

REPORT OF THE PLAN OF ORGANIZATION REVIEW COMMITTEE

April 11th, 2006

There have been some changes in the University during the last five to ten years that make updating the Plan of Organization necessary. The Committee believes that the operation of our mature system of shared governance will benefit from the incorporation of the modest but important modifications contained in this revision. Following the outline of the proposed changes in the Plan, below, the Committee moves adoption of the Revised Plan.

Following the motion to adopt the Revised Plan, the Committee makes two recommendations to the Senate Executive Committee, one for a change in the Bylaws concerning election and representation of Lecturers and one concerning support for newly-elected senators.

THE REVISED PLAN OF ORGANIZATION

This revision of the Plan of Organization makes a variety of modifications in response to the changes in the University as well as modifications designed to make the University function better and modifications to remove ambiguities or conflicts present in the current Plan. In a number of cases, the mechanisms by which Senate elections are administered have been revised in the Plan to accord with effective mechanisms currently employed.

Faculty Election and Representation

The most notable changes in the University have been in the nature of the faculty.

- The number of tenured/tenure-track faculty has decreased somewhat (by approximately 60 - 80, depending upon the exact reference point).
- The status of librarians has changed from staff to faculty.
- The University has stopped appointing Instructors, who were eligible for job security, and now only appoints Lecturers who are not eligible for job security. The number of Instructors has decreased markedly.
- The number of Lecturers has grown significantly during these financially difficult times. The number of Instructors plus Lecturers fluctuates significantly from year to year and has recently been as high as 838, almost 50% greater than five years ago. About two-thirds of the Lecturers are part-time.
- The Board of Regents has adopted two policies concerning non-tenure track faculty. One policy (BOR II - 1.05) requires representation in the governance structure for full-time non-tenure track faculty and the other policy (BOR II - 1.06) requires the same for part-time non-tenure track faculty.

In response to these changes concerning the faculty, the Committee has revised the Plan in several ways.

1) The current Plan counts Instructors who have job security or are eligible for job security to vote for faculty senators within their academic unit (usually an academic department or non-departmentalized College). The Committee recommends that these remaining Instructors (all of whom now have job security), plus the very few Lecturers who acquired job security in the past,

continue to vote for faculty senators within their academic units. The number of these will continue to dwindle, but the University will have some for years and years to come. We remove, however, the language concerning eligibility for job security. [Section 3.2.a]

[Note: The election and the representation of senators representing Lecturers are dealt with separately in this Report's Recommendation A, concerning the Bylaws, at the end of this Report.]

2) Librarians are now recognized explicitly as faculty members [Section 3.2.a]. The Library, headed by its Dean, is now required to have a Senate-approved Plan of Organization [Section 11.1.c], just like the Colleges and Schools that are headed by a Dean, and to have a Faculty Advisory Committee. A few other appropriate changes are made concerning the Library elsewhere in the Plan [Sections 4.10.b, 4.11.b, 11.1, 11.1.c, 11.1.d], including mandating membership on the next Plan of Organization Review Committee [Section 6.3.b].

3) The effect of the decrease in the number of tenured/tenure-track faculty members combined with the decrease in the number of Instructors would result in a decrease in the number of faculty senators of a dozen or more. To maintain essentially the same number of faculty senators as the University currently has, we recommend that there be one faculty senator for each 17 faculty members rather than one faculty senator for each 20 faculty members. This will result in keeping the number of faculty senators elected from the Colleges and Schools at about 90. This new ratio also eases the difficulty in the allocation of faculty senators within colleges with a large number of academic departments. [Section 3.2.b]

4) The University now uses the word "school" both for units that are at the same level as a College, and are headed by a Dean, and for units within a College that are at the level of an academic department, and headed by a Director. A clear distinction is now made in the Plan between these units, with those at the level of a College always called a School (with an initial capital letter). [Section 3.2.b]

5) The current Plan has an internal contradiction concerning the representation of academic departments in the Senate. Section 3.2.b requires that there be at least as many faculty senators as there are academic departments and the second sentence of Section 3.2.d says that no department may have two or more senators if another academic department in a College or School doesn't have a faculty senator. The third sentence in 3.2.d, however, allows various combinations of a variety of academic units – including combinations of academic departments – for electing a faculty senator. At the present time we have academic departments without their own faculty senator and departments in the same College with two or more senators, so this is a practical problem – not just a theoretical problem.

The revised Plan continues the recognition of the academic department (or the equivalent school within a College) as the fundamental operating academic unit within the University. The principle of representation of each department is stated strongly as an ideal but not made absolute (as it is in the second sentence in 3.2.d of the current Plan). The revised Plan does recognize that great disparities in the sizes of departments can make representation of each department within a College unfair to very large departments with very important academic responsibilities within the

University. The new language in 3.2.d relies on the existing language of the (unchanged) first sentence in 3.2.d, "representation must be fair and equitable," as the criterion by which proposed combinations of academic departments, or agreements to rotate a senate seat among small departments, are judged. [Section 3.2.d]

6) The current Plan provides for the reapportionment of all representation of the three constituencies (faculty, student, and staff) every five years in Section 3.8, but it does not provide a mechanism for responding quickly to major reorganizations of a College or School, or to the creation of new academic departments, Colleges, or Schools. The new Section 3.2.e provides mechanisms for responding to the needs for faculty representation in the Senate, depending upon the details of the situation. The Senate would provide additional seats if necessary and when the next five-year reapportionment of the Senate occurs, the representation of faculty senators will again be adjusted in accord with Sections 3.2.a-d. As in the case of reapportionment [Section 3.8.b(2)], currently elected senators affected by such major reorganizations or creation of new departments, Colleges, or Schools will serve out their terms.

7) The current Plan, Section 4.3, requires all elections of faculty senators within a College or School to be run by the Election Committee of that College or School. The practice in many departmentalized Colleges and Schools has been to allocate the faculty seats among the academic units and have the academic units run the actual elections. The revised language in this section allows for this practice as well as for elections run by the Election Committee of the College or School as in the current Plan. [Section 4.3]

Note: Election and representation of senators by Lecturers without job security is addressed in Recommendation A concerning modification of the Bylaws, not by a modification of the Plan of Organization. Recommendation A appears on the last page of this Report.

Staff Election and Representation

8) There has been no significant change in the size of the staff of the University since the adoption of the current Plan in 2000. The number of full-time staff remains almost identically the same and there has been a very modest increase in the number of part-time staff. The Committee recommends no changes in the Plan regarding staff representation. [Section 3.3]

Student Election and Representation

The student constituency is divided into two categories, undergraduate students and graduate students.

Undergraduate Student Senators

9) The Committee received and considered a request to increase the number of undergraduate student senators representing full-time undergraduate students from the current 20 senators to 36. (There also is a single-member constituency with another undergraduate senator representing part-time undergraduate students). Based on the Fall 2005 full-time undergraduate enrollment of 23,263 students, reapportionment on the basis of the current Plan would result in a decrease from 20 undergraduate senators to 19. The Committee did not support the proposed near doubling of undergraduate student senators. The Committee does recommend that there be one undergraduate

student senator for every 1,000 full-time undergraduate students rather than the current Plan's ratio of one senator per 1,200 full-time students. This would result in a modest increase from 20 to 23 such senators rather than the anticipated decrease to 19. This would result in a total of 24 undergraduate student senators, including the one senator for part-time undergraduate students, representing the 25,000 undergraduate students on campus. [Section 3.4.a(1)]

10) Many undergraduate students have more than one major. The academic unit in which they may be nominated and in which they may vote is now designated as the unit of their major, if they have one major, or their primary major, if they have more than one major. [Section 3.4.1(2)]

Graduate Student Senators

11) The current Plan provides for 9 graduate student senators, elected at large. The campus has 10,000 graduate students. The Committee recommends that the number of graduate student senators be increased to 10. To insure the broadest representation of graduate students, and with the support of the Graduate Student Government, the Committee voted to reduce the maximum number of senators per College from two to one. [Section 3.4.b(1)]

Note: The combined effect of 9) and 10) is to have almost identical representation ratios for the overall undergraduate student population and the overall graduate student population.

Election Procedures for Student Senators

12) In fact, both undergraduate student senator elections and graduate student senator elections are now run by the Senate Office because of the difficulties encountered with these elections being administered in the Colleges. The Committee recognizes the effectiveness and efficiency of the current improvised election procedures and has revised the Plan to provide the proper basis for these procedures to be utilized. [Sections 3.4.a(2) and 4.5 for undergraduate student senators, Section 3.4.b(2) for graduate student senators] The Committee also removed the denial of student and staff Senate seats to those in Colleges and Schools without a Senate-approved Plan of Organization since these units are no longer directly involved in the election of these Senators. [Section 11.1.d]

Full-time Status Definitions for Student Senators

The current Plan's definitions of full-time status are out of date for both categories of students.

13) The revised Plan changes the requirement for full-time status as an undergraduate student from 9 academic hours to 12 academic hours. [Section 3.4.a(5)] The revised Plan changes the requirement for full-time status as a graduate student from one credit hour to the current Graduate School requirement for full-time status. [Section 3.4.b(5)]

Senate Committees

The Senate Committee on Implementation

The composition and responsibilities of most Senate standing committees are specified in the Bylaws, not in the Plan itself. The Plan includes only three standing committees: the Senate

Executive Committee, the Senate Committee on Committees, and the Senate Committee on Implementation.

14) Our Committee has reviewed the responsibilities and activities of the Committee on Implementation. Its primary responsibility is to track Senate actions through the approval process to implementation. Senate actions always require review at the President's level and may require review by the Board of Regents and the State Attorney General, and these review steps are sometimes quite lengthy. We have concluded that the responsibility to track the progress of Senate actions is really a continuing administrative responsibility and not a responsibility best suited to a Senate committee with an annual change in membership. Our Committee therefore recommends that the Committee on Implementation be removed from the Plan. [Delete section 8.4]

15) The Office of the President, the Office of the Senior Vice President for Academic Affairs & Provost, and the Office of the Senate have each already implemented administrative procedures for better tracking of the actions of the Senate through to approval and implementation. The revised Plan requires an annual written report from the President on the status of all of the Senate's active recommendations (in place of the current more diffusely defined status reports every six months). These annual reports will occur at the beginning of each academic year (when the President normally addresses the Senate on the State of the University.) [Section 2.2.c]

Senate Committee Review of Unit Appointment, Promotion, and Tenure Procedures

16) The APT procedures to be followed in the Colleges and Schools (and in the Revised Plan, in the Library for Librarian Faculty members) are specified in the unit's Plan of Organization. The Senate's Election, Representation, and Governance Committee is specified in the Bylaws as being responsible for reviewing the entire Plan of Governance.

The ERG Committee has requested that the responsibility for reviewing the APT portion of the unit Plans be assigned to the Faculty Affairs Committee (which is also a committee specified in the Bylaws rather than in the Plan). (The recent APT task force was of the same mind.) Because neither of these Senate committees is part of the University's Plan of Organization, the Revised Plan addresses this issue by directing the function of reviewing the unit APT procedures to the appropriate Senate committee and the function of reviewing the other components of the unit Plans to the appropriate Senate committee for the other ERG issues. [Section 11.1.c] (Note: Upon adoption of the Revised Plan, this will require a change in the Bylaws.)

Review of the University's Plan of Organization and the Review of Unit Plans of Organization

The Plan of Organization Review Committee was specifically charged with examining whether or not the cycle of reviewing the University's Plan could be lengthened from the current five years specified in Section 6.3.

17) The University made a very substantial change in its academic structure in 1986, shifting from a structure with five Divisions, each headed by a Provost and each containing colleges/schools and/or academic departments, to a conventional system of Colleges and Schools, each headed by a Dean who reports to the academic vice president (whose precise title has evolved since then). It was reasonable to have several five-year reviews of the Plan following that major reorganization. With

the present review of the Plan completed, the Committee recommends that the requirement for review of the Plan be changed from five years to ten years, with the proviso that the Senate Executive Committee be empowered to institute a review of the Plan as soon as five years following the previous review if they judge that changes in the University justify an earlier review. [Section 6.3]

Notes: The general provisions of Section 6.2 for amending the Plan at any time remain unchanged.

The current requirement for reapportionment of the Senate every five years remains unchanged.

18) The Colleges and Schools, and now the Library, and the academic departments (and other academic units required to have a Plan) are also mandated in the Plan to have five-year reviews of their Plans. The Committee believes that the same principle should apply to these unit Plans and the Revised Plan lengthens the time between mandatory reviews to ten years. [Section 11.1.b]

19) Recognizing that some units may not have quite met the five-year requirement for review of its current Plan, the Revised Plan grants a seven-year validity to currently approved unit Plans and a ten-year validity to newly approved unit Plans. [Section 11.1.d]

20) The Revised Plan now explicitly states that the most recently Senate-approved Plan remains in effect until the Senate approves a new Plan for a College, School, or the Library. [Section 11.1.c] The penalty for failing to have an approved Plan remains the loss of faculty senate seats (after the deletion of loss of student and staff senate seats) in Section 11.1.d.

Note: In Section 11.2.b(2)(a), the last word should be "unit," not "college." The Revised Plan shows the correction.

Terms of Service for Deans, Chairs, and Directors and Consideration of Their Reappointment

21) The current language of Section 11.2.d is too condensed for clarity. It treats all three administrators together despite the fact that the Provost has primary responsibility for the appointment and reappointment of the Deans and the Dean has primary responsibility for the appointment or reappointment of Chairs and Directors. The language also discusses reappointment before discussing review of an administrator's performance, whereas the University's policy on the review of Deans (I-6.00(B)) and the policy on the review of Chairs and Directors (I-6.00(C)) each mandate that review occur before reappointment. The language in the Revised Plan separates Deans from the Chairs and Directors appropriately, and it places the review before the reappointment. This language is fully consistent with the Presidentially- approved review policies cited. The new language is consistent with the intent of the present language. [Section 11.d]

Changes Reflecting the Increased Autonomy of the University

22) Some language in the current Plan reflects the changes that accompanied the 1988 transition from the University of Maryland System to the University System of Maryland, but not the later, late 1990's increase in the University's autonomy. The Revised Plan deletes "by the Chancellor" in the fourth section of the Preamble of the Plan, and it deletes ", the Chancellor," in

the first sentence of Section 1.1.

Changes to the Titles of Administrators

23) Titles have been updated in the Revised Plan. The title "Senior Vice President for Academic Affairs & Provost" is now used, replacing several variants present in the current Plan. The title "Executive Secretary and Director" of the Senate is now used in place of "Executive Secretary." The title "President" is now used for the head of the Graduate Student Government in place of "Chair."

MOTION: The Committee moves adoption of the Revised Plan of Organization.

RECOMMENDATIONS TO THE SENATE EXECUTIVE COMMITTEE

Bylaw Changes Concerning the Election and Representation of Lecturers

The clear sense of the two Board of Regents policies concerning representation of non-tenure track teaching faculty is that these faculty members are to have their own representation in the Senate. The current Plan of Organization provides for up to ten single-member constituencies and the current Bylaws already provide for one single-member constituency for Lecturers. In view of the number of full-time Lecturers and of the number of part-time Lecturers, the Committee recommends that the Senate meet the requirements of each of these two Board of Regents policies separately by creating separate single-member constituencies:

RECOMMENDATION A: The Committee recommends that the Senate Executive Committee initiate the process for amending the Bylaws to provide a single-member constituency for full-time Lecturers and a single-member constituency for part-time Lecturers to replace the current single-member constituency for Lecturers.

Workshops and Mentors or Advisors for Newly-elected Senators

Effective representation of a senator's constituents depends upon understanding how the Senate is structured and how it works – including the various steps required between having an idea and getting a proposal voted on by the Senate. There is a learning curve for every new senator, but student senators are particularly affected because their terms are for only one year and they frequently do not even run for a second term. The Committee believes that workshops for new senators should be offered following the spring elections and preferably before the first regular Senate meeting of the fall semester. The Committee also believes that the Senate Executive Committee and the staff of the Senate Office should encourage members of the University community with successful experience in the Senate to volunteer as mentors or advisors for groups of senators who request such assistance.

RECOMMENDATION B: The Committee recommends that the Senate Executive Committee initiate the development and the offering of workshops for new senators and that it encourage members of the University community with successful experience in the Senate to volunteer as mentors or advisors for groups of senators who request such assistance.

PLAN OF ORGANIZATION

University of Maryland, College Park

Revised Plan as Adopted by the University Senate on April 24th, 2006

Deletions shown in ~~strikeout~~, additions shown in **Boldface**

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 is to provide a means for the University to fulfill its responsibilities for educational policy and other affairs of concern to the institution.

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. Among these, the Faculty have the fundamental role in the governance of the institution. All principles of shared governance shall be actively implemented at every administrative level including program, department, college, division, and institution.

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 statutes 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 ~~by the Chancellor~~ to the President of the University.

A guiding principle of sound governance among people of reason and good will 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 generally on all matters of mutual concern. In 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.

ARTICLE 1

THE SENATE AND ITS FUNCTIONS

1.1 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.

1.2 The functions of the Senate shall include, but not necessarily be limited to, the following:

1.2.a Advise the Board of Regents and the Chancellor through the President on all matters of concern.

1.2.b Receive and consider recommendations from, and consult with, the President, the Chancellor, and the Board of Regents.

1.2.c Receive and consider recommendations from, and advise and consult with, all sectors of the campus community on matters of concern.

1.2.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.

1.2.e Submit proposals to the President, or to the eColleges, sSchools, or other units of the institution, or to the three constituencies (faculty, staff, and students), as in its judgment may serve to improve the quality of campus life.

1.2.f Provide for periodic reviews of administrative implementation of policies adopted by the Senate.

1.2.g Assist in the selection of the President, Vice Presidents, ~~or~~ **and** other administrative officers with institution-wide responsibilities.

1.2.h Provide liaison to committees appointed by the President or a representative of the President, and, in turn, provide representation for the President, and for other administrative officers of the institution as appropriate, on all Senate committees.

1.2.i Provide for the periodic review of administrative officers of the University.

1.2.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.

1.2.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.

1.2.l Work for the promotion of student welfare and the enhancement of student life.

1.2.m Work for the advancement of faculty life, employment, morale, and perquisites, and ensure academic freedom and the protection of faculty and research interests.

1.2.n Work to advance and enhance staff life, conditions of employment, morale, and welfare.

1.2.o Work for a favorable academic environment and harmonious relations with the neighboring communities and surrounding areas.

1.2.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 continuing review.

1.2.q Develop and review policies and procedures regarding conduct appropriate to the University and as requested carry out the responsibilities detailed in those policies.

1.2.r Consider and recommend policies relating to the awarding of prizes and honors.

1.2.s Supervise all senatorial elections and institution-wide referenda, and other duties relating to the supervision of the Senate as might be deemed appropriate.

1.2.t Review all plans of organization of the eColleges, sSchools, and other units in accordance with this Plan of Organization.

1.2.u Initiate proposed changes to this Plan of Organization, when necessary or desirable, in accordance with procedures herein.

1.2.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.

1.2.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.

2.1a 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 charts of organization that describe the structure of the offices of the President and vice-presidents.

2.1b The Senate Advisory Committee, consisting of elected members of the Senate Executive Committee, shall meet regularly and privately with the President.

2.1c 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.

2.1d 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 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 procedure shall be repeated if additional time is required.

2.2.c **At the beginning of each academic year,** ~~t~~The President shall **submit a written report every six months** to the Senate ~~through the Executive Committee~~ 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 three constituencies, and certain non-voting ex officio members.

3.2 Faculty Senators:

3.2.a Faculty constituents are defined as (1) those who hold a full-time **permanent tenured or tenure-track** appointment at the rank of Professor, Associate Professor, Assistant Professor or a rank recognized by the University as equivalent to these, (2) **librarians, and** (2 3) **Instructors and Lecturers who have ~~, or are eligible to earn~~ job security.** Part-time faculty may not be added together to compose a faculty constituent.

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 ~~through their college or school~~ in accordance with **its 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. One faculty senator shall be elected for each ~~20~~ **17 faculty members**, or major fraction thereof (~~11 or more~~). 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 above rate of representation, each eCollege or sSchool shall be entitled to at least as many senators as there are academic departments[†]. Any eCollege or sSchool with fewer than ~~11~~ **9 faculty members** shall be entitled to elect one senator.

[†] The word "school" is used in the University and in this Plan for two kinds of academic units. Schools headed by a Dean who reports to the Senior Vice President for Academic Affairs & Provost are units equivalent to the Colleges (which also are headed by a Dean who reports in the same way). For clarity, initial capitals are now used in the Plan for these Schools as well as for the Colleges. The schools within a College (or a School) are headed by a Director who reports to the Dean and are academic units equivalent to an academic department. When the word "department" is used in the Plan for academic departments, it applies to these schools headed by a director as well as to the departments headed by a chair. For these schools, an initial capital is not used in the Plan.

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 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 others units within eColleges and sSchools, such representation must be fair and equitable. ~~insofar as possible. No academic department may elect two or more senators from its~~

~~constituency if another academic department in the same school or college has not elected a single senator from its constituency. Academic departments and programs (or other units in the college or school) may be combined for purposes of senatorial representation. 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 11.1.c. 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 both the department and the program units shall be equally eligible to be nominated for nomination and election to be elected to serve in 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 11.1.c 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 11.1.c.

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.ef The term of each elected faculty senator shall be three years, irrespective of any academic reorganizations that may take place during that time. No senator who has served a full term shall for a period of one year be eligible 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 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 eight categories nor less than three categories that 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. No staff senator who has served a full term shall for a period of one year be eligible for re-election or for appointment to the Senate.

3.3.d Terms of staff senators shall be staggered under a plan 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 ~~1200~~ **1000** full-time undergraduate students or major fraction thereof (~~501601~~ or more). Each College or School with undergraduate enrollment and the Office of Undergraduate Studies shall elect at least one undergraduate student senator. ~~in accordance with each unit's Plan of Organization.~~

(2) Undergraduate students shall vote **for the number of candidates to be elected from in the College, School, or other unit of their major (their primary major if they have more than one major), in which they are enrolled.** Any undergraduate student not eligible to vote and be elected senator in any of the Colleges or Schools shall be eligible to vote and be elected a senator from the Office of Undergraduate Studies. **The Office of the Senate shall solicit undergraduate students for nominations of candidates for election as undergraduate student senators and shall work with the offices of the Colleges and Schools and with the Office of**

Undergraduate Studies to publicize these elections. Each candidate must be enrolled for at least twelve academic hours at the University. The Office of the Senate shall prepare the ballot for each College and School, and for the Office of Undergraduate Studies, and shall administer each election.

(3) 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.

(4) No undergraduate student shall be elected to, or serve in, office if not in satisfactory academic and disciplinary standing as defined in University publications.

(5) An undergraduate student senator must be continuously enrolled in an undergraduate program at the University for at least ~~nine~~ twelve academic hours during the academic semesters served in the Senate and shall not hold academic rank, or an administrative or staff position.

3.4.b Graduate Student Senators:

(1) ~~Nine~~ **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) ~~In accordance with its individual Plan of Organization, each college or school shall select one or two graduate students as candidates to run in the at-large election. The Office of the Senate shall solicit all full-time graduate students for nominations of candidates for election as graduate student senators. The Office of the Senate shall prepare ballots for distribution to the colleges and schools showing all the candidates, identifying each one with the candidate's College or School, and shall administer the election. All graduate students shall have the right to vote for a maximum of nine ten candidates. The nine candidates receiving the highest number of votes shall be declared elected.~~

(3) 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.

(4) No graduate student shall be elected to, or serve in, office if not in satisfactory academic and disciplinary standing as defined in University publications.

(5) A graduate student senator must be continuously enrolled and ~~registered for at least one academic credit hour~~ **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 academic 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 By-laws, 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 the By-laws.

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:

1. the President;
2. the Senior Vice President for Academic Affairs & 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 Chair** of the Graduate Student Government; and
10. the chief executive officer of any institution-wide constituency group recognized in Article 3 and not otherwise provided for in Article 3.5.a;
11. additional non-voting ex officio members of the Senate as specified in the by-laws of the Senate;

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 No person shall be disqualified from election if in satisfactory standing at the University and if in attendance since August of the academic year in which the election takes place. However, membership in the Senate shall terminate if the person is no longer in satisfactory standing or no longer a member of the constituency from which elected.

3.8 Reapportionment of the Senate

3.8.a In accordance with the procedures set forth in the By-laws 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) as appropriate;

(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 senator(s) shall not be replaced.

3.8.c Reapportionment shall occur immediately upon final approval of this University of Maryland Plan of Organization, 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 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 supervise all senatorial elections and referenda to ensure that procedures for nomination and election, as well as standards of eligibility, are consistent with the Senate's Plan of Organization. The Senate is the ultimate judge of the eligibility of any elected senator, and may reject the choice of any constituency group.

4.3 Election of Faculty Senators:

4.3.a **The Library and eEach 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. ~~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.~~**

4.3.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 11.1.c. 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.

4.3.bc 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.

4.4 Election of Staff Senators:

Nominees for one or more staff senators shall be solicited by the Office of the Senate from the categories provided for in Article 3.3.a and in the Bylaws in cooperation with the appropriate Senate committee and the Director of Personnel Services. Procedures for elections shall be as outlined below.

4.4.a Nominations:

Both the nominator and nominee shall be members of the same staff category for which representation is sought.

4.4.b Ballots:

The Office of the Senate, in cooperation with the Director of Personnel Services and the members of each of the categories, shall prepare and distribute ballots to each staff member.

4.4.c Voting:

Staff members may vote only in their own category as provided for in Article 3.3.a and the Bylaws.

4.5 Election of Undergraduate Student Senators:

Undergraduate student senators shall be nominated and elected **in the manner described in Article 3.4.a.** ~~according to the Plan of Organization of their Colleges or Schools. Students in programs administered by the Dean for Undergraduate Studies may seek election or vote through the Office of Undergraduate Studies, if they are not already associated with a College or School.~~

4.6 Election of Graduate Student Senators:

Graduate student senators shall be nominated and elected in the manner described in Article 3.4.b.

4.7 No committee of the Senate which is responsible for the supervision of senatorial elections shall itself make or require specific nominations for election to the Senate.

4.8 All elections shall be completed by a date stipulated in the Bylaws. On a date specified by the appropriate Senate committee, the certified election results shall be reported by the committee to the Executive Secretary **and Director** of the Senate.

4.9 In the event of a vacancy in the Senate, the Executive Committee, acting in consultation with the appropriate constituency, shall appoint a senator from the constituency to complete the term.

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 excused absences were not granted in advance by the Office of the Senate.

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 Executive Committee 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 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.

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 to be called by the Chair 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.

ARTICLE 5

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

5.1 The officers of the Senate shall be the Chair, the Chair-Elect, and the Executive Secretary **and Director**.

5.2 Chair of the Senate:

5.2.a The term of 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.

5.4 Executive Secretary and Director:

5.4.a The office of the Executive Secretary and Director shall be ~~at least~~ a full-time appointed position (Article 5.5.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 Senate Office.

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 mailing 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 discharge the responsibilities of the Executive Secretary and Director if the office is vacant.

5.5 Nominations and Appointment of Officers:

5.5.a Nominations for Chair-Elect shall be received through a 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 cast shall be declared elected. In the event no candidate receives a majority there shall be an immediate run-off between the two candidates receiving the highest number of votes.

5.5.b Appointment of the Executive Secretary **and Director** shall rest with the President upon recommendation of one or more candidates by the Executive Committee of the Senate. Administratively, the Office of the Senate shall report to the **Senior Vice President for Academic Affairs / & Provost**.

5.5.c Appointment of a parliamentarian shall rest with the Chair subject to approval by the Executive Committee of the Senate. The parliamentarian is not an officer of the Senate, but if an elected senator, shall retain all voting privileges.

5.6 Impeachment of Officers of the Senate:

5.6.a Impeachment proceedings may be initiated against the Chair or Chair-Elect of the Senate for dereliction of duty or malfeasance.

5.6.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.

5.6.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.

5.6.d Articles of Impeachment will require the approval of a majority of the appropriate Senate committee.

5.6.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.

5.6.f Any vacancy resulting from provisions in Article 5.6 shall be filled in accordance with provisions in Article 5.3.d.

5.6.g In the event of unusual and compelling circumstances preventing the President from fulfilling the duties specified in Article 5.6, the President may designate the **Senior Vice President for Academic Affairs / & Provost** to fulfill them.

ARTICLE 6

AMENDMENTS, REVIEW, AND REVISION

6.1 All changes to the Plan of Organization shall be passed and approved in accordance with provisions in this Article.

6.2 Proposed amendments to the current Plan of Organization 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 1,000 members of the major constituencies, which are the 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.

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 of Organization shall be undertaken **at least every fifth ten years** by a committee composed of members elected by the Senate. **The Senate 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 members of the Senate shall be elected to the committee.

6.3.b Each **eCollege** or **sSchool**, **and the Library**, shall have at least one representative faculty member on the committee. In addition there shall be at least two University-wide administrators, two undergraduate students, two graduate students, and two staff members.

6.3.c The committee shall elect its own presiding officer.

6.3.d Members of the committee shall serve until their report has been accepted or rejected by the Executive Committee of the Senate.

6.3.e The requirements for adopting a revision shall be the same as those for adopting an amendment to the Plan of Organization as described in Article 6.2.a.

6.4 Proposals to draft an alternative Plan of Organization for the University 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 of Organization 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 of Organization, 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 the Plan of Organization 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 the Plan of Organization 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 of Organization 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 of Organization then in effect or the intent of provisions in the approved amendment(s) or in the approved revised or alternative Plan of Organization. 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 powers of the Board of Regents, the powers delegated to the Chancellor and to the President, and this Plan of Organization.

7.2 Amendments to the Senate's procedural rules in the Bylaws shall be presented in writing to the Senate members ten working 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 and regulations may provide for an Executive Committee ; **and** a Committee on Committees ; ~~and a Committee on Implementation~~ as well as such standing or special committees as may be necessary or desirable. 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. 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; two staff members, elected by and from the staff Senators; two undergraduate student members, elected by and from the undergraduate student Senators; and one graduate student member, elected by and from the graduate student Senators. The President and the Senior Vice President for Academic Affairs / & Provost or their representatives shall be non-voting members of the Executive Committee. **The Parliamentarian shall be a non-voting member 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 Senate 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 membership of the Committee on Committees shall include the Chair-Elect of the Senate, who shall serve as Chair of the committee, six faculty members, elected by the faculty senators, two staff members, elected by the staff senators, and two student members, elected by the student members. All elected members must be senators at the time of election.

8.3.b Responsibilities of the Committee on Committees shall include identification and recruitment of individuals for service on University and Senate committees and such other duties as specified in the Bylaws and by the Senate Executive Committee.

8.4 The Committee on Implementation:

~~8.4.a The membership of the Committee on Implementation shall consist of at least the last three Senate Chairs, one outgoing Senate Staff member, and one current student member of the Senate, as well as other members that are provided for in the Bylaws.~~

~~8.4.b The Committee on Implementation shall be responsible for working with the Senate office to maintain a record of the action and implementation of previously passed Senate actions and for corresponding with members of the University administration in that regard. The committee shall be chaired by the most recent outgoing Senate Chair, if that person is available, and shall report to the Senate Executive Committee at least once each term on the progress toward implementation of Senate actions and may make recommendations for Senate action where appropriate.~~

8.4 5 University Councils

Oversight functions that concern particular, well-defined activities that report to specific members of the Administration may be carried out by Councils. These 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 and in the motion by which such Councils are defined.

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.

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 unit, **and the Library** (hereafter the word unit refers to College, School, department and other academic unit, **and the Library**) shall have a plan of organization that conforms to the University Plan of Organization, that provides for the establishment of a Faculty Advisory Committee, and that embodies shared governance principles and relevant University policies such as the policies on Appointment, Tenure, and Promotion and merit pay.

11.1.a The Plan of Organization of each ~~department and college~~ unit shall provide for a unit-wide assembly. This assembly shall include faculty, staff, and students. All faculty in the unit shall be members. Staff and student members shall be in such numbers, and selected through such methods, that each Plan shall specify.

11.1.b Each unit shall elect a committee to develop a plan of organization ~~for the department or college~~ consistent with the principles of Article 11 that embodies shared governance principles and relevant University policies such as the policies on Appointment, Tenure, and Promotion; merit pay; and establishment of Faculty Advisory Councils. The committee shall consist of members elected by and from the faculty, and where appropriate, members elected by and from the staff, 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 subunit. The committee shall submit the plan to the faculty of the unit for approval. The plan of organization shall be reviewed every ~~five~~ **ten** years by a newly elected committee.

11.1.c The Plan of Organization of each College, **of each School, and of the Library,** and

any revisions thereto, shall be filed with the Senate for approval or disapproval. 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 tenuring of faculty members and to the an appropriate Senate committee for review of the other components of the Plan.** These reviews by Senate committees, and any negotiations with a unit by these Senate committees, shall be based on ~~the basis of~~ compliance with written University policy and provisions in the Senate Plan of Organization. If, after receiving the reports of the Senate committees ~~'s report~~, the Senate agrees that the Plan is in compliance, it will be approved. If not, the Plan will be returned for revision. **The most recently Senate-approved Plan of Organization remains in effect until the Senate approves a revised Plan.**

The Plan of Organization of each department and other academic unit in a College or School deemed to require a Plan of Organization by the ~~College~~ Faculty Advisory Committee of the College or School shall be filed with the Faculty Advisory Committee of the College or School to which it belongs, and reviewed for compliance with the provisions of this Article and with the ~~College~~ 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 Committee approves a revised Plan. Upon the approval of a Plan, the College or School will submit the Plan to the Senate to Each department's Plan of Organization will be attached to the College Plan of Organization of the College or School. to be submitted to the Senate.**

11.1.d No faculty, ~~staff, or undergraduate student~~ members of the Library, any 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 University Plan of Organization. This provision shall be effective two years after the approval of this Plan of Organization by the vote of the institutional constituencies. Likewise, ~~e~~Colleges and Schools may prohibit representation on the ~~College~~ Faculty Advisory Committees of the College or School by departments without approved Plans of Organization.

11.2 Unit Plans of Organization:

11.2.a Each unit shall have an elected Faculty Advisory Committee. The Faculty Advisory Committee may include staff and students. The Faculty Advisory Committee shall elect its chair.

11.2.b The duties of the Faculty Advisory Committee shall include:

(1) consulting regularly with the Dean, Chair, or Director on matters of interest and concern to the unit, including budget decisions and facility planning and serving as a conduit for information between the Dean, Chair, or Director and the sub-units. The

Dean, Chair, or Director shall report to the Faculty Advisory Committee as to the action on and disposition of recommendations from unit committees.

(2) serving as a Committee on Committees for the unit to:

(a) nominate a slate of candidates from which the Dean or Chair may appoint members for service on all committees of the ~~College~~ unit;

(b) provide a slate of candidates from within the unit from which administrators above the unit level may appoint representatives to participate in the search, nomination, and review of administrators within that unit.

11.2.c Each unit 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 a unit.

11.2.d ~~Deans, Chairs, and Directors~~ shall serve for fixed terms of no longer than five years, ~~be eligible for reappointment, and~~ be reviewed at regularly designated intervals by a committee appointed by the Senior Vice President for Academic Affairs & Provost, ~~and be eligible for reappointment following the review. Chairs and Directors shall serve for fixed terms of no longer than five years, be reviewed at regularly designated intervals by a committee appointed by the or Dean, respectively and be eligible for reappointment following the review.~~

11.3 Any unit having, at the time of adoption of this document, a plan of organization which has been adopted or substantially revised within the past ~~five~~ **seven** years, may submit its existing plan to the next higher unit. The submission shall include a description of the procedure used for the most recent revision. If a submitted plan is found by the higher unit to be in compliance with this Article, the plan may remain in effect until ~~five~~ **ten** years after its most recent revision, at which time it must be reviewed according to the provisions of this Article. If a submitted plan is rejected by the higher unit, the procedures and criteria of this Article must be followed in the preparation of a revised plan. In the event of a dispute between a Department and ~~the College~~ Faculty Advisory Committee ~~of the College or School~~ regarding approval of a Departmental Plan of Organization, appeal may be made to the Senate.

PLAN OF ORGANIZATION REVIEW COMMITTEE

COMMITTEE MEMBERS

COLLEGE FACULTY REPRESENTATIVES

Frank Alt

Associate Professor, Robert H. Smith School of Business

4323 Van Munching Hall

Campus Zip 1871

falt@rhsmith.umd.edu

Nick Chant

Professor, College of Computer, Mathematical, and Physical Sciences

1120-F Physics Building

Campus Zip 4111

nchant@physics.umd.edu

Jane Clark

Professor, College of Health and Human Performance

2351-D Health and Human Performance Building

Campus Zip 2611

jeclark@umd.edu

Chris Davis

Professor, A. James Clark School of Engineering

2401 A.V. Williams Building

Campus Zip 3285

davis@eng.umd.edu

Hedwig Teglassi-Golubcow

Professor, College of Education

3214 Benjamin Building

Campus Zip 1125

Ht3@umail.umd.edu

Marie Howland

Professor, School of Architecture, Planning and Preservation

1204 Architecture Building

Campus Zip 8225

mhowland@ursp.umd.edu

R. Gordon Kelly

Professor, College of Arts and Humanities

1109 Holzapfel Hall

Campus Zip 8821

Rk12@umail.umd.edu

Mark Leone
Professor, College of Behavioral and Social Sciences
1108 Woods Hall
Campus Zip 7415
mleone@anth.umd.edu

Gerald Miller
Professor, College of Life Sciences
0129 Chemistry Building
Campus Zip 2021
grmiller@umd.edu

Robert Nelson
Professor, School of Public Policy
3131 Van Munching Hall
Campus Zip 1821
nelsonr@umd.edu

John Newhagen
Associate Professor, Philip Merrill College of Journalism
4114 Journalism Building
Campus Zip 7111
newhagen@wam.umd.edu

Dagobert Soergel
Professor, College of Information Studies
4101 Hornbake Library
Campus Zip 4345
dsoergel@umd.edu

Kendra Wells
Extension Specialist, 4-H Youth Development
Maryland Cooperative Extension
8020 Greenmead Drive
College Park, MD 20740
klwells@umd.edu

REPRESENTATIVES OF THE ADMINISTRATION

Burt Leete
Professor
2570-H Van Munching Hall
Campus Zip 1871
bleete@rhsmith.umd.edu

Ellin Scholnick
Professor and Associate Provost for Faculty Affairs
1126 Main Administration Building
Campus Zip 5031
escholni@deans.umd.edu

STAFF REPRESENTATIVES

Mary Graham-Fisher
Nonexempt Staff, Office of Human Relations Programs
1128 Shriver Laboratory
Campus Zip 4321
mkgraham@umd.edu

David Sumner
Exempt Staff, HVAC Operations Manager
1107-C Plant Operations & Maintenance Shops
Campus Zip 6025
dsumner@fm.umd.edu

GRADUATE STUDENT REPRESENTATIVES

Kyle Gustafson
College of Computer, Mathematical and Physical Sciences
1120 Physics Building
Campus Zip 3511
kgustaf@umd.edu

E.L. Doc Hunter
College of Behavioral and Social Sciences
1121 Stamp Student Union
Campus Zip 1611
elhunter@wam.umd.edu

UNDERGRADUATE STUDENT REPRESENTATIVES

Carolyn Contney
Robert H. Smith School of Business
8000 Boteler Lane, Apt. #347
College Park, MD 20740
ccontney@umd.edu

John LaBombard
College of Arts and Humanities
8000 Boteler Lane, Apt. #334-B
College Park, MD 20740
jlabomba@wam.umd.edu