



University Senate TRANSMITTAL FORM

Senate Document #:	14-15-35
Title:	Apportionment of the University Senate
Presenter:	Jess Jacobson, Chair, Senate Elections, Representation, & Governance (ERG) Committee
Date of SEC Review:	November 23, 2015
Date of Senate Review:	December 9, 2015
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 4. For information only
Statement of Issue:	<p>Between 2013 and 2015, the University Senate conducted an extensive review of the University of Maryland Plan of Organization and the Bylaws of the University Senate. The Plan of Organization Review Committee (PORC) presented revisions to the Senate in Spring 2015 for approval. Following approval of the revised Plan and Bylaws in spring 2015, the Senate Executive Committee (SEC) voted to charge the ERG Committee with calculating a new apportionment for all Senators, in order to align Senate seats with current population data and the new constituency guidelines in the revised Plan and Bylaws.</p>
Relevant Policy # & URL:	<p>http://www.senate.umd.edu/governingdocs/Plan_of_Organization.pdf http://www.senate.umd.edu/governingdocs/2015Bylaws.pdf</p>
Recommendation:	<ul style="list-style-type: none"> ▪ The ERG Committee recommends that its calculations on apportionment be accepted and implemented for the next election cycle. ▪ The ERG Committee recommends that Faculty Research Assistants (FRAs) and Research Associates (RAs) should be allowed to run for the single-member constituency for entry-level professional track faculty. ▪ The ERG Committee recommends that for the PTK Faculty Senator seats in SVPAAP and VPR, the Senate Office should provide a list of eligible faculty to the unit each year so that the unit can appropriately conduct its election process. ▪ The ERG Committee recommends that the normal procedure whereby a Senator who has served a full three-year term must take a year off from the Senate before running for re-election to the seat be honored during the transition in seats and apply in cases where the name of the seat changes.

	<ul style="list-style-type: none"> ▪ The ERG Committee recommends that two steps be taken to stagger new PTK Faculty Senate seats. First, for cases where a College or School is given one Senate seat, the Senate Office should randomly assign term years of one to three years for the new seats and report the term year for the seat to the College. Then, for all Colleges that gain two or more seats, the Senate Office should assign term years to each seat, working backwards from three-year terms, and report the term years to the College. Colleges should determine how to sub-apportion the new seats between departments, as needed.
<p>Committee Work:</p>	<p>The ERG Committee conducted a review of all new Senate constituency definitions and reviewed population data from Spring and Fall 2015. The ERG Committee works with the Office of Institutional Research, Planning, and Assessment (IRPA) to gather population data using frozen data, which provides a snapshot in time at the University. IRPA representatives work with the committee to divide the data into categories that match Senate constituency groups. Once the ERG Committee and IRPA representatives are confident that the numbers provided align appropriately with Senate constituency definitions, the ERG Committee uses the ratios provided in the Plan and Bylaws to calculate the correct apportionment.</p> <p>In early November, the ERG Committee received Fall 2015 data from IRPA. On November 6, 2015, the ERG Committee reviewed the Fall data and a revised apportionment for Senate seats. The ERG Committee’s calculations for apportionment based on Fall 2015 numbers can be found in the enclosed report. The new apportionment results in a few changes in the number of Senate seats, and the overall number of seats increases from 182 to 222, in part because of the addition of 32 new Senate seats for PTK faculty.</p> <p>In October and November 2015, the ERG Committee also discussed recommendations related to the transition in Senate seats and implementation of new elections and representation processes for PTK faculty. On November 6, 2015, the ERG Committee voted to approve its recommendations and forward them to the SEC for review.</p>
<p>Alternatives:</p>	<p>Not applicable.</p>
<p>Risks:</p>	<p>There are no associated risks.</p>
<p>Financial Implications:</p>	<p>There are no financial implications.</p>
<p>Further Approval Required:</p>	<p>Not applicable.</p>

Senate Elections, Representation, & Governance Committee

Report on Senate Document # 14-15-35

Apportionment of the University Senate

November 2015

2015-2016 ERG Committee Members

Jess Jacobson, Chair

Kathleen Denz, Ex-Officio VP IRPA Rep

Cynthia Trombly Allen, Ex-Officio Director of Human Resources Rep

Alice Altstatt, Faculty

Virginia Brown, Faculty

Toby Egan, Faculty

Charles Fenster, Faculty

Andrew Horbal, Faculty

Anne Raugh, Faculty

Holly Rollins, Exempt Staff

Cliffonia Royals Pryor, Non-Exempt Staff

Kevin Fitzgerald, Graduate Student

Kimberley Hannah, Graduate Student

Sudeep Roy Choudhury, Undergraduate Student

Leslie Joy, Undergraduate Student

BACKGROUND

Between 2013 and 2015, the University Senate conducted an extensive review of the University of Maryland Plan of Organization and the Bylaws of the University Senate. The Plan of Organization Review Committee (PORC) presented a revised Plan to the Senate for review in February 2015 (Senate Document #14-15-19). The revised Plan was approved by the Senate and was later approved by an institution-wide referendum on March 2, 2015, and by the President on March 9, 2015. PORC then presented revisions to the Senate Bylaws in April 2015, in order to align the Bylaws with the approved revisions to the Plan (Senate Document #14-15-20). The revised Bylaws were approved by the Senate on April 8, 2015, and by the President on April 15, 2015.

The University Plan states in 3.8.c that “Reapportionment shall occur immediately upon final approval of this University of Maryland Plan of Organization for Shared Governance.” In describing the charges of the Senate ERG Committee, the Senate Bylaws state that “The committee shall determine the correct apportionment for all constituencies every five (5) years as stipulated in Article 3.8 of the Plan and following any review or revision of the Plan as stipulated in Article 6.3 of the Plan.” In accordance with these provisions, in April 2015, the Senate Executive Committee (SEC) voted to charge the Senate ERG Committee with calculating a new apportionment for all Senators, in order to align Senate seats with current population data and the new constituency guidelines in the revised Plan and Bylaws (Appendix 3).

COMMITTEE WORK

The ERG Committee received its charge in late spring 2015. Due to the timeline for completing its work on the charge, the ERG Committee formed a subcommittee to begin carrying out its work on this charge during summer 2015. The subcommittee reviewed Senate constituency definitions, calculated a draft apportionment based on Spring 2015 data, considered issues related to the transition in Senate seats and implementation of new election processes, and presented a report to the full ERG Committee in September 2015. The ERG Committee and the Apportionment Subcommittee worked very closely with its ex-officio representative from the Office of Institutional Research, Planning, and Assessment (IRPA) to gather current population data, and consulted with the Office of Faculty Affairs, the Senate Parliamentarian, and the Senate Director during its review.

❖ Changes in Constituency Definitions and Representation Ratios

The revisions to the University Plan present multiple changes in representation for the Senate. Appendix 1 presents a detailed overview of the new Senate constituency definitions, and Appendix 2 shows current Senate apportionment based on the 2006 Plan and the Bylaws prior to 2013. Major changes in representation of faculty, staff, and single-member constituencies between the 2006 Plan guidelines and representation under the new 2015 Plan are summarized below. The manner in which students are represented on the Senate was not changed in the 2015 Plan and Bylaws.

Faculty Senators:

- 2006 Plan: Faculty Senators were defined as full-time tenured and tenure-track faculty with titles in the Professor, Agent, or Librarian title series, as well as instructors and lecturers with job security. Seats were allocated at a ratio of 1 seat for every 17 faculty members (or major fraction thereof).
- 2015 Plan: Faculty Senators include both tenured and tenure-track (T/TT) faculty and professional track (PTK) faculty.
 - o T/TT Faculty Senators are defined as full-time tenured and tenure-track faculty with titles in the Professor, Agent, or Librarian title series, as well as instructors and lecturers with

job security. Seats are to be allocated at a ratio of 1 seat for every 15 faculty members (or major fraction thereof).

- PTK Faculty Senators are defined as full-time PTK faculty with titles described in the University of Maryland Policy on Professional Track Faculty ([II-1.00G](#)) and full-time Librarian I faculty. The definition for these Faculty Senators excludes faculty with titles noted in the University APT Policy ([II-1.00A](#)) as being limited in term or entry-level (these titles are: Faculty Assistant, Post-Doctoral Scholar, Post-Doctoral Associate, and Junior Lecturer). Seats are to be allocated at a ratio of 1 seat for every 30 faculty members (or major fraction thereof).

Staff Senators:

- 2006 Plan/Bylaws: seats were allocated at a ratio of 1 seat for every 200 staff (or major fraction thereof), and the Staff constituency was divided into six categories:
 - Exempt Executive, Administrative, Managerial (EAM)
 - Exempt Professional
 - Non-Exempt Secretarial and Clerical
 - Non-Exempt Technical and Paraprofessional
 - Non-Exempt Skilled Crafts
 - Non-Exempt Service and Maintenance
- 2015 Plan/Bylaws: seats are allocated at a ratio of 1 seat for every 200 staff (or major fraction thereof), and the Staff constituency is divided into four categories (as described in Appendix 1):
 - Exempt Staff with an appointment in Colleges, Schools, or Academic Affairs
 - Exempt Staff with an appointment in Divisions
 - Non-Exempt Staff with appointment in Colleges, Schools, or Academic Affairs
 - Non-Exempt Staff with appointment in Divisions

Single Member Constituency (SMC) Senators:

- 2006 Plan/Bylaws: SMCs were established over time to provide representation for Adjunct Professors and Professors of the Practice, Full-Time Instructors/Lecturers, Part-Time Instructors/Lecturers, and Research Faculty, among other constituency groups.
- 2015 Plan/Bylaws: PORC removed the four SMCs listed above, since most full-time PTK faculty previously represented in the above SMCs will now be represented at the College level in the PTK Faculty Senators category. The Bylaws replaced these four SMCs with one new SMC for Part-time Research, Teaching, Adjunct Faculty and one new SMC for Post-Doctoral Associates, Junior Lecturers, and Faculty Assistants.

❖ **Calculating Apportionment Based on Population Data**

The ERG Committee works with the Office of Institutional Research, Planning, and Assessment (IRPA) to gather population data for each Senate constituency group. IRPA uses frozen data from its fall or spring freeze, which provides numbers from a snapshot in time at the University. In general, to conduct apportionment, IRPA representatives work with the committee to divide the data into categories that match Senate constituency groups. Once the ERG Committee and IRPA representatives are confident that the numbers provided align appropriately with Senate constituency definitions, the ERG Committee uses the ratios provided in the Plan and Bylaws to calculate the correct apportionment.

During summer 2015, the Apportionment Subcommittee reviewed data from IRPA based on Spring 2015 population data. The subcommittee reviewed the numbers and a draft apportionment to have an idea of how the seats on the Senate may change through the ERG Committee's work. The subcommittee also developed a plan to use Fall 2015 data in the final calculations for apportionment.

The Apportionment Subcommittee learned that IRPA's fall freeze data is the data that the institution typically uses for reporting to the state and federal governments. It is typically frozen in October and reviewed in-depth by IRPA before being published and reported. IRPA also freezes data in the spring as well, so either set of data could be used by the ERG Committee for apportionment purposes. However, due to recent changes at the University, the Apportionment Subcommittee stressed in its report that there would be significant benefits to using Fall 2015 data. The subcommittee noted that because a hiring freeze in place during Spring 2015 was lifted July 1, 2015, the Fall data could have higher faculty and staff numbers. The subcommittee also noted that the Fall data could show higher numbers of full-time PTK faculty, due to transitions in faculty titles as part of a broader effort at the University to retitle PTK faculty with titles of Faculty Research Assistant (FRA) and Research Associate (RA) into appropriate title series recently established for PTK faculty. The subcommittee noted that faculty who move from these titles to a title series would move from being represented by a single-member constituency to being apportioned with full-time PTK faculty, so Fall 2015 data could result in higher PTK faculty numbers and increased representation at the College level.

After discussion, the ERG Committee agreed that it should use Fall 2015 for the final apportionment. IRPA was able to provide Fall data in early November, and the ERG Committee reviewed the Fall data and completed its final calculations at its meeting on November 6, 2015.

❖ Necessary Adjustments to IRPA Data: Deans and Faculty with Joint Appointments of Equal Time

The data provided by IRPA was adjusted in two ways before the ERG Committee finalized its apportionment. First, the numbers provided by IRPA did not include the deans represented by their tenure homes. Deans are each given a separate Voting Ex-Officio seat on the Senate, but 3.2.b of the Plan also states that "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," which indicates that deans should be counted in the total number of faculty used to calculate the apportionment. The ERG Committee included each dean in the final numbers provided by IRPA and used by the committee to calculate the apportionment.

Additional adjustments to the data may have been needed to accurately represent faculty with joint appointments of equal time. The Plan states in 3.2.c that "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 University Senate to indicate in which unit they wish to have voting representation. Individuals may change their voting representation only when the Senate is reapportioned."

In September 2015, the ERG Committee tasked the committee coordinator with contacting all appropriate faculty to ask them to choose where they would like to be represented on the Senate. The coordinator worked with IRPA to create a list of eligible faculty. The committee agreed that if faculty did not respond to the Senate's inquiry, they should be represented according to either their tenure home for T/TT faculty or primary appointment for PTK faculty. The Senate Office contacted 16 faculty with appointments evenly divided between Colleges. Six faculty responded, and each indicated that he or she would like to be represented according to the tenure home. Since these faculty were already represented in the data according to their tenure homes, no adjustment to the final data was needed.

❖ Calculation of Apportionment Based on Fall 2015 Data

In early November, the ERG Committee received Fall 2015 data from IRPA. At its meeting on November 6, 2015, the ERG Committee reviewed the Fall data. The data show small fluctuations in all categories and Colleges, which is to be expected between each semester at an institution the size of UMD.

In reviewing the data, the committee found that its predictions for changes between Spring 2015 and Fall 2015 data were, in part, correct. The numbers for PTK faculty showed a decrease in the number of faculty included in the group represented by the SMC that includes those currently titled as FRAs and RAs, and an increase in PTK faculty to be represented at the College level. This caused an increase in the number of PTK Faculty Senators in the final apportionment. Review of the changes in T/TT faculty, staff, and students showed a normal amount of fluctuation between semesters.

The ERG Committee's calculations for apportionment based on Fall 2015 numbers can be found in the table immediately following this report. The new apportionment results in a few changes in the number of Senate seats. Overall, the total number of seats increases from 182 to 222, in part because of the addition of 32 new Senate Seats for PTK faculty. An overview of the change of representation for seats apportioned by a ratio is found below:

- T/TT Faculty Senate Seats:
 - o ARCH, AGNR, and LIBR have a decrease of one seat.
 - o ARHU, BMGT, ENGR, and SPHL have an increase of two to three seats.
 - o BSOS, CMNS, EDUC, INFO, JOUR, and PUAF remain the same.
- PTK Faculty Senate Seats:
 - o 32 new seats, distributed by College.
- Staff Senate Seats:
 - o Exempt staff representation moves from ten seats for Professional Exempt Staff and one seat for Executive, Administrative, and Managerial Exempt Staff to eight seats for Exempt Staff from Divisions and eight seats for Exempt Staff from Colleges, Schools, and Academic Affairs. This results in an increase of five seats.
 - o Non-exempt staff representation moves from ten Non-Exempt Staff Seats by category to six seats for Non-Exempt staff from Divisions and two seats for Non-Exempt Staff from Colleges, Schools, and Academic Affairs. This results in a loss of two seats.
- Undergraduate Student Senate Seats:
 - o Overall, undergraduate students gained two additional Senate seats.
 - o ARHU and UGST have a decrease of one seat each.
 - o CMNS, ENGR, and SPHL have an increase of one to two seats each.

❖ **Transition Plans for Senate Seats**

The Apportionment Subcommittee and ERG Committee reviewed the current seats on the Senate and discussed plans for transitioning the seats to add new representation or remove seats as needed in the new apportionment.

The University Plan discusses procedures for reapportionment and transition of seats as follows:

- 3.8.b of the Plan discusses reapportionment rules and procedures. It states that any category that gains representation shall elect new Senators in the next election, and any category that loses representation "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 vacated seat shall not be replaced."
- 3.2.e and 3.2.f of the Plan discuss details related to Faculty Senators and reapportionment after reorganizations or creation of a new College/School.
 - o 3.2.e states "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.f states “The term of each elected faculty Senator shall be three years, irrespective of any academic reorganizations that may take place during that time.”

Given these provisions, the Senate should plan to add seats to the Senate immediately as needed and remove seats through attrition over the next few years. Any new seats gained from apportionment (including all new PTK faculty seats) should be added to the Senate in the next election cycle. Any seats lost in the apportionment should be phased out as the terms of the Senators in the seats expire, or as Senators step down.

❖ **Implementation of the New Apportionment**

In its review, the ERG Committee considered potential areas of concern related to implementation of the new Senate seats and the transition between seats, and developed recommendations to assist the Senate Office during the transition in the Senate’s membership. An overview of the committee’s discussions and decisions is below.

1) Representation of Faculty Research Assistants and Research Associates

In its work, PORC designed the SMCs using titles recently established for the University’s PTK faculty. In a recent review of PTK faculty title structures, it was noted that the titles of Faculty Research Assistant (FRA) and Research Associate (RA) were not part of a title series with a promotion ladder, and as such, faculty in these titles continued in rank indefinitely without review or advancement. In 2014, the Senate approved a recommendation to phase out these titles at the University. The intention is for new faculty to be given titles of Post-Doctoral Scholar, Post-Doctoral Associate, or Faculty Assistant instead, and later transitioned to a title series that more appropriately corresponds with their duties. However, until the full transition in PTK faculty titles is complete, there will continue to be faculty with FRA and RA titles on campus. The ERG Committee discussed how these faculty are or should be represented on the Senate.

The language of the SMC states “Post-Doctoral Associates (formerly Research Associates), Junior Lecturers, and Faculty Assistants (formerly Faculty Research Assistants) who are not members of any Senate constituency as defined in Article 3 of the Plan together shall elect one (1) Senator, for a term of one (1) year, renewable for up to three (3) years. When the Senate votes by constituencies, that Senator shall have the same voting rights as a Faculty Senator.” The ERG Committee recently put forward a recommendation to the Senate to add Post-Doctoral Scholars to this language, to ensure that these faculty are also represented. After much discussion of the relationship between FRAs and RAs to the new faculty titles, and consideration of how to appropriately represent these faculty, the ERG Committee agreed that FRAs and RAs should be represented by this SMC, and any such faculty who wish to run for the Senate should be able to run in this new SMC.

2) PTK Faculty Senate Seats in Divisions

In its review of population data, PORC found that some PTK faculty have a primary appointment outside of a College or School. These faculty are based in the Office of the Senior Vice President and Provost (SVPAAP) or in the Division of Research (VPR). These are full-time PTK faculty who fit within the definition of the constituency in 3.2.a.2 of the Plan. As such, PORC recognized that these faculty should have representation on the Senate and should be treated the same as other full-time PTK faculty.

The ERG Committee discussed concerns that SVPAAP and VPR would not have structures in place to run or conduct elections for PTK faculty. The committee also considered whether these units would know

who would be based in their unit and eligible for these Senate seats. Typically, the Senate Office leaves the details of elections to the College conducting the election, and all Colleges currently have procedures in place for elections of T/TT Faculty Senators. In order to assist these units in developing new processes, the ERG Committee agreed that the Senate Office should provide a list of eligible faculty to the unit each year and allow the unit to run its own process.

3) Term Limits and Seat Changes

The ERG Committee noted that there will be some seats on the Senate, particularly in the staff categories, that will change names without significantly changing the constituency group. For instance, there will likely be Professional Exempt seats that become seats for Exempt Staff from a Division or College. Typically, the proper procedure is for a Senator who has served a full three-year term to take a year off from the Senate before running for re-election to the seat. The ERG Committee considered whether and how this procedure should apply in cases where the seat changes names but the individual does not change constituencies. The committee noted that an important reasoning behind this procedure is to allow for new representation and to give opportunities to serve to new individuals. After discussion, the ERG Committee determined that the procedure should remain in place during the transition, and regardless of the change in the name of the seat, Senators should have to take a year off in order to run for the Senate.

4) Stagger of Senate Seats

Currently, faculty and staff seats on the Senate are staggered, with the intention that only one-third of faculty and staff terms end at the same time. This allows the preservation of institutional memory, both for the College and for the Senate, when the Senate transitions its membership at the end of each year. Given the addition of new seats to the Senate through this apportionment, the ERG Committee considered how to ensure that all new Senate seats are appropriately staggered.

The ERG Committee noted that the Senate Office may easily manage the staggering of staff Senate seats, since the online voting process allows for vote totals to be reported and for shorter term years to be assigned accordingly. However, the ERG Committee noted that it may be more difficult to manage stagger of Senate seats for faculty, since Colleges conduct the elections.

The committee consider various mechanisms to appropriately stagger the seats, and found it difficult to recommend a perfect process. After much discussion, the ERG Committee voted to recommend two steps to stagger new PTK Faculty Senate seats. First, for cases where a College or School is given one Senate seat, the Senate Office should randomly assign term years of one to three years for the new seats and report the term year for the seat to the College. Then, for all Colleges that gain two or more seats, the Senate Office should assign term years to each seat, working backwards from three-year terms, and report the term years to the College. Colleges should determine how to sub-apportion the new seats between departments, as needed.

5) Visiting Faculty

The ERG Committee discussed the representation of visiting faculty at UMD during its review as well. The committee learned that at UMD, there are two types of visiting faculty. Visiting titles are intended to be used for T/TT faculty from other institutions to come to UMD to study or work with our faculty while they are on sabbatical; the title gives these faculty a formal connection to UMD's campus although they are officially a member of another institution. However, the title has also been used in many cases to make fast appointments of PTK faculty, and in many cases these faculty remain at UMD for many years and are not retitled. The ERG Committee considered how faculty with these titles should be represented on the University Senate and determined that long-term faculty with "visiting" titles should be

represented in the Senate’s existing single-member constituencies. The ERG Committee’s deliberations and decisions on this issue are summarized in a separate report (Senate Document #15-16-15) with a recommendation to revise the Senate Bylaws accordingly.

RECOMMENDATIONS

The ERG Committee recommends that its calculations on apportionment, as shown immediately following this report, be accepted and implemented for the next election cycle.

The ERG Committee recommends that Faculty Research Assistants (FRAs) and Research Associates (RAs) should be allowed to run for the single-member constituency for entry-level professional track faculty.

The ERG Committee recommends that for the PTK Faculty Senator seats in SVPAAP and VPR, the Senate Office should provide a list of eligible faculty to the unit each year so that the unit can appropriately conduct its election process.

The ERG Committee recommends that the normal procedure whereby a Senator who has served a full three-year term must take a year off from the Senate before running for re-election to the seat be honored during the transition in seats and apply in cases where the name of the seat changes.

The ERG Committee recommends that two steps be taken to stagger new PTK Faculty Senate seats. First, for cases where a College or School is given one Senate seat, the Senate Office should randomly assign term years of one to three years for the new seats and report the term year for the seat to the College. Then, for all Colleges that gain two or more seats, the Senate Office should assign term years to each seat, working backwards from three-year terms, and report the term years to the College. Colleges should determine how to sub-apportion the new seats between departments, as needed.

APPENDICES

Appendix 1 – Senate Constituency Definitions in 2015 Plan and Bylaws

Appendix 2 – Current Senate Apportionment Based on 2006 Plan and Related Bylaws

Appendix 3 – Senate Executive Committee Charge on Apportionment of the University Senate

PROPOSED 2016-2021 APPORTIONMENT OF THE UNIVERSITY SENATE

APPORTIONMENT OF FACULTY SENATORS BY COLLEGE	
Tenured and Tenure Track Faculty:	
School of Architecture, Planning & Preservation	1
College of Agriculture & Natural Resources	12
College of Arts & Humanities	21
College of Behavioral & Social Sciences	12
Robert H. Smith School of Business	7
College of Computer, Mathematical & Natural Sciences	22

College of Education	6
A.J. Clark School of Engineering	14
School of Public Health	5
College of Information Studies	1
Libraries	4
Philip Merrill College of Journalism	1
School of Public Policy	1
Total:	107
Professional Track Faculty:	
School of Architecture, Planning & Preservation	1
College of Agriculture & Natural Resources	3
College of Arts & Humanities	3
College of Behavioral & Social Sciences	2
Robert H. Smith School of Business	2
College of Computer, Mathematical & Natural Sciences	8
College of Education	2
A.J. Clark School of Engineering	3
School of Public Health	1
College of Information Studies	1
Libraries	1
Maryland Fire Rescue Institute	1
Philip Merrill College of Journalism	1
School of Public Policy	1
SVPAAP (Office of the Senior Vice President and Provost)	1
Division of Research	1
Total:	32
APPORTIONMENT OF STAFF SENATORS	
Exempt Staff in Colleges, Academic Affairs	8
Exempt Staff in Divisions	8
Non-Exempt Staff in Colleges, Academic Affairs	2
Non-Exempt Staff in Divisions	6
Total:	24

APPORTIONMENT OF UNDERGRADUATE SENATORS BY COLLEGE	
School of Architecture, Planning & Preservation	1
College of Agriculture & Natural Resources	1
College of Arts & Humanities	2
College of Behavioral & Social Sciences	4
Robert H. Smith School of Business	3
College of Computer, Mathematical & Natural Sciences	5
College of Education	1
A.J. Clark School of Engineering	4
School of Public Health	2
Philip Merrill College of Journalism	1
Undergraduate Studies	3
Total	27
GRADUATE STUDENT SENATORS	
Total	10
SINGLE MEMBER CONSTITUENCIES	
Part Time Research, Teaching, Adjunct Faculty	1
Emeritus Faculty	1
Head Coaches	1
Post-Doctoral Associates, Junior Lecturers, Faculty Assistants	1
Contingent Staff	1
Part-Time Graduate Students	1
Part-Time Undergraduate Students	1
Total:	7
VOTING EX-OFFICIO SEATS	
Total:	15
TOTAL SENATE SEATS	222

Appendix 1 - Senate Constituency Definitions in 2015 Plan and Bylaws

Senate Constituencies in New Plan and Bylaws

Faculty Senators

T/TT Faculty

(Based on 3.2.a.1)

- Full-time T/TT faculty:
 - o at Professor, Associate Professor, Assistant Professor rank;
 - o at Librarian II, Librarian III, Librarian IV ranks;
 - o field faculty parallel to Professor ranks listed above (Agent, Senior Agent, Principle Agent); and
 - o instructors and lecturers with job security (identified in consultation with the Office of Faculty Affairs)

PTK Faculty

(Based on 3.2.a.2)

- Full-time PTK faculty defined in II-1.00G except for term-limited and entry-level titles;
 - o Lecturers, Senior Lecturers, and Principal Lecturers;
 - o Assistant Artists-in-Residence, Associate Artists-in-Residence, and Artists-in-Residence;
 - o Assistant Clinical Professors, Associate Clinical Professors, and Clinical Professors;
 - o Assistant Research Professors, Associate Research Professors, and Research Professors;
 - o Assistant Research Scientists, Associate Research Scientists, and Research Scientists;
 - o Assistant Research Scholars, Associate Research Scholars, and Research Scholars;
 - o Assistant Research Engineers, Associate Research Engineers, and Research Engineers;
 - o Faculty Specialists, Senior Faculty Specialists, and Principal Faculty Specialists;
 - o Agent Associates, Senior Agent Associates, and Principal Agent Associates;
- Full-time Librarian I faculty

Representation Ratios

- One faculty Senator shall be elected by the T/TT faculty for each 15 faculty members defined above, or major fraction thereof (8 or more);
- One faculty Senator shall be elected by the PTK faculty for each 30 faculty members defined above, or major fraction thereof (16 or more).

Staff Senators

Staff Constituency Categories

1. Exempt Staff with appointment in Colleges, Schools, and Academic Affairs
2. Exempt Staff with appointment in Divisions
3. Non-Exempt Staff with appointment in Colleges, Schools, and Academic Affairs
4. Non-Exempt Staff with appointment in Divisions

According to the Plan of Organization Review Committee:

Included in “appointment in Colleges and Academic Affairs”:

- | | | |
|--------|--------------------|---------------|
| - AGNR | - EDUC | - Libraries |
| - ARCH | - ENGR | - PUAF |
| - ARHU | - Extended Studies | - SPHL |
| - BMGT | - INFO | - Shady Grove |
| - BSOS | - Grad School | - SVPAAP |
| - CMNS | - JOUR | - UGST |

Included in “appointment in Divisions”:

- VP Administration & Finance
- VP for Research
- Information Technology
- VP for Student Affairs
- VP for University Relations
- Office of the President

Representation Ratios

- 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 staff shall elect one Senator.

Student Senators

Undergraduates

- One student Senator shall be elected for each 1000 full-time undergraduate students or a major fraction thereof (501 or more).
- Each College with undergraduate enrollment and Office of Undergraduate Studies shall be represented by at least one undergraduate student Senator.

Graduate Students

- 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.

Single Member Constituencies

- One Senators shall be elected from each of the following categories in an at-large election:
 - (a) Part-Time Research, Teaching, and Adjunct Faculty who are not members of the Faculty Constituency as defined in Section 3.2 of the Plan shall together elect one (1) Senator, for a term of one (1) year, renewable for up to three (3) years. When the Senate votes by constituencies, that Senator shall have the same voting rights as a faculty Senator.
 - (b) Emeritus Faculty who are not members of the Faculty Constituency as defined in Section 3.2 of the *Plan* shall elect one (1) Senator from among their ranks for a term of one (1) year, renewable for up to three (3) years. When the Senate votes by constituencies, that Senator shall have the same voting rights as a Faculty Senator.
 - (c) Head Coaches who are not members of the Faculty Constituency as defined in Section 3.2 of the University Plan of Organization together shall elect one Senator from among their ranks to serve for a term of one (1) year, renewable for up to three (3) years. When the Senate votes by constituencies, that Senator shall have the same voting rights as a faculty Senator.
 - (d) Post-Doctoral Associates (formerly Research Associates), Junior Lecturers, and Faculty Assistants (formerly Faculty Research Assistants) who are not members of any Senate constituency as defined in Article 3 of the *Plan* together shall elect one (1) Senator, for a term of one (1) year, renewable for up to three (3) years. When the Senate votes by constituencies, that Senator shall have the same voting rights as a Faculty Senator.
 - (e) The Contingent II staff shall elect one (1) Senator from among their ranks for a term of one (1) year, renewable for up to three (3) years. When the Senate votes by constituencies, that Senator shall have the same voting rights as all other staff Senators. The Contingent II staff Senator shall have been employed by the University for twelve months prior to their election.


- (f) The part-time undergraduate students shall elect one (1) Senator from among their ranks for a term of one (1) year, renewable for up to three (3) years. When the Senate votes by constituencies, that Senator shall have the same voting rights as all other student Senators.
- (g) The part-time graduate students shall elect one (1) Senator from among their ranks for a term of one (1) year, renewable for up to three (3) years. When the Senate votes by constituencies, that Senator shall have the same voting rights as all other student Senators.

APPORTIONMENT OF FACULTY SENATORS IN COLLEGES			
School of Architecture, Planning & Preservation	2		
College of Agriculture & Natural Resources	13		
College of Arts & Humanities	18		
College of Behavioral & Social Sciences	12		
Robert H. Smith School of Business	5		
College of Computer, Mathematical & Natural Sciences	22		
College of Education	6		
A.J. Clark School of Engineering	12		
School of Public Health	3		
College of Information Studies	1		
Libraries	5		
Maryland Fire Rescue Institute	1		
Philip Merrill College of Journalism	1		
School of Public Policy	1		
Total	102		
APPORTIONMENT OF STAFF SENATORS			
Executive, Administrative, and Managerial (Exempt)	1		
Professional Exempt	10		
Non-Exempt Clerical and Secretarial Staff	3		
Non-Exempt Service and Maintenance	2		
Non-Exempt Skilled Crafts	2		
Non-Exempt Technical-Paraprofessional	3		
Total	21		
UNDERGRADUATE SENATORS APPORTIONED BY COLLEGE			
School of Architecture, Planning & Preservation	1		
College of Agriculture & Natural Resources	1		
College of Arts & Humanities	3		
College of Behavioral & Social Sciences	4		
Robert H. Smith School of Business	3		
College of Computer, Mathematical & Natural Sciences	4		
College of Education	1		
A.J. Clark School of Engineering	2		
School of Public Health	1		
Philip Merrill College of Journalism	1		
Undergraduate Studies	4		

Total	25		
GRADUATE STUDENT SENATORS			
Total	10		
SINGLE MEMBER CONSTITUENCIES			
Part Time Teaching (Instructional)	1		
Full-Time Teaching (Instructional)	1		
Non-Tenured Research Faculty	1		
Adjunct Faculty & Professors of the Practice	1		
Part-Time Undergraduates	1		
Part-Time Graduate Students	1		
Contingent Staff	1		
Emeritus Faculty	1		
Head Coaches	1		
Total	9		
DEANS			
Total	15		
TOTAL SENATE SEATS	182		



University Senate CHARGE

Date:	April 21, 2015
To:	Jess Jacobson Chair, Elections, Representation, & Governance Committee
From:	Donald Webster Chair, University Senate 
Subject:	Apportionment of the University Senate
Senate Document #:	14-15-35
Deadline:	November 6, 2015

The Senate Executive Committee (SEC) requests that the Elections, Representation, & Governance (ERG) Committee calculate the apportionment of all senators following the revision and approval of the University of Maryland Plan of Organization for Shared Governance.

Specifically, we ask that you:

1. Review the University of Maryland Plan of Organization for Shared Governance.
2. Review the Senate Bylaws
3. Consult with representatives from the Office of Institutional Research Planning and Assessment (IRPA) regarding current populations of the various constituencies represented on the University Senate.
4. Apply the apportionment ratios prescribed in the Plan and categories outlined in the Bylaws to calculate the number of seats for each constituency.
5. Develop a transition plan for any necessary reductions in seats in order to maintain an appropriate stagger.

We ask that you submit your report and recommendations to the Senate Office no later than November 6, 2015. If you have questions or need assistance, please contact Reka Montfort in the Senate Office, extension 5-5804.

DW/rm