

**PLAN OF ORGANIZATION
FOR SHARED GOVERNANCE**

AT THE

**UNIVERSITY OF MARYLAND,
COLLEGE PARK**



Approved by the Senate on February 11, 2015

Ratified March 9, 2015

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**PLAN OF ORGANIZATION
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University of Maryland, College Park**

PREAMBLE

The University of Maryland, College Park (hereinafter referred to as the University) is a land grant institution of the State of Maryland and the flagship university of the University System of Maryland.

The purpose of this Plan of Organization for Shared Governance (hereinafter referred to as the Plan) is to provide a means for the University to fulfill its responsibilities for educational policy and other affairs of concern to the institution using the principles of shared governance as required by the Board of Regents. Shared governance activities can and do occur in other bodies not included in this Plan.

A commitment to develop and disseminate knowledge compels a university to construct an academic community, which exemplifies free and open participation in structures that affect the lives of its members. Shared governance at the University means governance shared among faculty, staff, students, and administrators at all levels, and includes forming and articulating a vision for the University.

Shared governance at the University recognizes:

- 1) The responsibility of *administrators* for providing strategic leadership, and for managing its human resources, finances, and operations;
- 2) The central role of the *faculty* in the institution's teaching, research, and outreach programs, and in determining degree requirements and academic standards including the assessment of the quality of these activities through peer review;
- 3) The essential responsibility of the *staff* in managing the institution's operations;
- 4) The role of *students* as the institution's main academic educational focus, and their legitimate interest in matters affecting their ability to complete their education; and
- 5) The legitimate interest of all constituencies in participating in the development of policies and procedures, which affect them and the welfare of the University.

All principles of shared governance shall be actively implemented at every administrative level including program, department, college or school, division, and institution.

A guiding principle of sound governance among people of reason and goodwill is a mutual regard for one another. Such regard is manifested in the sharing of information and advice among the administrators of the University, representatives of the campus community, and the campus community as a whole on all matters of mutual concern. In

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this spirit, the campus community, through its elected representatives, shall advise, consult with, and make recommendations to the administrators of the University. University administrators, in turn, shall respond to such consultations and keep the campus community informed of the condition of the institution and the welfare of its members.

DEFINITIONS AND TERMS

For the purposes of this Plan and the associated Senate Bylaws, the following definitions shall be used:

- (1) College - Colleges are headed by a Dean who reports to the Senior Vice President & Provost and are equivalent to Schools (with a capital S). For clarity, initial capitals are used in the Plan for these Colleges.
- (2) School - Schools are headed by a Dean who reports to the Senior Vice President & Provost and are units equivalent to the Colleges. For clarity, initial capitals are used in the Plan for these Schools.
- (3) Department – An academic department is a unit officially recognized by the University, and ordinarily is headed by a Chair who reports to the Dean of a College or School, offers one or more academic programs, maintains a separate budget, and may serve as the home unit for tenure track faculty. When the word “department” is used in the Plan, it may also apply to academic schools within a College that are headed by a director who reports to the Dean. Units satisfying the above criteria that are not officially recognized as such are not academic departments.
- (4) Academic Program – Academic Programs are entities within Colleges or Schools that do not have departmental status and/or are not housed within one department. An academic program has a defined curriculum, which leads to the awarding of a degree, such as bachelor's, master's, doctoral degrees, and undergraduate and post-baccalaureate certificates, as recognized by the Maryland Higher Education Commission (MHEC).
- (5) The Library – The Library refers to the University Libraries as a whole. The Library follows the principles and guidelines within the Plan of Organization for the Libraries, and is governed in the same manner as a College or School.

ARTICLE 1
THE SENATE AND ITS FUNCTIONS

- 1.1 There shall be a University Senate (hereinafter referred to as the Senate) that will be an integral part of the institutional system of governance. The powers of the Senate shall be limited so that they do not contravene the powers of the Board of Regents, as provided in the policies of the University System of Maryland and the powers delegated by the Board of Regents to the Chancellor of the University System of Maryland and to the President of the University.
- 1.2 Subject to the authority of the Board of Regents, the Chancellor, and the President, the Senate shall consider any matter of concern including, but not limited to, educational budgetary and personnel matters; campus-community matters; long-range plans; facilities; and faculty, staff, and student affairs. The Senate shall advise the President, the Chancellor, or the Board of Regents, as it deems appropriate.
- 1.3 The functions of the Senate shall include, but shall not necessarily be limited to, the following:
 - 1.3.a Advise the President on all matters of concern as well as the Board of Regents and the Chancellor through the President.
 - 1.3.b Receive and consider recommendations from, and consult with, the President, the Chancellor, and the Board of Regents.
 - 1.3.c Receive and consider recommendations from, and advise and consult with, all sectors of the campus community on matters of concern.
 - 1.3.d Consult with the President on all general policy matters pertaining to the employment and programs of the instructional, research, and supportive staffs of the University.
 - 1.3.e Submit proposals to the President, or to the Colleges, Schools, or other units of the institution, or to campus constituencies (including faculty, staff, and students), as in its judgment may serve to improve the quality of campus life.
 - 1.3.f Provide for the review of administrative implementation of policies adopted by the Senate as appropriate.
 - 1.3.g Assist in the selection of the President, Vice Presidents, and other administrative officers with institution-wide responsibilities.
 - 1.3.h Provide liaison to committees appointed by the President or a representative of the President, and, in turn, provide representation for the President and other administrative officers of the institution on all Senate committees, as appropriate.
 - 1.3.i Provide for periodic reviews of administrative officers of the University.

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- 1.3.j Formulate and recommend to the President policies relating to education, research, and instructional resources for the institution, and review proposals and recommend review of standards of any individual unit.
- 1.3.k Formulate and recommend to the President policies relating to programs, curricula, and courses including policies on the establishment, reorganization, or abolition of academic units.
- 1.3.l Work for promotion of student welfare and the enhancement of student life.
- 1.3.m Work for the advancement of faculty life, employment, morale, and perquisites, and ensure academic freedom and the protection of faculty and research interests.
- 1.3.n Work to advance and enhance staff life, conditions of employment, morale, and welfare.
- 1.3.o Work for a favorable academic environment and harmonious relations with the neighboring communities and surrounding areas.
- 1.3.p Consult and advise on long-range plans as they relate to institutional budget, physical plant development, and other aspects of campus life including ways in which these aspects may be improved, and provide means to keep such plans under continual review.
- 1.3.q Develop and review policies and procedures regarding conduct appropriate to the University and, as requested, carry out the responsibilities detailed in those policies.
- 1.3.r Consider and recommend policies and procedures relating to the awarding of prizes and honors.
- 1.3.s Supervise all senatorial elections and institution-wide referenda, and other duties relating to the supervision of the Senate as might be deemed appropriate.
- 1.3.t Review all Plans of Organization of the College, Schools, and other academic units in accordance with this Plan.
- 1.3.u Initiate proposed changes to this Plan, when necessary or desirable, in accordance with Article 6.
- 1.3.v Conduct relations with University System of Maryland entities that call for faculty, staff, and student representation. Such representation shall fall under the jurisdiction of the Senate. Persons so appointed and elected need not be current members of the Senate, but shall be responsible for consulting with and reporting to the Senate and its Executive Committee. Elections and appointments shall be conducted as prescribed in the Senate Bylaws.

- 1.3.w Determine unit eligibility for representation in the Senate and other governing bodies.

ARTICLE 2
RELATION OF THE SENATE TO THE OFFICE
OF THE PRESIDENT

- 2.1 The Senate and the President of the University shall exchange, in a timely manner, information that concerns the actions of the Senate.
- 2.1.a The Senate and its committees shall obtain information from the Office of the President and, through that office, from other administrators on matters within the Senate's purview. The Executive Committee of the Senate, or the presiding officer of the Senate, shall distribute such information either to the entire Senate or to its committees, as the case requires. In particular, the Senate shall be supplied with up-to-date charges of organization that describe the structure of the offices of the President and Vice Presidents.
- 2.1.b The Senate Advisory Committee, consisting of the elected members of the Executive Committee, shall meet privately with the President at least once per semester.
- 2.1.c At least once each academic year, the President shall be invited to a regular or special meeting of the Senate to present a report on any matter of concern.
- 2.1.d The presiding officer of the Senate shall make a report of all appropriate Senate decisions, or Executive Committee decisions made on behalf of the Senate, and send that report to the President within ten working days.
- 2.2 Decisions of the Senate shall be implemented when approved by the President, and, when necessary, by the Chancellor, by the Board of Regents, and/or by the Maryland Higher Education Commission.
- 2.2.a In the event that the President does not choose to implement in whole or in part, or to forward to the Chancellor, a decision of the Senate, the President shall inform the Senate in writing through the Executive Committee of the Senate within ten working days, citing reasons for the dissent. If requested by the Senate, the President shall transmit to the Board of Regents through the Chancellor any further action of the Senate on the matter.
- 2.2.b In case the decision of the President's Office requires longer than ten working days, the President shall notify the Executive Committee of the Senate within those ten working days of the reason for the delay and specify a reasonable date to respond to the Senate. The procedures shall be repeated if additional time is required.
- 2.2.c At the beginning of each academic year, the Office of the University Senate, in conjunction with the President's Office, shall submit a written report to the Senate on the status of all the Senate's active recommendations.

- 2.3 At the request of the President, the Senate shall elect representatives to committees or councils.
- 2.4 At the request of the President, the Executive Committee of the Senate may appoint or nominate representatives to committees or councils.

ARTICLE 3 **MEMBERSHIP AND ELIGIBILITY**

- 3.1 There shall be a Senate, a unicameral body composed of voting representatives called Senators from the following constituencies and certain non-voting ex officio members.
 - 3.2 Faculty Senators:
 - 3.2.a Faculty constituencies include:
 - (1) full-time tenured and tenure-track faculty and their equivalent, defined as:
 - (a) faculty who hold a tenured or tenure-track appointment at the rank of Professor, Associate Professor, Assistant Professor,
 - (b) Librarian faculty who hold a permanent status or permanent status-track appointment at the rank of Librarian II, Librarian III, or Librarian IV,
 - (c) Field faculty with titles parallel to the rank of Professor, Associate Professor, Assistant Professor, and
 - (d) Instructors and Lecturers who have job security; and
 - (2) full-time professional track faculty, defined as:
 - (a) All professional track faculty (as defined in II-1.00 [G]), and Librarian I faculty (as defined in II-1.00 [A]), excluding the term-limited and entry-level professional track titles.
 - 3.2.b Representatives to the Senate shall be elected from those faculty constituents who have been under contract to the University at least since August of the academic year during which the election is held. All these Senators shall be elected in accordance with the individual Plan of Organization of their College or School, or, for Library faculty, the Plan of Organization of the Library, as approved by the Senate. Faculty serving as administrators shall be considered members of the units in which they hold faculty rank and are thus eligible for election to the Senate from those units.

However, notwithstanding the below rate of representation, each College or School shall be entitled to at least as many Senators as there are academic departments. Any College or School with fewer than a major fraction of faculty members shall be entitled to elect one Senator for each faculty constituency defined in 3.2.a.

(1) One faculty Senator shall be elected by the tenured or tenure-track faculty for each 15 faculty members as defined in 3.2.a.(1) above, or major fraction thereof (8 or more); and

(2) One faculty Senator shall be elected by the professional track faculty for each 30 faculty members as defined in 3.2.a.(2) above, or major fraction thereof (16 or more).

3.2.c Faculty who hold joint appointments of equal time in two or more academic or administrative units may vote in or be elected to a Senate seat from only one of those units. Such individuals shall be asked by the Office of the University Senate to indicate in which unit they wish to have voting representation. Individuals may change their voting representation only when the Senate is reapportioned.

3.2.d In apportioning senatorial representation among academic departments and programs or other units within Colleges and Schools, such representation must be fair and equitable. Since section 3.2.b ensures that a College or School has at least as many faculty senators as it has academic departments, provisions to combine academic departments to share a faculty Senate seat (or to elect the faculty Senator in rotation among the units) will require compelling arguments based on great disparities in size among the departments of the College or School in order to satisfy the requirements of this section in the review specified in section 11.3.a. Academic programs or other units without departmental status in the College or School may be combined, or combined with an appropriate department, for purposes of senatorial representation in order to achieve fairness and equity within the College or School. In such situations, all faculty from the units shall be equally eligible for nomination and election to the Senate.

3.2.e In the case of the reorganization of the existing academic departments or creation of new academic departments within a College or a School, the College or School shall be responsible for submitting a reapportionment plan under the review procedures of section 11.3.a to provide representation for the affected constituencies. If the reorganization or creation of departments would entitle the College or School to new representatives under section 3.2.b, such additional representatives shall be awarded to the College or School.

In the case of the creation of a new departmentalized College or School, the new College or School shall submit an apportionment plan under the review procedures of section 11.3.a.

In all cases of creating a new College or School, the Senate shall ensure that the number of its faculty representatives in the Senate meets the requirements of section 3.2.b, creating new Senator seats as necessary.

In all cases covered under the provisions of this section, currently elected Senators from the affected units shall serve until the end of their terms, or until they resign, just as they would under a regular reapportionment of the Senate as specified in section 3.8.b.(2).

- 3.2.f The term of each elected faculty Senator shall be three years, irrespective of any academic reorganizations that may take place during that time. Senators who have served a full term shall for a period of one year be ineligible for re-election or for appointment to the Senate.

3.3 Staff Senators:

- 3.3.a For purpose of representation in the Senate, staff constituents are defined as those who hold a full-time permanent appointment as defined by the applicable University definitions and classifications. Part-time staff may not be added together to comprise a staff constituent. The Bylaws shall provide provisions to divide the staff constituency into no more than four categories, nor less than two categories, which are consistent with applicable University regulations for purposes of representation.

- 3.3.b One staff Senator shall be elected for each 200 staff constituents or major fraction thereof (101 or more) in each category. Any category with fewer than 200 persons shall be entitled to elect one Senator. The candidates receiving the highest number of votes as determined by procedures established by the appropriate Senate committee shall be declared elected.

- 3.3.c The term of each elected staff Senator shall be three years. Staff Senators who have served a full term shall for a period of one year be ineligible for re-election or for appointment to the Senate.

- 3.3.d Terms of staff Senators shall be staggered under a mechanism included in the Senate Bylaws.

- 3.3.e The senatorial responsibilities of each staff Senator shall be considered a part of his/her official duties.

3.4 Student Senators:

For purposes of representation in the Senate, the student constituency is divided into two independent categories.

3.4.a Undergraduate Student Senators:

- (1) One student Senator shall be elected for each 1000 full-time undergraduate students or major fraction thereof (501 or more). Each College or School with undergraduate enrollment and the Office of

Undergraduate Studies shall be represented by at least one undergraduate student Senator.

- (2) The term of each elected undergraduate student Senator shall be one year. Undergraduate student Senators are eligible for re-election for up to three consecutive terms.
- (3) No undergraduate student shall be elected to, or serve in, office if not in satisfactory academic and disciplinary standing as defined in University publications.
- (4) An undergraduate student Senator must be continuously enrolled in an undergraduate program at the University for at least twelve academic hours during the academic semesters served in the Senate and shall not hold faculty rank, or an administrative or staff position, but may be employed by the University as a student employee.

3.4.b Graduate Student Senators:

- (1) Ten graduate student Senators shall be elected in an at-large election. No more than two graduate student Senators may be from the same College or School.
- (2) The term of each elected graduate student Senator shall be one year. Graduate student Senators may be re-elected for up to three consecutive terms.
- (3) No graduate student shall be elected to, or serve in, office if not in satisfactory academic and disciplinary standing as defined in University publications.
- (4) A graduate student Senator must be continuously enrolled and be certified by the Graduate School as a full-time graduate student in a graduate degree program at the University during the academic semesters served in the Senate, and shall not hold faculty rank, nor an administrative or staff position, but may be a graduate assistant, graduate research assistant, or graduate fellow.

3.5 Other Senators

In order to provide some representation for members of the campus community who do not meet the criteria for inclusion in the Faculty, Staff, or Student constituencies, the Senate, in its Bylaws, may define up to ten additional constituencies, each to be represented by one Senator, elected or appointed according to procedures to be set forth in Bylaws.

3.6 Ex Officio Members of the Senate

- 3.6.a Unless elected as a voting member of the Senate by an appropriate constituency, the following shall be non-voting ex officio members of the Senate:

- (1) the President;
- (2) the Senior Vice President & Provost;
- (3) the Vice Presidents;
- (4) the University ombuds officers;
- (5) the Directors of Centers, Institutes, Academic Programs, and Undergraduate Admissions;
- (6) the Chairs of Academic Departments;
- (7) the Executive Secretary and Director of the Senate;
- (8) the President of the Student Government Association;
- (9) the President of the Graduate Student Government Association;
- (10) the chief executive officer of any institution-wide constituency group recognized in Article 3 and not otherwise provided for in Article 3.5; and
- (11) the Director of Athletics.

3.6.b Non-voting ex officio members of the Senate shall enjoy all the privileges of Senate membership except the right to vote.

3.6.c All academic and administrative deans shall be voting ex officio Senators.

3.7 Disqualification from the Senate

3.7.a No person shall be disqualified from election if in satisfactory standing at the University, if a member of the constituency for which the election is being held, and if in attendance since August of the academic year in which the election takes place.

3.7.b Membership in the Senate shall terminate in accordance with provisions in the Bylaws.

3.8 Reapportionment of the Senate

3.8.a In accordance with the procedures set forth in the Bylaws of the Senate, reapportionment of the Senate shall be conducted every five years to reflect more accurately the composition of the University community.

3.8.b Upon reapportionment:

- (1) a department, unit, or staff category that gains representation through reapportionment shall nominate and elect constituent(s) in the next election cycle;
- (2) a department, unit, or staff category that loses representation through the reapportionment shall retain all currently elected Senators until the end of the Senator(s) term(s) or until the Senator(s) resign(s). Upon completion of the term(s) or resignation(s) from the Senate, the vacated seat shall not be replaced.

- 3.8.c Reapportionment shall occur immediately upon final approval of this University of Maryland Plan of Organization for Shared Governance, except when a reapportionment has occurred within the previous five years.
- 3.8.d Reapportionment of senatorial representation among units mandated by this University of Maryland Plan of Organization for Shared Governance to conduct senatorial elections shall be the responsibility of those units and shall be conducted as fairly and equitably as possible.

ARTICLE 4

SENATORIAL ELECTIONS, EXPULSION, AND RECALL

- 4.1 Subject to the provisions of Article 3 defining the eligibility of members and the provisions of this Article, each College, School, or other units of the University is responsible for providing a Plan of Organization that will ensure the timely nomination and election of faculty, staff, and student senators. These Plans shall have provisions to promote equitable representation.
- 4.2 The appropriate Senate committee shall advise on all senatorial elections and referenda, as needed, to ensure that procedures for candidacy and election, as well as standards of eligibility, are consistent with this Plan. No committee of the Senate that is responsible for advising on senatorial elections shall itself make or require specific nominations for election to the Senate. The Senate is the ultimate judge of the eligibility of any elected Senator, and may reject the choice of any constituency group.
- 4.3 Ties shall be broken by the elected members from the relevant constituency serving on the Executive Committee, following a review of the original candidacy statements of the tied individuals. For those constituencies on the Executive Committee that have more than one representative, if the tiebreak procedures result in another tie, the Chair of the Senate will then select the final winner.
- 4.4 Election of Faculty Senators:
 - 4.4.a The Library and each non-departmentalized College or School shall form an election committee to conduct elections of faculty Senators in accordance with the Plan of Organization of that College or School and in accordance with the policies established by the Senate. The committee shall solicit nominations from the membership of the College or School for election to replace outgoing senators.
 - 4.4.b Each departmentalized College or School may form an election committee to conduct elections of faculty Senators in accordance with its Plan of Organization and in accordance with the policies established by the Senate. Every department or equivalent academic unit shall have the right to submit nominations for the election of faculty members to the College or School's election committee.

Alternatively, a departmentalized College or School may allocate the senatorial positions allotted to it (on the basis of section 3.2.b) to the departments and units within it in a fair and equitable way by incorporating the distribution of faculty Senators in its Plan of Organization in accordance with the policies established by the Senate and by receiving the Senate's approval of its Plan of Organization as required in section 11.3.a. The Plan of Organization of the departmentalized College or School shall require each voting unit within it to form an election committee to conduct elections of faculty Senators in accordance with the Plan of Organization of the unit and in accordance with the policies established by the Senate. The committee shall solicit nominations from the membership of the unit and present to the Chair a slate of candidates for election to replace outgoing senators.

- 4.4.c Faculty who are not in Schools or Colleges shall form an election committee to conduct elections of faculty Senators in accordance with Senate guidelines. Every member shall have the right to submit nominations for the election of faculty members to the election committee. The committee shall solicit nominations for election to replace outgoing senators.
- 4.4.d The election committees referenced in 4.4.a-c shall include representatives from both the tenured/tenure-track and professional track faculty Senator populations, as defined in 3.2.a.

4.5 Election of Staff Senators:

Candidates for one or more staff Senate seats shall be solicited by the Office of the University Senate from the categories provided for in Article 3.3.a and in the Bylaws. The Office of the University Senate shall work in cooperation with the appropriate Senate committee and University Human Resources, as needed. Procedures for elections shall be as outlined below.

- 4.5.a Candidacy:
The Office of the University Senate shall open a candidacy period and solicit candidates from the appropriate staff categories for the elections.
 - 4.5.b Ballots:
The Office of the University Senate shall prepare ballots for the elections, and make them available to each staff member within the appropriate staff categories. The Office of the University Senate shall administer the elections.
 - 4.5.c Voting:
Staff members may vote only in their own category as provided in Article 3.3.a and the Bylaws.
- 4.6 Elections of Undergraduate Student Senators:

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Undergraduate student candidates shall be solicited by the Office of the University Senate to represent their constituency in the manner described in Article 3.4.a. Procedures for elections shall be outlined below.

4.6.a Candidacy:

The Office of the University Senate shall open a candidacy period and solicit candidates from the full-time undergraduate population for the elections. Each candidate must be enrolled as a full-time student with at least twelve academic hours at the University. Undergraduate students shall run as candidates in the College, School, or other unit of their major (their primary major if they have more than one major).

4.6.b Ballots:

The Office of the University Senate shall prepare the ballot for each College and School, and for the Office of Undergraduate Studies. The Office of the University Senate shall make the ballots available to the full-time undergraduate population and shall administer each election.

4.6.c Voting:

Undergraduate students shall vote for candidates to be elected from the College or School of their primary major (if they have more than one major). Any undergraduate student not eligible to vote and be elected a Senator in any of the Colleges or Schools shall be eligible to vote and be elected a Senator from the Office of Undergraduate Studies.

4.7 Election of Graduate Student Senators:

Graduate student candidates shall be solicited by the Office of the University Senate to represent their constituency in the manner described in Article 3.4.b. Procedures for elections shall be outlined below.

4.7.a Candidacy:

The Office of the University Senate shall open a candidacy period and solicit candidates from the full-time graduate student population for the elections.

4.7.b Ballots:

The Office of the University Senate shall prepare the ballot showing all of the candidates, identifying each one with the candidate's College or School. The Office of the University Senate shall make the ballots available to the full-time graduate student population and shall administer each election.

4.7.c Voting:

All graduate students shall have the right to vote for a maximum of ten candidates.

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- 4.8 All elections shall be completed in advance of the Annual Transition Meeting of the Senate. Upon completion of the elections, the results of the elections shall be reported to each constituency by the Executive Secretary and Director of the Senate.
- 4.9 In the event of a vacancy in the Senate, the Executive Committee shall appoint a Senator from the constituency to complete the term in accordance with the Bylaws.
- 4.10 Every elected Senator shall be subject to expulsion.
 - 4.10.a Grounds for expulsion include failure to attend two consecutive regular sessions of the Senate for which the Senator did not notify the Office of the University Senate that they would require an excused absence.
 - 4.10.b Initiation of expulsion procedures shall require a petition agreed to by two-thirds of the Elections, Representation, and Governance Committee members present and voting, or by ten percent of the electorate from the College, School, Library, or other unit that elected the Senator or a minimum of two (2) persons from the electorate, whichever is greater.
 - 4.10.c Any petition for expulsion must contain specific written charges. The petition must be delivered to the Chair of the Senate who shall inform the Senator concerned of the charges. The Senator shall be allowed to respond to all charges at the next regularly scheduled meeting of the Executive Committee. A majority of the voting members of the Executive Committee present and voting is required to place an Expulsion Order on the Senate agenda.
 - 4.10.d A vote on the Expulsion Order shall be held during the next regularly scheduled meeting of the Senate. A two-thirds vote of all elected Senators present and voting is required to expel the Senator.
 - 4.10.e Any vacancy resulting from provisions in Article 4.10 shall be filled in accordance with provisions in Article 4.9 and in the Bylaws.
- 4.11 Every elected Senator shall be subject to recall.
 - 4.11.a Recall proceedings may be initiated against any elected Senator for dereliction of duty or malfeasance.
 - 4.11.b Initiation of recall proceedings shall require a petition signed by ten percent of the electorate from the College, School, Library, or other unit that elected the Senator, or a minimum of two (2) persons from the electorate, whichever is greater.
 - 4.11.c Any petition for recall must contain specific charges. The petition must be delivered to the Chair of the Senate who shall inform the Senator concerned of the charges. The Senator shall be allowed to respond to all charges at a special meeting of the appropriate Senate committee, as stipulated in the

- Bylaws, to be called by the Chair of the Senate within ten working days of receipt of a valid petition.
- 4.11.d Articles of Recall will require the approval of a majority of the appropriate Senate committee.
- 4.11.e Following adoption of the Articles of Recall, a special recall election shall be held by the appropriate voting unit. A two-thirds vote of those members of the electorate voting is required to recall the Senator.
- 4.11.f Any vacancy resulting from provisions in Article 4.11 shall be filled in accordance with provisions in Article 4.9 and in the Bylaws.

ARTICLE 5

OFFICERS OF THE SENATE, THEIR NOMINATION, ELECTION, APPOINTMENT, AND IMPEACHMENT

- 5.1 The officers of the Senate shall be the Chair and the Chair-Elect. The advisors of the Senate shall be the Executive Secretary and Director, Parliamentarian, and the immediate Past Chair of the Senate.
- 5.2 Chair of the Senate:
- 5.2.a The term of the office of the Chair shall be one year, preceded by a one-year term as Chair-Elect. No one may serve as Chair for two consecutive terms.
- 5.2.b The constituency or unit from which the Chair was elected shall immediately elect a new Senator to fulfill any unexpired term.
- 5.2.c The Chair shall preside over all meetings of the Senate and shall be a member of the Senate casting a vote only when required to break a tie.
- 5.3 Chair-Elect of the Senate:
- 5.3.a The Chair-Elect shall be selected from the elected membership of the Senate.
- 5.3.b The term of office for the Chair-Elect shall be one year. No one may serve as Chair-Elect for two consecutive terms.
- 5.3.c In the absence of the Chair, the Chair-Elect shall preside over meetings.
- 5.3.d If the Chair is vacated, the Chair-Elect shall serve as Acting Chair until the next regular election of the Chair-Elect. In the event that the Chair-Elect is vacated, the Senate shall elect a new Chair-Elect at the next regularly scheduled Senate meeting.
- 5.3.e The Chair-Elect or Acting Chair, except when presiding as Chair of the Senate, shall retain all the voting privileges of a Senator.

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5.4 Executive Secretary and Director:

- 5.4.a The Executive Secretary and Director shall be a full-time appointed position (Article 5.7.b).
- 5.4.b The Executive Secretary and Director shall serve at the pleasure of the Executive Committee of the Senate and the President.
- 5.4.c The Executive Secretary and Director shall have responsibility for and authority over the functioning of the Office of the University Senate.
- 5.4.d The Executive Secretary and Director shall be responsible for all records of the Senate, for taking and transcribing minutes of the Senate and the Executive Committee, for distributing all official notices and materials to and on behalf of the Senate, and for other duties as stated in the Bylaws.
- 5.4.e The Executive Secretary and Director shall serve without vote.
- 5.4.f The Executive Committee may designate a person to perform the responsibilities of the Executive Secretary and Director if the office is vacant.

5.5 Past Chair of the Senate:

- 5.5.a The term of the Past Chair shall be one year, preceded by a one-year term as Chair of the Senate.
- 5.5.b The Past Chair shall meet regularly with the Chair of the Senate, Chair-Elect of the Senate, and the Senior Vice President and Provost.
- 5.5.c The Past Chair shall have voice on the Senate floor, but shall serve without vote.

5.6 Parliamentarian:

- 5.6.a The term of the Parliamentarian shall be one year, without limit to the number of terms. If the Parliamentarian is appointed mid-year, the Parliamentarian shall serve out the remainder of the term before being appointed to a full-year term. The Parliamentarian serves at the pleasure of the Chair.
- 5.6.b The Parliamentarian shall have responsibility for advice on questions of procedure.
- 5.6.c The Parliamentarian shall serve without vote, but if an elected Senator, shall retain all voting privileges.
- 5.6.d Upon expiration of the appointed term, or resignation of the Parliamentarian, the Parliamentarian may be granted the honorary title of Parliamentarian Emeritus by the Executive Committee.

5.7 Nominations and Appointment of Officers and Advisors of the Senate:

- 5.7.a Nominations for Chair-Elect shall be received through the Nominations Committee as set forth in the Bylaws; additional nominations may be received from the floor. The voting for Chair-Elect shall be taken by secret ballot. The ballots shall be counted immediately and the candidate having a majority of the votes shall be declared elected. In the event that no candidate receives a majority of the votes there shall be an immediate runoff between the two candidates receiving the highest number of votes. If any election for Chair-Elect results in a tie, the Senate Chair will cast the deciding vote.
 - 5.7.b Appointment of the Executive Secretary and Director shall rest with the President. The Executive Committee shall recommend one or more candidates, within search guidelines, to the President. Administratively, the Office of the University Senate shall report to the Senior Vice President & Provost.
 - 5.7.c Appointment of the Parliamentarian shall rest with the Chair subject to approval by the Executive Committee of the Senate.
- 5.8 Impeachment of Officers of the Senate:
- 5.8.a Impeachment proceedings may be initiated against the Chair or Chair-Elect of the Senate for dereliction of duty or malfeasance.
 - 5.8.b Initiation of impeachment proceedings shall require a petition signed by one-half of the elected members of the Senate, or by ten percent of the electorate of each constituency.
 - 5.8.c Any petition for impeachment must contain specific charges. The petition must be delivered to the President who shall inform the officer concerned of the charges. The officer shall be allowed to respond to all charges at a special meeting of the appropriate Senate committee to be called by the President within 20 working days of receipt of a valid petition.
 - 5.8.d Articles of Impeachment will require the approval of a majority of the appropriate Senate committee, as stipulated in the Bylaws.
 - 5.8.e Following adoption of the Articles of Impeachment, a special meeting of the Senate shall be called by the President within five working days. The President shall be the presiding officer. A two-thirds vote of all elected Senators present and voting is required to remove the officer.
 - 5.8.f Any vacancy resulting from provision in Article 5.8 shall be filled in accordance with provisions in Article 5.3.d.
 - 5.8.g In the event of unusual and compelling circumstances preventing the President from fulfilling the duties specified in Article 5.8, the President may designate the Senior Vice President & Provost to fulfill them.

ARTICLE 6
AMENDMENTS, REVIEW, AND REVISION

- 6.1 All changes to this Plan shall be passed and approved in accordance with provisions in this Article.
- 6.2 Proposed amendments to the current Plan shall be presented in writing to the Executive Secretary and Director, who shall transmit them to members of the Senate at least ten working days in advance of any regular or special meeting. Amendments may be proposed by one or more Senators, by committees of the Senate, or by written petition signed by 1000 members of the major constituencies, which are faculty, staff, and student constituencies defined in sections 3.2, 3.3, and 3.4 respectively.
 - 6.2.a Amendments approved by a majority vote of the Senate shall be submitted to an institution-wide referendum conducted by the appropriate Senate committee. Passage of amendments on an institution-wide referendum shall require a majority of the votes cast within each of two of the three major constituencies (faculty, staff, and students).
 - 6.2.b Amendments not approved by a majority vote of the Senate may be submitted to an institution-wide referendum, according to the following procedures:
 - (1) upon petition by at least ten percent of a major constituency, an amendment rejected by the Senate may be submitted to a constituency referendum;
 - (2) the amendment must then be approved by a majority of those voting from that constituency;
 - (3) the Executive Committee of the Senate shall next refer the amendment approved by one major constituency to the appropriate Senate committee for an institution-wide referendum; and
 - (4) to be adopted under this provision, the amendment must be approved by all three major constituencies by a majority of the votes cast within each constituency.
- 6.3 Review of the current Plan shall be undertaken at least every ten years by a committee composed of members elected by the Senate. The Executive Committee may institute a review of the Plan by such a committee in the fifth or subsequent year following a review if in its judgment there have been changes in the University significant enough to justify a review.
 - 6.3.a The committee shall be sponsored by the Senate, but no more than seven current Senators may serve on the committee.
 - 6.3.b The Executive Committee shall develop a slate of nominees to be approved by the Senate. Further nominations shall not be accepted from the floor of the Senate. The Executive Committee shall consult with Deans of Colleges

- or Schools, the Senate Faculty, Staff, and Student Affairs Committees, the Presidents of the Student Government Association and the Graduate Student Government, and the Office of the Senior Vice President and Provost to solicit nominees for the slate.
- 6.3.c Each College or School, and the Library, shall have one representative faculty member on the committee. In addition there shall be two representatives of each of the following: University-wide administrators, undergraduate students, graduate students, and staff members (with exempt and non-exempt representation to the extent of availability).
- 6.3.d The Executive Secretary and Director of the Senate and the Senate Parliamentarian shall serve as non-voting ex officio members of the committee.
- 6.3.e The committee shall elect its own presiding officer.
- 6.3.f Members of the committee shall serve until their report has been accepted or rejected by the Executive Committee of the Senate.
- 6.3.g The requirements for adopting a revision shall be the same as those for adopting an amendment to the Plan as described in Article 6.2.a.
- 6.4 Proposals to draft an alternative to this Plan may be initiated by a resolution approved by a majority of the elected members of the Senate or by individual majorities of all three major constituencies.
- 6.4.a The committee drafting an alternative Plan shall be constituted according to Article 6.3, except that the Executive Committee shall select the members.
- 6.4.b To replace the current Plan, the alternative Plan must be submitted to an institution-wide referendum; approval will require two-thirds of the votes cast within each constituency.
- 6.5 In all Senate referenda on amendments, no ballot shall be valid unless returned by a specified date not later than 15 calendar days after the distribution of all ballots.
- 6.6 Any approved amendment or revision to this Plan shall be submitted to the Chair of the Senate who, within 48 hours, shall submit the approved change to the President and such other entities as required by state law for final ratification.
- 6.6.a Any amendment of this Plan ratified by the President and other entities required by state law shall take effect one month after such approval.
- 6.6.b Any revision of the entire Plan or any alternative Plan that has been ratified by the President and other entities required by state law shall become effective as of the first meeting of the Senate during the Fall Semester following final approval.

- 6.6.c Transition rules may be adopted by the Senate as appropriate providing such rules do not violate provisions of the Plan then in effect or the intent of provision in the approved amendment(s) or in the approved revised or alternative Plan. If conflicts arise between the two documents, the ratified amendment(s), revised Plan, or alternate Plan shall take precedence.

ARTICLE 7 BYLAWS

- 7.1 The Senate shall have the power to organize its staff and to make Bylaws and regulations for its own proceedings, so long as those Bylaws and regulations do not contravene the statutes of the University, the power of the Board of Regents, the powers delegated to the Chancellor and to the President, and this Plan.
- 7.2 Amendments to the Senate's procedural rules in the Bylaws shall be provided to the Senate members seven calendar days in advance of any regular meeting and shall require approval by a two-thirds vote of the elected members of the Senate present and voting.

ARTICLE 8 COMMITTEES AND COUNCILS

- 8.1 The Senate Bylaws shall provide for an Executive Committee, a Committee on Committees, and standing or special committees as may be necessary or desirable. Because the University community includes many academic and social groups, 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.
- 8.2 The Executive Committee:
- 8.2.a The Executive Committee shall include the Chair and Chair-Elect of the Senate and the following: seven faculty members, elected by and from the faculty Senators; one exempt staff member elected by and from the exempt staff Senators; one non-exempt staff member elected by and from the non-exempt staff Senators; two undergraduate student members, elected by and from the undergraduate student Senators; and two graduate student members, elected by and from the graduate student Senators. The President and the Senior Vice President & Provost or their representatives, the Parliamentarian, and the Executive Secretary & Director shall be non-voting ex officio members of the Executive Committee.
- 8.2.b No more than two elected faculty members of the Executive Committee shall be from any one College or School. No elected member of the committee shall be elected to the committee for more than three successive one-year terms. The presiding officer of the Senate shall be the presiding officer of the Executive Committee.
- 8.2.c The Executive Committee shall assist in implementing the actions of the Senate and shall serve as a channel through which any member of the

University community may introduce matters for the Senate's consideration. All actions of the Executive Committee shall be subject to confirmation by the Senate.

- 8.2.d The Executive Committee shall serve as a major advisory panel to the administration and the chief agency for implementing and overseeing the operation of shared governance, including enhancement of Senate structures and facilitation of Senate consideration of policy issues.

8.3 The Committee on Committees

- 8.3.a The Committee on Committees shall include the Chair-Elect of the Senate, who shall serve as Chair of the committee, and the following: six faculty members, elected by and from the faculty Senators; two staff members, elected by and from the staff Senators with one exempt and one non-exempt to the extent of availability; and two student members, elected by and from the student Senators, with one undergraduate and one graduate student.

- 8.3.b Responsibilities of the Committee on Committees shall include:

- (1) identification and recruitment of individuals for service on University and Senate committees;
- (2) creation of a slate of nominees for the Nominations Committee, for approval by the Senate; and
- (3) such other duties as specified in the Bylaws and by the Executive Committee.

8.4 Nominations Committee

- 8.4.a The Nominations Committee shall be composed of outgoing Senators and 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. 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 from within its membership.

- 8.4.b Responsibilities of the Nominations Committee shall include creating slates of candidates for the elections of Chair-Elect, the Executive Committee, Committee on Committees, the Campus Transportation Advisory Committee (CTAC), the University Athletic Council, and the Council of University System Faculty (CUSF), and any such other committees as required by the Senate Bylaws.

8.5 Standing and Special Committees

- 8.5.a Standing committees shall be chaired by Senators, but membership on committees of the Senate shall not require Senate membership except as noted in the Bylaws.

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8.5.b The Senate may, by action of a majority of the membership of the Senate, establish Special Committees of limited scope and term of duration as is determined to be useful to the effective and efficient conduct of the business of the Senate.

8.6 University Councils

University Councils may be established to fulfill responsibilities pertaining to particular, well-defined activities and to report to specific members of the Administration. University Councils shall include the University Library Council, the University Research Council, the University IT Council, and any other such University Councils created in accordance with Article 7.2 of the Senate Bylaws. These Councils are distinguished from Committees with broad purviews and whose functions are largely advisory and legislative. Procedures for the establishment of Councils shall be defined in the Bylaws. Composition of Councils is to be established in accordance with the Bylaws.

8.7 University Athletic Council

The University shall have an Athletic Council as required by the National Collegiate Athletic Association (NCAA). The Athletic Council shall report to the President of the University and shall operate under a charter, as approved by the President. The Council shall consider and respond to inquiries from the Senate. The role of the Senate in electing members of the Athletic Council and coordinating with the Athletic Council shall be specified in the Bylaws.

ARTICLE 9 **MEETINGS OF THE SENATE**

9.1 The Senate shall meet regularly and on call as provided in its Bylaws. *Robert's Rules of Order Newly Revised* shall be the standard reference to govern problems of parliamentary procedure not covered in the Senate's Bylaws and rules of procedures.

9.2 The Senate Bylaws shall set forth the Senate rules for:

- (1) Number of members and any restrictions on representation to reach a quorum for purposes of taking a vote,
- (2) Voting procedures and permissible voting methods, and
- (3) Permissible methods of participation.

ARTICLE 10 **STAFF AND FACILITIES**

10.1 The administration at all levels shall furnish, to the extent provided for by formal budget, assistance to the Senate as a whole and to its committees in connection with its official business, including elections, as may be authorized by the Executive Committee of the Senate.

ARTICLE 11 **PLANS OF ORGANIZATION OF UNITS**

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

11.2 Requirements for Plans of Organization

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

11.2.a Department and Academic Program Plans of Organization

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

- (ii) provide a slate of candidates from within the Department or Academic Program from which administrators above the Department or Academic Program level may appoint representatives to participate in the search, nomination, and review of administrators within the Department or Academic Program.
- (3) Each Department or Academic Program shall have committees that participate in decisions on strategic planning; curriculum; and appointments, promotion, and tenure. All committees shall include faculty members. Staff and student members shall be included on appropriate committees. Additional governing bodies may be specified by the Plan of Organization of the Department or Academic Program.

11.3 Revision and Review of Plans of Organization

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

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

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

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

- (1) The Plan of Organization of each Department and other Academic Programs in a College or School deemed to require a Plan of

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

11.4 Noncompliance with Required Reviews

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

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

ARTICLE 12
REVIEW OF ACADEMIC ADMINISTRATORS

- 12.1** The administrative performance of Deans shall be subject to recurrent formal comprehensive review at times that do not exceed five years between reviews. The review process will be conducted by the Senior Vice President and Provost as outlined in the University of Maryland Policy on the Review of Deans of Academic Units (I-6.00[B]).
- 12.2** The administrative performance of department chairs and directors of Academic Programs shall be subject to recurrent formal comprehensive review at times that do not exceed five years between reviews. The review process will be conducted by the Senior Vice President and Provost as outlined in the University of Maryland Policy on the Review of Department Chairs and Directors of Academic Units (I-6.00[C]).

Plan of Organization for Shared Governance for the University of Maryland

The following persons have worked on drafting and passage of this ***Plan of Organization for Shared Governance*** for the University:

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