UNIVERSITY OF MARYLAND at COLLEGE PARK

A. JAMES CLARK SCHOOL OF ENGINEERING

PLAN OF ORGANIZATION

Adopted by the Engineering Assembly
at its December 14, 2005 meeting
revised August, 2006

Lourdes Salamanca-Riba

Lourdes Salamanca-Riba, Chair of the Engineering Council

11/03/06

Date

Nariman Farvardin, Dean of Engineering

11/06/06

Date

Table of Contents

Preamble 3
Mission Statement 3
Article I. Units within the College 4
A. Academic Departments 4
B. Research Institute 4
C. Service Units 4
Article II. Administration 4
A. The Dean 4
B. Department Chairpersons and Directors 4
Article III. Administrative Council 5
A. Membership 5
B. Functions 5
C. Meetings 5
Article IV. The Council of Engineering Societies 5
A. Membership 5
B. Goals 5
C. Functions 6
D. Officers 6
E. Meetings 6
F. Notices 6
G. Committees 6
Article V. The Engineering Assembly 7
A. Membership 7
B. Functions 8
C. Officers 8
D. Meetings 9
E. Notices and Minutes 9
F. Actions 10
Article VI. The Engineering Council 10
A. Membership 10
B. Functions 11
C. Officers 13
D. Meetings 13
Article VII. Standing Committees of the Assembly 13
A. Membership 13
B. Functions 14
C. Meetings 15
D. Summary Reports 15
E. Other Committees 15
Article VIII. Appointment, Promotion and Tenure 15
A. Criteria for Tenure and Promotion 15
B. First Level Mentoring and Periodic Review of Faculty 19
C. Procedures for Search and Promotion Consideration 20
D. Representatives to Campus Level APT Committee 27
Article IX. Elections of Faculty Senators to the College Park Senate 27
Article X. Amendments and Review 28

SCHOOL OF ENGINEERING
THE UNIVERSITY OF MARYLAND COLLEGE PARK
PLAN OF ORGANIZATION

Preamble

The purpose of this Plan of Organization is to provide a framework within which the School of Engineering can fulfill its mission in an orderly and fair manner with due regard to the shared rights, responsibilities, and participatory membership of the entire School community.

Mission Statement

The mission of the School of Engineering at The University of Maryland is to provide a quality engineering education, to conduct strong research programs, to foster a close partnership with industry and government, and to provide related service to the campus community and the community at large.

A major focus of the School's activities is to provide quality engineering education with sufficient scope to include the basic and specialized engineering training necessary for the current and emerging needs of society.

The School has related responsibility to contribute to the advancement of knowledge by conducting research at the cutting edge of science and technology. Since science and technology are rapidly advancing, the School also has a professional responsibility to provide continuing education programs so the practicing engineer can remain effective.

The School faculty and administration also sees as part of its mission, an obligation to serve the needs of the campus community and the community at large in the spirit of collegial cooperation.

Article I. Units within the School

Without prejudice to future status, the School of Engineering shall consist of the following units:

A. Academic Departments:

Department of Aerospace Engineering
Department of Chemical and Biomolecular Engineering
Department of Civil and Environmental Engineering
Department of Electrical and Computer Engineering
Department of Fire Protection Engineering
Department of Materials Science and Engineering
Department of Mechanical Engineering

B. Research Institutes:

Institute for Systems Research
Institute for Research in Electronics and Applied Physics

C. Service Units:

Maryland Technology Enterprise Institute
Cooperative Engineering Education
Center for Minorities in Science and Engineering
Engineering Information Technology
Office of Advanced Engineering Education

Article II. Administration

A. <u>The Dean</u>

The Dean is the Chief Administrative Officer of the School. The Dean exercises those functions delegated to him/her by the President and the Provost, including responsibility for the School budget, and for the submission of recommendations concerning appointments, tenure, and promotion. **The Dean is also responsible for implementing, enforcing and executing University and College Policies.**

B. <u>Department Chairpersons and Directors</u>

The Department Chairpersons and Directors are the administrative officers of their units. They exercise those functions delegated to them by the Dean, including responsibility for their unit budget, and for the submission of recommendations concerning appointments, tenure, and promotion.

Article III. Administrative Council

A. Membership

The Administrative Council consists of the Dean, his/her immediate administrative staff, the Department Chairpersons, and Directors. The Dean chairs the Administrative Council.

B. Functions

The Administrative Council is advisory to the Dean and provides a forum for the exchange of information and discussion of matters pertinent to the administration of the School as a whole and/or the administration of the Departments and other units.

C. Meetings

The Administrative Council meetings are convened by the Dean and are held bi-monthly during the academic year. Special meetings can be called at any time by the Dean. Summary notes are submitted by the Dean and are considered approved unless expressly amended at the subsequent Council meeting.

Article IV. Engineering Student Council

A. Membership

The membership of the Engineering Student Council is composed of one voting representative and an alternate (who shall vote in the absence of the representative) from each of the School's student societies recognized by the Dean's Office, and eleven at-large voting elected representatives from the general engineering student body. They are selected to serve on the Council in accordance with the rules established in their individual societies and the Constitution of the Engineering Student Council.

B. Goals

B1. To establish a secure community for new students as they enter the School of Engineering.

B2. To promote individual society events and to coordinate multisociety events promoting engineering.

B3. To obtain a united student voice with the administration on matters of policy and curriculum.

B4. To complete the engineering education process by instilling a sense of pride and accomplishment in the graduates.

C. Functions

C1. The Engineering Student Council is advisory to the Dean and provides a forum for the exchange of information and discussion of matters pertinent to the undergraduate experience in the School.

C2. The President, or any Vice President in the absence of the President, of the Engineering Student Council serves as the undergraduate student representative on the Engineering Council.

C3. The Engineering Student Council shall coordinate activities among the students and faculty of the School of Engineering.

D. Officers

D1. President, Vice President Programs, Vice President Finance, Vice President Communication, and the Vice President Membership.

D2. The officers shall be elected annually by the members of the Council.

E. Meetings

Meetings are held bi-monthly during the academic year at a time and place designated by the President of the Engineering Student Council. Minutes are distributed after each meeting.

F. Notices

F1. Notices of meetings are posted in the Engineering Classroom Building and sent to each member society and representative.

F2. A newsletter is distributed periodically outlining activities of the Council and the engineering societies.

G. Committees

The President of the Council may constitute standing and ad-hoc committees as deemed necessary.

Article V. The Engineering Assembly

A. Membership

A1. Faculty members who satisfy the following two conditions:

1. Being a full-time employee on the School Park campus, holding a faculty rank as defined in the Faculty Handbook.
2. Holding at least 50% of their appointment within the School of Engineering.

A2. Those non-classified resident employees of the School of Engineering who are not included in the foregoing categories but who occupy administrative positions designated by the following titles or their equivalents shall be ex officio members of the Engineering Assembly:

Dean of the School

Associate or Assistant Deans of the School

Chairperson of an Academic Department or Director of a Research Institute or Service Unit of the School.

A3. Two undergraduates and two graduate students from each academic Department, chosen in accordance with the respective Department Plans of Organization. The student Councilors should oversee this selection. Names of the representatives must be communicated to the Secretary of the Engineering Council by the end of the previous academic year.

A4. **Two staff members (one exempt and one non-exempt)** from each Academic Department or Research Institute, chosen in accordance with the respective units' Plans of Organization; as well as a total of two staff members (one Classified staff member and one Associate staff member) from the Service Units of the School selected by the Dean. In any given year, each unit (as well as the collection of Service Units) may decide to forego its right to representation in either staff category or in both. Names of the representatives must be forwarded to the Secretary of the Engineering Council.

B. Functions

B1. To adopt the Plan of Organization of the School of Engineering and amendments thereto.

B2. To act as a referendum body.

B3. To initiate action which shall be included in the agenda of the next regular meeting of the Engineering Council.

B4. To provide for orderly dialogue and debate of issues of concern to the School.

B5. To initiate and/or recommend action on any matter of concern to the School and advise the Dean, upon request or its own initiative, on any matter of concern to the School.

B6. To receive information of general School interest from any University office or body.

C. Officers

C1. The Executive Committee of the Engineering Assembly is composed of the Chairperson, Vice Chairperson, and Secretary of the Engineering Council.

C2. The Chairperson of the Engineering Assembly

(1) Presides over Assembly meetings; acts as facilitator in Assembly discussion and business.

(2) Accepts nominations for standing and ad-hoc Assembly committees from members of the Engineering Assembly, appoints committee chairpersons; coordinates work of standing and ad-hoc committees of the Engineering Assembly.

(3) In consultation with other officers, schedules meetings, and prepares agendas.

C3. The Vice Chairperson

(1) Acts as assistant to the Chairperson, and stands in for the Chairperson when necessary.

C4. The Secretary

(1) Records and summarizes minutes from each Assembly meeting and distributes these minutes to members.

(2) Distributes Assembly agenda to members.

(3) Keeps copies of minutes of all Assembly, Assembly Executive Committee, and Assembly committee meetings on file in the Dean's Office for reference purposes.

D. Meetings

D1. A regular meeting is held at least once each semester at a time and place designated by the Engineering Assembly Chairperson.

D2. Special meetings are called at the request of the Dean, the Engineering Council, the Administrative Council, a standing or ad-hoc committee, or by petition signed by not fewer than one-fifth of the members of the Assembly.

D3. A quorum consists of one-third of the voting members of the Assembly.

D4. Business is conducted in accordance with the latest edition of Robert's Rules of Order when not otherwise in conflict with this Plan of Organization.

D5. The Chairperson may not entertain major new motions or other items of business without prior circulation as an agenda item.

E. Notices and Minutes

E1. Copies of the agenda for regular meetings of the Engineering Assembly will be distributed at the beginning of each regular meeting. Except in case of emergency, members shall be notified in writing at least one week prior to the time of any special meeting.

E2. Minutes are sent to each member of the Engineering Council. Minutes are considered correct unless written amendments are received by the Secretary within ten days after the minutes have been issued.

F. Actions

F1. Actions of the Engineering Assembly are in the form of recommendations to the Dean of the School.

F2. At the last regular assembly meeting each spring semester, the Engineering Council reports to the Engineering Assembly the status of any pending Assembly recommendations.

F3. Recommendations of the Engineering Assembly are by majority vote.

Article VI. The Engineering Council

A. Membership

A1. Ex officio members

(1) With full voting privileges: the Dean of the School.

(2) Without voting privileges, unless also elected as voting members of the Council (see A2 below): the Associate and Assistant Deans of the School, the Chairpersons of Academic Departments and the Directors of Research Institutes and Service Units as listed in Art. I.

A2. Other Members

Elections to the Engineering Council shall take place by the end of the spring semester. At least one half of the Engineering Council shall be elected each year. The elected membership shall be as follows:

(1) Faculty Councilors elected in accordance with their unit's Plan of Organization. Each Faculty Councilor shall be a full-time faculty member who has been under contract at least since August 17 of the academic year during which the election is held. Faculty Councilors shall be apportioned in accordance with the size of the respective Academic Departments and Research Institutes, specifically in accordance with the number of full-time equivalent (FTE) faculty members in the unit as of August 17 of the academic year in which the election is held, as follows: Up to 20: one Councilor; over 20 and up to 40: two Councilors; over 40 and up to 60: three Councilors; over 60: four Councilors. Faculty Councilors serve for a

two-year term which can be renewed for up to a maximum of two consecutive terms.

(2) Two student Councilors. The undergraduate Councilor shall be the President, or any Vice President in the absence of the President, of the Engineering Student Council. The graduate Councilor shall be elected by the graduate student representatives on the Engineering Assembly and shall be one of these representatives. The former graduate Councilor shall administer this election. The name of the new graduate Councilor shall be communicated to the Secretary of the Engineering Council before the end of the first month of the academic year. The student Councilors shall serve for a one year term, renewable for one additional year (for a maximum of at most two years.)

(3) Two staff Councilors appointed by the Engineering Council from the membership of the Engineering Assembly (one Classified and one Associate staff). They shall serve for two-year nonrenewable terms.

B. Functions

The Council, as the organization representing all components of the School, shall consider all matters of concern to the School, and is expected to assume a position of leadership in the following functions:

B1. The new Engineering Council will take office June 1 of the year they are elected.

B2. Between regular or special meetings of the Assembly, the Engineering Council may act on behalf of the full Assembly. Any action so taken will be reported to the full Assembly.

B3. The Engineering Council shall serve as an advisory body to the Dean and may act on behalf of the Engineering Assembly in matters of urgency.

B4. The Council shall formulate and recommend action on educational and research policies, student life and activities and staff activities within the School of Engineering.

B5. Submit requests for action on such policies to the Dean or other administrators.

B6. Consult with the Dean, Chairpersons, and the Directors of each of the several administrative units of the School on all general policy matters pertaining to the employment and programs of the instructional, research and supportive staffs of the School including strategic planning.

B7. The Council shall be consulted by the Dean, Chairperson, and the Directors of each of the units of the School for its opinion and recommendations on educational and research policies, strategic planning, student life and activities, and on all general policy matters pertaining to the employment of the technical, instructional and research staff of the School.

B8. Advise the Senate, President, and the Board of Regents through the Dean on matters of concern to the School.

B9. Conduct or call for referenda in the Engineering Assembly.

B10. The Council shall receive reports from the committees and the Engineering Assembly, take action on them, and transmit them to the appropriate administrative officer or University Senate committee.

B11. When necessary or desirable, initiate proposed changes of this Plan of Organization in accordance with procedures herein. **In addition, Plans of Organization of the units in the Clark School shall be submitted to the Engineering Council for review and approval. Approved plans will be attached to the School Plan as required by the Campus Plan 11.1.c-last sentence**.

B12. The Council may constitute ad hoc committees of the Assembly as needed.

B13. The Council shall have such other functions as are logical or **required** in conformance with organization of the University as a whole and the School of Engineering in particular.

B14. The Secretary of the Council shall maintain Council Proceedings in the office of the Dean. These proceedings shall be available for reading in the repository upon request. These proceedings shall include: the minutes (with corrections) of all meetings of the Council and the Executive Committee and all committee reports.

C. Officers

The officers of the Council shall be the Chairperson, the Vice Chairperson, and the Secretary. They shall be elected annually by the Engineering Council (they shall also serve as the officers of the Engineering Assembly). Until the election is completed, the previous year's Chairperson shall remain in office.

D. Meetings

There shall be at least four meetings of the Council in each academic year. The first meeting should normally be held within four weeks after the start of the academic year. Special meetings may be called by the Chairperson of the Council. Upon request by the Executive Committee of the Council, action of the Council, or petition signed by no fewer than eight members of the Council, the Chairperson shall call a special meeting of the Council within the time requested by the initiators of the call. A quorum shall consist of no less than one-half of the voting membership of the Council. Any member of the Engineering Assembly may attend meetings of the Council without vote. Upon favorable majority vote of the Council, such visitors may address the Council for a time period agreed upon by the Council. The Council may declare an executive session by a majority vote of the members present.

Article VII. Standing Committees of the Assembly

Standing and ad-hoc committees are constituted by the Engineering Council of the Engineering Assembly as needed and in accordance with University policy and with provisions of this Plan of Organization. School committees are advisory to the Dean. Without prejudice to future action, current standing committees are:

Human Relations Committee

Programs, Curricula and Courses Committee (PCC)

A. Membership

A1. Unless otherwise specified in this Plan of Organization, School committees are composed of a maximum of seven members, normally one faculty member from each Department. In addition to faculty membership, the Human Relations Committee shall have one student and one staff

member chosen by the Engineering Council from the membership of the Assembly. Faculty members are selected in accord with the respective Department Plans of Organization. Unless otherwise specified, standing committees shall have the autonomy to develop their own internal procedure and agenda. Minor or routine matters may be submitted by the committee directly to the Dean for transmittal outside the School. Matters of major School concern shall be submitted to the Engineering Assembly for its recommendations. All committee members shall have voting power.

A2. Members serve for a renewable two-year term. Terms are staggered in such a way that, in any given year, close to half of the members are continuing members.

B. Functions

B1. Equity and Human Relations Committee
This committee shall help to coordinate and implement equal employment and educational opportunity efforts for the School, and otherwise promote an equitable environment, and the general welfare of School citizens. The membership of the committee shall be a faculty member designated as the equity officer from each academic department, center and institute in the School. In addition there will be two student (one undergraduate, and one gradate) and two staff persons selected from the Engineering Assembly. The School Equity Officer shall serve as the Chair of this committee.

B2. The Committee on Programs, Curricula, and Courses (PCC)
The Committee shall review and recommend action on all proposals from the departments in the School of Engineering for all new courses and curricula and all substantial changes in existing courses and curricula (e.g., add/drop courses, hours, content, prerequisites) leading to all existing degree programs in the School of Engineering. It shall report on such matters directly to the Dean of Engineering who shall

in turn report its actions, with his/her comments, to the Vice President for Academic Affairs/Provost. The Committee shall also review and made recommendations on the establishment or abolition of departments, degrees, programs and curricula in the School of Engineering to the Dean of the School of Engineering.

C. Meetings

School committees meet as needed. Written notice of meetings shall be given by the Committee Chairperson normally one week in advance of the time of a proposed meeting. Minutes are submitted by the Committee Chairperson and are considered approved unless written amendment notice is filed by a committee member within seven days of the minutes submission date.

D. Summary Reports

A summary of actions taken is presented by each Committee Chairperson at the last Engineering Assembly of the academic year.

E. Other Committees

In addition to the committees listed above ad-hoc committees and/or task forces as appropriate may be constituted as deemed necessary by the Dean, the Administrative Council, the Engineering Council, the Engineering Assembly, or by a standing or an ad hoc committee. These bodies may be constituted at any time and report to the agent who established them.

Article VIII. Appointment, Promotion and Tenure

Note. This article is to be viewed as complementing the document "University of Maryland Policy on Appointment, Promotion and Tenure of Faculty" 08/23/05 revision (referred to below as PAPTF). In case of conflict, the campus document is the governing document.

A. Criteria for Tenure and Promotion

The factors to be considered in tenure and promotion fall into three general categories: (1) teaching and advisement, (2) research, and (3)

service. The first two categories overlap significantly and have the highest importance. There is also overlap in the evaluation of research and service since many types of professional service, such as service on editorial boards or peer-review panels, are also indicators of research performance. More specific criteria in the three general categories are given below. All criteria are to be interpreted with specific reference to the candidate's particular field of expertise, and on the academic needs of the department, school, and institution. Before the first renewal of the contract for a candidate, considerations relating to the present or future programmatic value of the candidate's particular field of expertise or other larger institutional objectives may be legitimately considered in the context of contract renewal. After the first faculty contract renewal, however, programmatic changes may not be a consideration in the tenure decision of that candidate. (PAPTF).

A1. Teaching and advisement

(1) Relevant Activities

Factors to be considered in evaluating the quality of teaching and advisement should include:

- supervision of graduate students
- attainment of Ph.D. candidacy by doctoral advisees
- completion of M.S. theses and Ph.D. dissertations by advisees
- development of new courses and enhancement/modernization of existing ones
- teaching evaluation by students
- teaching evaluation by peers
- advisement of undergraduate students
- outreach educational activities, such as tutorials at conferences, or courses for the industry
- participation in thesis committees

(2) Tenure and promotion to the rank of Associate Professor.

The candidate should have established the foundations of a successful teaching track-record and of advisement activities, demonstrating his or her ability to excel in the activities listed above. The supervision of doctoral students

who have attained candidacy and have made substantial progress towards, or have already completed, their PhD under the candidate's supervision is an important activity.

(3) Promotion to the rank of Professor.

The candidate should have established a strong track-record in teaching and graduate advisement. Evidence of the candidate's potential is not sufficient; the accomplishments must be clear and at hand. The candidate's achievements would normally include successful completion of doctoral dissertations by his/her advisees.

A2. Research

(1) Relevant activities.

Factors to be considered in evaluating the quality of research and scholarship should include:

(1.1) Publication of research

- peer-reviewed papers in archival journals
- papers in refereed conference proceedings
- patents and other publications

(1.2) Other evidence of research

- peer-reviewed external grants and contracts
- a sustained funded program appropriate to the candidate's research interests
- participation in important decision-making research panels
- other forms of peer recognition of the importance of the candidate's research.
- graduation and placement of PhD students

Quality is an important factor in all of these categories. The mere presence or volume of activity (such as the publication of several papers) is not, by itself, an indicator. The quality and competitiveness of the journals and the quality and comprehensiveness of the papers themselves are crucial. Unrefereed papers may be much weaker indicators of research accomplishments. Multiple authorship of publications should be taken into account if other evidence suggests that a major role in the

research was played by authors other than the candidate and his/her own advisees.

Although external research funding is important to sustain a research program, a large volume of external funding is not a sufficient indicator of good research quality, nor is a moderate volume of funding an indicator of mediocre research quality. The evaluation of research funding must take into account what the candidate accomplished with the grants, as well as the way in which the grants were awarded; grants awarded through peer-review are definite indicators of research quality.

(2) Tenure and promotion to the rank of Associate Professor.
The candidate should have established a successful research program, with high potential for influential accomplishments. The candidate should have published in refereed journals and premier refereed conference proceedings. The quality of the published papers should be evident in the comments of the external evaluators. The candidate must have demonstrated the ability to develop a competitive research program.

(3) Promotion to the rank of Professor.
The candidate should have established a strong nationally and internationally recognized research program evidenced by published results and external grants, graduation and placement of PhD students, and should have received clear recognition for the importance of his/her research accomplishments. Evidence of the candidate's potential is not sufficient; the accomplishments must be clear and at hand, and should include demonstration of leadership in research and excellent national or international recognition.

A3. Service

(1) Factors to be considered in evaluating the quality of service activities should include:

- service to the Department
- service to the School of Engineering
- service to the campus

- service to the candidate's profession, such as to professional societies
- service to the Federal, State, and local governments and the community
- interaction with industry and external research organizations
- service on editorial boards of archival journals and major conference program committees

Participation in committees and in other service capacities should be accompanied by specific accomplishments.

(2) Tenure and promotion to the rank of Associate Professor.
A candidate's contributions to service activities should be apparent.

(3) Promotion to the rank of Professor.
A candidate's service should demonstrate that the candidate has become an influential force in his/her Department and has made substantial contributions to his/her profession.

A4. New Appointments at Tenured Ranks

The criteria outlined in sections A1, A2, and A3 apply primarily to promotion and tenure of faculty who are already in a university environment, in this campus or elsewhere. It is understood that individuals with other backgrounds who are candidates for a new appointment, at a tenured rank, are to be judged for their overall quality and accomplishments, maintaining the overall quality standard suggested by this document.

B. First Level Mentoring and Periodic Review of Faculty

B1. Mentoring

Each department or unit shall provide for the mentoring of each assistant professor by one or more members of the senior faculty other than the chair of the department or head of the unit. Mentors should encourage, support and assist these faculty members and be available for consultation on matters of professional development. Favorable informal assessments and possitive comments by mentors are purely advisory to the

faculty member and do not guarantee a favorable tenure and/or promotion decision.

B2. Faculty Review

Each department or unit shall perform a formal intermediate review of the progress towards meeting the criteria for tenure and promotion no later than the third year of an assistant professor's appointment. The departments or units shall perform a formal intermediate review of the progress towards meeting the criteria for promotion to the rank of professor no later than the fifth year of a tenured associate professor's appointment and every five years thereafter.

C. Procedures for Search and Promotion Consideration

C.1 First Level

Procedures for search and appointment of faculty shall be outlined in each Department's Plan of Organization (PAPTF). Detailed procedures for initiating and conducting Department level review of faculty members for tenure and promotion shall also be outlined in each Department's Plan of Organization. They shall abide by the framework and clauses stipulated in PAPTF. In addition the following requirements shall be met:

(1) The candidate shall provide a list of at least four (4) names of widely recognized authorities in the field, from whom letters of evaluation can be requested.

(2) Letters shall then be requested from eight (8) or more widely recognized authorities in the field. At most one-half, but no fewer than three, of the requested letters shall be from persons nominated by the candidate. At least half of the letters shall be from persons other than co-authors or advisors of the candidate and most of them should be from individuals holding the rank of Professor at leading institutions. Information on who selected each external evaluator as well as brief biographies of the external evaluators shall be included in the dossier.

(3) The identity of external evaluators from whom letters are requested shall not be revealed to the candidate.

(4) Copies of letters soliciting the evaluation of the candidate by the referees shall be included in the dossier. These letters should specifically solicit the referees' evaluation of (i) the quality of the publications of the candidate, (ii) the impact of the candidate's research (iii) the quality of the journals in which the candidate has published, (iv) the potential for future contributions (v) the candidate's service to his/her profession, (vi) the candidate's teaching abilities and performance, and (vii) comparison of the individual to others in the field at a comparable stage in their careers and whether the referee would recommend the candidate for promotion at the referee's institution.

(5) A Personal Statement by the candidate is required and shall be included in the material sent to external evaluators.

(6) The candidate's accomplishments in the area of teaching and advisement shall be carefully documented. This shall include summaries of evaluation by students for at least the previous three years, as well as evaluation by peers of educational innovations, teaching techniques, and other corroborating information such as the quality of advisees who have graduated.

(7) A description of the candidate's service accomplishments should be provided.

(8) Finally and more generally, the procedures followed at the Department level in the preparation of the promotion dossier should ensure that the second-level review committee and the Dean have adequate information to apply the criteria of Section A of this article.

(9) Recommendations for appointment of faculty can be forwarded to the Dean at any time by the Department's chairperson. Recommendations (be they positive or negative) of the Department chairperson and of the Department faculty review committee on all tenure and promotion cases shall be forwarded by the Department

chairperson to the Dean no later than the Monday immediately preceding the Thanksgiving break.

C.2 Second Level

Recommendations for appointment to assistant professor shall be reviewed by the Dean only; recommendations for appointment to associate professor and professor shall be reviewed by the Dean and by the second level review committee (see below). All positive recommendations on appointment at all levels and all negative recommendations on appointment at Associate and Full Professor levels shall subsequently be transmitted to the Provost by the Dean. If a tenure or promotion case has received negative recommendations from both the first-level review committee (i.e., more than 50% of the faculty vote cast is negative; abstentions are not considered cast) and from the Department chairperson, it shall only be reviewed by the Dean, who shall ensure that the candidate has received procedural and substantive due process and forwarded to the Office of the Associate Provost for Faculty Affairs; otherwise, it shall be reviewed by the Dean and by the second-level review committee (PAPTF). The Dean shall transmit to the Provost the recommendation of the review committee as well as his or her own recommendation, with written justifications. He or she shall also transmit his or her recommendation and written justification to the members of the second-level committee. Finally, a report of the decisions of the Dean and second-level committee shall be provided to the Department Chairperson, to the spokesperson for the Department faculty review committee, and to the candidate (PAPTF).

C.2.1 Second-level review committee

C.2.1.1 Membership

(1) Every academic Department that included at least eight tenured faculty members on August 23 of the previous academic year shall be represented on the committee by

one tenured Professor and one tenured Associate Professor. Individuals in full-time administrative positions (such as Department chairpersons or the Dean) are not eligible to serve on the committee. The dean may be present during the committee's deliberations without participation. If, in a Department satisfying the criterion stipulated above, at one or both of these ranks, there is no eligible faculty member who is willing to serve, the corresponding seat shall remain vacant.

(2) Every academic Department that does not meet the condition in (1) above shall be represented by one tenured faculty member.

(3) After the last regular meeting of the second-level review committee (in January of each year) the chairperson shall forward to the Dean a list of departmental representatives that are to be replaced in the following academic year. The Dean shall contact the appropriate department chairpersons to request new committee members.

(4) The tenured and tenure-track faculty of each academic Department shall elect their representative(s) before the end of the Spring semester of the previous academic year.

(5) A committee of the department (e.g equivalent to an executive committee) shall nominate one candidate for each of that department's open positions (representatives and alternates) on the College APT committee. Other candidates may be nominated by any faculty member.

(6) It is recommended that the elected representatives and alternates have participated in at least one departmental promotion process by serving on the first level subcommittees that produce the departmental Summary Statement of Professional Achievements.

(7) Prior to the departmental elections of representatives and alternates the following statement must be read aloud or mailed to the department's tenured and tenure-track faculty:

"The APT committee is one of the most important committees in the College of Engineering. APT decisions are essentially permanent and critically affect the careers of the candidates, the future of the College of Engineering and the reputation of the College both outside and within the University of Maryland. The evaluation of APT candidates requires a substantial work load for all committee members. Complete confidentiality of APT deliberations shall be preserved. It is exceedingly important that each department elect representatives who are well respected for their scholarly achievements, their fairness, and their commitment both to education and to the advancement of the College of Engineering. In addition, the makeup of the committee should ideally reflect the College's commitment to diversity."

(8) An alternate shall be elected for each representative in case the representative can not fulfill his/her duties. The alternate will take over the duties of the representative if he/she is unable to complete his/her term or in rare cases when circumstances do not allow the representative to attend one or two of the prearranged meetings of the committee. In all cases, the same person (representative or alternate) must represent the department at all meetings of the committee for appointment, promotion and tenure at a given rank during a given academic year from the time the alternate takes over the duties of the representative.

(9) The term for each representative shall normally be three years. If, at the end of the spring semester, it appears that the normally continuing representative is unable to serve for the remainder of his/her term, the alternate shall serve for the remainder of the representative's term and a new alternate shall be elected by the department. If neither the representative nor the alternate can serve, the department shall elect a new representative and alternate for the remainder of the term in the manner described in (5), (6) and (7) above.

(10) The Committee shall have a staggered membership. To accomplish this goal the Departments of Mechanical and Aerospace Engineering shall elect new representatives at

the end of the spring semester in 2004 and every three years thereafter. The Department of Electrical and Computer Engineering and the Department of Chemical Engineering shall elect new representatives and alternates at the end of the spring semester in 2005 and every three years thereafter. The Department of Civil and Environmental Engineering, the Department of Material Science and Engineering and the Department of Fire Protection Engineering shall elect representatives and alternates at the end of the Spring semester of 2006 and every three years thereafter. The Engineering Council may modify this schedule by resolution.

(11) Except when there are no other appropriate candidates available within a department, representatives may not serve on the committee for consecutive terms. Alternates who take over the duties of the representative for the last two years or more of his/her term may not be elected to serve as the representative for the next three-year term.

C.2.1.2. Officers

Each academic year, at the first meeting of the APT committee, a vice chairperson shall be elected by the committee members from among the new members of the committee holding the rank of Professor. The vice chairperson shall be the chairperson in his/her second year on the committee, and the past chairperson in his/her third year on the committee. The vice chairperson shall work with the chairperson to fulfill the functions of the committee. The past chairperson shall serve as chairperson when a candidate from the chairperson's own Department is under consideration and shall provide advice on procedures and standards to the chairperson and vice chairperson. In the event any officer is unable to serve the committee shall elect a replacement.

C.2.1.3. Functions and meeting schedule

(1) A newly elected committee shall start its function on the first day of the academic year (August 23). The first meeting of the committee shall be held before the end of October.

(2) As soon as a tenure, promotion, or appointment-with-tenure case is received for review by the second-level review committee, it shall be forwarded to the committee chairperson. The committee chairperson shall verify whether the file received from the Department is complete and, if necessary, shall request that the missing documents be provided. He/she may also request, from the Department chairperson or from the spokesperson for the Department faculty review committee, clarification on any matter relevant to the case. The committee chairperson shall forward each completed file to the committee members at the appropriate rank at least seven days before a discussion and vote on the corresponding case is to take place.

(3) The committee shall hold one or more meetings, as necessary, to decide on a recommendation for each of the candidates for tenure, promotion, or appointment-with-tenure. Only members at the rank of Professor shall attend meetings or portions of meetings at which cases for appointment or promotion to the rank of Professor are to be considered. Each tenure, promotion, or appointment-with-tenure case shall be considered in turn. No committee member shall have either voice or vote on candidates from his or her department, except to respond to requests for information of a general sort relating to that particular field of study (PAPTF). Deliberation on each case shall be followed by a vote by secret ballot on whether or not to recommend that tenure, promotion or appointment-with-tenure be granted. The vote shall consist of the following: recommended, not recommended, abstention. There shall be no qualifying adjectives in the vote.

(4) When significant questions arise regarding the recommendations from the first-level review or the contents of the dossier, the second-level review committee shall provide an opportunity for the chair of the first-level academic unit and the designated spokesperson of the first-level unit review committee to meet with the second-level committee to discuss their recommendations; 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 second-level review committee may also request additional information from the first-level review committee and the chair. After such discussion the committee shall meet and make a final vote which shall be reported as the decision of the committee.

(5) The decision on each tenure, promotion, or appointment-with-tenure case shall be forwarded through the Dean to the Provost, together with the vote and a written report signed by the committee and containing a fair summary of the committee's proceedings.

(6) The committee members shall maintain absolute confidentiality in their considerations of cases. Outside of the committee meetings, members of the second-level review committee shall not discuss specific cases with anyone who is not a member of the second-level review committee.

D. Representatives to Campus Level APT Committee

On any year in which the School is eligible to be represented on the campus-level review committee, nominees for the School shall be selected by the Dean from among the School's faculty members at the rank of Professor (PAPTF).

Article IX. Elections of Faculty Senators to the College Park Senate

Each academic department shall elect 1 faculty senator to the School Senate in accordance with the Department Plans of Organization. If the School is apportioned more senators than the

number of Departments, than the Council shall conduct a School wide election for at-large Senators to fill any vacant position. If the total number of at-large senate seats is 4 or fewer than no more than one at-large senator may be elected from any one department. If the total number of at-large senators is 5 or more no more than 2 may be elected from any one department.

Article X. Amendments and Review

A. Recommended amendments to the Plan of Organization of the School should be presented in writing to the Chairperson of the Engineering Council, who, in turn, shall place such recommendations on the agenda for the next regular meeting of the Engineering Assembly.

B. Approval of a recommended amendment by a three-fifths majority of the Assembly membership present shall constitute adoption of the amendment.