

**PLAN OF ORGANIZATION
FOR THE COLLEGE OF COMPUTER,
MATHEMATICAL, AND NATURAL SCIENCES**

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Amended September 20, 2010 by approval of the Chancellor of USM

**PLAN OF ORGANIZATION
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I. Preamble

The purpose of this Plan of Organization is to specify a framework for the effective governance of the College of Computer, Mathematical, and Natural Sciences (CMNS). Structures and organizations are defined which allow the views of members of the College to be communicated to the Dean, and which allow the Dean easily to receive the advice of the College community. These structures will also serve to enhance the flow of ideas among units of the College.

II. Mission

A. EDUCATION: To provide the best education possible for undergraduate and graduate students who enroll in courses offered by the College. This includes majors and non-majors among undergraduates, and both formal course work and independent study activity for both undergraduates and graduate students. An important aspect of good education is the effective counseling of students.

B. RESEARCH: To encourage and cultivate research activities which will expand the frontiers of knowledge in all areas of expertise of the College, and to make the experience of research a part of education in this College, to the extent possible.

C. SERVICE: To serve the Campus and the wider community where the particular expertise of members of CMNS may be useful. As examples, this might include cooperation with schools in the community, with community businesses requiring technical help, or with local or state governmental organizations.

III. CMNS Units

The College of CMNS comprises academic departments and self-contained research units (in which the training of graduate students is also understood to be an essential activity). For the purposes of this plan, these will all be referred to as units. The units of CMNS currently are:

A. ACADEMIC DEPARTMENTS:

1. Department of Astronomy (ASTR)
2. Department of Atmospheric and Oceanic Science (AOSC)

3. Department of Biology (BIOL)
4. Department of Cell Biology and Molecular Genetics (CBMG)
5. Department of Chemistry and Biochemistry (CHEM)
6. Department of Computer Science (CMSC)
7. Department of Entomology (ENTM)
8. Department of Geology (GEOL)
9. Department of Mathematics (MATH)
10. Department of Physics (PHYS)

B. RESEARCH UNITS:

1. Center for Scientific Computation and Mathematical Modeling (CSCAMM)
2. Earth System Science Interdisciplinary Center (ESSIC)
3. Institute for Physical Sciences and Technology (IPST)
4. Institute for Research in Electronics and Applied Physics (IREAP)
5. Maryland Pathogen Research Institute (MPRI)
6. University of Maryland Institute for Advanced Computer Studies (UMIACS)
7. National Socio-Environmental Synthesis Center (SESYNC)

IV. Administration of the College

A. DEAN: The chief officer of the College is the Dean, who has overall responsibility for College activities including the budget, educational programs, research operations, and personnel.

B. ASSISTANT AND ASSOCIATE DEANS: The Dean may appoint Assistant or Associate Deans who serve at the Dean's pleasure. In filling these positions, the Dean shall ensure substantial input from the CMNS community. For the purposes of this plan, one Associate Dean shall have responsibility for Faculty Affairs, and this individual shall be a tenured faculty member in CMNS.

C. ADMINISTRATIVE COUNCIL: The Administrative Council (AC) shall consist of the Dean, the chairs and directors of the several units, and those members of the Dean's staff whom the Dean may choose to appoint. At the request of the AC, the Dean may occasionally appoint other members of CMNS to serve on it. The Dean shall chair the AC.

The Administrative Council shall meet regularly to discuss all matters of concern to the College and shall advise the Dean on such matters. It shall be a forum for resolving questions of administrative policy, and for identifying issues to be referred to other standing committees of the College, or to the College Council (as outlined in Article VII), as appropriate.

V. Administration of the Units

A. ADMINISTRATOR: Each unit shall have a chair or director, who is appointed by the Dean, subject to approval by higher administration, and serves at the pleasure of the Dean. The

choice of chair or director shall be made following a search process in which there is substantial involvement of the faculty, staff, and students of the unit. The chair or director has overall responsibility for unit operations, including authority over personnel actions and the budget. The chair or director shall be appointed for a fixed term no longer than five years, shall be eligible for reappointment, and shall be reviewed according to Campus procedures (UM Policy I-6.00(C)) at regular designated intervals by a committee appointed by the Dean.

B. PLAN OF ORGANIZATION: Each unit of the College shall have a Plan of Organization, which shall be subject to the approval of the College Council (as outlined in Article VII). The approved plan, and any subsequent amendments to it, shall be kept on file at the CMNS Dean's office.

C. GOVERNANCE: Each unit's Plan of Organization must include substantial participation of its faculty, students, and staff in unit governance. The definition of "faculty" includes all those who hold a full-time permanent appointment at the rank of Assistant Professor, Associate Professor, or Professor, or at an approved faculty rank parallel to one of these. Research Scientists, Research Professors, and Research Engineers of all ranks are included in this definition, as are Research Associates, Lecturers, and Senior Lecturers. For governance purposes, a research unit shall include in its roster any formally affiliated UMD faculty and students, despite any other membership these faculty or students may have in an Academic Department or Program.

D. UNIT MERIT PAY COMMITTEES: Each unit will establish a merit pay/salary committee according to the Unit's Plan of Organization, consistent with the University policy (UM Policy VII-4.00(A)). The committee will assist the unit head in determining merit pay according to current campus distribution guidelines.

VI. College Assembly

The College Assembly is defined as all faculty and staff employed in the College, and includes the members of the Graduate Student Council (as outlined in VII.C.3) and the members of the Undergraduate Student Advisory Board (as outlined in VII.C.4). The College Assembly will meet once each year.

VII. College Council

There shall be an elected College Council, representing faculty, students, and staff of the College.

A. PURPOSE: The College Council shall meet at least once per semester to discuss matters of concern to the College and shall advise the Dean on such matters. In particular, among possible other activities, the Council may:

1. Advise the Dean on policy matters when the Dean requests such advice.

2. Respond to issues of College-wide concern raised by members of the College, and make recommendations to the Dean where appropriate.
3. Discuss College interests in matters being considered by the University Senate, or by other Campus- or System-wide bodies, and make recommendations to College representatives on these bodies, or to the bodies themselves, where appropriate.
4. Establish grievance procedures for the College as necessary to implement UMD policy.
5. Recommend panels of candidates from whom University level administrators may appoint representatives to participate in the search for the Dean or a unit leader, and unit and college review committees.
6. Approve changes to the Bylaws of the CMNS Plan of Organization. Recommend changes to the Plan of Organization, and organize referenda to ratify such changes.

B. RELATION OF THE COLLEGE COUNCIL AND THE DEAN:

1. Administrative and financial: The Dean's office shall provide reasonable administrative and financial support for Council activities. The Dean's office shall provide the Council with information it may need to carry out its responsibilities, subject to legal and other requirements of confidentiality.
2. Communication: The Dean shall respond promptly and in writing to all formal recommendations of the Council. In particular, the Dean shall explain in detail the reasons for any decision not to accept a Council recommendation.

C. MEMBERSHIP OF THE COLLEGE COUNCIL: Councilors shall be chosen from all constituencies of the College as described below. Except as explicitly stated in Paragraph VII.C.2 below, all Councilors shall have an equal vote in the Council.

1. Faculty Councilors: Each academic department of the College shall elect one tenured or tenure-track faculty member or lecturer/instructor in accordance with the rules of the unit as specified in the unit's Plan of Organization.
2. Faculty Administrator: There shall be one representative from the CMNS Administrative Council selected by the Dean who will be an ex-officio, non-voting member of the College Council.
3. Graduate Student Councilor: There shall be a Graduate Student Council with at least one graduate student representative from each program administered in the college. The administrative units shall define the election process for their representative or representatives, as some units manage more than one program. The members of the Graduate Student Council shall elect one representative from among themselves to be a member of the College Council.

4. Undergraduate Student Councilor: There shall be an Undergraduate Student Advisory Board (SAB) with an undergraduate representative from each academic department. The SAB will define the process for choosing representatives from the departments. The members of the SAB shall elect one representative from among themselves to be a member of the College Council.

5. Staff Councilors: There shall be two Staff Councilors (one exempt and one non-exempt) on the College Council. The staff councilors shall be elected at-large from the college staff.

6. Research Faculty Councilors: Two Faculty Councilors with duties primarily in research (as described in UM Policy II-1.00(A) section I. B.) shall be elected at-large from the college.

D. TERMS OF OFFICE FOR COUNCILORS:

1. Faculty, Staff, and Research Faculty Councilors: Shall serve two-year terms, and may succeed themselves in office, not to exceed two terms.

2. Graduate and Undergraduate Student Councilors: Shall serve a one-year term, and may succeed themselves in office, not to exceed two terms.

E. OFFICERS OF THE COLLEGE COUNCIL: The Council shall elect a chair and a Vice-Chair from among all Councilors with voting privileges.

F. MEETINGS OF THE COLLEGE COUNCIL: The Council Chair or Dean shall call meetings as needed. Council officers shall be elected at the first meeting of the academic year

VIII. Campus Senate and Standing Committees of the College

A. CAMPUS SENATE: CMNS Members of the University Senate shall be elected according to the procedures set forth in the Plan of Organization for the University of Maryland, College Park and the unit's Plan of Organization.

B. APPOINTMENTS, PROMOTION, AND TENURE (APT) COMMITTEE: The APT Committee advises the Dean on proposed appointments and promotions to the ranks of Associate and Full Professor. The APT Committee shall also advise the Dean on procedural and policy matters pertaining to appointments, rank, and tenure. These policies shall conform at all times to stated policies of the University. Policies specific to the College of CMNS shall be stated in writing and made available to all interested parties. The policies governing the College APT Committee are as prescribed in the College APT Policy and spelled out in the CMNS APT Policy Guidebook.

Membership: The APT Committee will consist of ten full professors, one selected by the Dean from each academic department in the college. Each department shall normally submit two names of individuals to the Dean for consideration as Committee members. The term of appointment of voting members is normally two years with five new members selected each year.

Each year the members will select a chair and co-chair who will serve for one year. The Dean will be a non-voting member of the Committee. The Committee will be staffed by the Associate Dean for Faculty Affairs.

C. PROGRAMS, CURRICULA, AND COURSES (PCC) COMMITTEE: The PCC Committee reviews and makes recommendations to the Dean on all proposals for new programs, curricula, and courses, or for substantial changes in existing programs, curricula, or courses. The establishment, or substantial modification of Centers, Institutes, Laboratories (whether internal or external to existing units) shall also be reviewed for its impact on academic programs. The Committee, in making its recommendations, shall consider the soundness of the proposal, assurance of non-duplication, and conformity with established priorities, goals, and existing regulations.

1. **Membership:** The College PCC Committee shall consist of one member from each of the academic departments of the College. Members shall be chosen as specified in each unit's Plan of Organization.
2. **Term of Membership:** Members serve a two-year term, which is renewable. If a Committee member is unable to serve during part of his or her term, the chair or director of the corresponding unit shall appoint an alternate to serve during the period of unavailability.
3. **Meetings:** The College PCC Committee shall meet as needed to review proposals submitted to the committee.

D. MERIT PAY COMMITTEE: The Dean shall establish a Merit Pay Committee. The committee will assist the Dean in determining merit pay for faculty administrators and staff appointed in the College (not in the units) according to current campus distribution guidelines.

IX. Ad Hoc Committees of the College

Ad Hoc Committees may be formed by the Dean, by the Administrative Council, or by the Chair of the College Council, for specific purposes.

X. Amendments to the Plan and Bylaws

A. PLAN AMENDMENTS: Amendments to this Plan may be proposed by members of the College Council, or by petition signed by at least 30 members of the College Assembly. Proposed amendments must be circulated in writing to all Councilors at least 24 hours prior to the meeting. Council approval of any proposed amendment requires a positive vote of 2/3 of those voting, which must also be a positive vote of half the full voting membership of the Council. Amendments approved by the Council shall be submitted to a referendum of the College Assembly. Approval of the amendment requires a 2/3 positive vote of those Faculty members of the College Assembly who choose to vote, and also a 2/3 majority

either of Student members of the College Assembly voting, or of Staff members of the College Assembly voting.

B. BYLAWS: Bylaws to this Plan may be created or amended by the College Council. Any change of Bylaws requires a positive vote of 2/3 of those present, which must also be a positive vote of half the full voting membership of the Council. Bylaw changes may also be approved by email ballot, in which case the 2/3 requirement becomes 2/3 of those actually voting.

XI. Review of the Plan

A. Not more than ten years after approval of the Plan, the College Council shall perform a full review of the Plan and its Bylaws, in accordance with the policies set forth in the Plan of Organization for the University of Maryland, College Park.