

Plan of Organization of the College of Information Studies

Changes Recommended by the Senate ERG Committee March 2010
Changes approved by the College of Information Studies on 3/12/10

PREAMBLE

The Plan of Organization for the College of Information Studies and other policy documents establish the basic framework necessary for the College to fulfill its mission in an orderly and fair manner with due regard to the shared rights, responsibilities, and participation of the entire College community. The plan addresses specific details of the College's organization and is created to be consistent with the policies, procedures, and regulations for the governance of the University of Maryland.

The plan establishes a structure that is expected to enhance the collegiality of the organization. It creates a framework designed to facilitate cooperation and collaboration of the entire College community in all aspects of the College's mission. It is meant to ensure that academic and professional growth may be pursued in an atmosphere of stability, freedom, and trust.

ARTICLE I – MISSION

The College of Information Studies engages in collaborative, interdisciplinary, and innovative research, teaching, and service. We educate information professionals and scholars, and we create knowledge, systems, and processes to promote the effective management and use of information.

ARTICLE II – SHARED GOVERNANCE

Governance of the College is shared among administrators, faculty, staff, and students. Administrators are responsible for seeking advice, initiating action, making decisions, and implementing policy as well as for assuring accountability for their actions. Administrative accountability requires active accounting to other constituencies with whom governance is shared. The faculty is responsible for informed and regular participation in governance activities related to all aspects of the academic mission of the College. Staff members have a vital role in support of the College mission and have the responsibility for regular and informed participation in governance activities. Students have the right to and responsibility for informed and regular participation in governance activities that specifically impact their areas of interest.

ARTICLE III – COLLEGE ADMINISTRATION

A. The Dean

1. Appointment and Terms

Members of the College Assembly shall participate in the appointment of the Dean as specified in campus procedures. Members of the College Assembly shall take an advisory vote by secret ballot on the final list of candidates, and the result of this vote shall be communicated to the Provost. The Dean shall be appointed and reviewed in compliance with University policies.

2. Duties and Responsibilities

The Dean shall be the chief academic and administrative officer of the College. The Dean shall be responsible for professional and academic leadership, College business operations, and liaison with the campus community and the professions served by the College. The Dean shall provide leadership in maintaining the accreditation of the College. The Dean shall be the chief advocate of the College and shall be responsible for the units' budgets and resources, for fund raising, and for reviewing and recommending campus-level proposals made by the College Assembly and the Appointments, Promotion, and Tenure (APT) Committee. The Dean reports to the Provost.

B. Academic Administrators

The College may have Associate and Assistant Deans and other administrative officers as necessary. Academic administrators shall perform those duties assigned to them by the Dean. Appointments for administrative positions shall be guided by University procedures.

ARTICLE IV – FACULTY

A. Membership

1. Regular Faculty

For the purposes of this plan, regular faculty shall include those persons, regardless of title, who hold academic appointments in the College of 50 percent time or more and who are not candidates for a degree in the College. Faculty members who have a joint appointment in two or more units shall be counted in the unit in which their tenure or primary appointment resides. In accordance with University policies, tenured or

tenure-track faculty members may hold the titles of Assistant Professor, Associate Professor, Professor, or Distinguished University Professor. Faculty not eligible for tenure may hold the titles of Visiting Professor, Professor of the Practice, Research Professor, Lecturer, Affiliate Professor, or other titles included in the *University of Maryland Faculty Handbook of Policies and Resources* (<http://www.faculty.umd.edu>).

2. Part-time Faculty

Part-time faculty shall include those persons, regardless of title, who hold academic appointments in the College of less than 50 percent of time. In accordance with University Policies, part-time faculty may hold the titles of Adjunct Professor, Visiting Professor, Research Professor, Lecturer, Affiliate Professor, or other titles included in the *Faculty Handbook* cited in Article V.A.1.

B. Duties and Responsibilities

1. Regular faculty shall be responsible for formulating and recommending educational policy and for teaching, research, creative work, and service activities of the College in accordance with University policies. They shall recommend students for the award of degrees, as appropriate. They shall consider and deliberate questions of College governance and advise the Dean on matters pertaining to the College's vision, mission, goals, and objectives.
2. Part-time faculty may be involved in formulating and recommending educational policy and in teaching, research, creative work, and service activities of the College in accordance with University policies. They may recommend students for the award of degrees. They may consider and deliberate questions of College governance and advise the Dean on matters pertaining to the College's vision, mission, goals, and objectives.

ARTICLE V – 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 who are not students within the College.

B. Duties and Responsibilities

As appropriate, the staff shall be responsible for formulating and recommending educational policy and for teaching, research, creative work,

and service activities of the College in accordance with University policies. When appropriate, staff members shall recommend students for the award of degrees. As appropriate, staff members shall consider and deliberate questions of College governance and advise the Dean on matters pertaining to the College's vision, mission, goals, and objectives.

ARTICLE VI– STUDENTS

A. Membership

The students of the College of Information Studies shall include all individuals who are enrolled in the academic programs of the College.

B. Duties and Responsibilities

Students have the right to and responsibility for informed and regular participation in governance activities that specifically impact their areas of interest.

ARTICLE VII – COLLEGE ASSEMBLY

A. Composition

The College Assembly shall represent the faculty, academic administrators, staff, and students of the College and shall serve as its policy-making body.

B. Membership

- 1.** The voting members of the College Assembly shall include all regular faculty, as described in Article IV.A.1, and academic administrators, as described in Article III.B of this Plan. Part-time faculty, as described in Article IV.A.2, shall be represented by one individual elected from among those persons, regardless of title, who holds academic appointments in the College of less than 50 percent of time during the current academic year. The Dean, as described in Article III.A., shall have voice but no vote in the Assembly.
- 2.** Students enrolled in degree programs shall be represented by one student elected from each degree program (e.g., MLS, MIM, Ph.D., etc.) who shall have voting privileges.
- 3.** Staff members who hold the title of Associate or Assistant Dean, Director or Officer within the College shall be voting members of the College

Assembly. One representative of other staff members shall be elected as a voting member by those staff members.

4. Other individuals from within the College may serve as voting members of the College Assembly if they are approved for membership by a two-thirds vote of the members of the Assembly.
5. All elected members of the College Assembly serve for a one-year term and may be re-elected.

C. Duties and Responsibilities

The College Assembly shall formulate, approve, and review educational and other policies specific to the College. It shall discuss and/or initiate action deemed necessary or advisable by the Dean, the College Council (see Article VIII), or any member of the College Assembly. It shall regularly review the Strategic Plan of the College and recommend and approve changes. It shall conduct elections of representatives to the College Park Senate and other University bodies in accordance with University regulations. It shall perform any other functions as prescribed by this Plan of Organization.

D. Elections of the College Assembly

At the March meeting, the members of the Assembly shall elect a Nominating Committee to select the Chair, the Secretary, and the Parliamentarian of the College Assembly, as well as chairs of all standing committees, for the next academic year. The slate of officers for the Assembly and standing committee chairs shall be presented in writing to College Assembly at its April meeting. Only regular faculty, as described in Article IV.A.1 or academic administrators, as described in Article III.B, may serve as Chair or Secretary of the College Assembly. At the May meeting, additional nominations may be made from the floor, and an election is held. If a vacancy in the position of Chair or Secretary of the College Assembly occurs during the academic year, it shall be filled by the College Council. The Chair, the Secretary, and the Parliamentarian of the Assembly are each elected for a one-year term and may serve no more than two full successive terms. The Chair, the Secretary, and the Parliamentarian may be removed for cause by a two-thirds vote of the College Council.

E. Chair of the College Assembly

The Chair of the College Assembly shall convene all regular and special meetings of the College Assembly; develop the agenda for each meeting in consultation with the College Council; and distribute a written agenda and

other documents as appropriate to each member of the College Assembly by electronic means at least two days prior to the meeting. The Chair of the Assembly shall serve on the College Council. The Chair of the Assembly shall cast a ballot in matters before the Assembly only in the case of tie votes.

F. Secretary of the Assembly

The Secretary of the Assembly shall be responsible for the minutes of all Assembly meetings; prepare drafts of the minutes from the previous meeting to be distributed with the agenda for the next Assembly's meeting; and, after review and approval by the Assembly, post minutes from each meeting on the College's Intranet. The Secretary also shall maintain a roster of the members of the Assembly present at each regular and special meeting.

G. Parliamentarian of the Assembly

The individual elected Parliamentarian must have expertise in parliamentary procedure and sits next to the presiding officer during meetings. The Parliamentarian advises the Chair on parliamentary procedures during meetings and informs the Chair of errors in parliamentary procedure if they affect the basic rights of members of the Assembly.

H. Regular Meetings

The College Assembly shall meet at least once during the fall and spring semesters. The Assembly may meet in person, use synchronous collaboration systems (e.g., teleconferencing), or any fully connected combination of the two. In exceptional circumstances, when it would not be feasible to assemble a quorum in other ways, discussion of issues and voting may be conducted by a synchronous systems (e.g., email). In these circumstances, a vote may be requested by the Chair only following a separate and announced discussion period. Appropriate provisions shall be made to preserve confidentiality of individual votes, and minutes are required, regardless of the manner in which the meeting or vote is conducted. A quorum is required for all votes, and voting by absentee ballot is not permitted when the vote is conducted by asynchronous means.

Proposals that may require a vote must be presented in writing and shall be submitted to the chair of College Council no later than the Council meeting immediately preceding the College Assembly at which the issue is to be decided. Meetings of the College Assembly shall be conducted in accordance with *Robert's Rules of Order, Newly Revised*. A simple majority of the membership shall constitute a quorum. No vote shall be taken in absence of a quorum. All meetings of the College Assembly shall be open to observers.

I. Special Meetings

Special meetings of the College Assembly may be called at any time by any member, provided that the call is endorsed in writing by two-thirds of the membership.

ARTICLE VIII -- COLLEGE COUNCIL

A. Membership

The membership shall consist of the Dean of the College, who serves as chair; academic administrators, as defined in Article III.B; the Chair of the College Assembly; the chair of each standing committee; and other senior administrators identified by the Dean.

B. Duties and Responsibilities

The College Council shall advise the Dean regarding priorities for current and projected allocations of financial, personnel, and other resources; resolve questions regarding the overlapping responsibilities among standing committees; make recommendations to the College Assembly regarding the creation, revision, or deletion of any College policy not otherwise specified in this plan; refer matters for consideration to the College Assembly or standing committees; set the agenda for College Assembly meetings; act on behalf of the College Assembly during the summer and winter terms and at other times when the College Assembly is not scheduled to meet; regularly review the Strategic Plan of the College and make recommendations for changes to the College Assembly; and regularly review the College Plan of Organization and make recommendations to the College Assembly regarding its revisions.

ARTICLE IX – STANDING COMMITTEES

A. Committee Chairs

The members of the College Assembly, at the March meeting, shall elect a Nominating Committee to select chairs of all standing committees for the next academic year. The slate of chairs is presented in writing to the College Assembly at its April meeting. Only regular faculty, as described in Article IV.A.1, or academic administrators, as described in Article III.B., may serve as chairs of standing committees. At the May meeting, additional nominations may be made from the floor, and an election is held. Vacancies that may occur during

the academic year shall be filled by the College Council. Committee chairs are elected for a one-year term and may serve no more than two full successive terms. Committee chairs may be removed for cause by a two-thirds vote of the College Council.

B. Membership

The membership of each standing committee shall be determined by the Dean in consultation with the elected chair of the committee, unless membership is defined in this Plan of Organization. The majority of members of each standing committee shall be members of the regular faculty as defined in Article IV.A.1 in this Plan. Committee members are appointed for a one-year term and may serve no more than two full successive terms on any committee. Each standing committee shall include at least one student member unless prohibited by College or University policies. The term of each standing committee shall begin at the beginning of the fall semester and end at the completion of the summer term. In addition to specific functions outlined in this Plan of Organization, each standing committee shall perform the administrative functions delegated by the College Assembly and the Dean.

Any standing committee may form subcommittees to conduct its business, unless prohibited by College or University policies. Members of subcommittees need not be members of the parent committees or the College Assembly. Any action of any subcommittee must be approved by the appropriate standing committee.

C. Regular Meetings

1. Standing committees normally meet during the fall and spring semesters.
2. All meetings of standing committees, except those dealing with the appointment, promotion, or tenure of faculty, or those addressing issues pertaining to individual students or applicants to the College, shall be open. Agendas for and minutes of meetings shall be posted on the College Intranet.
3. The Committee on Appointments, Promotion, and Tenure, and the Committee on Student Review must meet in person.
4. Standing committees, except those designated in Article IX.C.3. of this Plan, may meet in person, use synchronous collaboration systems (e.g., teleconferencing), or any fully connected combination of the two. In exceptional circumstances, when it would not be feasible to assemble a quorum in other ways, discussion of issues and voting may be conducted by asynchronous systems (e.g., email). In these circumstances, a vote may be requested by the chair only following a

separate and announced discussion period. Appropriate provisions shall be made to preserve confidentiality of individual votes and minutes are required, regardless of the manner in which the meeting or vote is conducted. A quorum is required for all votes, and voting by absentee ballot is not permitted when the vote is conducted by asynchronous means.

D. Descriptions of Standing Committees of the College

1. Programs, Courses, and Curriculum (PCC)

a. Membership

The members of the PCC will be the Dean or the Dean's representative, the chairs of the Master's Committee, the Doctoral Committee, the Undergraduate Committee, and the Professional Education Committee, the Technology Officer, and Associate and Assistant Deans (as defined in Article IIIB.). The Dean or the Dean's representative shall chair the committee.

b. Duties and Responsibilities

The PCC shall be responsible for advising program committees about University regulations for reviews, program revisions, and creation of new programs, tracks, specializations, and courses. The PCC shall review all recommendations regarding programs, tracks, specializations, or courses before the information is presented to the College Assembly.

2. Master's Committee

a. Membership

The membership of the Master's Committee shall be determined by the Dean in consultation with the elected Chair of the committee. The majority of members of the committee shall be members of the regular faculty as defined in Article IV.A.1 in this Plan. The Master's Committee shall include at least one student member.

b. Duties and Responsibilities

The Master's Committee shall deal with issues that are specific to the Master's programs, including the approval of new course offerings and the regular review of courses and specializations. In cooperation with the Office of Admissions and Student Affairs, the committee shall develop and review policies for the recruitment of students. Each fall

semester, the committee shall set admissions requirements and guidelines for the Master's programs and authorize the Office of Admissions and Student Affairs to act on behalf of the committee to review applications and admit students. The committee shall review Master's students' petitions. The committee also shall review Master's students in academic difficulty and make recommendations to the Committee on Student Review on the dismissal of students from the College or the imposition of conditions that students must meet to continue in the program. The committee shall make decisions regarding scholarships, awards, or honors that may be given to students in the Master's programs.

3. Doctoral Committee

a. Membership

The membership of the Doctoral Committee shall be determined by the Dean in consultation with the elected Chair of the committee. The majority of members of the committee shall be members of the regular faculty as defined in Article IV.A.1 in this Plan. The Doctoral Committee shall include at least one student member.

b. Duties and Responsibilities

The Doctoral Committee shall develop and review policies and procedures governing the Doctoral program and the courses offered specifically for Doctoral students in accordance with the policy manual for the Doctoral program. In cooperation with the Office of Admissions and Student Affairs, the committee shall develop and review policies for the recruitment of students. The committee shall evaluate applications for admission to the Doctoral program and make recommendations to the Graduate School on acceptance or rejection. The committee shall review Doctoral students' petitions. It also shall review Doctoral students in academic difficulty and make recommendations to the Committee on Student Review on the dismissal of students from the College or the imposition of conditions that students must meet to continue in the program. The committee shall make decisions regarding scholarships, awards, or honors that may be given to students in the Doctoral program.

4. Undergraduate Committee

a. Membership

The membership of the Undergraduate Committee shall be determined by the Dean in consultation with the elected chair of the committee.

The majority of members of the committee shall be members of the regular faculty as defined in Article IV.A.1 in this Plan. The Undergraduate Committee shall include at least one student member.

b. Duties and Responsibilities

The Undergraduate Committee shall deal with issues that are specific to the Undergraduate programs, including the approval of new course offerings and the regular review of courses and specializations. In cooperation with the Office of Admissions and Student Affairs, the committee shall develop and review policies for the recruitment of students. Each fall semester, the committee shall set admissions requirements and guidelines for the Undergraduate programs and authorize the Office of Admissions and Student Affairs to act on behalf of the committee to review applications and admit students. The committee shall review Undergraduate students' petitions. The committee also shall review Undergraduate students in academic difficulty and make recommendations to the Committee on Student Review on the dismissal of students from the College or the imposition of conditions that students must meet to continue in the program. The committee shall make decisions regarding scholarships, awards, or honors that may be given to students in the Undergraduate programs.

5. Professional Education Committee

a. Membership

The membership of the Professional Education Committee shall be determined by the Dean in consultation with the elected chair of the committee. The majority of members of the committee shall be members of the regular faculty as defined in Article IV.A.1 in this Plan. The Professional Education Committee shall include at least one student member.

b. Duties and Responsibilities

The Professional Education Committee (PEC) shall develop and review policies and procedures regarding the creation, presentation, and evaluation of non-credit and/or continuing education courses and make recommendations to the College Assembly regarding these programs.

6. Committee on Appointments, Promotion, and Tenure

a. Membership

The Committee on Appointments, Promotion, and Tenure shall be made up of two Subcommittees, the Subcommittee on Appointments and the Subcommittee on Promotion and Tenure.

b. Subcommittee on Appointments

i. Membership

The Subcommittee on Appointments shall consist of all regular faculty as described in Article IV.A.1 of this Plan and academic administrators and other College staff members who have been approved for teaching regular College courses by the Committee on Appointments, Promotion, and Tenure. Only tenured and tenure-track faculty may vote on the appointment of tenured or tenure-track faculty. Part-time faculty members, as described in Article IV.A.2 of this Plan, have voice but no vote. The committee shall be chaired by the Dean of the College.

ii. Duties and Responsibilities

The Subcommittee on Appointments shall approve the appointment of all proposed adjunct or other part-time faculty members, as defined in Article IV.A.2; shall make recommendations to the Dean regarding the appointment of tenured and tenure-track regular faculty members, as defined in Article IV.A.1; shall make recommendations to the Dean regarding the appointment or reappointment of non-tenure eligible regular faculty members; and shall approve requests for the appointment of Affiliate faculty. Voting on the initial appointment of tenured or tenure-track faculty shall be limited to eligible tenured and tenure-track faculty. To be eligible to vote, the faculty member must hold a tenure-track or tenured appointment in the University and must be at or above the rank to which the candidate seeks appointment. The Dean shall participate in the deliberations, but shall not vote. Members of the committee who hold the Ph.D. degree shall approve the appointment and reappointment of Research faculty.

c. Subcommittee on Promotion and Tenure

i. Membership

The Subcommittee on Promotion and Tenure shall consist of all tenured faculty members at or above the rank to which promotion is to be made. The Subcommittee shall be chaired by a person elected from its membership. The Dean shall participate in the deliberations, but shall not vote.

ii. Duties and Responsibilities

The committee shall function within the Policies and Procedures for Promotion and Tenure as approved by the College Assembly and in accordance with all University policies. Voting on promotion and tenure decisions is limited to regular, tenured faculty members at or above the rank to which promotion is to be made.

8. Committee on Student Review

a. Membership

The Committee on Student Review shall consist of regular faculty, as described in Article IV.A.1. of this Plan and academic administrators and staff who have been approved by the Committee on Appointments, Promotion, and Tenure for teaching regular College courses. The representative of part-time faculty members, as described in Article IV.A.2, has voice but no vote.

b. Duties and Responsibilities

The Committee on Student Review shall decide on dismissal of students from the College or the imposition of conditions that the student must meet to continue in the program in accordance with College and University policies and procedures. The Dean or the Dean's designee shall chair the meetings at which students are reviewed.

ARTICLE X – OTHER COMMITTEES

A. Salary and Merit Committee

A Salary and Merit Committee shall be elected annually by the tenured and tenure-track faculty and shall include a distribution of faculty from the tenured and tenure-track ranks. The Salary and Merit Committee shall function in accordance with the Merit Pay Distribution plan approved by the regular faculty in a secret ballot as required by University policy VII-4.00(A).

B. Ad Hoc Committees

Ad hoc committees may be established by the College Assembly for specific tasks, for example, a Nominating Committee. The term of each ad hoc

committee expires no later than one year after its creation unless extended by the College Assembly.

ARTICLE XI – STUDENT ORGANIZATIONS

Students, as described in Article VI of this Plan, shall have the right to propose to the College Assembly the establishment of College-wide student organizations or student chapters of professional organizations. The College Assembly must approve the creation of any student organization, and a regular faculty member must agree to serve as advisor to the organization. If an organization does not elect officers and/or hold meetings for one academic year, the College Assembly may vote to dissolve the organization.

ARTICLE XII – REVIEW AND AMENDMENT

A. General Procedures

1. Recommended amendments to this Plan of Organization must be presented in writing to the Chair of the College Assembly, who will place the recommendation(s) on the agenda of the next regular meeting of the College Assembly.
2. Approval of a recommended amendment by a two-thirds majority of the College Assembly membership present shall constitute adoption of the amendment.

B. Periodic Review

1. This Plan of Organization shall be reviewed every five years or less by the College Council.
2. Recommendations from the College Council for amendments or revisions of the Plan will be presented to the College Assembly in writing for approval.