, 2007.

Approved by vote of the Assembly on March 26, 2007.

Amended by vote of the Assembly on November 14, 2007

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Plan of Organization Review Special Committee:

Bryan Draper, Jill Fosse, Beth Guay (Chair, 2013), Rebecca Kemp (*ex officio* Parliamentarian),  
Vincent Novara, Lara Otis, Caitlin Wells, Jane Williams (Chair, 2012), Michael Zelif  
Report to the Library Assembly on April 25, 2013  
Approved by vote of the Library Assembly, May 6, 2013

**A PLAN OF ORGANIZATION FOR THE UNIVERSITY OF MARYLAND LIBRARIES**

Approved by vote of Library Faculty Assembly, March 26, 2007.

Amended by vote of the Library Assembly, November 14, 2007

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**PREAMBLE**

The Plan of Organization of the University of Maryland Libraries serves several purposes:

1. It establishes the framework for the conduct of the Libraries' affairs as an academic unit of the University of Maryland;
  2. It addresses specific details of the Libraries' team-based organization; and
  3. It ensures all activities of the University of Maryland Libraries are consonant with the policies, procedures, and regulations for the governance of the University of Maryland. The Libraries' Plan of Organization is intended to enhance the collegiality of the library faculty and the broader organization and to foster cooperation and involvement of the entire organization in all aspects of the Libraries' mission. The Plan further strives to ensure academic and professional growth in an atmosphere of collaboration and trust with a commitment to high quality user-driven products and services.
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**ARTICLE I: NAME AND MISSION**

The name of the unit shall be the University of Maryland Libraries.

The direct mission of the University of Maryland Libraries is twofold:

1. Providing access to scholarly information resources required to meet the education, research and service missions of the University. The Libraries support this effort by building, organizing, maintaining, and preserving these resources;

And second:

2. Providing assistance in the use of the scholarly information resources required to meet the education, research, and service missions of the University. The Libraries support this effort through interpreting, instructing, and educating in the use of these resources.

Beyond this direct mission, the Libraries, to the extent possible, serve the state of Maryland and the larger scholarly community.

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## **ARTICLE II. PURPOSE AND SUPERSEDING AUTHORITY**

This Plan of Organization is formulated pursuant to the University Senate *Plan of Organization* and the University of Maryland Board of Regents *Policy on Shared Governance in the University System of Maryland* and is intended to provide for the internal governance of the Libraries, to define further the rights and responsibilities of the Dean of Libraries, the faculty, staff, and graduate assistants, and to guide in the appointment and conduct of library committees.

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## **ARTICLE III: LIBRARY ADMINISTRATION**

### **SECTION 1. THE DEAN OF LIBRARIES**

#### **A. Appointment.**

The Dean of the University of Maryland Libraries shall be appointed by the Senior Vice President for Academic Affairs and Provost and approved by the President of the University.

#### **B. Duties and Responsibilities.**

The Dean of the University of Maryland Libraries shall:

1. Be the chief administrative officer of the Libraries;
2. Ordinarily hold a tenured appointment as Professor or its equivalent in an academic department or the rank of Librarian IV with Permanent Status in the Libraries;
3. Fulfill the service and scholarship criteria of a faculty appointment;
4. Report to the Senior Vice President for Academic Affairs and Provost;
5. Consult with the University Library Council on policies, services and programs;
6. Be responsible for the execution of University policies in so far as they affect the Libraries;
7. Formulate and present policies to the Library Assembly for its consideration;
8. Prepare an annual report that will be submitted to the Library Assembly and campus;

9. Prepare and manage the budget of the Libraries in consultation with the Library Executive Council (LEC) and other appropriate staff;
10. Recommend the appointment, reappointment, non-reappointment, permanent status, affiliate and emeritus status, promotion, and research leave of members of the library faculty with the advice of the Appointment, Promotion, and Permanent Status Committee or search committees;
11. Organize and conduct annual reviews for directors and other managers who report directly to the Dean;
12. Create and dissolve administrative committees and other units as needed to achieve the mission of the Libraries in consultation with LEC and other appropriate staff;
13. Represent the Libraries, in person or by proxy, for official business of the Libraries, to Campus and University communities, professional and scholarly organizations, and the public at large; and
14. Prepare and implement the Libraries' Strategic Plan in consultation with LEC, the Library Assembly, and other appropriate staff.

C. Evaluation.

The Dean of Libraries shall be evaluated at least once every five years in accordance with the provisions of the most current version of the University Senate *Plan of Organization* for the University of Maryland.

## **SECTION 2: THE DIVISION DIRECTORS**

The Directors are the administrative officers of their divisions.

A. Appointment

The Directors shall be appointed in accordance with applicable University Policy.

B. Duties and Responsibilities

The Directors report to the Dean and shall be responsible for all tasks delegated to them by the Dean.

C. Evaluation

The Directors shall be evaluated at least once every five years in accordance with the provisions of the most current version of the University Senate *Plan of Organization* for the University of Maryland.

## **SECTION 3. THE LIBRARY EXECUTIVE COUNCIL**

The Library Executive Council (LEC) consists of the Dean of Libraries, the division directors, the Chair of the Library Assembly, and others the Dean may appoint. LEC constitutes the senior administrative staff of the Libraries and is responsible for establishing the overall direction of the Libraries, which includes issues of budget, policy, strategic planning, and operations.

As appropriate, LEC shall invite faculty and staff to report on specific matters under consideration. LEC will also meet at least twice per year with the Advisory Council of the Library Assembly.

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#### **ARTICLE IV. THE LIBRARY ASSEMBLY**

The Library Assembly, herein referred to as the Assembly, shall include all faculty, representative staff, and representative graduate assistants employed by the University of Maryland Libraries. The Assembly's work includes:

- a. Discussing and advising on proposed policies, procedures, services, and programs and discussing and advising on any matter of concern to the Libraries and brought before the Assembly by any member or group of members;
- b. Participating in the continued development of the team-based, learning organization;
- c. Discussing and advising on updates and revisions of the Strategic Plan;
- d. Sharing information with and promoting the skills and abilities of the faculty, staff, and graduate assistants;
- e. Advising on the creation of opportunities for the professional growth and development of faculty, staff, and graduate assistants;
- f. Administering and overseeing appointment, promotion, permanent status, and periodic evaluation of faculty;
- g. Making recommendations to the Dean on annual merit and salary review for library faculty.

#### **SECTION 1. MEMBERSHIP**

The membership of the Assembly shall consist of:

- A. all library faculty including contractual faculty with the academic rank of Librarian I and above and who have an appointment of at least 50 percent in the Libraries, emeritus faculty, and affiliate library faculty. They shall each have one vote and shall be eligible for membership on Assembly committees.

- B. elected representatives of the exempt and non-exempt staff and the graduate assistants. To qualify for election as a representative from the staff groups, an individual must have a permanent or contractual appointment of at least 50 percent in the Libraries. Representation shall equal 10 percent of the population of each employment group. The representatives of the exempt and non-exempt staff shall be elected for staggered three-year terms, with approximately one-third of each of the two staff groups elected annually. The representatives of the graduate assistants shall serve one-year terms renewable for a maximum of two years' service. All representatives shall have one vote and shall be eligible for membership on Assembly committees except for those whose membership is specifically limited by this Plan of Organization or by a superseding authority. The Nominations, Elections, and Voting Procedures Committee, in consultation with the Libraries' Human Resources Office, will determine the eligible population within each employment group prior to the annual election for staff and graduate assistant representatives.

## **SECTION 2. OFFICERS**

The officers of the Assembly shall be elected by the Assembly and shall consist of a Chair, Vice Chair, immediate past Chair, and Secretary, as well as a Parliamentarian appointed by the Chair with the advice and consent of the Vice Chair and Secretary. All officers shall also serve on the Advisory Council. (See Section 4 for details.) Library faculty serving on the Library Executive Council are not eligible for election to Assembly offices set forth in this section.

- A. Chair / Vice Chair / immediate past Chair. The Chair shall be the presiding officer of the Assembly, except for meetings dealing with decisions regarding appointments, promotions, and permanent status. Meetings dealing with these matters shall be presided over by the chair of the Appointment, Promotion and Permanent Status Committee (APPSC) as described in Article IV, Section 5, Subsection C, Paragraph 2, Part d. The Vice Chair shall preside in the Chair's absence. The Chair shall be the Library Assembly's representative on LEC.

The Chair and Vice Chair shall be elected from the library faculty and staff representatives for staggered three-year terms. The Vice Chair shall assume the duties of Chair during her or his second year. In the third year, the Chair serves as immediate past Chair.

In the event that the Vice Chair is unable to complete her or his term of office, a new Vice Chair shall be elected by the Assembly. In the event that the Chair is unable to complete her or his term of office, the Vice Chair will become Chair and a new Vice Chair shall be elected by the Assembly. In the event that the immediate past Chair is unable to complete her or his term of office, the Advisory Council shall appoint a previous Chair to serve as immediate past Chair.

- B. Secretary. The Secretary of the Assembly shall be elected annually from the Library Assembly membership and may serve a maximum of two successive terms. In the event that the Secretary is unable to complete her or his term of office, the Advisory Council shall appoint a replacement. Duties of the Secretary shall include:
1. Recording, preserving, and distributing minutes of Assembly and Advisory Council meetings;
  2. Overseeing content of the Assembly web site;
  3. Ensuring that Assembly documents are properly archived.
- C. Parliamentarian. The Chair shall appoint annually, with the advice and consent of the Vice Chair and Secretary, the Parliamentarian to advise the Chair on questions of procedure. In the event that the Parliamentarian is unable to complete her or his term of office, the Chair, with the advice and consent of the Vice Chair and Secretary, shall appoint a replacement.

### **SECTION 3. MEETINGS**

Meetings of the Assembly are open to all library faculty, staff, and graduate assistants, except those meetings called to make recommendations for appointments, promotions, and permanent status. Meetings dealing with these matters shall be limited to members who have already obtained the status and rank that the applicant seeks. Any library faculty, staff member, or graduate assistant may speak at Assembly meetings, regardless of voting status.

- A. The Chair or the Vice Chair shall preside at meetings of the Assembly, except those meetings called to make recommendations for appointments, promotions, and permanent status. Meetings dealing with these matters shall be presided over by the chair of the APPSC as described in Article IV, Section 5, Subsection C, Paragraph 2, Part d.
- B. Types of Meetings
1. Regular Meetings. The regular meetings of the Assembly shall be held as needed with a minimum of one per semester. A call for agenda items shall be issued prior to each regular meeting.
  2. Special Meetings. Special meetings of the Assembly may be called by the Advisory Council on the request of ten members of the Assembly. Special meetings are reserved for consideration of an urgent matter.
- C. Notice of Meeting. All library faculty, staff, and graduate assistants shall receive notice of each regular meeting at least ten days before the meeting. All library faculty, staff, and graduate assistants shall be sent notice of a special meeting in advance of the meeting. A written agenda prepared by the Chair in consultation with the Library



Assembly Advisory Council shall be provided at least five days in advance of a regular meeting.

- D. Minutes. The Secretary shall record and preserve minutes of all meetings and distribute them to all library faculty, staff, and graduate assistants within ten working days of the meeting.
- E. Quorum. A quorum shall consist of 35 percent of the voting members of the Assembly, except for meetings dealing with decisions regarding appointments, promotions, and permanent status, for which a quorum shall consist of 75 percent of those eligible. Prior to the beginning of each semester the Secretary shall identify the total voting membership. If no business can be transacted due to a lack of quorum, the Chair may wait a reasonable amount of time to allow a quorum to be assembled. Failing that, the Chair will adjourn the meeting.
- F. The latest edition of Robert's Rules of Order shall govern meetings of the Assembly when not in conflict with these Articles.
- G. Voting.
  - 1. Voting on motions is normally accomplished by voice vote. A simple majority carries the motion. A show of hands is used to verify an inconclusive voice vote and to vote on motions requiring two-thirds for adoption.
  - 2. On request of a member of the Assembly, a secret ballot shall be used instead of voice or hand votes.

#### **SECTION 4. THE ADVISORY COUNCIL OF THE LIBRARY ASSEMBLY**

The Advisory Council of the Assembly consists of the Chair, the Vice Chair, the immediate past-Chair, the Secretary, the Parliamentarian, two non-faculty Assembly members elected by the staff representatives of the Assembly, and the chairs of all Assembly standing committees. The Chair also may invite guests to participate in Advisory Council meetings as appropriate. The Advisory Council acts as an executive committee of the Assembly. It consults regularly with the Dean and LEC on matters of interest and concern to the Libraries, including budget decisions and facility planning. The Dean shall report to the Advisory Council regarding action on and status of recommendations from the Assembly. The Advisory Council may appoint persons to take on specific technical roles for the Assembly, e.g., web master and electronic list manager. The Advisory Council shall report regularly to the Assembly on all of its activities.

#### **SECTION 5. COMMITTEES**

The Assembly may establish committees as necessary to conduct its activities and fulfill its purpose.

Types of committees. The Assembly may have standing committees and special committees. Special committees shall not be established when the specific problem or issue may reasonably be assigned to a standing committee within its role and scope. However, standing committees may request that a specific problem or issue falling within its role and scope be assigned to a special committee when the standing committee cannot accomplish the task in a timely fashion.

- A. Standing committees support the work of the Assembly on a continuing basis. The Assembly shall review each standing committee at least every five years. Standing committees may create and revise policies within the scope of their charge and may create and revise procedures to implement these policies. These policies and procedures shall be posted on the Assembly's web site. Any policy established or revised by a standing committee must be approved by the Assembly.
  1. Creation and dissolution of standing committees. The Assembly shall create standing committees with the guidance of the Committee on Committees in accordance with the Plan of Organization amendment process. The charge, membership, terms of office, and the manner of selecting the chair of each standing committee shall be specified in the Plan of Organization. Standing Committees may be dissolved only by amendment to the Plan of Organization.
  2. Membership on Standing Committees. The Assembly shall elect members to its standing committees. Any member of the Assembly may nominate candidates to serve on standing committees. All faculty, staff, and graduate assistants who have an appointment of at least 50 percent in the Libraries are eligible to serve on standing committees, except as determined by Article IV, Section 5, Subsection C of this Plan of Organization or by a superseding authority. The Assembly Chair, in consultation with the Advisory Council, may make temporary appointments to fill vacancies on standing committees to serve until the next election.
- B. Special committees undertake work falling outside the role and scope of standing committees. At the request of a standing committee, a special committee may be formed to do clearly defined work within the scope of the standing committee, and its progress will be monitored by the Committee on Committees.
  1. Creation and dissolution of special committees.

Any member of the Assembly may propose the creation of a special committee. A majority vote of the Assembly shall be required to create a special committee. It is the responsibility of the Committee on Committees to draft the charge, the membership requirements, the term of operation, and the method for selecting the chair of the committee. The draft charge and accompanying documentation shall be presented to the Assembly for discussion and approval by a majority vote. Special committee members

shall be appointed by the Advisory Council on recommendations from the Committee on Committees. The charge of a special committee shall include a time limit for completing its work. The final reports of special committees shall be presented to the Assembly.

2. Membership on Special Committees. All faculty, staff, and graduate assistants who have an appointment of at least 50 percent in the Libraries are eligible to serve on special committees, except as determined by a superseding authority. Members shall be appointed by the Advisory Council upon recommendation from the Committee on Committees. The Assembly Chair, in consultation with the Advisory Council, may make temporary appointments to fill vacancies on the special committees.

C. Standing Committees. The Assembly shall maintain the standing committees listed below:

1. Nominations, Elections, and Voting Procedures Committee

- a. Charge:

The Nominations, Elections, and Voting Procedures Committee shall be responsible for the overall supervision and conduct of nominations and elections of Library Assembly officers, staff representatives to the Advisory Council, standing committee members, representative staff and graduate assistants to the Assembly, and university senators representing the Libraries; for coordinating University Senate representation according to the bylaws of the University Senate; and for conducting the balloting to amend the Libraries' Plan of Organization. The committee may use preference voting when conducting elections. The composition of committees should represent as broad a spectrum of interests as possible, consistent with the functions of committees and the availability of candidates to serve.

- b. Membership:

The Committee shall consist of four members, elected at large by and from the Assembly.

- c. Term of Office:

Members shall serve three-year staggered terms, with at least one member elected annually. Members may serve no more than two consecutive terms.

- d. Chair:

Following each year's election the committee shall meet to elect a chair.

2. Appointment, Promotion, and Permanent Status Committee

a. Charge:

The Appointment, Promotion, and Permanent Status Committee (APPSC) shall coordinate the procedures governed by the University of Maryland *Policy on Appointment, Promotion, and Permanent Status of Library Faculty* and, in coordination with the Faculty Annual Review Oversight Committee, shall ensure appropriate mentoring for library faculty pursuing promotion and permanent status.

b. Membership:

The Committee shall consist of six library faculty members above the rank of Librarian II, two of whom must be at the Librarian IV rank, elected at large by and from the library faculty. All committee members must hold regular appointments (non-temporary, non-contractual) in the UM Libraries and must have achieved permanent status. The Dean of Libraries is ineligible for service on the committee.

c. Term of Office:

Members shall serve a two-year term for no more than two consecutive terms. Members shall serve staggered terms.

d. Chair:

Following each year's election, the committee shall meet to elect a chair. The APPSC chair shall preside at Assembly meetings that deal with appointment, promotion, and permanent status decisions. If the APPSC chair cannot or is not eligible to attend a meeting dealing with these decisions, the APPSC member in attendance with the most years of service to the Libraries shall call the meeting to order and preside over the Assembly's selection of a chair pro tem for the meeting.

3. Committee on Committees

a. Charge:

The Committee on Committees shall write or provide guidance in the writing of the charge, the membership requirements, the term of operation, and the method for selecting the chair of the Assembly's committees. The Committee on Committees shall oversee the establishment and monitor the progress of special committees of the Assembly. The Committee on Committees shall communicate its work and transmit all reports of special committees to the Advisory Council.

b. Membership:

The Committee shall consist of three members, elected at large by and from the Assembly.

c. Term of Office:

Members shall serve a three-year staggered term, with one member elected annually.

d. Chair:

Following each year's election the committee shall meet to elect a chair.

4. Faculty Merit Committee

a. Charge:

The Faculty Merit Committee conducts an annual assessment of all eligible library faculty members to provide peer review of merit applications for the purpose of advising the Dean of Libraries on merit pay awards.

b. Membership:

The Committee shall consist of five library faculty members, elected at large by and from the library faculty.

Members of the Library Executive Council are ineligible for service on this Committee.

c. Term of Office:

Members shall serve for two years. Members may serve no more than two full consecutive terms. Members shall serve staggered terms.

d. Chair

Following each year's election the committee shall meet to elect a chair.

5. Faculty Annual Review Oversight Committee

a. Charge:

The Committee, in collaboration with the Libraries Human Resources Office, shall be responsible for assuring that the processes for annual faculty performance review and five-year administrative review for managers who do not report to the Dean are completed in a timely manner. The Committee shall monitor, evaluate, and report on the effectiveness of the processes it oversees. In coordination with the Appointment, Promotion, and Permanent Status Committee, the Committee shall ensure appropriate mentoring for library faculty.

b. Membership:

The Committee shall consist of four members: three elected at large by and from the library faculty and the Head of the Libraries' Human Resources Office (ex-officio) or her or his designee.

c. Term of Office:

Members shall serve two-year staggered terms of office, with at least one member elected annually.

d. Chair:

Following each year's election the committee shall meet to elect a chair.

6. Staff Affairs Committee

a. Charge:

The Staff Affairs Committee shall review library policies as they affect staff members, recommend new policies, serve as a point of contact for staff who are not members of the Assembly, and actively promote understanding of and opportunities for staff involvement, particularly from non-faculty, in shared governance at every administrative level.

b. Membership:

The Committee shall consist of seven members. Four members shall be elected by and from the exempt and non-exempt library staff; two members elected by and from the library faculty; and one member elected by and from the library graduate assistants.

c. Term of Office:

Exempt and non-exempt staff members and library faculty members shall serve two-year staggered terms, with at least one member within the two membership groups elected annually. Members may serve no more than two consecutive terms. The Graduate Assistant shall serve a one-year term.

d. Chair:

Following each year's election the committee shall meet to elect a chair.

7. Library Faculty Research Fund Committee

a. Charge:

The Library Faculty Research Fund Committee shall award funds from the Library Faculty Research Fund to conduct scholarly research. The committee shall call for proposals, evaluate proposals, oversee the expenditures of funds, and promote and publicize the research fund process, which shall be conducted twice a year. The committee shall encourage library faculty in their research through relevant activities, such as workshops. The Committee may be asked to manage other research and grant approval processes that relate to research opportunities for faculty.

b. Membership:

The committee shall consist of four library faculty members, elected at large by and from the library faculty.

c. Term of Office:

Members shall serve two-year staggered terms. Members may serve no more than two consecutive terms.

d. Chair:

Following each year's election the committee shall meet to elect a chair.

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## **ARTICLE V: THE UNIVERSITY LIBRARY COUNCIL**

The University Library Council (ULC) provides advice about policy issues concerning the library system to the University Senate, to the Provost, and to the Dean of Libraries. The ULC meets regularly, usually with the Dean of Libraries.

Members of the ULC are appointed jointly by the Provost and the University Senate according to the *Bylaws of the University Senate*.

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## **ARTICLE VI: AMENDMENTS AND REVIEW**

### **SECTION 1. PROPOSAL OF AMENDMENTS**

Amendments to these Articles may be proposed through written petition, signed by committees of the Assembly or by three or more members of the Assembly.

### **SECTION 2. RATIFYING AMENDMENTS**

- A. Proposed amendments to the Plan of Organization shall be presented in writing to the Secretary of the Assembly, who shall transmit them to members of the Assembly at least ten working days in advance of any regular or special meeting.
- B. Within fourteen days after the regular or special Assembly meeting, the Nominations, Elections, and Voting Procedures Committee will distribute a ballot on any proposed amendment.
- C. The ballots must be received by the Nominations, Elections, and Voting Procedures Committee by the deadline indicated on the ballot.
- D. Adoption shall require the support of two-thirds of those voting. The amendments shall be in effect immediately after the announcement by the Nominations, Elections,

and Voting Procedures Committee that the required number of votes for adoption has been obtained.

### **SECTION 3. REVIEW OF THE PLAN OF ORGANIZATION**

- A. Review of the Plan of Organization shall be undertaken every fifth year by a special committee established by the Advisory Council.
- B. That special committee shall include representation of each employment group (faculty, exempt staff, non-exempt staff, and graduate assistants) of the Assembly and shall be constructed to reflect the proportional relationship of those constituencies within the Assembly.
- C. The special committee shall elect its own presiding officer.
- D. Members of the special committee shall serve until their report has been presented to the Assembly. That report should be presented no later than six months after the date of the creation of the special committee.
- E. The requirements for adopting proposed revisions resulting from the special committee review shall be the same as those for adopting amendments to the Plan of Organization as described in Article VI, Section 1 and 2.

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Committee on the Plan of Governance:

Sue Baughman, Betty Day, Angela Domanico, David Glenn, Beth Guay, Douglas McElrath, Gary Phillips, Carol Spector, Cynthia Todd, Philip Vandermeer (Chair), Desider Viktor, Jane Williams, Bruce Wilson

Ratified by the University of Maryland Library Faculty on April 16, 2001.

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Task Force for Revision of the Library Faculty Assembly Plan of Governance:

Peter Armstrong, Lulu Barnachea, Marian Burright, Elizabeth Borja, David Glenn, Charles Howell, Bobbie Mallett, Douglas McElrath (Chair), Bruce Wilson.

Report to the Assembly on April 16, 2003 and May 12, 2003.

Approved by vote of the Assembly May 30, 2003

Amended by vote of the Assembly November 17, 2003.

Amended by vote of the Assembly November 30, 2004.

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Task Force for Revision of the Plan of Governance:

Patricia Kosco Cossard, Irma Dillon, Jill Fosse, Paula Greenwell, Charles Howell (Chair), Alan Mattlage, Ashley Rogers, Laura Wrubel.

Report to the Assembly on February 27, 2007.

Approved by vote of the Assembly on March 26, 2007.

Amended by vote of the Assembly on November 14, 2007