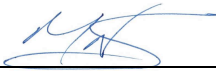




## University Senate CHARGE

<b>Date:</b>	May 6, 2013
<b>To:</b>	Leslie Felbain Chair, Equity, Diversity, and Inclusion (EDI) Committee
<b>From:</b>	Martha Nell Smith Chair, University Senate 
<b>Subject:</b>	Review of Civility in the UMD Workplace Environment
<b>Senate Document #:</b>	12-13-54
<b>Deadline:</b>	March 14, 2014

The Senate Executive Committee (SEC) has recently received input from University constituents suggesting that the University should do more to encourage civility and respect in the workplace for all employees, including faculty, staff, graduate and undergraduate assistants, and student employees. As such, the SEC requests that the Equity, Diversity, & Inclusion (EDI) Committee conduct a broad review of how issues or concerns related to civility in the workplace environment are handled at the University for all employees.

Specifically, we ask that you:

1. Consult with the various ombuds officers and review the efficacy of the mediation process.
2. Review existing college and divisional policies and mechanisms for handling grievances.
3. Research the resources and training related to civility in the workplace environment that are currently available at the University.
4. Examine whether workplace environment data is collected from the various campus constituencies, and whether such data is used to make improvements as needed.
5. Consult with various unit heads and directors to gain a better understanding of initial grievance reporting processes.
6. Review the College of Arts & Humanities' Civility Statement (<http://www.arhu.umd.edu/news/college-civility-statement>) and its practical applications.

7. If appropriate, recommend whether the University of Maryland (UMD) should adopt a campus-wide civility statement.
8. Consult with the University's Office of Legal Affairs to confirm that any related recommendations are suitable for the University from a legal standpoint.

We ask that you submit your report and recommendations to the Senate Office no later than March 14, 2014. If you have questions or need assistance, please contact Reka Montfort in the Senate Office, extension 5-5804.