

August 20, 2014

TO: University Senate Executive Committee

FROM: Reka S. Montfort  
Executive Secretary & Director, University Senate

SUBJECT: Guidelines for Replacing Senators and Committee Members

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In recent years, the University Senate has faced many cases in which Senators or committee members vacated their seats or became ineligible to continue serving during an academic year. As no consistent procedures were established for addressing situations where replacements were needed during the year, the Senate Executive Committee (SEC) charged the Senate Elections, Representation, & Governance (ERG) Committee with considering appropriate mechanisms by which Senators and committee members should be replaced. In February 2013, the ERG Committee presented its report and thirteen detailed recommendations to the SEC. On February 22, 2013, the SEC voted to accept the recommendations and forward them to the Senate Office for implementation.

In accepting the report, the SEC directed the Senate Office to follow the recommendations of the ERG Committee in filling vacancies and making replacements during the academic year. In accordance with the committee's recommendations:

- A reasonable attempt will be made to fill any vacant Senate seat prior to the last regular meeting of the Senate during the academic year.
- A reasonable attempt will be made to fill any vacant committee seat up until the beginning of the spring semester, unless the chair of the committee in question specifically requests that vacant seats be filled after that point.
- A faculty Senate seat which becomes vacant because the elected Senator is no longer an employee of the University will be filled in accordance with the policies and procedures of the relevant department.
- When a faculty Senator goes on temporary approved leave, the relevant department or unit will be asked to appoint a temporary replacement if it is deemed necessary. At the conclusion of the approved leave, the elected Senator will be expected to resume his or her seat. In the event that the period of leave extends beyond the remainder of the Senator's term, or that there are other extenuating circumstances which make it unlikely that he or she would be able to finish the term upon returning, the relevant department or unit will instead appoint a permanent replacement to serve out the remainder of the elected Senator's term.
- In making replacements for staff and student Senate seats, the vacant seat will continue to be offered to the next highest vote getter in the last regular election. In offering the seat, the Senate Office will remind the individual in question of the qualification standards for candidacy for the Senate.
- In compliance with section 3.7 of the Plan of Organization, which states that "membership in the Senate shall terminate if the person is ... no longer a member of the constituency from which elected," student Senators who change colleges at the University and staff senators who are reclassified or otherwise change status will be replaced.
- In the case of a student Senator who informs the Senate Office that he or she anticipates missing every regular Senate meeting of a Fall or Spring semester, the student will be considered to have resigned his or her seat, and will be replaced.

- Every effort will be made to replace student Senators who have resigned as quickly as possible during the term to which they were elected.
- In the event that a student Senate seat becomes vacant and there was no runner up in the election, the runner(s) up are no longer eligible, or the runner(s) up decline to accept the seat, the Senate seat will be filled through a process coordinated between the Senate Office and the student advisory body of the relevant College. The Senate Office will work with the body to, where possible, allow the body to conduct an appropriate process to choose a Senator. The Senate Office will encourage the body to be in contact with students within the College as it chooses a replacement. If this proves impractical, the SEC will decide upon an appropriate process to fill the seat.
- In the event that a staff Senate seat becomes vacant and there was no runner up in the election, the runner(s) up are no longer eligible, or the runner(s) up decline to accept the seat, the Senate Office will announce the vacancy and open a candidacy period asking for applicants from the relevant staff constituency to serve the remainder of the term. If one person applies, he or she will be appointed to the seat. If more than one person applies, the staff member serving on the SEC representing the relevant constituency will decide amongst the candidates.
- In the event that a committee member changes status at the University, the member will be allowed to serve the remainder of the year in the seat in which he or she was placed. The member will be replaced at the end of the academic year.

These guidelines are subject to amendment as a result of changes in the University of Maryland Plan of Organization or the Bylaws of the University Senate.

In accepting the ERG Committee's report, the SEC approved the above guidelines for replacing Senators and committee members. In its report, the ERG Committee also recommended that the SEC play a more active role in replacements, since section 4.9 of the University of Maryland Plan of Organization states that "In the event of a vacancy in the Senate, the Executive Committee, acting in consultation with the appropriate constituency, shall appoint a Senator from that constituency to complete the term." **To fulfill the responsibility given to it by the Plan of Organization, the SEC will review these guidelines on an annual basis and will either vote to formally approve each pending appointment or vote to give the Senate Office the authority to implement these guidelines on behalf of the SEC during the academic year.**

**Summer 2014 Senate Replacements****Senators**

<b>Name</b>	<b>Constituency</b>	<b>Reason</b>	<b>Replacement</b>	<b>Mechanism</b>
Rebecca Hamilton	Tenured Faculty-BMGT	Leave of Absence 2014-2015	TBD	
Ahmad Karimi Hakkak	Tenured Faculty-ARHU	Retired from University Fall 2014	TBD	
Donald Webster	Tenured Faculty-AGNR	Transitioned as Senate Chair	Dr. Stanley Fultz	Dr. Webster vacated his AGNR seat when he became Chair of the University Senate, and Dr. Fultz was elected to serve for the remainder of the term.

**Vacancies**

<b>Constituency</b>	<b>Reason</b>
Non-Exempt Skilled Crafts	No candidates for the election
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Non-Exempt Service and Maintenance	No candidates for the election
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