



PLAN OF ORGANIZATION
FOR THE COLLEGE OF COMPUTER,
MATHEMATICAL AND PHYSICAL SCIENCES

(Revised by Committee 12/21/95)

Corrections as of 3/29/96

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I. Preamble

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

II. Mission

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

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

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

III. CMPS Units

The College of CMPS comprises academic departments and programs (defined as those units which have the authority to grant undergraduate and/or graduate degrees) and self-contained research units (in which the training of graduate students is also understood to be an essential activity). For the purposes of this plan, these will all be referred to as units. The units of CMPS currently are:

ACADEMIC DEPARTMENTS:

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

RESEARCH UNITS:

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

IV. Administration of the College

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

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

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

may occasionally appoint other members of CMPS to serve on it. The Dean shall chair the AC.

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

V. Administration of the Units

A. *ADMINISTRATOR*: Each unit shall have a chair or director, who is appointed by the Dean, subject to approval by higher administration, and serves at the pleasure of the Dean. The choice of chair or director shall be made following a search process in which there is substantial involvement of the faculty, staff, and students of the unit. The chair or director has overall responsibility for unit operations, including authority over personnel actions and the budget. The chair or director shall serve for fixed terms and no longer than five years, be eligible for reappointment, and be reviewed at regular designated intervals by a committee appointed by the Dean.

B. *PLAN OF ORGANIZATION*: Each unit of the College shall have a Plan of Organization, which shall be subject to the approval of the College Council. The approved plan, and any subsequent amendments to it, shall be kept on file at the CMPS Dean's office.

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

VI. College Assembly

The College Assembly is defined as all faculty and staff employed in the College. The Assembly includes all graduate students whose primary advisor is a member of the Assembly, and all undergraduate students whose primary major is in one of the departments of the College. The College Assembly is comprised of a Faculty Assembly, a Staff Assembly, and a Student Assembly, whose members are respectively the faculty, staff and student members of the Assembly.

VII. College Council

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

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

1. Advise the Dean on policy matters when the Dean requests such advice.
2. Respond to issues of College-wide concern raised by members of the College, and make recommendations to the Dean where appropriate.
3. Discuss College interests in matters being considered by the College Park Senate, or by other Campus- or System-wide bodies, and make recommendations to College representatives on these bodies, or to the bodies themselves, where appropriate.
4. Establish grievance procedures for the College as necessary to implement UMCP policy.
5. Recommend panels of candidates for Dean's search committees, or for committees reviewing the performance of the Dean's office.
6. Approve changes to the Bylaws of the CMPS Plan of Organization. Recommend changes to the Plan of Organization, and organize referenda to ratify such changes.

B. *RELATION OF THE COLLEGE COUNCIL AND THE DEAN*:

1. *Administrative and financial*: The Dean's office shall provide reasonable administrative and financial support for Council activities. The Dean's office shall endeavor to provide the Council with information it may need to carry out its responsibilities, subject to legal and other requirements of confidentiality.

2. *Communication*: The Dean shall respond promptly and in writing to all formal recommendations of the Council. In particular, the Dean shall explain in detail the reasons for any decision not to accept a Council recommendation.

3. Advice: The Dean shall have the authority to convene any subgroup of the Council (e.g., a faculty caucus, or a student or staff caucus) to exchange information, or to solicit advice on matters of particular concern to that subgroup.

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

1. Faculty Councilors: Each unit of the College shall elect one tenured or tenure-track faculty member in accordance with the rules of the unit as specified in the unit's Plan of Organization.

2. Faculty Administrator Councilors: Shall be all members of the CMPS Administrative Council. Faculty Administrator Councilors shall have no vote in the Council by sole virtue of their Administrative Council membership.

3. Graduate Student Councilors: There shall be one Graduate Student Councilor. Each unit shall elect a student representative to a graduate student caucus. The caucus will elect the Graduate Student Councilor.

4. Undergraduate Student Councilors: There shall be one Undergraduate Student Councilor. Each unit shall elect a student representative to an undergraduate caucus. The caucus will elect the Undergraduate Student Councilor.

5. Staff Councilors: There shall be one Staff Councilor. Each unit shall elect a staff representative to a staff caucus. The caucus will elect the Staff Councilor.

6. Research Scientist Councilors: There shall be one Research Scientist Councilor. Units with Research Scientists may elect one research scientist representative to a research scientist caucus. The caucus will elect the Research Scientist Councilor.

D. *TERMS OF OFFICE FOR COUNCILORS*:

1. Faculty Councilors: Shall serve two-year terms, and may succeed themselves in office.

2. Graduate and Undergraduate Student Councilors: Shall serve one-year terms, and may succeed themselves in office.

3. Staff Councilors: Shall serve two-year terms, and may succeed themselves in office.

4. Research Scientist Councilors: Shall serve two years, and may succeed themselves in office.

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

F. *MEETINGS OF THE COLLEGE COUNCIL*: The Council Chair or Dean shall call at least one regular meeting in each semester, with additional meetings as required. The first items of business at the first meeting of each academic year shall be the election of Council officers, followed by the Dean's presentation of a report on the State of the College.

G. *EXECUTIVE COMMITTEE*: The Executive Committee is comprised of the Officers of the Council and two elected Councilors. The Executive Committee shall set times and agendas for all meetings of the College Council. It shall act for the Council as an Advisory Committee for the Dean in the interval between meetings, supervise elections in the College and call meetings of the Council.

VIII. Campus Senate and Standing Committees of the College

A. *CAMPUS SENATE*: CMPS Members of the Campus Senate shall be elected according to the procedures set forth in the Plan of Organization for the College Park Campus and the unit Plan of Organization.

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

C. *PROGRAMS, CURRICULA, AND COURSES COMMITTEE (PCC)*: The PCC Committee reviews and makes recommendations to the Dean on all proposals for new programs, curricula, and courses, or for

substantial changes in existing programs, curricula, or courses. The establishment, or substantial modification of Centers, Institutes, Laboratories (whether internal or external to existing units) shall also be reviewed for its impact on academic programs. The Committee, in making its recommendations, shall consider the soundness of the proposal, assurance of non-duplication, and conformity with established priorities, goals, and existing regulations.

1. Membership: The College PCC Committee shall consist of one member from each of the academic units of the College. Members shall be chosen as specified in each unit's Plan of Organization.

2. Term of Membership: Members serve a two-year term, which is renewable. If a Committee member is unable to serve during part of his or her term, the chair or director of the corresponding unit shall appoint an alternate to serve during the period of unavailability.

IX. Ad Hoc Committees of the College

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

X. Amendments to the Plan and Bylaws

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

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

may also be approved by mail ballot, in which case the 2/3 requirement becomes 2/3 of those actually voting.

XI. Review of the Plan

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

CMPS APT Policy

This policy consists of the following seven items, together with the University APT policy. Amendments to adapt to the integration of CLFS units are highlighted.

1. Initial appointments to the rank of Assistant Professor shall normally be for a term of three years. The Assistant Professor's performance will be reviewed by the unit in the third year of the initial appointment. A report on the candidate, with a recommendation by the Chair for or against renewal, will be submitted for approval to the Dean. The report should review all aspects of the candidate's performance, including teaching, research, and service.

2. The first level promotion review committee shall normally request eight letters of reference from external sources, chosen from a list including individuals nominated by the candidate and approved by the Dean. All letters of reference received must be included with the promotion package. A list of names of references, including those solicited but not received, must be included in the promotion package. A standard College solicitation letter should be used when contacting referees.

3. Evidence of the candidate's teaching performance shall be provided, based upon both anonymous student evaluations and peer evaluations. Student evaluations can be in the form of replies to standard questions or statements and written comments. If selected comments are included some indication of the percentage of favorable and unfavorable comments should be given. Each unit will develop a peer evaluation procedure so that all aspects of the candidate's teaching performance and preparation are evaluated by at least one faculty member.

4. The Committee will consist of ten full professors, one selected by each academic department in the college, and the Dean, who will be a non-voting member of the Committee. Each department shall normally submit two names of individuals to the Dean for consideration, as a Committee member. In discussions of Research Scientist appointments and promotions the Committee shall include three Research Scientists, who shall be appointed for these discussions by the Dean. The term of appointment of voting members is normally two years with five new members selected each year.

5. After reviewing promotion or appointment materials, the Committee will discuss and vote on the merits of the case. The Committee Chair will write to the Dean stating the outcome of the vote, the Committee's recommendation, and include discussion points which are relevant to the case. A positive recommendation by the Committee will require **seven** affirmative votes. for Assistant and Associate Professors and **eight** affirmative votes for Assistant and Associate Research Scientists. The Committee will review the Committee Chair's letter and, if necessary, include a minority opinion.

6. A report of the decisions of the Dean and second-level committee shall be provided to the administrator of the first-level unit, to the faculty spokesperson for the faculty review committee, and to the candidate no later than two weeks after the deadline for the Dean to submit the names of promotion candidates considered to the Provost.