



University Senate TRANSMITTAL FORM

Senate Document #:	12-13-34
Title:	Revisions to the College of Computer, Mathematical, and Natural Sciences (CMNS) Plan of Organization
Presenter:	Devin Ellis Chair, Elections, Representation, & Governance (ERG) Committee
Date of SEC Review:	April 16, 2014
Date of Senate Review:	May 7, 2014
Voting (highlight one):	<ol style="list-style-type: none"> 1. On resolutions or recommendations one by one, or 2. In a single vote 3. To endorse entire report
Statement of Issue:	<p>The University of Maryland Plan of Organization mandates that all Colleges and Schools be governed by a Plan of Organization that conforms to the stipulations set forth in the University of Maryland Plan of Organization, Article 11. College and School Plans of Organization must be reviewed and approved by the University Senate for compliance. The Senate Elections, Representation, & Governance (ERG) Committee is the standing committee responsible for conducting these reviews. The Senate Faculty Affairs Committee (FAC) is responsible for reviewing the Appointment, Promotion, and Tenure (APT) Committee section of the Plan as part of the Senate review process. Any Plan of Organization under review that is determined not to be in compliance with the University of Maryland Plan of Organization, Article 11 is returned to the College or School for revision.</p> <p>The College of Computer, Mathematical, and Natural Sciences (CMNS) submitted its revised Plan of Organization to the University Senate for review in November 2012.</p>
Relevant Policy # & URL:	Plan of Organization for the University of Maryland, http://www.senate.umd.edu/governingdocs/Plan_of_Organization.pdf
Recommendation:	The ERG Committee recommends that the Senate approve the revised Plan of Organization of the College of Computer, Mathematical, and Natural Sciences.

<p>Committee Work:</p>	<p>The ERG Committee began its review of the CMNS Plan of Organization on December 14, 2012. It reviewed the history of the CMNS Plan and considered the revisions to the Plan since the College merger in 2010. The ERG Committee noted two small concerns, related to the lack of a table of contents and to how often the College Assembly meets. However, the committee felt CMNS had done a great deal of work to bring the Plan into compliance, and so it voted to approve the Plan and ask that these details be incorporated into the final version.</p> <p>The Faculty Affairs Committee reviewed the APT section of the Plan in February 2013, and identified two main concerns related to the role of the Associate Dean and the quorum of the APT Committee. The FAC communicated these concerns to the College, and CMNS returned a revised APT section in September 2013 that addressed these issues. The FAC subsequently approved the CMNS APT section.</p> <p>In addressing the concerns raised by the FAC, CMNS made additional changes to its Plan, and in September 2013, CMNS asked the ERG Committee to review the added revisions. The ERG Committee noted a few technical issues in the revised Plan, and identified a few concerns related to subgroups of the College Council and representation of research faculty on the College Council. In addition, the ERG Committee asked for additional explanation related to student councils and the membership of Merit Pay Committees.</p> <p>CMNS responded to the ERG Committee’s comments in March 2014. The ERG Committee reviewed the revised Plan and agreed that its concerns had been addressed appropriately, and it voted unanimously to approve the Plan.</p> <p>Following the approval by the ERG and Faculty Affairs Committees, the CMNS College Assembly voted to approve the revised Plan of Organization on April 7, 2014.</p>
<p>Alternatives:</p>	<p>The Senate could choose not to approve the revised CMNS Plan of Organization. CMNS would then be bound by its existing Plan of Organization.</p>
<p>Risks:</p>	<p>There are no associated risks.</p>
<p>Financial Implications:</p>	<p>There are no financial implications.</p>
<p>Further Approvals Required:</p>	<p>Senate approval, Presidential approval.</p>

Senate Elections, Representation, & Governance (ERG) Committee

Senate Document # 12-13-34

Revisions to the College of Computer, Mathematical and Natural Sciences (CMNS) Plan of Organization

April 2014

BACKGROUND

The University of Maryland Plan of Organization mandates that all Colleges and Schools be governed by a Plan of Organization that conforms to the stipulations set forth in Article 11 of the University of Maryland Plan of Organization. College and School Plans of Organization must be reviewed and approved by the University Senate for compliance. The Senate Elections, Representation, & Governance (ERG) Committee is the standing committee responsible for conducting these reviews. The Senate Faculty Affairs Committee is responsible for reviewing the Appointment, Promotion, and Tenure (APT) section of the Plan as part of the Senate review process. Any Plan of Organization under review that is determined not to be in compliance with the University of Maryland Plan of Organization, Article 11 is returned to the College or School for revision.

The current Plan of Organization for the College of Computer, Mathematical, and Natural Sciences (CMNS) was approved by the Senate in 2010 after the merger of the College of Life Sciences (CLFS) and the College of Computer, Mathematical, and Physical Sciences (CMPS). The Plan was approved as an interim measure, and CMNS was asked to revise and resubmit its Plan after full implementation of the merger. The College submitted its revised Plan of Organization to the University Senate for review in November 2012.

COMMITTEE WORK

The ERG Committee began its review of the CMNS Plan of Organization at its meeting on December 14, 2012 by noting the history of the revisions to the Plan. Upon the merger and reorganization of CMPS and CLFS into one College, a new Plan of Organization was needed in order for the new College to be in compliance with the University Plan of Organization. However, as the new College was likely to undergo many changes in the subsequent years, CMNS decided that rather than create a new Plan of Organization, it would expand the Plan of Organization of CMPS to serve as the Plan during the transition to the new College. The Senate ERG and Faculty Affairs Committees reviewed and approved the revised Plan of Organization, but the ERG Committee raised concerns regarding a few aspects of the revised Plan. The committee recommended that the Plan be approved, but also made a series of suggestions for improvements to the Plan and recommended that significant revisions be made after appointment of a new dean and full implementation of the merger. The Senate approved the CMNS Plan of Organization in October 2010 (see Senate Document #10-11-14 for more information).

In the fall of 2012, CMNS submitted a revised Plan of Organization to the Senate, which took into account the ERG Committee's previous comments. CMNS revised the membership of the College Council in response to concerns about the imbalance of constituency representation, the sections on Merit Pay Committees were revised to align with University policy, and the APT section of the Plan was revised to include the membership of the committee in the Plan while keeping the procedures of the

committee in a separate document. The revised Plan also included well-articulated rules for constituencies, and other practices that enhanced the spirit of shared governance in the College. In reviewing the Plan, the ERG Committee did note two small issues, in that the Plan did not include a table of contents and did not specify how often the College Assembly meets. Because these were minor concerns and because CMNS had already done a great deal of work to bring the Plan into compliance, the ERG Committee decided to vote to approve the Plan and ask that these details be incorporated into the final version prior to submission to the full Senate.

In tandem with the review by the ERG Committee, the Senate Faculty Affairs Committee (FAC) reviewed the APT section of the CMNS Plan of Organization for compliance with University policy. It reviewed the section of the Plan and the related CMNS APT Guidebook at its meeting on February 28, 2013, and identified two main concerns. In March 2013, Faculty Affairs Committee recommended to the College that the Plan be revised to formalize the role of the Associate Dean in the APT Committee's proceedings, and to address concerns related to the quorum of the APT Committee. CMNS deliberated on the FAC's comments, and presented a revised section in September 2013 that addressed these issues. The Faculty Affairs Committee subsequently approved the APT section and guidebook.

In the process of addressing the comments from FAC, CMNS found it needed to make additional changes to its Plan of Organization. It asked that the ERG Committee reconsider its revised Plan in September 2013. The ERG Committee reviewed the revised Plan, and identified a few additional concerns. The committee noted a few technical issues, such as areas in which the Plan referred to bodies that had not yet been established in the document, and sections that referred to University policy without providing specific notation of the appropriate policy number. The committee also raised concerns related to the ability of the College Council to convene subgroups, and with the representation of research faculty on the College Council. In addition, the committee asked for more explanation related to the Graduate Student Council, the Undergraduate Student Advisory Board, and the membership of the Merit Pay Committees. CMNS considered the committee's comments, and submitted a revised Plan in March 2014.

The ERG Committee reviewed the newly-revised Plan of Organization at its meeting on March 14, 2014. The committee met with a representative of the College, who discussed the most recent changes. After discussion, the ERG Committee agreed that its concerns had been addressed appropriately in the revised Plan, and voted unanimously to approve the Plan.

Following the approval of the ERG and Faculty Affairs Committees, CMNS presented the revised Plan of Organization to its College Assembly for final approval. The CMNS College Assembly voted to approve the Plan of Organization on April 7, 2014.

RECOMMENDATION

The ERG Committee recommends that the Senate approve the revised Plan of Organization for the College of Computer, Mathematical, and Natural Sciences.

APPENDICES

Appendix 1 – Revised 2014 CMNS Plan of Organization

Appendix 2 – 2010 CMNS Plan of Organization

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

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

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

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

I. Preamble

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

II. Mission

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

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

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

III. CMNS Units

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

A. ACADEMIC DEPARTMENTS:

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

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

B. RESEARCH UNITS:

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

IV. Administration of the College

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

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

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

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

V. Administration of the Units

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

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

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

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

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

VI. College Assembly

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

VII. College Council

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

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

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

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

B. RELATION OF THE COLLEGE COUNCIL AND THE DEAN:

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

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

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

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

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

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

D. TERMS OF OFFICE FOR COUNCILORS:

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

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

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

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

VIII. Campus Senate and Standing Committees of the College

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

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

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

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

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

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

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

IX. Ad Hoc Committees of the College

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

X. Amendments to the Plan and Bylaws

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

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

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

XI. Review of the Plan

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



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

(Revised by Committee 12/21/95)

Corrections as of 3/29/96

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

PLAN OF ORGANIZATION
COLLEGE OF COMPUTER, MATHEMATICAL, AND Natural SCIENCES

I. Preamble

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

II. Mission

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

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

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

III. CMPS Units

The College of CMNS 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 CMNS 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)
7. Department of Geology (GEOL)
8. Department of Mathematics (MATH)
9. 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 CMNS 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 CMNS.

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

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

C. *GOVERNANCE*: Each unit's Plan of Organization must include substantial participation of its faculty, students, and staff in unit governance. The definition of "faculty" includes all those who hold a full-time permanent appointment at the rank of Assistant, 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 CMNS Plan of Organization. Recommend changes to the Plan of Organization, and organize referenda to ratify such changes.

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

1. *Administrative and financial*: The Dean's office shall provide reasonable administrative and financial support for Council activities. The Dean's office shall 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 units Plan of Organization.

2. Faculty Administrator Councilors: Shall be all members of the CMNS 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*: CMNS 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.