

**Plan of Organization  
for the  
College of Education  
University of Maryland  
College Park, Maryland**

**May 9, 2018**

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## PREAMBLE

The purpose of the College of Education Plan of Organization<sup>1</sup> is to provide a framework, concordant with the expectations of the University and the Policy on Shared Governance in the University System of Maryland 1-6.00, for the systematic decision-making processes in management and academic decisions. Inherent in this purpose are a commitment to shared governance and the understanding that responsibility for maintaining channels of communication is shared by the administration, faculty, staff, and students. The executive authority of the College of Education administration flows from the Provost through the Dean, whereas shared governance authority originates in the University Plan of Organization and flows through the University Senate to the College of Education.

## MISSION STATEMENT

The mission of the College of Education is to enhance the lives of individuals, families, schools, and communities through our research, teaching, and engagement. We create knowledge about critical facets of education and human development. We prepare students to be the next generation of scholars, educators, and transformative leaders.

## CONSTITUENT UNITS

- a. The College of Education has three academic units: the Department of Counseling, Higher Education, and Special Education; the Department of Human Development and Quantitative Methodology; and the Department of Teaching and Learning, Policy and Leadership.
- b. Academic programs such as undergraduate and graduate programs are specified by the University's College of Undergraduate Studies and The Graduate School. Graduate and undergraduate programs are generally organized within each of the three academic Department units, with the exception of the EdD program which is under the direction of the Center for Educational Innovation and Improvement (see item c.).
- c. One center, the Center for Educational Innovation and Improvement, and two institutes, the Maryland English Institute, and the Maryland Institute for Minority Achievement and Urban Education (MIMAUE), are housed within the College and report directly to the College Administration and Dean (see Chapter 1, Article 2).
- d. Thirteen centers are housed within the departments. While the College Administration is responsible for the review of all centers, the following centers report directly to their academic units (see Chapter 1, Article 3):
  - Counseling, Assessment, Research, and Educational Services and Psychological Center (CARES)

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<sup>1</sup> This plan fulfills the policies for the composition and revision of Plans found in the University Plan of Organization (Article 11) and the Bylaws of the University Senate (Appendix 7), both available on the University Senate website.

- Center for Children, Relationships, and Culture
- Center for Diversity and Inclusion in Higher Education
- Center for Early Childhood Education and Intervention
- Center for Integrated Latent Variable Research
- Center for Mathematics Education
- Center for Science and Technology in Education
- Center for Young Children
- Institute for the Study of Exceptional Children and Youth
- Language and Literacy Research Center
- Maryland Assessment Research Center
- Maryland Equity Project
- Multilingual Research Center

## CHAPTER I: ADMINISTRATIVE ORGANIZATION

### ARTICLE I. PURPOSE AND FUNCTION

The College Administration shall provide leadership, supervision, and coordination of all educational programs. Its functions shall include, but not be limited to, providing leadership in:

- a) the identification of social, economic, political, and educational trends which have relevance for the mission of the college;
- b) the development of innovative and/or experimental programs of education;
- c) the pursuit and conduct of excellent scholarly research;
- d) the facilitation of excellence in teaching and other academic pursuits of faculty, staff, and students;
- e) the development of effective educational service to the University, state, and profession; and
- f) the improvement of the quality of education and human services in the state of Maryland, the nation, and internationally.

### ARTICLE II. DEAN AND CENTRAL STAFF

#### Section 1. Designations

- a) The Dean is the chief administrative officer of the College.
- b) She or he exercises the functions delegated by the President and Provost including primary budgetary authority and recommendations for Appointments, Promotion, and Tenure (APT, see in this chapter below and in Article IV, Sections 1 and 2).
- c) She or he has a central staff composed of Associate and Assistant Deans, assistants to the Dean, and authorized support personnel.

## Section 2. Appointments

Recommendations for the appointment of the Dean shall be made by an ad hoc search and screening committee. The committee size and composition shall be determined by the Vice President for Academic Affairs and Provost and has historically included tenured/tenure-track and professional track faculty, graduate and undergraduate students, and outside partners.

Assistants to the Dean and all supporting personnel shall be appointed by and serve at the pleasure of the appropriate administrative officer, e.g., the Dean, an Associate Dean, or an Assistant Dean.

## Section 3. Consultation with the College Senate

The Dean serves as an ex-officio member of the College Senate<sup>2</sup> (see Chapter II, Article II) and shall meet with the College Senate (hereafter “Senate”) on a regular basis in an effort to secure advice with regard to policy and practice of the College. The Dean also serves as a member of the Senate Steering Committee (see Chapter II, Article III, Section 1) and coordinates with Senate leadership to set the agenda.

# ARTICLE III. DEPARTMENT ORGANIZATION

## Section 1. Scope and Mission of Department

Departments within the College are academic units that consist of a group of faculty members with common or related disciplinary or mission-oriented interests. Governance of each department, including undergraduate and graduate education, is vested in the Chair of the department, as well as its faculty, staff, and students as specified by departmental Plans of Organization, which must be consistent with Article 11 of the University Plan of Organization. Actions and policies which affect more than one department are subject to review and approval by the College Senate.

## Section 2. Department Membership

All tenured/tenure-track and professional track faculty who are eligible to be voting members of the College of Education Assembly (CEA, see Chapter II, Article I, Section 3) shall have the right to participate in shared governance within their respective departments and shall enjoy voting privileges. The departmental Plans of Organization shall specify which, and under what conditions, student and staff members shall participate in shared governance. The principles of shared governance apply at all levels within the College, and participation by all constituencies in the departments should be standard practice whenever possible.

## Section 3. Department Administration

The chief administrative office of a department is the Chair, whose appointment shall be recommended to the Dean by a search committee composed of and elected by the department faculty. Search committees must also include two tenured/tenure-track or professional track

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<sup>2</sup> The College Senate fulfills the role of a Faculty Advisory Council as described in Article 11 of the University Plan of Organization.

faculty members from other departments of the College appointed by the Dean. This policy shall also be consistent with other terms as specified in the University System Policy on Concurrent Faculty and Administrative Appointments (II-1.03).

Each department shall have an appropriate committee structure that represents all members of the department. The membership and method of selection of committees shall be determined by a “committee of committees” within each department with the stipulation that faculty, as defined by the faculty membership for the CEA (i.e., tenured/tenure-track, and professional track), shall constitute a voting majority of that determinative committee. A committee specified in the Plan of Organization of the Department shall advise the Chair in the general administration of departmental affairs and shall also have at least a majority of faculty. This committee fulfills the obligations of the departmental Faculty Advisory Council required by the Article 11 of the University Plan of Organization.

Each Department Chair shall be reviewed at least every five years by a committee organized by the Dean in accordance with The University of Maryland Policy on the Review of Department Chairs and Directors of Academic Units (I - 6.00(C)). Each Department’s Plan of Organization will be reviewed and approved every ten years by the College Senate in accordance with the University Plan of Organization.

#### Section 4. Grievances

Grievances concerning conditions of personal and/or professional welfare within departments shall be handled in accordance with University Policies on administrative personnel, faculty,<sup>3</sup> and exempt and non-exempt staff.<sup>4</sup>

## ARTICLE IV. CENTERS AND INSTITUTES OF THE COLLEGE

#### Section 1. Selection of Directors

The Dean shall select College-level Center and Institute Directors after consulting with the center’s faculty and staff and other faculty and staff in the College. Centers and Institutes that are housed within department structures shall follow the protocols within departmental Plans of Organization for the appointment of Directors and Center staff.

#### Section 2. Review

The Directors and Plans of Organization of Centers and Institutes will be reviewed periodically by the College in accordance with University policy on review of Centers.<sup>5</sup> All centers within the College and its constituent units will be reviewed at least once - every 5 years consistent with University policy (IV-1.00A) and College policy.<sup>6</sup> All reviews are to be conducted by an ad-hoc subcommittee of the Senate.

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<sup>3</sup> The University of Maryland Policy on Faculty Grievances (II - 4.00)

<sup>4</sup> The University of Maryland Policy on Exempt and non-Exempt Staff Grievances (VII - 8.00)

<sup>5</sup> The University of Maryland Policy and Procedures for the Establishment and Review of Centers and Institutes (IV-1.00(A))

<sup>6</sup> Senate Committee on Centers and Institutes Report As Amended by COE Senate 10/31/14

## ARTICLE V. COUNCIL OF CHAIRS

### Section 1. Membership

The membership of the Council of Chairs includes the Department Chairs, the Chair of the CEA, and other tenured/tenure-track faculty, professional track faculty, or staff attending at the behest of the Dean.

### Section 2. Functions and Responsibilities

The Council of Chairs is an advisory body to the Dean and disseminates administrative information across units in the College. This group shall follow an agenda as set by the Dean, in consultation with its members. Regular minutes of these meetings shall be published.

## ARTICLE VI. COLLEGE OF EDUCATION COMMITTEES

Standing committees of the College serve important functions for the whole College and its membership, and are guided by campus policies. These committees are required to be led by tenured/tenure-track or professional track faculty, and are expected to conduct their work with autonomy. These committees are expected to formulate and present recommendations to the Dean and to the College Administration; they are required to prepare annual reports which are presented to the College Senate and CEA. Six such committees are currently recognized:

### Section 1. Appointment, Promotion, and Tenure Committee (APT)

1. **Purpose:** As specified in the University of Maryland Policy and Procedures on Appointment, Promotion, and Tenure of Faculty (II-1.00 (A)), the College APT Committee functions as the second-level review of all faculty recommendations for promotion and tenure presented by departments. The APT Committee is an independent standing committee that formulates and presents recommendations directly to the Dean. (The first-level review by tenured faculty, as mandated by campus policy, is separate and occurs at the departmental level in consultation with the Dean's Office.)
2. **Membership:** The APT Committee is composed of two full professors per department, elected by their respective department faculties for staggered two-year terms, and the Dean serving as an ex-officio, non-voting member. The Chair of the Committee is chosen by its own members. The Dean's Office will announce the Committee membership via-email to all faculty by September 15 of each academic year.
3. **Voting Rights:** Voting rights are restricted to all College APT Committee members who did not vote on the case at the first-level review. Given that discussion of the cases is important to the process, no proxy voting is allowed.
4. **Procedural Issues:** Quorum is 100% of eligible voters.
  - a. All balloting, materials, and discussions of the College APT Committee are confidential.

- b. One eligible voter presents the case to the College APT committee. When significant questions arise regarding the recommendations from either the first-level reviews or the contents of the dossier, the College APT Committee shall provide the opportunity for the department Chair and the spokesperson for the first-level faculty review committee to meet with the College APT Committee to discuss their recommendations and other questions related to the case; the College APT Committee shall provide them with a written list of the Committee's general concerns about the candidate's case prior to the meeting. The College APT Committee may also request additional information from the first-level of review by following the procedures prescribed in Section F1 of the campus APT policy (II-1.00 (A)).
  - c. After the final vote is taken, Committee members draft a report describing their deliberations and articulating their final decision. The letter should contain the Committee's decision; the date of the meeting and a description of who voted; and justification for the decision, including concerns expressed by the Committee or its members. One person on the Committee writes the letter to the Dean; all eligible voters approve the letter. If necessary, any member of the Committee may write a dissenting opinion. The Dean considers all of the evidence in the dossier and makes an independent decision. The Dean's Office adds the College APT Committee report and the Dean's letter to the dossier within 30 days of the College APT Committee's decision, and submits it to the Office of the Associate Provost for Faculty Affairs for campus review.
5. **Notification:** The Dean communicates all decisions to the candidate in writing. When either the Dean or the College APT committee makes a negative APT decision, the Dean writes a brief summary letter informing the candidate, the department Chair, and the Chair of the department APT Committee. The letter summarizes the outcome of the College APT Committee's and the Dean's deliberations, and the rationale behind their decisions. The letter must be vetted with members of the College APT Committee. In the event that the Chair of the Committee and the Dean are unable to agree on the appropriate language and contents of the summary letter, each shall write a summary letter to the candidate. A copy of all materials provided to the candidate shall be added to the dossier.
  6. Grievances concerning the APT process shall be handled in accordance with the University of Maryland Policies and Procedures Governing Faculty Grievances (II-4.00 (A))

## Section 2. Appointment, Evaluation, and Promotion (AEP) Committee for Professional Track Faculty

1. **Purpose:** As specified in the University of Maryland Guidelines for Appointment, Evaluation, and Promotion of Professional Track Faculty, the College AEP functions as the second-level review of all professional track faculty recommendations for promotion presented by departments. The College AEP Committee is an independent standing committee that formulates and presents recommendations directly to the Dean. (The first-level review of professional track faculty, as mandated by campus policy, is separate and occurs at the departmental level in consultation with the Dean's Office.) The College

Committee is responsible for reviewing and evaluating the candidate's accomplishments in the following three general areas: (1) teaching, advising, and mentoring of students; (2) research, scholarship, and creative activity; and (3) professional service to the department, College, University, profession, and/or community. The standards and criteria that serve as the basis for the evaluation are specified in department policies. The College AEP Committee must prepare a concise report summarizing the vote, the discussion, and the Committee's recommendation to the Dean.

2. **Membership:** The College AEP Committee will include two voting representatives from each department: one tenured and one professional track faculty member. These faculty members will be selected by each of the three departments, consistent with their Plans of Organization. Members of the Committee must be at or above the rank being sought by the candidates under review that year. In cases where a department has no PTK faculty at or above the rank being sought by the candidates under review that year, the Department Chair should appoint a PTK faculty member from another department or College who is at or above the rank being sought by the candidates being reviewed that year to represent the department on the College AEP Committee. The Committee will elect a Chair and an alternate Chair; the latter shall serve as Chair when a candidate from the Chair's own unit is under discussion.
3. **Voting Rights:** Voting rights are restricted to all College AEP Committee members who did not vote on the case at the first-level review. Given that discussion of the cases is important to the process, no proxy voting is allowed.
4. **Procedural Issues:** Quorum is 100% of eligible voters.
  - a. All balloting, materials, and discussions of the College AEP Committee are confidential.
  - b. One eligible voter presents the case to the Committee. When significant questions arise regarding the recommendations from either the first-level reviews or the contents of the dossier, the College AEP Committee shall provide the opportunity for the department Chair and the spokesperson for the first-level faculty review committee to meet with the College AEP Committee to discuss their recommendations and other questions related to the case; the Committee shall provide them with a written list of the Committee's general concerns about the candidate's case prior to the meeting. The Committee may also request additional information from the first-level of review by following the above procedures described for APT.
  - c. After the final vote is taken, Committee members draft a report describing their deliberations and articulating their final decision. The letter should contain the Committee's decision; the date of the meeting and a description of who voted; and justification for the decision, including concerns expressed by the Committee/Committee members. One person on the Committee writes the letter to the Dean; all eligible voters approve the letter. If necessary, any member of the Committee may write a dissenting opinion. The Dean considers all of the

evidence in the dossier and makes an independent decision. In cases of promotion to the highest rank in the professional track, the Dean attaches a letter with his or her decision to the Committee report and the dossier and submits them to the Office of the Associate Provost for Faculty Affairs for campus review within 30 days of the College AEP Committee's decision.

7. **Notification:** The Dean communicates all decisions to the candidate in writing. When either the Dean or the College AEP Committee makes a negative AEP decision, the Dean writes a brief summary letter informing the candidate, the department Chair, and the Chair of the department AEP Committee. The letter summarizes the outcome of the College AEP Committee's and the Dean's deliberations, and the rationale behind their decisions. The letter must be vetted with members of the College AEP Committee. In the event that the Chair of the Committee and the Dean are unable to agree on the appropriate language and contents of the summary letter, each shall write a summary letter to the candidate. A copy of all materials provided to the candidate shall be added to the dossier.
8. **Grievances:** Grievances concerning the AEP process shall be handled in accordance with the University of Maryland Policies and Procedures Governing Faculty Grievances (II-4.00 (A)).

### Section 3. Program, Curriculum, and Courses Committee (PCC)

1. **Purpose:** The College PCC Committee reviews and makes decisions on all proposals that have been approved through the department level PCC process concerning new and modified undergraduate and graduate programs, curricula, and courses in compliance with University policies. Committee decisions are forwarded to the Dean's office, which in turn presents these decisions to the Vice-President's Advisory Committee (VPAC, appointed by the Senior Vice-President for Academic Affairs and Provost) and/or other appropriate University committees (e.g., the University Senate's PCC Committee, the Graduate Council, etc.).
2. **Membership:** The PCC Committee is composed of one tenured and one other member (tenure-track or professional track) from each department, elected by their departments for staggered two-year terms. The Committee also includes one undergraduate and one graduate student member. The Office of Student Services in the Office of the Dean calls for nominations from among the undergraduate and graduate student populations and holds an electronic vote if there is more than one nominee. The Assistant Dean (who is also the Executive Director of Teacher Education, hereafter Assistant Dean/Executive Director of Teacher Education) and Associate Dean for Research, Innovation, and Partnerships serve as ex-officio members with voting privileges. The PCC Chair is chosen by the Committee members; the PCC Chair must be an associate or full professor. Quorum consists of a majority of voting members.
3. **Meeting:** The PCC Committee shall meet monthly throughout the academic year, including in January. Whereas the PCC Committee serves an important role in ensuring that all new and revised programs and courses proposed across the College are aligned with the requirements of campus, the work of promoting the ongoing quality and overseeing the development of new program areas across the three departments in the College rests with

the three specialized college-wide curriculum committees: the Educator Preparation Committee (EPC), the Undergraduate General Education Committee (UGEC), and the Graduate Education Committee (GEC).

#### Section 4. Educator Preparation Committee (EPC)

1. **Purpose:** The EPC serves as the steering committee for educator preparation: It oversees the quality and promotes the development of all educator certification programs, curricula, and course policies for the College<sup>7</sup>. It also recommends revisions to existing programs, curricula, and courses to promote compliance with accreditation guidelines and acts as a policy-setting body for all educator preparation programs in the Professional Preparation Unit,<sup>8</sup> as is required for accreditation by the Council for the Accreditation of Educator Preparation (CAEP). As appropriate, recommendations regarding education preparation policy are presented to the Dean and the Assistant Dean/Executive Director of Teacher Education. The Committee notifies the College Senate regarding course and program recommendations that are forwarded to the College PCC Committee (and subsequent PCC entities, as necessary).
2. **Membership:** The EPC consists of one tenured/tenure-track or professional track faculty member from each of the following undergraduate and graduate academic programs (see Constituent Units, item b.): early childhood, elementary, middle school, secondary (to include P-12), special education, reading specialist/reading education, and school administration; one faculty representative elected from among school counseling or school psychology; and one faculty representative elected from among school library media, physical education, music, or dance. Program representatives are selected by their departments consistent with their department Plans of Organization for staggered two-year terms. The EPC also includes one representative from each of the COE's four partner school districts (Anne Arundel, Howard, Montgomery, and Prince George's) and one representative from the PDS Partnership Community Group. These individuals are elected by and from their respective groups.. The EPC also includes two student representatives (one undergraduate and one graduate) elected for a one-year term. The Office of Student Services in the Office of the Dean calls for nominations from among the undergraduate and graduate student populations and holds an electronic vote if there is more than one nominee. The Assistant Dean/Executive Director of Teacher Education and the College Coordinator of PDS Partnerships serve as ex-officio members with voting privileges. Department Chairs and Associate Chairs, as appropriate, serve as ex-officio members without voting privileges. The EPC Chair is selected by the Committee members. Quorum consists of a majority of voting Committee members.

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<sup>7</sup> Programmatic decisions for graduate and undergraduate programs are ultimately voted on by the corresponding academic units. Undergraduate and graduate programs are specified by the University's College of Undergraduate Studies and The Graduate School.

<sup>8</sup> The Professional Preparation Unit includes all programs that prepare teachers and other school professionals to work in P-12 settings. In addition to the educator preparation programs in the College of Education, the Unit also includes the School Library Media program (College of Information Studies) and the teacher preparation programs in Physical Education (School of Public Health), Music (College of Arts and Humanities), and Agriculture (College of Agriculture and Natural Resources).

3. **Meeting:** The EPC shall meet at least two times each academic semester.

### Section 5. Undergraduate General Education Committee (UGEC)

1. **Purpose:** The UGEC monitors and encourages the development of all undergraduate general education program, curricula, and course policies for the College; it also monitors new general education course proposals and recommends revisions to existing general education courses. The UGEC sends its course and program recommendations to departments, which send proposals to the College PCC Committee for final review and approval. As appropriate, recommendations regarding education preparation policy are also presented to the Dean and the Assistant Dean/Executive Director of Teacher Education.
2. **Membership:** The UGEC consists of one tenured/tenure-track or professional track faculty member from each department, elected by their departments for staggered two-year terms, as well as the Director of the Office of Student Services. The UGEC also includes one undergraduate student representative elected for a one-year term. The Office of Student Services in the Office of the Dean calls for nominations from among the undergraduate student population and holds an electronic vote if there is more than one nominee. The Assistant Dean/Executive Director of Teacher Education serves as an ex-officio member with voting privileges. The UGEC Chair is selected by the Committee members. Quorum consists of a majority of Committee members.
3. **Meeting:** The UGEC shall meet at least one time each academic semester.

### Section 6. Graduate Education Committee (GEC)

1. **Purpose:** Graduate education in the College is a joint function and responsibility of the College and its departments. The Graduate Education Committee has as its primary responsibility coordinating and monitoring the quality and integrity of graduate programs housed in the College's departments; it also recommends revisions to existing graduate education policies, programs, curricula, and courses and monitors compliance with the Middle States Commission on Higher Education accreditation guidelines and graduate outcomes assessments. The GEC sends its course and program recommendations to departments, which make recommendations to the College PCC Committee. The GEC annually reports its recommendations and actions to the College Senate. When appropriate, policy decisions regarding College-wide graduate education should be brought before the College Senate for approval.
2. **Membership:** GEC consists of the tenured/tenure-track faculty member who serves as the graduate director from each Department or a tenured/tenure-track faculty member with similar responsibilities; where a department has a committee responsible for graduate studies, a member of that committee who is selected by their department serves instead. If a Department has both a graduate director and a committee responsible for graduate studies, the graduate director is the Department's representative. Members serve for staggered two-year terms. The Associate Dean for Research and Graduate Education, the Associate Director for Graduate Studies, and the Assistant Dean/Executive Director of Teacher Education serve as ex-officio members with voting privileges. The GEC also

includes two graduate student representatives elected for one-year terms. The Office of Student Services in the Office of the Dean calls for nominations from among the graduate student populations and holds an electronic vote if there is more than one nominee. Quorum consists of a majority of Committee members.

3. **Meeting:** The GEC shall meet at least once per academic semester.

## CHAPTER II: COLLEGE ASSEMBLY AND SENATE

### ARTICLE I. COLLEGE OF EDUCATION ASSEMBLY (CEA)

#### Section 1. Purpose

The CEA provides a means for faculty, staff, and students to: fulfill their responsibilities in carrying out the mission of the College; promote the general welfare; and achieve the highest standards of teaching, research, and service.

#### Section 2: Functions

The functions of the CEA shall include the following:

- a) to provide a regular forum for the expression of faculty, staff, and student concerns and viewpoints;
- b) to provide for full communication among the faculty, staff, and students of the College and the University community;
- c) to promote collaborative efforts within the College; and
- d) to act as the referendum body for the College, especially in approving the College Plan of Organization and revisions to the Plan.

#### Section 3. Membership

The membership of the CEA shall be determined according to the following guidelines for each constituency:

1. **Faculty:** Faculty are defined as full-time tenured and tenure-track faculty and professional track faculty (as defined in the University of Maryland Policy on Professional Track Faculty (II-1.00(G)) with an appointment of at least 50% in the College of Education. All such persons shall be voting members of the CEA.
2. **Staff:** Staff are defined as all other employees, exempt and non-exempt, who are currently appointed and employed by the College of Education with an appointment of 50% FTE or greater, and who do not need to be reappointed every year. Also included shall be persons who have been employed 50% time on temporary contractual positions by the College for a continuous period of more than five years. All such eligible members shall be voting members of the CEA.

3. **Students:** Students are defined as all undergraduate students enrolled full time in a program of the College and all graduate students enrolled at least 50% of full time in a program of the College, as identified no later than April 15 each spring on a list generated from the Dean's Office. In the following fall, the Dean's Office will add newly enrolled students, who become members of the CEA to this list. All such members may attend the meetings of the CEA and shall have the right to speak at such meetings. Nine undergraduate student voting members and nine graduate student voting members are chosen by election. The Office of Student Services in the Dean's office notifies the graduate and undergraduate students of this policy by email and solicits nominations for two voting members from each of the three departments and three at-large members. An electronic vote is held among all students in the college and the nine top vote-getters are elected, providing that at least two members represent each department.

#### Section 4. Officers

1. **Designations:** The officers of the CEA are the officers of the Senate (Chapter II, Article II). They consist of the Chair, Chair-elect, and Secretary.
2. **Vacancies:** In the event of vacancies in the offices of Chair or Chair-elect, the CEA shall hold a special election following the notice of vacancy. The College Senate Steering Committee, serving as a nominating body, shall solicit nominations from the CEA and hold an electronic ballot. The CEA shall have one week to conclude the vote.
3. **Duties:**
  - a) The Chair shall preside at all meetings of the CEA and shall perform such other duties as prescribed in this Plan of Organization or assigned by the CEA.
  - b) The Chair-elect shall assist the Chair and preside at meetings of the CEA in the absence of the Chair.
  - c) The Secretary shall be responsible for minutes of all meetings of the CEA and the Senate and, with assistance of the Dean's office, maintain the permanent records of the CEA.
  - d) Officers shall perform the duties outlined in this Plan of Organization and those assigned by the CEA. Officers are permitted to vote on all matters before the CEA.
  - e) Vacating officers shall deliver to their successors all official material not later than ten days following election of their successors.

#### Section 5. Meetings and Voting on Matters of College Policy and Governance

1. **Semi-Annual Meetings:** Semi-annual meetings of the CEA shall be held during the fall and spring semesters on dates set by the Chair of the CEA. The agenda for these meetings shall be distributed to the faculty, staff, and students at least one week prior to the meetings. Semi-annual meetings of the CEA shall be open to all members of the College.
2. **Special Meetings:** Twenty percent of the voting members of the CEA may petition the College Senate (Chapter II, Article II) for a special meeting of the CEA. The petitioners shall present with their petition a proposed agenda for the meeting, which shall be the only order of business at the meeting. Announcements of the time and place and of the agenda

shall be made at least two weeks in advance. All special meetings shall be open. A special CEA meeting may also be called by a majority vote of the College Senate with an announcement of the agenda and time and place published two weeks prior to the special meeting. Exception to the notice requirement shall be made only in an emergency, as determined by the Chair, for which a minimum three-hour notice shall be given stating time, place, and purpose.

3. **Voting on Official College Matters:** Matters that require a vote of the CEA include, but are not limited to, the College Plan of Organization, Strategic Plans, organizational restructuring, and changes to the name or mission of the College. When such matters are up for consideration, they must be presented at a CEA meeting (either one of the regular fall or spring CEA meetings or a specially-called meeting as described above). After the meeting, an electronic vote shall be taken by members of the CEA. In order for a vote to stand, at least a quorum (a quorum is defined as 50% or more of the CEA members with voting privileges) must participate in the voting process and at least a majority of those who vote must approve the proposed measure. Changes to the College Plan of Organization require a higher threshold (see Chapter III, Article II). For electronic voting, notice is given through official College of Education listserv and one-week is given for those eligible to vote<sup>9,10</sup>. For the vote to stand, the number of responses must be at least equal to the quorum of the Assembly.
4. **Speaking at Meetings:** Any member of the CEA shall have the right to be recognized and to speak at meetings of the CEA, subject to the rules of order. Individuals who are not members of the CEA and who are introduced by a member of the CEA may be recognized and speak absent the objection of a member of the CEA. In the event of an objection, the Chair shall call for an immediate vote on the objection by show of hands, with a simple majority of those eligible to vote and voting prevailing.
5. **Parliamentary Authority:** The most current version of *Robert's Rules of Order Newly Revised* shall govern the CEA in all cases in which they are applicable and in which they are not in conflict with this Plan of Organization.

## Section 6. Representation in the University Senate

1. **Eligibility:** The University of Maryland Plan of Organization and the associated Bylaws of the University Senate shall define eligibility for faculty, staff, and student representatives to the University Senate. Consistent with the University Plan of Organization Article 3.2, each department will elect one tenured/tenure-track faculty Senator; any additional tenured or tenure-track Senate seats apportioned to the College will be elected at large. Professional track faculty Senators apportioned to the College will be elected at large. All terms will be for three years. Staff and student Senator elections are conducted by the University Senate. University Senators from the College will serve as ex-officio members of the College Senate, without a vote.

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<sup>9</sup> The Senate reserves the right to extend the voting period until a quorum of responses is met.

<sup>10</sup> Electronic voting in the College is conducted using appropriate tools to ensure anonymity and/or confidentiality.

2. **Nominations and Elections of Faculty Senators:** Faculty representing a Department are nominated and elected within their Department according to their Department Plan of Organization. Department-level committees overseeing the election of University Senators must include both tenured/tenure-track and professional track faculty. In any year in which a College at-large senator to the University Senate is to be elected, the Chair of the Senate Steering Committee shall issue a call for nominations to each department. Recommendations to fill vacancies in any term of office of a Senator to the University Senate shall be made through the faculty members of their respective departments.

## ARTICLE II. COLLEGE SENATE

**Section 1: Purpose** The College Senate serves as the Faculty Advisory Council described in Article 11 of the University Plan of Organization. The purpose of the College Senate is to take action on behalf of the faculty, staff, and students in all matters pertaining to governance within the College in fulfilling its stated responsibilities. The College Senate is the executive body of the CEA for enacting the shared governance functions of the College on a regular basis.

### Section 2: Functions

The College Senate functions to:

- a) provide advice to the Dean with regard to College policy, including administrative staffing, facilities use and planning, and the College's annual budget (consistent with the University Plan of Organization (Article 11.2.a.2.b).
- b) receive and act upon reports of committees;
- c) report its actions, policy proposals, and recommendations to the CEA;
- d) communicate faculty, staff, and student points of view;
- e) receive, consider, and refer appeals and grievances;
- f) review and approve department Plans of Organization;
- g) perform other functions as approved by the CEA;
- h) advise the Dean on membership to committees that he/she establishes; and
- i) communicate with the University Senate on College Senate issues.

### Section 3: Membership

The membership of the College Senate consists of elected senators from the following constituencies:

1. **Faculty:** Each department shall be served by three representative faculty (at least one of which must be tenured or tenure-track and one of which must be professional track<sup>11</sup>)

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<sup>11</sup> In cases in which departments have fewer than 5 professional-track faculty members who are 50% or greater effort, members of the Senate may be elected from the tenure-track or the professional-track faculty provided that professional-track faculty are provided with the opportunity to run for election.

members, elected in staggered terms. In addition, there shall be two at-large faculty Senators, plus the offices of Chair and Chair-elect. The faculty of each department shall elect Senators to the College Senate each year to replace Senators whose terms are expiring or who can no longer serve as their departmental Senate representative or Chair-Elect. The term of office for faculty Senators shall be for two calendar years, beginning with the first meeting of the College Senate scheduled annually in the fall. Senators may be re-elected for one successive term. When a member is unable to attend meetings for a prolonged period (e.g., leave of absence, sabbatical, prolonged illness), the department may recommend the appointment for a specified time period of a substitute with voting privileges. Only departments with a Plan of Organization that is approved or pending approval by the College Senate shall have departmental representation. In the spring of each year, the Senate Steering Committee (Article III Section 1 of this Chapter) shall solicit nominations for at-large Senators for the next academic year from the CEA, and conduct an electronic vote. The term of office shall be for two calendar years, beginning with the first meeting of the College Senate scheduled annually in the Fall (see this chapter, Article III, section 1 below). At-large Senators may be re-elected for one successive term. When an at-large member is unable to attend meetings for a prolonged period, the College Senate Steering Committee shall designate, a temporary substitute with voting privileges until such time as the Steering Committee can hold an election. The Chair-elect retains voting privileges as their departmental representative. Once the Chair-elect becomes Chair, that person's Senate seat is vacated and a replacement is elected by that person's Department. The Chair only holds voting privileges in cases of a tie.

2. **Staff:** Two exempt and one non-exempt staff members are elected at large. The staff Senators shall serve for two years, elected in staggered terms. Senators may be elected for one successive term. Nominations for staff Senators to the College Senate are solicited each spring through an announcement in the College staff listserv, and all eligible staff can participate in this annual election process. The election process should take place in the spring of each year and be completed no later than April 30. Voting for representatives from each of the staff constituencies above shall be by members of that category only. For purposes of the governance of the College, a person may represent only one category.
3. **Students:** One doctoral student, one master's student, and two undergraduate students are elected at-large by each respective category of student: doctoral and masters students who are enrolled at least 50% of full time (as defined by the Office of the Dean of Graduate Studies) and undergraduate students who are enrolled full time (as defined by the Office of the Dean of Undergraduate Studies). The student Senators shall serve for one year, and may stand for reelection only once. Nominations for student Senators to the College Senate are solicited by the Office of Student Services in the Dean's office (as described in this chapter Article 1, Section 3 above). Elections shall take place in the spring of each year and should be completed no later than April 30. Voting for representatives from each of the student categories shall be by members of that constituency only. For purposes of the governance of the College, a person may represent only one category.

#### Section 4. Officers

The officers of the CEA and the officers of the College Senate are the same. The Chair of the College Senate is the Chair of the CEA; the Chair-elect of the Senate is the Chair-elect of the

CEA; the Secretary of the College Senate is the Secretary of the CEA. The positions of Chair-elect and Secretary shall be nominated by the Senate Steering Committee (Chapter II, Article III, Section I) and elected by the voting members of the Senate. (The Chair is the previous years' Chair-elect and does not require an election). The Chair-elect cannot be a faculty member serving as department Chair or assistant or associate dean. This person will serve as Chair-elect for one year and as Chair for the subsequent year. The election of Chair-elect and Secretary will be conducted by the Senate at the first meeting of the Fall of each year. Procedures and supervision of nominations and elections shall be established and maintained by the Senate Steering Committee. The election for Chair-elect will require a simple majority of all votes cast. If not attained on the first vote, a runoff election between the two candidates receiving the largest number of votes will occur.

### Section 5. Meetings

Monthly meetings of the College of Education Senate shall be held during the academic year. The Dean attends all meetings of the College Senate as an ex-officio member. Date, time, and place shall be decided upon by a majority of the membership. A quorum shall consist of a majority of its members. Meetings shall be open to all voting members of the CEA. All members of the Senate shall have the right to be recognized and to speak and to vote according to the rules of order. Persons who are not members of the Senate may be invited to attend and recognized to speak following introduction by a member of the Senate, provided that no Senator objects. Dates of the Senate meetings are posted on the College website so non-members can participate with member introduction. If there be an objection, the Chair shall immediately call for a vote and the majority of members present and voting shall prevail.

## ARTICLE III. COLLEGE SENATE COMMITTEES

The College Senate is authorized and entrusted by the CEA to establish standing and ad-hoc committees to conduct significant College business, such as gathering information, reviewing policies, advising the Dean, and promoting and sponsoring events to support all College faculty, staff, and students. The Chair of the College Senate shall appoint one College Senator as the Chair or Liaison of each standing committee and ensure that these selected individuals are formally approved by the College Senate. The purpose, procedures, and status of a standing Senate or ad-hoc Senate committee shall be established with each committee's creation. The documents specifying such establishment shall be circulated to the voting members of the full CEA. Specific procedures to establish or to eliminate standing Senate as well as ad-hoc committees may be specified in the Bylaws of the College. A full description of Senate standing and ad-hoc committees, as well as the guidelines for each committee's operations, is detailed in the College Bylaws.<sup>12</sup>

### Section 1: Senate Steering Committee

1. **Purpose:** The purpose of the full Senate Steering Committee (which functions as the Committee on Committees) is to propose the agenda for meetings of the College Senate and the CEA, to direct the business of the Senate to appropriate committees and through

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<sup>12</sup> The College of Education Bylaws can be found at <https://www.education.umd.edu/about-college/shared-governance#plan-of-organization>.

administrative channels of the College and University, and to advise and assist the Chair in carrying out responsibilities of the CEA and College Senate. The Senate Steering Committee is delegated by the Senate as a committee on committees, to establish standing and ad hoc committees, and to nominate a slate of candidates for each standing and ad-hoc committee of the Senate. (The full Senate votes to approve the entire slate of committee members). The Steering Committee shall advise the Dean and other administrators of the College, Campus, and System where appropriate. Specific to the University Plan of Organization Article 11.2.a(c)(i), the committee nominates candidates for non-Senate Committees as needed by the Dean, and the Dean appoints candidates from this slate. Agenda items may come from within the Senate Steering Committee, from the Dean, from the standing or ad-hoc committees of the Senate, or from other interested parties in the College. The Steering Committee also serves as a nominating committee: it facilitates the annual election of the Chair-elect of the CEA and Senate and the two at-large faculty (tenured/tenure-track or professional track) Senators to the College Senate, as well as the at-large Senators to the University Senate. In addition, the Committee coordinates with the College and departmental administration and staff to ensure that staff and student voting representatives to the CEA and Senators of the College Senate are selected annually.

2. **Membership:** The Committee shall be composed of the Chair, Chair-elect, and Secretary of the College Senate, one staff representative (one exempt or one non-exempt), one graduate student representative and one undergraduate student representative, and three faculty members (at least one of which must be tenured or tenure-track and one of which must be professional track). The Committee shall be chaired by the College Senate Chair. The faculty members are selected by the Chair from among those Senators who are in the second year of their term. The student and staff members are nominated by the Chair from among the members of the CEA<sup>13</sup>. All members of the Committee are voting members, aside from the Dean who is a non-voting ex-officio member. Quorum is a majority of the Committee's voting members.
3. **Meeting:** The Steering Committee shall meet monthly.

## Section 2. Faculty Affairs Committee

1. **Purpose:** The Faculty Affairs Committee acts in support of faculty development activities, augmenting those that are offered by individual departments. The Chair of the Committee is elected by the Senate at the first meeting of the academic year. Examples of activities include hosting promotion and tenure workshops for tenured/tenure-track faculty, similar promotion workshops for professional track faculty, and ensuring that all junior faculty members (tenure-track and professional track) receive senior faculty mentors. The Faculty Affairs Committee also serves as an advisory committee to the Senate and the Dean in the area of faculty development.

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<sup>13</sup> The Steering Committee sends requests to the CEA for volunteers for the staff and student positions in the spring for the next academic year and the Steering Committee nominates members from among the volunteers to ensure adequate representation for each constituency (e.g., exempt and non-exempt staff). The full Senate approves the entire slate of committee members as described in Chapter II, Article III, Section 1.1)

2. **Membership:** One faculty Senator from the College Senate will be appointed and serve as a Senate liaison and voting member of the Faculty Affairs Committee. The Associate Dean for Faculty Affairs is an ex-officio member of the Committee. Other members will include one tenured/tenure-track faculty representative from each department and one professional track faculty member from each department that has professional track faculty. All members are selected by the full College of Education Senate. Quorum consists of a majority of voting members.
3. **Meeting:** The Committee shall meet at least two times each semester. These include, but is not limited to, events with faculty preparing for the APT or AEP process.

### Section 3. Staff Affairs Committee

1. **Purpose:** The purpose of the Staff Affairs Committee is to promote the visibility of our staff as valuable members of the College of Education community. The Staff Affairs Committee will serve as a mechanism for organizing events; sponsoring, facilitating and promoting professional and personal development of staff. The Committee is a proactive organization dedicated to fostering communication and cohesiveness within the College of Education, thereby improving the atmosphere, relationships and functioning of the College.
2. **Membership:** The Committee membership includes both exempt and non-exempt staff and will be comprised of: one staff member appointed by the department Chair from each of the three departments, and four appointed at-large staff members who work in the Dean's support units, not associated with specific departments; at least two members of the Committee will be non-exempt staff. The Chair of the Committee for the next year is elected by its members at the last meeting of the year. The Assistant Dean for Finance and Administration will serve as a non-voting, ex-officio member of the Committee. One staff Senator from the College Senate will be appointed and serve as a Senate liaison and voting member of the Committee. An additional staff Senator is appointed by the Senate as a non-voting member, who serves as an alternate liaison to the Senate. Terms for appointed staff members will be two years starting in the fall semester; at-large members will serve one-year terms. Quorum consists of a majority of Committee's voting members.
3. **Meeting:** The Staff Affairs Committee will meet no less than twice per academic semester.

### Section 4. College Awards Committee

1. **Purpose:** The College of Education confers annual awards to recognize the accomplishments of faculty, staff, and students within the College. The College Awards Committee is charged with selecting the awardees from among those nominated. The Committee implements the awards criteria and the submission process and selects awardees for all but the COE Leadership Award. The recipient of the COE Leadership Award is selected by the Dean. The COE Leadership Award, as with the other awards, is not required to be awarded each year. The Awards Committee will review annually all

awards criteria and processes and with input from the Senate modify criteria as deemed necessary.

2. **Membership:** One faculty or staff Senator from the College Senate will be appointed and serve as Chair of the Awards Committee. In addition to the Chair, at the first Senate meeting of the year, the Senate appoints College Awards Committee members including one tenured/tenure-track or professional track faculty Senator from each department, two students from the CEA (one undergraduate and one graduate) , and two staff members from the CEA (one exempt and one non-exempt). All members serve for one year. New members are selected each year. Quorum consists of a majority of Committee members.
3. **Meeting:** The Committee shall meet at least two times each semester.

## CHAPTER III. AMENDMENT AND REVIEW

### ARTICLE I. AMENDMENT

Amendments or revisions may be proposed by members of the Senate, the Council of Chairs, or by a petition signed by at least 50 members of the CEA. The Senate shall discuss a proposed amendment at two successive meetings and then vote upon the proposal. Amendments that are approved by a majority of the Senate members who are present and voting shall be submitted to a referendum of the CEA. An amendment to the Plan will be ratified if 50% of the voting members of the CEA vote and at least 60% of the votes are in favor.

Following a positive vote of the CEA, amendments to the Plan of Organization are subject to review by the Dean, and approval by the University Senate and the President.

### ARTICLE II. REVIEW

The Plan of Organization shall be reviewed every tenth year by a newly-elected committee (as required by the University Plan of Organization, Article 11.3) nominated by the Senate Steering Committee and voted on, as a whole by the College Senate. The Committee shall consist of one tenured/tenure-track and one professional track faculty member from each department, one exempt or non-exempt staff member, one graduate student representative and one undergraduate student representative. The Committee shall review the plan and make proposals for changes. The Committee shall submit the Plan to the Senate for approval and then to the CEA for a vote. The modified or revised plan will be ratified if 50% of the voting members of the CEA vote and at least 60% of the votes are in favor.

By a 60% vote of the Senate, a review of the Plan of Organization may be initiated at any time following the process established for regular reviews of the Plan. Recommended revisions or amendments shall be submitted to a College referendum as described above.