



1. Call to Order
2. Approval of the April 6, 2022 Senate Minutes (Action)
3. Report of the Chair
4. PCC Proposal to Rename the Certificate of Advanced Study in “Curriculum and Instruction” to “Teaching and Learning, Policy and Leadership” (Senate Document #21-22-33) (Action)
5. Revisions to the College of Education Plan of Organization (Senate Document #21-22-32) (Action)
6. Implementation of a SGA Ex-Officio Representative on the Senate Standing Committee for Academic Procedures and Standards (Senate Document #21-22-16) (Action)
7. Review of the Interim University of Maryland Policy on Criminal Background Checks (Senate Document #21-22-21) (Action)
8. New Business
9. Adjournment



CALL TO ORDER

Senate Chair Williams called the meeting to order at 3:15 p.m.

Chair Williams asked if there were any objections to putting a 2-minute speaker limit in place for each motion for the entirety of the meeting; hearing no objections, she stated that a timer would be displayed on the screen during discussion to help speakers gauge their time.

APPROVAL OF THE MINUTES, MARCH 1, 2022 MEETING (ACTION)

Chair Williams asked for additions or corrections to the minutes of the March 1, 2022, Senate meeting. Hearing none, she declared the minutes approved as distributed.

REPORT OF THE CHAIR

SEC Update

Chair Williams stated that the Senate Executive Committee (SEC) met on March 14, 2022 and approved the items on the agenda for the meeting, including the Review of the Interim Emergency Pass/Fail Guidelines and the Proposal to Create Policy for Equitable Access to Scholarly Articles Authored by University Faculty. She noted that the SEC was also able to reschedule the Special Order presentation on the University's Current and Future 5G/6G Campus Initiatives by Axel Persaud to this meeting since he was unable to present at the February meeting. She also stated that the SEC approved a time-sensitive addition to the agenda for the meeting last weekend, which was another Special Order on Supporting Faculty Through COVID by John Bertot, Associate Provost for Faculty Affairs.

Committee Volunteer Period

Chair Williams stated that the online system to sign up to serve on one of the 10 Senate standing committees for the upcoming academic year is now open. She stated that one need not be a Senator to be a member of one of these committees. Applicants interested in student, faculty, and staff affairs, as well as educational and campus affairs, and other important topics are welcome to apply for these committees. She noted that the deadline to volunteer is **April 30th**.

She stated that anyone interested in volunteering, can go to the Senate website to submit a volunteer statement and select three committee choices. Applicants can describe their interest and say a few words about what they feel they can contribute, in their volunteer statement. The Senate's Committee on Committees will select volunteers to serve on each committee and will notify selected volunteers over the summer.

Remaining Senate Meetings

Chair Williams stated that following this meeting, the Senate only has two more meetings left in the academic year: April 26th and May 4th. She noted that two meetings are held in April because the May 4th Senate meeting is the *Transition Meeting* where all newly elected Senators begin their

terms, the new chair-elect is elected, and the election process is started for all elected committees and councils. She noted that this means the April 26th Senate meeting is the final meeting for any outgoing Senators with a term ending in 2022. It is also the final Senate meeting for Senate committees and University councils to have their reports approved by the Senate. Thus, Senators should be prepared for a very busy meeting on April 26th. She asked Senators to plan to review all of the materials before the meeting so that they are ready to have an informed discussion on those items.

REVIEW OF THE INTERIM EMERGENCY PASS/FAIL GUIDELINES (SENATE DOCUMENT #21-22-15) (ACTION)

John Lea-Cox, Chair of the Academic Procedures & Standards (APAS) Committee presented the recommendations on the Review of the Interim Emergency Pass/Fail Guidelines and provided background information.

Chair Lea-Cox explained that on March 30, 2020, the University moved to a virtual learning environment due to the Covid-19 pandemic. The University's grading policies, including its pass-fail guidelines, were adapted to support students and faculty through the remainder of the Spring 2020 semester. He noted that all students were automatically opted in to the pass-fail option for all of their courses and were required to ask for a letter grade.

Chair Lea-Cox further stated that in Fall 2020, the University returned to standard grading and pass-fail measures, but student advocacy made it clear that there was still a significant ongoing impact from the pandemic. He stated that in response, Provost Rankin worked with a variety of stakeholders through the Fall semester and ultimately with the Senate leadership and the Senate Executive Committee (SEC) in January 2021 to:

- Amend the University of Maryland Grading Symbols and Notations Used on Academic Transcripts Policy, to change the Pass minimum grade equivalent from a "D-" to a "C-"; and
- Develop Emergency Pass-Fail Guidelines with provisions for students to take up to seven credits pass-fail and associated guidelines that could be invoked by the President and Provost for any future emergency.

He noted that President Pines approved both items on an interim basis pending formal Senate review, so that the new provisions would be in place for students during the Spring 2021 semester.

Chair Lea-Cox stated that the interim Grading Symbols & Notations Policy and the Emergency Pass-Fail Guidelines were then charged to the APAS Committee sequentially, instead of at the same time. He noted that Interim Provost Wylie wanted to give the APAS Committee the latitude to consider whether the interim change in the policy to revise the Pass minimum from a "D-" to a "C-" had any unintended consequences, but also wanted to see the outcome of that review, before the committee was charged with reviewing the interim Emergency Pass-Fail Guidelines. He noted that once the committee's recommendation to codify the Pass minimum grade equivalent at a "C-" was approved by the Senate and President Pines in September 2021, APAS was then charged with reviewing the Interim Emergency Pass-Fail Guidelines with a focus on whether the Guidelines were

general enough to be used for any type of emergency, address all relevant principles during an emergency, and have a positive or detrimental impact on the short and long term educational goals of students.

Chair Lea-Cox noted that following a thorough review and deliberation, the APAS Committee made the following recommendations:

- The current Interim Emergency Pass/Fail Guidelines be removed;
- The University follow a broad set of principles to help guide the development of any future academic guidelines, based on the type of emergency that the University is facing at the time;
- The University communicate with or engage all relevant areas, based on the type of emergency – including student affairs, faculty affairs, academic policy, mental health, and staff experience;
- The University’s process for Crisis Management for future emergencies should include consideration of impact on academic affairs and marginalized communities, through the engagement of academic leaders and shared governance organizations;
- During any major future emergency, the University should consider implementing best practices in Crisis Communication; and
- The University should continue to seek input from affected groups and entities and communicate changes in procedures in a clear and timely fashion.

Chair Williams opened the floor to discussion of the proposal. Seeing none, Chair Williams called for a vote on the proposal. The result was 97 in favor, 4 opposed, and 8 abstentions. **The motion to approve the proposal passed.**

PROPOSAL TO CREATE POLICY FOR EQUITABLE ACCESS TO SCHOLARLY ARTICLES AUTHORED BY THE UNIVERSITY FACULTY (SENATE DOCUMENT #21-22-32) (ACTION)

Adriene Lim, Dean of the Libraries and Ex-Officio Member of the University Library Council, presented the Proposal to Create Policy for Equitable Access to Scholarly Articles Authored by the University Faculty on behalf of Brian Butler, Chair of the Library Council and provided background information.

Chair Williams opened the floor to discussion of the proposal.

Senator Hill, Faculty, College of Arts & Humanities (ARHU), stated that he had sent the proposed policy to the academic writers in the School of Music, noting that nearly all of them had serious concerns regarding the proposal. One of the concerns is as follows:

- The proposal states that the University has irrevocable access to all articles written by faculty and that an exception must be requested proactively for each article. Given that the field of music does not have much externally-funded research that would allow for publication with a limited access distribution. This would place undue burden on faculty in this field compared to others in more well-funded fields who can afford to have their articles published with unlimited access. The current fee to write an article for the GRME, which is a major open-access music education journal that is comparable with this policy due to its no prior publication mandate, is

over \$3,000. Unless the University is willing to give a grant to each unfunded article so that they can publish in open-access journals, the School of Music representative should vote “no.” This concern comes from someone who considers themselves for open science. That said, this policy seems unworkable in its current form.

- Another concern points to the website for music theory spectrum, from the flagship journal for the Society for Music Theory, the largest international English-language society in the discipline, published by Oxford University Press. Their fee for each open-access article is \$3,696, which must be paid by the individual authors.

Senator Hill continued that there are a few exceptions, but his constituency is unsure of how much support there is for people in their financial situation. He stated that there is significant concern about how this proposal would affect people in the School of Music.

Dean Lim responded that there seemed to be a misunderstanding about what the policy aims to achieve. She stated that professors in the School of Music could choose to publish in “traditional” journals that have article processing charges (APCs) for articles that are open-access, but the policy does not mandate that the APCs would have to be paid. In fact, it avoids having to pay them at all. She directed Senator Hill to the frequently asked questions page on the UMD PACT website, pact.umd.edu, where he could find information regarding his concerns. She stated that faculty members do not have to publish open-access, they are merely providing copies of their work to be stored in an online repository that has rarely caused problems with societies or journals. She noted that even if there were prohibitory policies on a publisher’s site, this policy would preempt it.

Senator Dougherty, Faculty, College of Behavioral & Social Sciences (BSOS) and member of UMD PACT, added that the policy doesn’t require that anyone change their publishing practices. Faculty can continue to publish in whatever journals they typically publish in. The only thing that would change is that they would submit a digital, peer-reviewed, author-accepted version of their scholarship to the Library so that a copy would be available to anyone in the world, regardless of whether it is published in a paywall journal or open-access.

Philip Cohen, member of UMD PACT, added that there is a possibility that a journal may have a policy that denies publication of articles if the author-accepted version is also available on a university website. He stated that, in a situation such as this, it would be very easy to waive the required submission to the DRUM repository. He noted that it was never the idea for people to incur open-access fees. He stated that at Harvard and other institutions with similar policies, it was found that most journals do not turn away research just because a university has the rights to the author-accepted version, even if they have a policy that says otherwise. He added that he has been doing work in the open-access arena for about ten years, and the beauty of this policy and the reason that he is so happy to support it is that it allows for increased equitable access to faculty scholarship without damaging any faculty member’s career, without damaging the University’s ability to get its work into all of the venues that it needs. He stated that this policy is the sweet spot of not challenging every aspect of the publishing system whilst making an important step towards increasing public equitable access to research.

Senator Hamilton, Faculty, College of Computer, Mathematical, & Natural Sciences (CMNS), asked if this policy was a requirement of all researchers, if every manuscript that they publish must go into DRUM, or if it was optional. He stated that if it is mandatory, there are concerns about the associated time pressure, as faculty publish many articles each year, so this would just be one more thing to do.

Dean Lim responded that in order to gain the benefit of collective action, the policy has to be all-in, with, of course, the opt-out waiver. She stressed that it would be a commitment across all faculty, but there wouldn't be a punishment or follow-up if a faculty member decided not to submit their author-accepted article. She stated that policies of this nature have increased open-access by many percentage points; she noted that when the NIH's policy was opt-in, open-access was at 4%, but after they moved to a similar structure to this policy, it jumped to more than 30%.

Senator Bradley, Faculty, the Libraries (LIBR), stated his support for this policy. He reiterated that faculty would not be required to pay APCs and noted that they wouldn't be forced to publish open-access; he stated that these are important things to keep in mind. He also stated that this policy aligns not only with the University's mission as a land-grant university, but also with the mission of the new Strategic Plan, which lists "service to humanity" and "values-driven excellence" as guiding principles. He added that it also lists as a goal "amplifying impactful research, scholarship, creative activities, teaching, and service work through communication, visibility, and translation." He noted that this policy targets impactful research and scholarship, both by preserving it in DRUM and by making DRUM more accessible through open-access and the indexing services that DRUM connects with, like Google Scholar. He stated that faculty will become more discoverable and accessible to other researchers. He added that misinformation is far too easily accessible, so in order to counteract the misinformation, steps must be taken to make truth and knowledge more accessible as well.

Senator Sly, Faculty, LIBR, stated that UMD PACT and the speakers had made clear how the policy benefits faculty. He highlighted some of those benefits:

- The visibility of scholars of all levels, but particularly young scholars, can gain through the interconnectedness of DRUM and Google Scholar. He stated that this is incredibly valuable because it can help scholars avoid platforms like Academia, Research Gate, and other sites that can be harmful.
- This is a terrific step towards a more open and equitable research apparatus, both in the University and among global partners. This aligns with the goals set out in the Strategic Plan and the University's mission as a land-grant institution, as it betters the knowledge of local and global communities.
- It gives greater institutional leverage to protect intellectual property rights when challenged or in the case of IT theft.
- It provides better institutional strength and bargaining power as faculty continue to navigate the increasingly hostile publishing industry and demonstrates the faculty's rights as authors.

Senator Wolfe, Emeriti Faculty, CMNS, stated that in the old days, faculty would submit papers to journals and, if accepted, the publishers would send the authors reprints to distribute as they desired. He requested clarification on the current publishing practices of various journals and how they disseminate work online.

Dean Lim called on Daniel Mack, Associate Dean of Libraries for Collections and member of UMD PACT, to provide a brief explanation. Mack noted that over the past couple of decades, the public has demanded that taxpayer- and tuition-funded research be made available freely, which is where open-access comes in. There are a variety of models for open-access, which is what is being discussed, but it refers to research that can be accessed freely online. Publishers have responded by instituting article processing charges, which range from a few hundred dollars to several thousand. If authors pay that fee, then the publisher will make the research open-access. This policy does not require that anyone pay the fees, it just asks that faculty submit a pre-published

version of their work to DRUM so that their work is available to the world, free of charge. He stated that it only takes a couple of minutes to deposit something in DRUM.

Senator Brewer, Faculty, ARHU, stated that the most important thing that this policy does is allow faculty to provide access to their near-final article in a way that allows the public to access the article, free of charge. She stated that unless one is in academia, it is nearly impossible for a member or the general public to access scholarship without paying fees. She stated that the DOIs on the author-accepted version and the published version would be a bit different, but readers could be rerouted. She concluded by saying that because this is a public university, the public should be able to access the work that comes out of it.

Senator Neely, Faculty, ARHU, stated the concerns of his constituency: In the areas of music theory and music history, it is common that copyrighted information, such as an excerpt of music, is included in an article. The copyrighted information is prohibited from being made open-access. This means that most articles in music theory would have to opt-out of making a submission to the repository. Some smaller publishers may be willing to consider open-access, but this limits how the work can be distributed. He stated that most major publishers are unwilling to allow open-access, with or without APCs. Senator Neely also stated that, due to costs, many MUSC faculty will be asking for exceptions to the open-access rule. He asked if the University would ever start putting the faculty under pressure to start submitting their work to the repository, putting them in a position that they can't support.

Dean Lim assured Senator Neely that there would be no coercion whatsoever. She stated that the waiver request is very easy and automatic and includes no vetting process. If asked for, the waiver will be given.

Senator Sunderland, Faculty, A. James Clark School of Engineering (ENGR), echoed Ross Salawitch's question: If the DOIs are not the same on the open-access versions, then readers will not be citing the correct paper and the citations will not be tracked to the faculty authors. He stated that he does not like the idea of people citing a non-final version of his work that has incorrect page numbers.

Senator Dougherty, Faculty, BSOS, member of UMD PACT, stated that this policy realizes the faculty's obligation as part of a state university and as members of the scientific community working for the greater good. The greater good is realized when research is made maximally accessible to the public; without this policy, the greater good is not realized. Right now, the great majority of people are unable to access any articles, as they are behind prohibitive paywalls. He stated that many other institutions have policies like this, including several in the Big Ten.

Philip Cohen, member of UMD PACT, stated the DOI question is interesting. He noted that such things would need to be worked around, as the obligation to promote maximal access to research is greater than that. He also stated that several thousand pre-print versions of articles are put into circulation each year, and when the articles are published by journals, the pre-print DOI can be associated with the published DOI so that sites like Google Scholar can know that there are two versions of the same paper and aggregate the citations. He added that the manuscript submitted to DRUM could state that it is a pre-published version of an article and provide the journal in which it is published, as well as the published DOI for citations. He added that most people don't use page numbers any more, and if they do, they won't be for long.

Seeing no further discussion, Chair Williams called for a vote on the proposal. The result was 84 in favor, 16 opposed, and 15 abstentions. **The motion to approve the proposal passed.**

SPECIAL ORDER

Axel Persaud
Assistant Vice President, Division of Information Technology
Current and Future 5G/6G Campus Initiatives

Mr. Persaud began his presentation by providing some background information. He explained augmented and virtual reality, as well as bandwidth and latency. He introduced the members of the 5G/6G Working Group Committee, who strive to identify ways for the University to become a leader in developing research and applications that make use of 5G/6G technology. He then described the cellular technology timeline, stating what technology was readily available over the last several decades. In the 1980s there was 1G, which is analog voice. In the 1990s, there was 2G, which includes texting, digital voice, and two-way paging. In the 2000s, there was 3G, including voice and data. 4G, high-speed data was introduced in the 2010s, which is when streaming content became popular. In the 2020s, 5G became available, which includes enhanced broadband, the Internet of Things, and low latency (wait times). Since “G” stands for the generation of the technology, the group has tried to look ahead and see what innovations might be included in the next generation of technology, 6G.

Mr. Persaud provided examples of challenges that the working group encountered. He talked about Low-E Glass, used to construct buildings on campus, which rejects UV rays and solar heat while allowing heating and cooling to remain inside the building. While visible light passes through, most wireless signals are reflected off of the glass, resulting in low signals indoors. He stated that while the Low-E glass is highly energy efficient, it is equivalent to up to two feet of concrete, in terms of how difficult it is for wireless signals to pass through. Other challenges included technology limitations, including signal strength and maximum distance; infrastructure limitations, including density and fibers; coordination with multiple providers, meaning technology on campus is not uniform; and aviation, due to our close proximity to the College Park Airport. Mr. Persaud stated that the working group is looking into ways to work around these challenges.

Mr. Persaud then explained why 5G/6G efforts are important to the University. He stated that it can expand and enhance the following areas:

- Research opportunities, as researchers can explore novel methodologies for network management and new applications;
- Health and safety, by way of enhanced augmented reality and emergency notifications;
- Transportation, by way of autonomous vehicle deployment and enhanced traffic management;
- Athletics, through enhanced fan experiences, wearables, and improved injury response;
- The arts, by enabling real-time collaborations over long distances;
- 5G enabled drones, which could expedite deliveries of sensitive information and medical supplies, as well as land surveying; and
- Student experience, by providing real-time building and event information, as well as virtual tours.

These areas utilize edge computing, ultra-high data rates, ultra-low latency, augmented reality, security, reliability, increased bandwidth, virtual reality, and low-power Internet of Things.

Mr. Persaud noted that the University is working with the Wireless Infrastructure Association (WIA) to set up the Center of Inclusive Growth and Excellence on campus. He noted that through the WIA partnership, the University would be able to offer training and resources to the community on how to

do 5G installations and work the equipment, preparing them to be the future workforce that deploys this technology. Mr. Persaud stated that the University is currently making vendor site visits in order to identify locations on campus to do 5G deployments, as well as finalize requirements. Next steps include DC/FS approval, contract amendments, and commencing work. He noted that the entire deployment, from start to finish, is likely to take 12-18 months.

In addition to the physical deployment of 5G on campus, the University is also making strategic partnerships with various cellular carriers, such as AT&T and Verizon. These partnerships will be based on which locations are chosen for deployment, including on campus, the Baltimore Avenue corridor, and the Discovery District. One deployment will be used as a testbed for researchers, so that they can continually alter the technology to see which levels are optimal, while another deployment will be more permanent and can be used for application testing. Additionally, Mr. Persaud noted that student internships may be set up with partnering companies in order to give students experience in the field.

Mr. Persaud concluded by stating that anyone who wishes to learn more about the initiative or get involved should contact Joseph Jaja, the Interim Chair of Electrical and Computer Engineering and Chair of the 5G/6G Working Group Committee, by email (josephj@umd.edu) or phone (301-405-3683).

Chair Williams opened the floor for questions.

Miriam Sharp, Exempt Staff, Division for Administration (VPA), stated that the University is in an FAA no-fly zone for drones, and asked if this is being considered on a higher level. She also asked if there were plans to do a systematic survey of signal dead zones which currently impact emergency response, noting that there are certain shielded buildings that limit incoming and outgoing calls, especially as more people move away from using landlines. She asked if there would be increased blue-light phones in those dead zones for emergencies.

Mr. Persaud responded that they are looking into the fact that the University is in a no-fly zone and are working on solutions, though it may take time. He stated that they are also looking into the shielded buildings and dead zones on campus, noting that as he works with cellular carriers on the outdoor improvements that they are looking to do, he is also negotiating with them to work on some of the more challenging buildings on campus. Additionally, as the wireless connections are improved on campus, Mr. Persaud noted that calls could be made using Wi-Fi. In terms of the blue-light phones, he asked that those who know of unserved areas let him know so that it can be rectified, either by adding a blue-light phone or other technology.

Senator Baden, Faculty, CMNS, stated any time there have been significant upgrades to IT, there have been significant capital costs. He asked what the initial cost would be to add 5G/6G to the campus, as well as plans to come up with funding. He also asked if there would be ongoing costs to the upgrades, noting that current ongoing IT costs are borne by the departments.

Mr. Persaud responded that to enhance cellular coverage, the carriers will foot the entire bill. Only if the University decides to go beyond what the companies deploy would it incur any costs. He added that it is possible for the University to make money from this deal, as it makes money from the existing cell towers on campus. He stated that the wireless upgrades are completely separate, but he is trying to do all 5G/6G enhancements with little cost to the University.

Seeing no further questions, Williams thanked Mr. Persaud for his presentation.

SPECIAL ORDER

John Bertot

Associate Provost for Faculty Affairs, Office of Faculty Affairs

Supporting Faculty Through COVID

John Bertot, Associate Provost for Faculty Affairs, began his presentation by commenting on the impact of COVID-19 on the campus community, especially the faculty. He stated that the impact could be broken down into categories: the immediate impact in March 2020, the ongoing impact, and the impact as the campus begins to emerge from the pandemic. He noted that the University wanted to review how it addressed this impact, and how it intended to address it going forward.

Bertot stated the initial actions taken by the University during the COVID pandemic:

- A special COVID tenure delay was implemented through June 1, 2021;
- The University issued temporary promotion, tenure, and periodic review guidance;
- The University implemented an optional COVID impact statement for inclusion in tenure and promotion reviews;
- Guidance was issued for unit heads on how to balance the impacts of the pandemic on faculty;
- the faculty were given the ability to annotate their annual activities reports in Faculty Success to contextualize their activities;
- The care@work benefit was established to support those with caregiving responsibilities.

Bertot noted that the impacts of the pandemic have been disparate. He stated that some faculty have had their careers accelerated due to the pandemic or explored lines of inquiry only made possible through the pandemic, while others have faced both personal and professional challenges that have altered their anticipated trajectory, likely for quite some time. Bertot stated that listening sessions were conducted in the various Schools and Colleges, as well as in the Libraries. The findings of the listening sessions include:

- The impacts are both long-term and cumulative;
- Some faculty have yet to fully set up their labs due to supply chain disruptions;
- Those reliant on community-based human subjects research have not been able to return to their communities and may have to reestablish their contacts;
- Many faculty members' doctoral students and postdocs have been impacted, thus delaying their progress; and
- Faculty members indicated that teaching expectations required substantial additional time and effort, not only due to the sudden pivot to online teaching, but also because students needed tremendous additional support throughout the pandemic.

Bertot outlined the University's intended actions for the next several years. He stated that the University is addressing promotion reviews by offering a second COVID tenure delay through 2026; continuing the optional COVID impact statement, with modifications to implementation; including in dossiers a unit COVID field impact statement that is developed and reviewed by faculty; and developing a University timeline of COVID research events to be sent to external evaluators. Additionally, modifications will be made to the external evaluator letter request in order to more directly address the impacts of the pandemic on candidates, and guidance will be provided to units on how to consider the impacts of the pandemic on candidates. Bertot stated that the University intends to expand the use of the COVID impact statements to include periodic reviews. Additionally, updated guidance will be given to units on how to consider the impact on candidates as part of annual, merit, or other periodic review processes. He noted that the University is considering implementing a seed grant program and other reliefs to assist faculty in their research.

Bertot concluded by providing a timeline for next steps. He stated that by April 15, 2022, both guidance and updates regarding promotion guidelines would be issued, while additional supports would be implemented by May 20, 2022.

Chair Williams opened the floor to discussion.

Senator Goodman, Faculty, CMNS, stated that the impact of COVID in his unit, Physics, was very diverse. He stated that his unit does not want there to be a single statement that says, "This is the experience of Physics." He also stated that the Provost had previously had regulations that all startup funds be spent on a particular schedule, and he hopes that this regulation is rethought because the time frame in which the money had to be spent did not best fit the unit's needs.

Bertot responded that the issue of the required timelines for startup funding had been raised several times, noting that he would take it to Provost Rice and VPR Ball. He stated that his office had been working with the associate deans to issue guidance that acknowledges that not all fields can put out one impact statement. If a discipline has multiple sub-disciplines, the unit statement may look like a sub-discipline statement. He noted that they are actively working on a solution.

Senator Dougherty, Faculty, BSOS, stated that there have been significant lingering effects in the social sciences, especially surrounding data acquisition, diverse communities, and human-subjects work in general. He noted that all of these things, in addition to those that Bertot mentioned, would likely remain challenging for the foreseeable future. He asked if Bertot pictures resources applying to just current faculty, or if it would apply to future faculty as well. He added that he agreed with Senator Goodman's question on startup funding and timelines.

Bertot stated that the second tenure delay would be offered to those who have already received it, as well as any future faculty members who join up through June, 2026. He stated that the idea is to have the resources and support in effect through June, 2026, but that there needs to be flexibility in case something else needs to be implemented along the way. He stated that this flexibility of implementation could be achieved through periodic assessments to tell what modifications, if any, need to be made. This could include putting more time on the clock; he stated that the University's tenure delay policy allows for delays for personal or professional reasons, so people can apply for additional delays as needed. He stressed that endless delays are not the solution and that multiple solutions are being looked at simultaneously, noting that the administration is still feeling its way through the situation.

Seeing no further questions, Chair Williams thanked Associate Provost Bertot for his presentation.

NEW BUSINESS

There was no new business.

ADJOURNMENT

The meeting was adjourned at 4:51 p.m.



Rename the Certificate of Advanced Study in “Curriculum and Instruction” to “Teaching and Learning, Policy and Leadership” (PCC 21091)

PRESENTED BY Valerie Orlando, Chair, Senate Programs, Curricula, and Courses Committee

REVIEW DATES SEC – April 12, 2022 | SENATE – April 26, 2022

VOTING METHOD In a single vote

**RELEVANT
POLICY/DOCUMENT**

**NECESSARY
APPROVALS** Senate, President, University System of Maryland Chancellor, and Maryland Higher Education Commission

ISSUE

In 2014, the College of Education’s Department of Teaching and Learning, Policy and Leadership merged its Curriculum and Instruction doctoral program and its Education, Policy and Leadership doctoral program into a single doctoral program entitled Teaching and Learning, Policy and Leadership. The Certificate of Advanced Study in Curriculum and Instruction should have been renamed at that time to align with the doctoral degree, but because it was rarely used it was not included among those actions. The department would now like to start offering this certificate to students who may not be able to complete the doctoral program. In order to align with the doctoral program’s name as well as the broader scope of the certificate program, the department requests the program title to change to Teaching and Learning, Policy and Leadership.

The proposal was approved by the Graduate School PCC committee on March 18, 2022, and the Senate Programs, Curricula, and Courses committee on April 1, 2022.

RECOMMENDATION(S)

The Senate Committee on Programs, Curricula, and Courses recommends that the Senate approve this name change.

COMMITTEE WORK

The committee considered this proposal at its meeting on April 1, 2022. Andy Elby from the Department of Teaching and Learning, Policy and Leadership presented the proposal and answered questions from the committee. The committee approved the proposal.

ALTERNATIVES

The Senate could decline to approve this new program title.

RISKS

If the Senate declines to approve this program title change, the current program will not adequately describe the coursework and activities of the program.

FINANCIAL IMPLICATIONS

There are no significant financial implications for program title changes.

596: TEACHING AND LEARNING, POLICY AND LEADERSHIP (Z902)

In Workflow

1. D-TLPL PCC Chair (elby@umd.edu; johno@umd.edu)
2. D-TLPL Chair (fh@umd.edu; lhawk@umd.edu)
3. EDUC Curriculum Manager (ejohnson@umd.edu; lstaplet@umd.edu; eterrell@umd.edu)
4. EDUC PCC Chair (ejohnson@umd.edu; djbolger@umd.edu)
5. EDUC Dean (lstaplet@umd.edu; eterrell@umd.edu; kgriff29@umd.edu; mpeercy@umd.edu; ataboada@umd.edu)
6. Academic Affairs Curriculum Manager (mcolson@umd.edu)
7. Graduate School Curriculum Manager (astraus3@umd.edu)
8. Graduate PCC Chair (astraus3@umd.edu)
9. Dean of the Graduate School (sfetter@umd.edu; astraus3@umd.edu)
10. Senate PCC Chair (mcolson@umd.edu; vorlando@umd.edu)
11. University Senate Chair (mcolson@umd.edu)
12. President (mcolson@umd.edu)
13. Chancellor (mcolson@umd.edu)
14. MHEC (mcolson@umd.edu)
15. Provost Office (mcolson@umd.edu)
16. Graduate Catalog Manager (aambrosi@umd.edu)

Approval Path

1. Sat, 20 Nov 2021 01:47:59 GMT
Andrew Elby (elby): Approved for D-TLPL PCC Chair
2. Mon, 22 Nov 2021 00:07:22 GMT
Francine Hultgren (fh): Approved for D-TLPL Chair
3. Thu, 16 Dec 2021 14:24:53 GMT
Elizabeth Johnson (ejohnson): Approved for EDUC Curriculum Manager
4. Thu, 16 Dec 2021 14:48:36 GMT
Donald Bolger (djbolger): Approved for EDUC PCC Chair
5. Thu, 17 Feb 2022 15:44:57 GMT
Laura Stapleton (lstaplet): Approved for EDUC Dean
6. Tue, 08 Mar 2022 22:03:40 GMT
Michael Colson (mcolson): Approved for Academic Affairs Curriculum Manager
7. Mon, 28 Mar 2022 17:39:22 GMT
Amanda Strausser (astraus3): Approved for Graduate School Curriculum Manager
8. Mon, 28 Mar 2022 17:46:51 GMT
Amanda Strausser (astraus3): Approved for Graduate PCC Chair

History

1. Sep 12, 2019 by Angela Ambrosi (aambrosi)
2. Oct 15, 2019 by William Bryan (wbryan)

Date Submitted: Fri, 19 Nov 2021 15:30:20 GMT

Viewing: 596 : Teaching and Learning, Policy and Leadership (Z902)

Last approved: Tue, 15 Oct 2019 19:55:08 GMT

Last edit: Thu, 31 Mar 2022 17:05:34 GMT

Changes proposed by: Kay Moon (kmoon)

Proposed Action

Rename Program

Program Name

Teaching and Learning, Policy and Leadership (Z902)

Program Status

Active

Effective Term

Spring 2022

Catalog Year

2021-2022

Program Level

Graduate Program

Program Type

Post-Baccalaureate Certificate

Delivery Method

On Campus

Departments

Department

Teaching, Learning, Policy and Leadership

Colleges

College

Education

Program/Major Code

Z902

MHEC Inventory Program

Curriculum and Instruction

CIP Code

130301 - Curriculum and Instruction.

HEGIS

082900

Degree(s) Awarded

Degree Awarded

Certificate of Advanced Study

Proposal Contact

Andy Elby, elby@umd.edu

Proposal Summary

Reinstating this Certificate of Advanced Study for the reorganized program code TLPL (Teaching and Learning, Policy and Leadership) (PCC Log Number 21091)

Program and Catalog Information

Catalog Program Requirements:

This certificate is not currently accepting applications.

Program Modification Information

Impact on current students. It should be specifically acknowledged that students enrolled in the program prior to the effective date of any curriculum change may complete their program under the old requirements if they wish. The courses required must remain available, or suitable substitutions specifically designated.

No impact on current students

Linked Programs

Renaming Program

Provide a rationale for renaming the program.

When creating the TLPL doctoral program, we forgot to propose to rename the accompanying Certificate of Advanced Study (CAS), which was available in the old EDCI program. We actually have a few students who would exercise the Certificate of Advanced Study option, when it becomes available for TLPL. It's not really a stand-alone certificate program; it's a way for students who are "all-but-dissertation" to receive some kind of acknowledgement of their post-masters-level work, if they're unable to complete their dissertation. The curriculum is the same as the Ph.D. coursework.

Currently, all doctoral students who have completed their first 30 credits of doctoral coursework will have also fulfilled the TLPL M.A. requirements and would therefore be eligible to receive an M.A. By completing the remaining 30 credits of doctoral coursework (60 credits total), the student would become eligible to earn the CAS as well.

Key: 596

Program Change Request

Date Submitted: 11/19/21 10:30 am

Viewing: **596 : Teaching Curriculum and Learning, Policy and Leadership Instruction (Z902)**

Last approved: 10/15/19 3:55 pm

Last edit: 03/31/22 1:05 pm

Changes proposed by: Kay Moon (kmoon)

Catalog Pages Using this Program

[Curriculum and Instruction, Certificate of Advanced Study \(C.A.S.\)](#)

Indicate how many stu
 Indicate how many studer

Proposed Action [Rename Program](#)

Program Name

In Workflow

1. D-TLPL PCC Chair
2. D-TLPL Chair
3. EDUC Curriculum Manager
4. EDUC PCC Chair
5. EDUC Dean
6. Academic Affairs Curriculum Manager
7. Graduate School Curriculum Manager
8. Graduate PCC Chair
9. Dean of the Graduate School
10. Senate PCC Chair
11. University Senate Chair
12. President
13. Chancellor
14. MHEC
15. Provost Office
16. Graduate Catalog Manager

Approval Path

1. 11/19/21 8:47 pm
Andrew Elby (elby):
Approved for
D-TLPL PCC Chair
2. 11/21/21 7:07 pm
Francine Hultgren
(fh): Approved for
D-TLPL Chair
3. 12/16/21 9:24 am

Elizabeth Johnson
(ejohnson):
Approved for EDUC
Curriculum
Manager

4. 12/16/21 9:48 am

Donald Bolger
(djbolger):
Approved for EDUC
PCC Chair

5. 02/17/22 10:44 am

Laura Stapleton
(lstaplet): Approved
for EDUC Dean

6. 03/08/22 5:03 pm

Michael Colson
(mcolson):
Approved for
Academic Affairs
Curriculum
Manager

7. 03/28/22 1:39 pm

Amanda Strausser
(astraus3):
Approved for
Graduate School
Curriculum
Manager

8. 03/28/22 1:46 pm

Amanda Strausser
(astraus3):
Approved for
Graduate PCC Chair

History

1. Sep 12, 2019 by
Angela Ambrosi
(aambrosi)
2. Oct 15, 2019 by
William Bryan

(wbryan)

Teaching Curriculum and Learning, Policy and Leadership Instruction (Z902)

Program Status	Active
Effective Term	Spring 2022
Catalog Year	<u>2021-2022</u>
Program Level	Graduate Program
Program Type	Post-Baccalaureate Certificate
Delivery Method	On Campus

Departments

Department
Teaching, Learning, Policy and Leadership

Colleges

College
Education

Program/Major Code
Z902

MHEC Inventory Program
Curriculum and Instruction

CIP Code
130301 - Curriculum and Instruction.

HEGIS
082900

MHEC Recognized Area(s) of Concentration

Degree(s) Awarded

Degree Awarded
Certificate of Advanced Study

If other, new degree award:

Proposal Contact

[Andy Elby, elby@umd.edu](mailto:elby@umd.edu)

Proposal Summary

[Reinstating this Certificate of Advanced Study for the reorganized program code TLPL \(Teaching and Learning, Policy and Leadership\)](#)
[\(PCC Log Number 21091\)](#)

Program and Catalog Information

Provide the catalog description of the proposed program. As part of the description, please indicate any areas of concentration or specializations that will be offered.

Course requirements for combined
Course requirements for dual program
Indicate the course requirements with
Catalog Program Requirements:

This certificate is not currently accepting applications.

Sample plan. Provide a term by term sample plan that shows how a hypothetical student would progress through the program to completion. It should be clear the length of time it will take for a typical student to graduate. For undergraduate programs, this should be the four-year plan.

Explain why specific courses are being used

List the intended student learning outcomes. In an attachment, provide the plan for assessing these outcomes.

Program Modification Information

Impact on current students. It should be specifically acknowledged that students enrolled in the program prior to the effective date of any curriculum change may complete their program under the old requirements if they wish. The courses required must remain available, or suitable substitutions specifically designated.

[No impact on current students](#)

Linked Programs

Indicate in the space below all programs to which this program is formally linked (e.g., approved combined bachelor's/master's programs, dual master's programs, or joint-programs with other universities). If the proposed modification will affect the linked program, provide as an attachment the new curriculum for each arrangement and provide supporting correspondence from the director of the linked program.

Renaming Program

Provide a rationale for renaming the program.

When creating the TLPL doctoral program, we forgot to propose to rename the accompanying Certificate of Advanced Study (CAS), which was available in the old EDCI program. We actually have a few students who would exercise the Certificate of Advanced Study option, when it becomes available for TLPL. It's not really a stand-alone certificate program; it's a way for students who are "all-but-dissertation" to receive some kind of acknowledgement of their post-masters-level work, if they're unable to complete their dissertation. The curriculum is the same as the Ph.D. coursework.

Currently, all doctoral students who have completed their first 30 credits of doctoral coursework will have also fulfilled the TLPL M.A. requirements and would therefore be eligible to receive an M.A. By completing the remaining 30 credits of doctoral coursework (60 credits total), the student would become eligible to earn the CAS as well.

New Program Information

Program Characteristics

Summarize the factors that were considered in developing recommendations of advisory or other groups articulated

Off Campus

Indicate the location for this off-campus program

Describe the suitability of the site for the off-campus program
Describe the method of instructional delivery
mix of full-time and part-time instructors (academic

Online

Explain why the program should be offered onli
program at steady state?

Oversight Committe
faculty from the "cor
graduate faculty a r

Dual Masters

Rationale for creating the combined program.

Provide a rationale for creating the honors program.

Provide the course catalog information (credits, des

Supporting Documents

Attachments

Administrative
Documents

Reviewer

Comments



Revisions to the College of Education Plan of Organization

PRESENTED BY Nick Montgomery, Chair

REVIEW DATES SEC – April 12, 2022 | SENATE – April 26, 2022

VOTING METHOD In a single vote

RELEVANT POLICY/DOCUMENT [Plan of Organization for Shared Governance at the University of Maryland, College Park](#)

NECESSARY APPROVALS Senate, President

ISSUE

The University of Maryland Plan of Organization for Shared Governance mandates that all Colleges and Schools be governed by a Plan of Organization. These Plans must conform to provisions and principles set forth in the University's Plan, the Bylaws of the University Senate, the Policy on Shared Governance in the University System of Maryland, and best practices in shared governance. Revisions to the Plan of Organization of each College, School, and the Library must be reviewed and approved by the University Senate. The Senate Elections, Representation, & Governance (ERG) Committee is the standing Committee responsible for conducting these reviews.

RECOMMENDATION(S)

The Elections, Representation, & Governance (ERG) Committee recommends that the Senate approve the revised Plan of Organization for the College of Education.

COMMITTEE WORK

The College of Education (EDUC) submitted minor revisions to its Plan of Organization to the University Senate for review in January 2022.

The revisions to the EDUC Plan of Organization included making all references in the Plan to the Dean, gender neutral and updating some of the titles of administrative roles that had been revised since the last time the EDUC Plan had been approved in May 2018.

Article 11 of the Plan of Organization for Shared Governance provides provisions for the review of College, School, and Library Plans of Organization every ten years but does not include provisions for technical revisions to Plans. The Senate Parliamentarian advised that it would be appropriate for the ERG Committee to do a focused review of just the proposed revisions because the EDUC Plan had a comprehensive review in 2018 and the new revisions were not substantive but rather technical in nature. However, the Parliamentarian and Senate Director both advised that the EDUC Plan's 10-year cycle of review aligned with its last comprehensive review, which would be in 2028.

The College of Education Senate approved the revisions to its Plan of Organization on January 14, 2022.

The ERG Committee reviewed the revisions, confirmed that they were technical and non-substantive in nature, and voted to approve the revised EDUC Plan on March 29, 2022.

ALTERNATIVES

The Senate could reject the revised Plan of Organization and the existing Plan would remain in effect.

RISKS

There are no risks to the University in adopting the revised Plan of Organization.

FINANCIAL IMPLICATIONS

There are no known financial implications.



Revisions to the College of Education Plan of Organization

2021 – 2022 Committee Members

Nick Montgomery (Chair)
Cathy Fisanich (Non-Exempt Staff)
Oguz Gencay (Graduate Student)
Ursula Gorham-Oscilowski (Faculty)
Sharon La Voy (Ex-Officio Associate VP IRPA Rep)
Karen McDonald (Ex-Officio Director of Human Resources Rep)
Alan Peel (Faculty)
Mariam Rahman (Undergraduate Student)

Leah Ramnarine (Graduate Student)
Matthew Salerno (Undergraduate Student)
Marcia Shofner (Faculty)
Hilary Thompson (Faculty)
Aaron Tobiason (Exempt Staff)

Date of Submission

April 2022

BACKGROUND

The University of Maryland Plan of Organization for Shared Governance mandates that all Colleges and Schools be governed by a Plan of Organization. These Plans must conform to provisions and principles set forth in the University’s Plan, the Bylaws of the University Senate, the Policy on Shared Governance in the University System of Maryland, and best practices in shared governance. Revisions to the Plan of Organization of each College, School, and the Library must be reviewed and approved by the University Senate. The Senate Elections, Representation, & Governance (ERG) Committee is the standing committee responsible for conducting these reviews.

The College of Education (EDUC) submitted minor revisions to its Plan of Organization to the University Senate for review in January 2022.

COMMITTEE WORK

The ERG Committee reviewed the revisions to the EDUC Plan of Organization to make all references in the Plan to the Dean gender neutral and update some of the titles of administrative roles that had been revised since the last time the Plan had been approved in May 2018.

Article 11 of the Plan of Organization for Shared Governance provides provisions for the review of College, School, and Library Plans of Organization every ten years. This review includes a review of the appointment, promotion, and tenure component of the Plan and any sections that are needed to be in compliance with University policies (i.e. faculty merit, post-tenure review, and AEP). The University’s Plan does not include a provision for technical revisions to college Plans.

The Senate Director consulted with the Senate Parliamentarian regarding the technical nature of the revisions to EDUC’s Plan and its recent comprehensive review that concluded just four years prior. Because EDUC’s proposed revisions were non-substantive and relatively minor and they were the only revisions made to the Plan since its last approval, the Senate Director suggested that the ERG Committee’s review focus on just the proposed revisions instead of a comprehensive review of the Plan and its associated policies. However, the 10-year review cycle would not reset based on the current focused review. Following discussion, the Senate Director and Parliamentarian agreed that

the proposed process for a limited review of EDUC’s Plan of Organization was the most reasonable path forward. They also agreed to discuss the issue with the Plan of Organization Review Committee (PORC) in order to formally develop and codify a review process for technical revisions of college Plans of Organization in the University’s Plan.

Based on the advice of the Senate Director and Parliamentarian, the ERG Committee proceeded with a more focused review of the EDUC Plan and the proposed revisions. The Committee agreed with the principle behind making references to the Dean in the Plan gender neutral because it is in alignment with the University of Maryland Policy on Inclusive Communication (VI-1.00[C]). In addition, the ERG Committee agreed that it was appropriate to update the titles in the EDUC Plan to align with the current administrative structure of the college. The Committee also agreed that the next College of Education Plan of Organization review should remain until 2028.

The College of Education Senate approved the revisions to its Plan of Organization on January 14, 2022.

The ERG Committee reviewed the revisions, confirmed that they were technical and non-substantive in nature, and voted to approve the revised College of Education Plan of Organization at its meeting on March 29, 2022.

RECOMMENDATIONS

The Elections, Representation, & Governance Committee recommends that the Senate approve the revised Plan of Organization for the College of Education as shown immediately following this report.

APPENDICES

Appendix 1 — 2018 College of Education Plan of Organization

Proposed Revisions to the College of Education Plan of Organization

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

Approved by the College of Education Senate on June 14, 2018

Approved by the University of Maryland Senate on September 5, 2018

Minor Revisions Approved by the College of Education Senate on January 14, 2022

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PREAMBLE

The purpose of the College of Education Plan of Organization¹ 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 one institute, the Maryland English Institute, are housed within the College and report directly to the College Administration and Dean (see Chapter 1, Article 2).
- d. Ten 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):
 - Center for Children, Relationships, and Culture
 - Center for Diversity and Inclusion in Higher Education
 - Center for Early Childhood Education and Intervention

¹ 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 Integrated Latent Variable Research
- 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
- 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) **The Dean** ~~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) **The Dean** ~~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 Senate² (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 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).

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

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,³ and exempt and non-exempt staff.⁴

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.⁵ 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.⁶ All reviews are to be conducted by an ad-hoc subcommittee of the Senate.

³ The University of Maryland Policy on Faculty Grievances (II - 4.00)

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

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

⁶ 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 **their** ~~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 Associate Dean for Educator Preparation and Undergraduate Studies** ~~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 College⁷. 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,⁸ 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, **the Associate Dean for Educator Preparation and Undergraduate Studies, and the Executive Director for Teacher Education.** ~~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 Associate Dean for Educator Preparation and Undergraduate Studies, Executive Director of Teacher Education, Assistant Dean/Executive Director of Teacher Education** and the **Manager of PDS Partnerships and Programs —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

⁷ 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.

⁸ 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).

privileges. The EPC Chair is selected by the Committee members. Quorum consists of a majority of voting Committee members.

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. **In accordance with the College strategic plan and goals and priorities of the Dean,** ~~t~~The UGEC sends its course and program recommendations ~~per the college strategic plan and goals and priorities of the Dean~~ 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 **Associate Dean for Educator Preparation and Undergraduate Studies** ~~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 **Associate Dean for Educator Preparation and Undergraduate Studies** ~~Dean and 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. **In accordance with the College strategic plan and goals and priorities of the Dean,** ~~t~~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.
 - a. **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 Graduate Studies and Faculty Affairs** ~~Associate Dean for Research and Graduate Education, the Associate Director for Graduate Studies,~~ and the **Executive Director for Teacher Education** ~~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.

2. **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^{9,10}. 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.

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

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

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.
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 **the Dean 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 track¹¹) 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

¹¹ 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.

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.¹²

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 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 CEA¹³. 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.

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

¹³ 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)

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.
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.

Appendix 1 - 2018 College of Education Plan of Organization

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 Organization¹ 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)

¹ 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 Senate² (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

² 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,³ and exempt and non-exempt staff.⁴

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.⁵ 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.⁶ All reviews are to be conducted by an ad-hoc subcommittee of the Senate.

³ The University of Maryland Policy on Faculty Grievances (II - 4.00)

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

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

⁶ 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 College⁷. 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,⁸ 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.

⁷ 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.

⁸ 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^{9,10}. 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.

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

¹⁰ 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 track¹¹)

¹¹ 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.¹²

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

¹² 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 CEA¹³. 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.

¹³ 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.



Implementation of a SGA Ex-Officio Representative on the Senate Standing Committee for Academic Procedures and Standards

PRESENTED BY Nick Montgomery, Chair

REVIEW DATES SEC – April 12, 2022 | SENATE – April 26, 2022

VOTING METHOD In a single vote

RELEVANT POLICY/DOCUMENT [Bylaws of the University Senate](#)

NECESSARY APPROVALS Senate, President

ISSUE

In October 2021, the Student Government Association’s (SGA) Director of Academic Affairs submitted a proposal for Senate consideration that requested SGA ex-officio representation on the Senate’s Academic Procedures & Standards (APAS) Committee. The proposal noted that the SGA serves as a platform for the entire student body to voice concerns and advocate for issues they see as important. It also stated that the SGA’s reach is far and extensive, allowing the body to work with students of different backgrounds, and advocate on their behalf. The proposal noted that adding an SGA ex-officio representative to the committee would significantly increase the student body’s ability to better understand improvements made to their own education and suggested that SGA members have a unique perspective that they can bring to meetings allowing for meaningful and productive conversations and would prioritize students in the implementation of undergraduate student education.

RECOMMENDATION(S)

The Elections, Representation, & Governance Committee recommends that the Bylaws of the University Senate be amended to adjust the membership and quorum of the Senate Academic Procedures & Standards (APAS) Committee, as shown immediately following this report.

- 6.1.a Membership: The committee shall consist of an appointed presiding officer; ten (10) faculty members; one (1) staff member; three (3) undergraduate and one (1) graduate student; **the President or a representative of the Student Government Association (SGA); the President or a representative of the Graduate Student Government (GSG);** and the following persons or a representative of each: the Senior Vice President and Provost, the Director of Undergraduate Admissions, the University Registrar, the Associate Provost for Academic Affairs and Dean for Undergraduate Studies, and the Associate Provost for Academic Affairs and Dean of the Graduate School.
- 6.1.b Quorum: A quorum of the Academic Procedures and Standards Committee shall be **eleven (11) ~~ten (10)~~** voting members.

COMMITTEE WORK

The ERG Committee began its consideration of the charge in November 2021 by reviewing the Proposal ([Senate Document #21- 22-16](#)), the provisions on ex-officios in Article 6 of the [Bylaws of the University Senate](#), and the Review of the University of Maryland Plan of Organization ([Senate Document #14-15-19](#)). The Committee also consulted with the Senate Parliamentarian, the proposer and SGA representative, GSG representatives, and the Senate Student Affairs Committee.

Based on the information from the consultations and the context that the background documents provided, the committee deliberated on the following key points:

- Whether the SGA should be granted a voting or non-voting ex-officio representative on the APAS Committee?
- If the SGA is given ex-officio representation on the APAS Committee, whether the GSG should be given similar ex-officio representation on the committee?
- Based on any changes to the membership of the APAS Committee, whether the quorum of the committee should be revised?

Following extensive deliberations, the ERG Committee agreed that both the SGA and GSG should be given voting ex-officio representation on the APAS Committee and that the committee's quorum should be increased from ten to eleven. In addition, the Committee felt strongly that the principle behind SGA and GSG representation and engagement with the Senate and its Committees overall should be examined holistically by the Plan of Organization Review Committee (PORC) and plans to raise that point separately to the Senate Executive Committee (SEC).

The ERG Committee formally voted to amend Article 6.1.a of the Senate Bylaws to add representation for the SGA and the GSG to the membership of the APAS Committee and to amend Article 6.1.b of the Senate Bylaws to increase the quorum for the APAS Committee from ten to eleven.

The ERG Committee finalized its approval of these amendments in a vote held at its meeting on March 29, 2022.

ALTERNATIVES

The Senate could reject the revisions to the Senate Bylaws and the membership of the APAS Committee would remain unchanged.

RISKS

There are no risks to the University in providing representation to the student organizations on the APAS Committee.

FINANCIAL IMPLICATIONS

There are no known financial implications.



Implementation of a SGA Ex-Officio Representative on the Senate Standing Committee for Academic Procedures and Standards

2021 – 2022 Committee Members

Nick Montgomery (Chair)
Cathy Fisanich (Non-Exempt Staff)
Oguz Gencay (Graduate Student)
Ursula Gorham-Oscilowski (Faculty)
Sharon La Voy (Ex-Officio Associate VP IRPA Rep)
Karen McDonald (Ex-Officio Director of Human Resources Rep)
Alan Peel (Faculty)
Mariam Rahman (Undergraduate Student)

Leah Ramnarine (Graduate Student)
Matthew Salerno (Undergraduate Student)
Marcia Shofner (Faculty)
Hilary Thompson (Faculty)
Aaron Tobiason (Exempt Staff)

Date of Submission

April 2022

BACKGROUND

In October 2021, the Student Government Association’s (SGA) Director of Academic Affairs submitted a proposal for Senate consideration that requested SGA ex-officio representation on the Senate’s Academic Procedures & Standards (APAS) Committee. The proposal noted that the SGA serves as a platform for the entire student body to voice concerns and advocate for issues they see as important. It also stated that the SGA’s reach is far and extensive, allowing the body to work with students of different backgrounds, and advocate on their behalf. The proposal noted that adding an SGA ex-officio representative to the committee would significantly increase the student body’s ability to better understand improvements made to their own education and suggested that SGA members have a unique perspective that they can bring to meetings allowing for meaningful and productive conversations and would prioritize students in the implementation of undergraduate student education.

The Senate Executive Committee (SEC) reviewed the proposal at its meeting on October 18, 2021 and voted to charge the Elections, Representation, & Governance (ERG) Committee with reviewing it. The ERG Committee was formally charged with reviewing the proposal on November 5, 2021.

CURRENT PRACTICE

The membership of the Senate’s standing committees is established in the Bylaws of the University Senate. Each committee includes ex-officio representatives of University administrators or student groups whose work is relevant to the specific committee’s charge. Ex-officio representatives on Senate committees are all voting members, unless specifically noted as non-voting members in the membership of specific committees. This is typically only the case when the ex-officio member serves in another process that is associated with the committee such as the student conduct appeals process or the faculty grievance process or the ex-officio member represents the University at the University System level.

Article 6.1.a of the Bylaws provides the membership of APAS Committee, including ex-officio representation, as follows:

6.1.a Membership: The committee shall consist of an appointed presiding officer; ten (10) faculty members; one (1) staff member; three (3) undergraduate and one (1) graduate student; and the following persons or a representative of each: the Senior Vice President and Provost, the Director of Undergraduate Admissions, the University Registrar, the Associate Provost for Academic Affairs and Dean for Undergraduate Studies, and the Associate Provost for Academic Affairs and Dean of the Graduate School.

Article 6.1.b of the Bylaws identifies the Committee's quorum as follows:

6.1.b Quorum: A quorum of the Academic Procedures and Standards Committee shall be ten (10) voting members.

Committee Representation

- The SGA and the GSG currently have voting ex-officio representation on the following Senate committees: Campus Affairs, Educational Affairs, and Student Affairs.

Senate Representation

- The Presidents of the SGA and the GSG both serve as non-voting ex-officios of the Senate.
- Undergraduate Student Senators represent and are elected by other undergraduate students in the college of their primary major.
- Graduate Student Senators represent graduate students At-Large.

COMMITTEE WORK

The ERG Committee considered the charge at its meeting on November 12, 2021. It reviewed the Proposal ([Senate Document #21- 22-16](#)), the provisions on ex-officios in Article 6 of the [Bylaws of the University Senate](#), and the Review of the University of Maryland Plan of Organization ([Senate Document #14-15-19](#)). At the December 10, 2021 meeting, the ERG Committee held consultations specified in the charge with the proposer, the Senate Parliamentarian, and representatives of the Graduate Student Government (GSG).

Consultations

During the consultation with the Senate Parliamentarian, the Committee inquired about Senate principles and guidance on committee membership, student representation, ex-officio representation and cases where they are voting or non-voting, and the overall size of Senate committees.

The Parliamentarian shared his perspectives on the committee's inquiries and the provisions of the Senate Bylaws that apply to the committee's review of the charge as follows:

- The current ratio of faculty to staff to students is sound; In general, as committees get large it becomes harder to get them together and engage with the material;
- The most straightforward solution would be to provide the SGA with a non-voting ex-officio representative on the APAS Committee, who would be able to participate in committee

meetings and relay information to their constituents since most committees are run on a consensus basis;

- Assigning a non-voting member could have two approaches, one in which it is permanent and there is a change to the Senate Bylaws and one in which the SEC adds the member, but that is a temporary action that must be approved every year;
- The proposal did not argue why the current representation for the SGA was inadequate;
- Diversifying opportunities for student participation in governance can have the practical effect that students appointed through the Senate process would have fewer conflicts to which they would need to attend;
- There is no guiding principle that demands equal representation by the SGA and the GSG, since the Bylaws are being revised;
- The SGA has a voice and is heard and has influence in its own right, so having non-SGA students on the Senate and the Senate committees does ensure alternative voices are heard outside of the SGA framework.; and
- Any permanent addition, whether voting or non-voting to the Bylaws, needs to be approved by $\frac{2}{3}$ vote of the Senate.

In its consultations with the proposer and GSG representatives, the Committee inquired about the rationale and value in adding a seat for a SGA or GSG representative, whether the seats should be voting or non-voting; whether regular undergraduate students representatives or the Student Affairs Committee were sufficient representation, and the benefits of SGA or GSG representation.

The proposer and SGA representative provided responses to the committee's questions and perspectives on how the SGA operates and would engage with its constituents and the APAS Committee as follows:

- The SGA has a committee for academic affairs, which is focused on improving the academic experience for all undergraduate students and undergoes outreach through surveys and town halls.
- Ex-officio membership on the committee would allow the SGA to take information from the Senate to discuss those policies internally within the SGA, and promote it to students so they are more aware of what is happening on campus;
- SGA members can and do serve as Senators and on Senate committees but having consistent SGA membership might generate continuity in communication;
- A specific SGA liaison with the Senate or existing Senators serving as a liaison with the SGA were amenable options, but the SGA has access to specific networks which could lead to having more effective communication with University leadership and administration;
- In response to what specific benefits the SGA has identified from existing ex-officio representation, the SGA representative communicated that it was important for faculty and students to better understand each others' perspectives;
- The proposal stemmed from SGA's desire to be more involved in APAS's deliberations on the grading policy changes implemented during the pandemic;
- It is not expected to be difficult to find SGA members willing to serve as ex-officio representatives on Senate committees including the proposed new representative on APAS;

- Suggested that the SGA representative seat should be a voting seat and emphasized the importance of the ability to provide thoughts and opinions but objected to a non-voting seat; and
- Did not suggest that the SGA representative should replace existing committee members, but rather add more representation. However, replacing a student seat may be beneficial, in lieu of no representation at all, given that the SGA has an extensive network of students, representing different interests.

In consultations with the GSG representatives, they provided responses to the committee's questions and shared perspectives on how the GSG operates and would engage with its constituents and the APAS Committee as follows:

- APAS makes decisions, which can impact graduate students as instructors;
- There is not much interaction between GSG and graduate student representatives on Senate committees;
- Given that Senate work is purely voluntary, especially for students, that communication is also asking a lot of someone;
- GSG and SGA have specific paid positions for student advocates, which allows them to be more effective representatives of their populations;
- The ability to identify effective advocates for appointment to ex-officio representation is an important benefit given the commitment and unpaid nature of Senate committee work, which allows for the whole GSG to be more aware of what the Senate is doing in order to be more effective advocates in conversations with administrators and inform all relevant constituencies through their outreach;
- If only for balance of student representation, the SGA should not be given representation without the GSG being given representation;
- Voting representation was not deemed important, but both groups should have similar representation. The SGA representative agreed; and
- The current system of having the APAS Committee consult with the Student Affairs Committee on matters relevant to the SGA and the GSG, which has existing ex-officio representation, makes it difficult to understand what happens in the meetings and would make it challenging for the SGA and the GSG to be the best advocates on APAS.

The ERG Committee also consulted with the Senate Student Affairs Committee. During that consultation, the Committee inquired about whether the SGA should be given representation on the APAS Committee, whether it should be in place of regular undergraduate student representation, whether it should be voting or non-voting, whether the GSG should also be given a representative if the SGA is given representation, and how SGA ex-officios currently engage on the Student Affairs Committee.

The Student Affairs Committee members provided responses to the Committee's questions and shared perspectives on how the student organizations and ex-officios currently engage as follows:

- Student government organization representatives have direct communication with large student constituencies through their organizations;

- Student government organization representatives also have a better perspective of what to advocate for the benefit of their constituencies.
- While Senate committees, including the APAS Committee, consult with the Student Affairs Committee for student perspectives, when students are members of a committee, they have an opportunity to influence and shape the issues that a committee will address as well as the committee's decisions.
- Representatives could advocate for their constituency and influence a committee without being a voting member.
- Since adding the proposed ex-officio members would be new for the committee, it could be a better transition to start with the member being non-voting and reassessing this a few years later.
- A non-voting ex-officio member could be viewed as merely symbolic and *pro forma*, which would not be a favorable impression for the student organizations.
- There was consensus among Student Affairs Committee members present that a non-voting ex-officio representative should not replace a voting member.
- Committee members considered it very important to have parity of representation on the APAS Committee between the SGA and GSG. Therefore, if an SGA ex-officio is added, a GSG ex-officio should be added.
- There were several comments in support of having a GSG representative on the committee. Several campus units are concerned that more needs to be done to support graduate students and to integrate those community members into campus activities. Additionally, the experiences of graduate students and doctoral candidates vary significantly from one another and from undergraduate students, and based on their fields of study. Adding a graduate student to APAS, even as an ex-officio, will expand the graduate student experiences included on the committee.
- Expanding the membership on a Senate committee could make the committee too large and increase some administrative burdens. There should be ways to mitigate those concerns without reducing the current student representation on the committee.
- The Student Affairs Committee did not make a recommendation on whether an SGA or GSG representative should be added to the APAS Committee.

Committee Deliberations

The ERG Committee reviewed all of the information from the consultations and took into consideration the background information that it had reviewed in order to deliberate on the charge at its March 8, 2022 meeting. Committee members discussed the charge and the results from the consultations. The Committee held preliminary deliberations on the consider elements of the charge and as a result was able to get a sense of the majority of the committee on the following decision points:

- The SGA and GSG should be treated with parity, regardless of the decision of whether any ex-officio representation was voting or non-voting;
- If ex-officio voting membership was granted, quorum should be increased from 10 to 11.
- There was strong favor for having ex-officio status be permanent instead of on a temporary basis;

- There was consensus that the SGA and the GSG should have representation but there was a split on the matter of whether ex-officio representation should be voting or non-voting.

The ERG Committee met on March 29, 2022, to finalize its deliberations and recommendations. The Committee resumed its discussion of the “consider” elements of the charge. The Committee used a framework that allowed committee members to take an informal initial vote on the broad overall question on whether the SGA should get ex-officio voting representation on the APAS Committee to get a sense of the Committee initially. As a result, a strong majority of the Committee wanted to provide SGA with ex-officio status given the role that it plays in hearing the positions of various constituencies throughout campus and the manner in which they can facilitate communication of those views to APAS and communicate discussions at APAS back to their body.

The Committee was then presented with a separate framework that allowed members to explore their initial thoughts and have discussion on each potential path based on the assumption that the SGA was given voting ex-officio representation. This led the Committee to consider whether:

- SGA & GSG should have similar representation; and
- The quorum should be increased from 10 to 11.

Committee members then explored a framework that allowed members to explore their initial thoughts and have discussion on each potential path based on the assumption that the SGA was given non-voting ex-officio representation. This led the Committee to consider whether:

- The SGA and GSG should be granted ex-officio status on a trial basis with the idea that APAS as a committee, SGA, and GSG could then provide better information to ERG on the nature of the value of SGA and GSG’s representation on APAS. The ERG Committee would then revisit the question of permanent ex-officio status for SGA and GSG and whether that representation should be voting or non-voting in 2023 with that information in mind.
- Ultimately, a small majority of members decided that should SGA and GSG be given ex-officio non-voting status, it should be recommended to the SEC that it be done so on a temporary basis and the charge be revisited by ERG next year.

Committee members also deliberated on broad principles and discussed key themes and concerns including:

- The lack of engagement by SGA representatives on committees in the past;
- The nature of current ex-officio, non-voting members on Senate committees, including cases where the representative has a conflict because they serve in another process associated with the committee or represent the University at the University System of Maryland.
- GSG representatives explicitly stated it did not have a specific desire for voting representation, and felt non-voting representation was fine, with the caveat that both organizations had membership at the same level.
- The SGA representative did feel the representation should be voting.
- The SGA already has opportunities to have its voice heard in ways students who do not feel able or willing to work within SGA do not. Its representation on these committees outside of the context of SGA has value and having voting representation would result in a higher quorum, which could make it harder to reach quorum and conduct Senate business

Ultimately, the majority of the Committee agreed that if the Committee believes some representation was appropriate in the first place, such representation should be voting. This would be consistent with their representation on various other Committees in which they have been given

representation. That specific principle overrode the concern that adding them would have on quorum.

Despite agreeing to provide voting ex-officio representation to both the SGA and the GSG, the Committee felt strongly that the principle behind SGA and GSG representation and engagement with the Senate and its Committees overall should be examined holistically by the Plan of Organization Review Committee (PORC). The Committee plans to develop a recommendation to that effect for PORC to the SEC.

After discussion, an informal vote was taken between providing SGA and GSG ex-officio, voting representation on APAS, providing SGA and GSG ex-officio, non-voting representation on APAS, and making no changes to APAS. Three-quarters of attending members were in favor of providing SGA and GSG voting representation while increasing the quorum from 10 to 11.

Following this thorough review and extensive discussion, the ERG Committee voted to amend Article 6.1.a of the Senate Bylaws to add representation for the SGA and the GSG to the membership of the APAS Committee and to amend Article 6.1.b of the Senate Bylaws to increase the quorum for the APAS Committee from ten to eleven.

The ERG Committee finalized its approval of these amendments in a vote held at its meeting on March 29, 2022.

RECOMMENDATIONS

The Elections, Representation, & Governance Committee recommends that the Bylaws of the University Senate be amended to adjust the membership and quorum of the Senate Academic Procedures & Standards (APAS) Committee, as shown immediately following this report.

- 6.1.a Membership: The committee shall consist of an appointed presiding officer; ten (10) faculty members; one (1) staff member; three (3) undergraduate and one (1) graduate student; **the President or a representative of the Student Government Association (SGA); the President or a representative of the Graduate Student Government (GSG);** and the following persons or a representative of each: the Senior Vice President and Provost, the Director of Undergraduate Admissions, the University Registrar, the Associate Provost for Academic Affairs and Dean for Undergraduate Studies, and the Associate Provost for Academic Affairs and Dean of the Graduate School.
- 6.1.b Quorum: A quorum of the Academic Procedures and Standards Committee shall be **eleven (11)** ~~ten (10)~~ voting members.

APPENDICES

Appendix 1 — Charge from the Senate Executive Committee

Appendix 2 — Proposal

**BYLAWS
OF THE
UNIVERSITY SENATE
AT THE
UNIVERSITY OF MARYLAND**



Amended on **April X, 2022** ~~September 10, 2021~~



BYLAWS OF THE UNIVERSITY SENATE

University of Maryland, College Park

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BYLAWS OF THE UNIVERSITY SENATE

The University of Maryland, College Park

ARTICLE 1 AUTHORIZATION

- 1.1 These *Bylaws of the University Senate* (hereafter referred to as the *Bylaws*) are adopted according to Article 7 of the *University of Maryland Plan of Organization for Shared Governance* (hereafter referred to as the *Plan*), and are subject to amendment as provided for in the *Plan*.

ARTICLE 2 MEMBERSHIP

- 2.1 The members of the Senate are as designated in Article 3 of the *Plan* and further specified in 2.1 and 2.2 below. All elected members are subject to the conditions stated in the *Plan*, including its provisions for expulsion, recall, and impeachment (Articles 4.10, 4.11, and 5.8 of the *Plan* and Article 2.3, 2.4, and 2.5 below).

2.1.a Staff Senators

For the purpose of Senate representation, the Staff Constituency is divided into the following categories. Each category shall elect one Senator from among its ranks for each 200 staff members or major fraction thereof.

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

- 2.1.b Staff member job categories will not include the category designated for the President, vice presidents, provosts, and deans if they hold faculty rank.

- 2.1.c Any individual within the faculty member voting constituency cannot be included in the staff member voting constituency or nominated for election as a staff Senator. Staff candidates for the Senate must have been employed at the University of Maryland College Park for 12 months prior to standing as candidates for the Senate. Staff members may not stand for Senate elections while in the probationary period of employment.

- 2.1.d An ex officio member denoted in the *Plan* (Article 3.6.a.) who is not precluded from staff member categories as noted in Articles 2.1.b and 2.1.c may be elected as a voting member of the Senate by an appropriate constituency. Such ex officio members should also have been employed by the University of Maryland College Park for 12 months prior to standing as candidates for the Senate.

- 2.1.e As noted in the *Plan* (Article 3.3.c), the term of each staff Senator shall be three (3) years. Terms of staff members will be staggered in such a way that for each term, one-third of the total members from a job category are serving the first year of their term. Not every member of a specific staff job category shall be elected in the same year. However, if the University or these *Bylaws* redefine the staff job categories outside of a normal reapportionment, the staff Senate seats will be vacated. A subsequent election will be held to populate all staff Senate seats within the new categories with staggered terms as follows:

- (1) One-third of the members in a job category who received the lowest number of votes will serve a one-year term,
- (2) One-third of the members in a job category who received the second lowest number of votes will serve two-year terms,
- (3) One-third of the members in a job category who received the highest number of votes will serve three year-terms.

A person serving less than a three-year term is defined as not to have served a full term and is eligible for re-election to a full term the following year.

2.2 Single Member Constituencies

The Senators defined in (a)-(g) below shall be voting members of the Senate. All elections held pursuant to this section shall be organized by the Office of the University Senate.

- (a) Part-Time Research, Part-Time Teaching, Adjunct, and both Full-Time and Part-Time Visiting Faculty who are not members of the Faculty Constituency as defined in Section 3.2 of the Plan shall together elect one (1) Senator, for a term of one (1) year, renewable for up to three (3) years. When the Senate votes by constituencies, that Senator shall have the same voting rights as a Faculty Senator.
- (b) Emeriti Faculty who are not members of the Faculty Constituency as defined in Section 3.2 of the *Plan* shall elect one (1) Senator from among their ranks for a term of one (1) year, renewable for up to three (3) years. When the Senate votes by constituencies, that Senator shall have the same voting rights as a Faculty Senator.
- (c) Head Coaches who are not members of the Faculty Constituency as defined in Section 3.2 of the University Plan of Organization together shall elect one Senator from among their ranks to serve for a term of one (1) year, renewable for up to three (3) years. When the Senate votes by constituencies, that Senator shall have the same voting rights as a faculty Senator.
- (d) Post-Doctoral Scholars, Post-Doctoral Associates (formerly Research Associates), Junior Lecturers, and Faculty Assistants (formerly Faculty Research Assistants) who are not members of any Senate constituency as defined in Article 3 of the *Plan* together shall elect one (1) Senator, for a term of one (1) year, renewable for up to three (3) years. When the Senate votes by constituencies, that Senator shall have the same voting rights as a Faculty Senator.
- (e) The Contingent II staff shall elect one (1) Senator from among their ranks for a term of one (1) year, renewable for up to three (3) years. When the Senate votes by constituencies, that Senator shall have the same voting rights as all other staff Senators. The Contingent II staff Senator shall have been employed by the University for twelve months prior to their election.
- (f) The part-time undergraduate students shall elect one (1) Senator from among their ranks for a term of one (1) year, renewable for up to three (3) years. When the Senate votes by constituencies, that Senator shall have the same voting rights as all other student Senators.
- (g) The part-time graduate students shall elect one (1) Senator from among their ranks for a term of one (1) year, renewable for up to three (3) years. When the Senate votes by constituencies, that Senator shall have the same voting rights as all other student Senators.

2.3 Elected Senators shall not be absent from two (2) consecutive regularly scheduled meetings of the Senate without notifying the Office of the University Senate that they will require an excused absence (Article 4.10.a of the *Plan*). The Senator shall be counted in the total membership when a quorum is defined for a meeting unless that Senator is expelled.

2.4 If an elected Senator is no longer a member of the constituency by which they were elected, the seat may be vacated and the Senator may be replaced according to the following guidelines:

- 2.4.a If there was a runner-up in the election in which the Senator was elected, the runner-up shall replace that Senator immediately, provided they are still eligible.
- 2.4.b If there was no runner-up in the election in which the Senator was elected and the vacancy occurs in the spring semester, that Senator shall serve for the remainder of the Senate year and shall be replaced in the next election cycle for the remainder of the term.
- 2.4.c If there was no runner-up in the election in which the Senator was elected and the vacancy occurs prior to the spring semester, or if the Senator is unable to serve the remainder of the Senate year, the

Senate Executive Committee, in consultation with the appropriate constituency, shall appoint a replacement for that Senator.

- 2.5 If an elected Senator is no longer in satisfactory standing at the University, they shall be replaced immediately upon notification to and verification by the Office of the University Senate in accordance with 2.4.a or 2.4.c above.
- 2.6 All elections shall be completed by the Transition Meeting of the Senate.

ARTICLE 3 MEETINGS

3.1 Regular Meetings:

The Senate shall schedule at least four (4) regular meetings each semester. The notice, agenda, and supporting documents will normally be provided by the Office of the University Senate to the membership one week prior to each regular meeting unless otherwise approved by the Executive Committee.

3.2 Special Meetings:

- 3.2.a Special meetings of the Senate may be called in any of the following ways, with the matter(s) to be considered to be specified in the call:
- (1) By the presiding officer of the Senate;
 - (2) By a majority vote of the Executive Committee of the Senate;
 - (3) By written petition of a majority of the elected members of the Senate. The petition shall be delivered to the Chair or the Executive Secretary and Director of the Senate. The Chair shall give notice of arrangements for the meeting within seventy-two (72) hours of receipt of a valid petition;
or
 - (4) By resolution of the Senate.
- 3.2.b The notice of a special meeting shall include the agenda and shall be sent to the members of the Senate as far in advance of the meeting as possible. The agenda of a special meeting may specify a scheduled time of adjournment.
- 3.2.c The scheduling of a special meeting shall reflect the urgency of the matter(s) specified in the call, the requirement of reasonable notice, and the availability of the membership.

3.3 Openness of Meetings and Floor Privileges:

- 3.3.a Meetings of the Senate shall be open to all members of the campus community except when the meetings are being conducted in closed session.
- 3.3.b Representatives of the news media shall be admitted to all meetings of the Senate except when the meetings are conducted in closed session. The use of television, video, or recording equipment shall not be permitted except by express consent of the Senate.
- 3.3.c When a report of a committee of the Senate is being considered, members of that committee who are not members of the Senate may have a voice but not a vote in the deliberations of the Senate on that report.
- 3.3.d Any Senator may request the privilege of the floor for any member of the campus community to speak on the subject before the Senate. The Chair shall rule on such requests.
- 3.3.e By vote of the Senate, by ruling of the Chair, or by order of the Executive Committee included in the agenda of the meeting, the Senate shall go into closed session. The ruling of the Chair and the order

of the Executive Committee shall be subject to appeal, but the Chair shall determine whether such appeal shall be considered in open or closed session.

- 3.3.f While in closed session, the meeting shall be restricted to voting members of the Senate (Article 3 in the *Plan*), members granted a voice but not a vote (Articles 3.6, 5.2.c, and 5.5.c. of the *Plan*), the Executive Secretary and Director, the Parliamentarian, the immediate Past Chair of the Senate, any staff required for meeting operations, and other persons expressly invited by the Senate Chair.

3.4 **Rules for Procedure:**

- 3.4.a The version of *Robert's Rules of Order* that shall govern the conduct of Senate meetings shall be *Robert's Rules of Order, Newly Revised*.
- 3.4.b A quorum for meetings shall be defined as a majority of elected Senators who have not submitted an excused absence to the Office of the University Senate, or sixty (60) Senators, whichever number is higher. For the purpose of determining a quorum, ex officio members without vote shall not be considered.
- 3.4.c Voting shall be restricted to eligible members of the Senate (Article 3 in the *Plan*) who are participating in the Senate meeting at the time of the vote.

ARTICLE 4 EXECUTIVE COMMITTEE

4.1 **Membership and Election:**

- 4.1.a As set forth in the *Plan* (Article 8.2), the members of the Executive Committee shall include the Chair and Chair-Elect of the Senate, thirteen (13) members elected from the voting membership of the Senate, and five (5) non-voting ex officio members.
- 4.1.b The election of the Executive Committee should follow the election of the Chair-Elect as provided for in the *Plan* (Article 5.3 and 5.7.a). In the event of a tie vote in the election for members of the Executive Committee, a ballot will be made available to each Senator in the appropriate constituency as soon as the votes are counted and the tie discovered. The election to break the tie should end one (1) week from the start date.
- 4.1.c In the event of a vacancy on the Executive Committee, the available candidate who had received the next highest number of votes in the annual election for the Executive Committee shall fill the remainder of the unexpired term.

4.2 **Charge: The Executive Committee shall exercise the following functions:**

- 4.2.a Assist in carrying into effect the actions of the Senate;
- 4.2.b Act for the Senate as provided for by and subject to the limitations stated in Article 4.3;
- 4.2.c Act as an initiating body suggesting possible action by the Senate;
- 4.2.d Assist in the administrative implementation of policies adopted by the Senate, as needed;
- 4.2.e Prepare the agenda for each Senate meeting as provided for by and subject to limitations stated in Article 4.4;
- 4.2.f Serve as a channel through which any member of the campus community may introduce matters for consideration by the Senate or its committees;
- 4.2.g Ensure that information on the Senate's work each year is available to the campus community through the Senate website and reported to the President;

- 4.2.h Provide feedback on the operations of the Office of the University Senate, and make recommendations to the President or his or her designee for improvements in those operations and for suitable candidates for the role of the Executive Secretary and Director;
- 4.2.i Serve as the channel through which the Senate and the campus community may participate in the selection of administrators at the University;
- 4.2.j Perform such other functions as may be given it in other provisions of these *Bylaws* and the *Plan*; and
- 4.2.k Make recommendations on nominees for campus-wide and system-wide committees and councils requiring representatives, when necessary.

4.3 **Rules Governing Executive Committee Action for the Senate:**

- 4.3.a Where time or the availability of the membership precludes a meeting of the Senate, as, for example, during the summer or between semesters, the Executive Committee may act on behalf of the Senate.
- 4.3.b A report of all actions taken by the Executive Committee when acting on behalf of the Senate, with supporting material, shall be included with the agenda of the next regular meeting of the Senate. By written request of ten (10) Senators, received by the Chair of the Senate prior to the call to order of that meeting, any Executive Committee action on behalf of the Senate shall be vacated and the item in question placed on the agenda for that meeting. If any such item is not petitioned to the floor, it shall stand as an approved action of the Senate.

4.4 **Rules Governing Preparation of the Senate Agenda:**

- 4.4.a The order of business for regular meetings of the Senate shall be set by the Executive Committee. Typically, the order of the agenda will follow *Robert's Rules of Order*, but the Executive Committee maintains authority to reorder the agenda based on the needs of the Senate.
- 4.4.b For regular meetings the Executive Committee shall consider all submissions for inclusion on the Senate agenda. The Executive Committee may not alter a submission, but may delay its inclusion, may include it on the agenda of a special meeting, may submit the material directly to a committee of the Senate, or may refuse to place it on the agenda if the material is inappropriate, incomplete, or unclear. The party making a submission shall be notified of the action taken in this regard by the Executive Committee.
- 4.4.c The order of business for a special meeting of the Senate shall be set by the Executive Committee.
- 4.4.d For a special meeting the agenda shall include the matter(s) specified in the call of that meeting as the Special Order. Other items may be included on the agenda as the Executive Committee deems appropriate.

- 4.5 **Meetings of the Executive Committee:** A quorum of the Executive Committee shall be eight (8) voting members. Minutes of the meetings shall be kept. The agenda shall be made publicly available prior to each meeting. The Executive Committee shall meet at the call of the Chair or by petition of eight (8) voting members of the Executive Committee, or by petition of twenty-five (25) voting members of the Senate.

- 4.6 **The Senate Budget:** The Executive Secretary and Director shall be responsible for the Senate budget, shall consult with the Senate Chair on the preparation of the budget request, and shall report to the Executive Committee on the status of the budget.

- 4.6.a The Executive Secretary and Director shall make an annual report to the Associate Vice President for Personnel and Budget on expenditure of the Senate budget.
- 4.6.b Consent of the Associate Vice President for Personnel and Budget shall be required before any change in the budgeted use of Senate funds involving more than ten percent (10%) of the total may be undertaken.

- 4.7 **Referral of Items to Standing Committees:** The Executive Committee shall refer items to the standing committees.
- 4.7.a The Executive Committee shall refer an item to an appropriate committee when instructed by the Senate or when requested by the President, or when petitioned by 150 members of the Senate electorate.
- 4.7.b The Executive Committee may also refer any item it deems appropriate, and the standing committee shall give due consideration to such requests from the Executive Committee.
- 4.7.c The Chair of the Senate may, as need requires, act for the Executive Committee and refer items to standing committees. All such actions shall be reported at the next meeting of the Executive Committee.
- 4.8 To the extent permitted by law and University policy, the records of the Senate shall be open.

ARTICLE 5 COMMITTEES OF THE SENATE

- 5.1 **Standing Committees - Specifications:** The specifications of each standing committee of the Senate shall state its name, its specific charge, and any exceptions or additions to the basic charge to standing committees stated in Article 5.2. The specifications shall list all voting ex officio members and shall define committee composition.
- 5.1.a Standing Committees: In an appropriate section of Article 6 there shall be specifications for each committee.
- 5.2 **Standing Committees - Basic Charge:** In its area of responsibility, as defined in its specifications, each committee shall be an arm of the Senate with the following powers:
- (1) To formulate and review policies to be established by the Senate according to the *Plan* (Article 1);
 - (2) To review established policies and their administration and to recommend any changes in policies or their administration that may be desirable;
 - (3) To serve in an advisory capacity, upon request, regarding the administration of policies;
 - (4) To function on request of the President or of the Executive Committee as a board of appeal with reference to actions and/or decisions made in the application of policies; and
 - (5) To recommend the creation of special subcommittees (Article 5.7-5.9) when deemed necessary.
- 5.3 **Standing Committees - Committee Operation:**
- 5.3.a Agenda Determination:
- (1) Issues within the committee's purview shall be referred and charged to the committee by the Executive Committee (Article 4.7). Such matters should take priority on the committee's agenda.
 - (2) A committee shall have principal responsibility for identifying matters of present and potential concern to the campus community within its area of responsibility. Such matters should be placed on the agenda of the committee.
 - (3) Committee agendas shall be made publicly available prior to each meeting.
- 5.3.b Minutes of the proceedings of each committee meeting shall be kept.

- 5.3.c Rules for Procedure of Standing Committees: Standing Committees are typically governed by *Robert's Rules of Order for Small Committees, Newly Revised*. Standing Committees shall determine how technology, such as video conferencing and other electronic methods of participation, can be used for their purposes. Standing Committees may choose to conduct votes online or via email, and shall agree on any other mechanisms for conducting business outside of meetings, when necessary.
- 5.3.d Quorum Requirements of Standing Committees: Unless a quorum number is specified in the membership description of a committee, the quorum shall be a majority of voting members of the committee.

5.4 **Standing Committees - Reporting Responsibilities:** Each committee shall be responsible through its presiding officer for the timely delivery of the following reports.

- 5.4.a Information on the schedule of committee meetings stating the date, time, and location should be made available on the Senate. The agenda for each meeting shall be made available on the Senate website as far in advance of the meeting as possible.
- 5.4.b The committee shall report its progress on agenda items as required by the Executive Secretary and Director or the Chair of the Senate.
- 5.4.c Reports providing information and/or recommendations to the Senate shall be submitted to the Executive Committee for inclusion on the Senate agenda. Reports resulting from the committee's advisory or board of appeals function shall be submitted to the appropriate Senate or campus officer, and the Executive Committee notified of the submission.
- 5.4.d Upon written request of at least four (4) members of a committee, the presiding officer of that committee shall include a minority statement with any committee report. Those requesting inclusion need not support the substance of the minority statement.
- 5.4.e An annual report shall be presented to the Chair of the Senate at the end of the academic year, or, if approved by the Chair, no later than August 16, for submission to the Executive Committee. The report shall include a list of all items placed on the committee's agenda, noting the disposition of each and a summary of the committee's deliberations. An overview of the committee's past work shall be made available on the Senate website. In the case of committees with little activity, the committee may recommend inactive status the ensuing year until charged by the Executive Committee to address a specific matter:
 - (1) A committee may be placed on inactive status with approval of the Executive Committee. No presiding officer or members shall be appointed to the committee while on inactive status.
 - (2) A committee on inactive status may be reactivated by the Executive Committee when matters within its purview, as stipulated in Article 6, are brought to the Executive Committee for review. Following reactivation, the Office of the University Senate shall solicit volunteers for the committee in its annual volunteer period, and the Committee on Committees shall select members for the committee, in accordance with the provisions of 5.5 below.
 - (3) A Special Committee (Article 5.9) may not be appointed to consider matters within standing committee specifications in lieu of reactivating an inactive committee.

5.5 **Standing Committees - Selecting Members:** Persons shall be named to standing committees in accordance with the procedures listed below.

- 5.5.a The Office of the University Senate shall provide information on the charge and membership specifications of each committee.
- 5.5.b The Office of the University Senate shall solicit volunteers for the Senate's standing committees on an annual basis through an online process. During this volunteer period, all faculty, staff, and students shall be eligible to indicate their top three preferences for any committees with vacancies in their

constituency and include a candidacy statement for consideration by the Committee on Committees. The Office of the University Senate will maintain these records for potential future use.

- 5.5.c The Committee on Committees shall develop slates of nominees to fill vacancies on the standing committees and University Councils. No person shall be nominated for a committee position without consenting to serve on that committee, either through indicated preference or explicit agreement. In making nominations, the Committee on Committees shall keep in view the continuing membership of the committee to ensure that the full membership complies with specifications of the *Plan* and these *Bylaws*. Committee members shall be nominated consistent with requirements for diversity specified in Section 8.1 of the *Plan*.
- 5.5.d Ex officio members named in a committee's specifications shall be voting members unless otherwise specified in the *Bylaws*. Upon recommendation of the Committee on Committees, the Executive Committee may appoint ex officio members with particular expertise or benefit to the committee. Such members shall serve with voice, but without vote. The Executive Committee is empowered to make such changes in non-voting ex officio membership as appropriate.
- 5.5.e The Committee on Committees shall forward a slate of nominees for committee service to the Executive Committee to place on the Senate agenda for approval. Each nominee shall be identified by name and constituency. The notice of nomination shall also include the name and constituency of continuing members of the committee, and the name and office of the ex officio members, listed for information only. The nominations shall be subject to action by the Senate consistent with the *Plan* and the specifications of these *Bylaws*.
- 5.5.f Terms on standing committees shall be two (2) years for faculty and staff, and one (1) year for students. Appointments to two-year terms shall be staggered: that is, as far as practical, half of the terms from each faculty or staff constituency shall expire each year. Terms shall begin on July 1 of the appropriate year.
- 5.5.g A member of a standing committee whose term is expiring may be appointed to another term, subject to restrictions (1) and (2) below. The Committee on Committees is particularly charged to consider the reappointment of active student members.
- (1) No reappointment shall be made that would cause the appointee to serve longer than four consecutive years on the same committee.
 - (2) At most, half of the non-student members of a committee whose terms are expiring in any given year may be reappointed.
- 5.5.h Terms as presiding officer of a committee shall be one year. A presiding officer may be reappointed if his/her tenure as a Senator is continuing; however, no one shall serve as presiding officer of a committee for longer than two (2) consecutive years.
- 5.5.i Appointments of the presiding officers of committees shall be made by the Chair of the Senate, designated on the annual committee slate, and shall be approved by the Senate.
- 5.6 **Standing Committees - Replacing Presiding Officers and Members:** The presiding officer and members of any active standing committee may be replaced for cause after inquiry by the Office of the University Senate with approval of the Executive Committee.
- 5.6.a Cause, for presiding officers, is defined as the following:
- (1) Failure to activate the committee during the first semester after appointment in order to organize its business and determine an agenda; or
 - (2) Failure to activate the committee in order to respond to communications referred from the Executive Committee; or

(3) Failure to activate the committee in order to carry out specific charges required in Article 6 or other Senate documents; or

(4) Continual absence from scheduled committee meetings.

5.6.b Cause, for members, is defined as the following:

(1) Continual absence from committee meetings and/or lack of participation in committee activities; or

(2) Lack of registration on campus for students or termination of employment on campus for faculty and staff.

5.6.c Procedure for replacing presiding officers and members:

(1) The decision to replace a presiding officer rests with the Senate Chair; and

(2) The presiding officer of a committee shall submit the request to replace a committee member to the Chair of the Committee on Committees.

5.6.d The Senate Chair and the Chair of the Committee on Committees shall consult with the Office of the University Senate to identify a replacement when a decision is made to replace a presiding officer or a committee member.

5.7 **Standing Committees - Appointing Special Subcommittees:** A standing committee of the Senate may appoint special subcommittees to assist in the effective performance of its responsibilities. Persons appointed to special subcommittees who are not members of standing committees must be approved by the Executive Committee. The Chair of any special subcommittee must be a member of the standing committee making the appointment.

5.8 **Standing Committees - Appointing Special Joint Subcommittees:** Two or more standing committees of the Senate may appoint special joint subcommittees to assist in the effective review of issues that pertain to the charge of multiple committees. Persons appointed to serve who are not members of associated standing committees must be approved by the Executive Committee. The Chair of any such subcommittee must be a member of one of the associated standing committees making the appointment. Special Joint Subcommittees will report directly to the full associated standing committees for final action.

5.9 **Special Committees:** A special committee of the Senate may be established by resolution of the Senate to carry out a specified task. The empowering resolution shall also stipulate the means of selecting the committee and any restrictions on its composition. The committee shall function until the completion of its tasks or until discharged by the Senate. A final report of its work shall be presented to the Senate. Members shall serve for the duration of the committee unless otherwise specified by the Senate.

ARTICLE 6 STANDING COMMITTEE SPECIFICATIONS

6.1 **Academic Procedures and Standards Committee:**

6.1.a Membership: The committee shall consist of an appointed presiding officer; ten (10) faculty members; one (1) staff member; three (3) undergraduate and one (1) graduate student; **the President or a representative of the Student Government Association (SGA); the President or a representative of the Graduate Student Government (GSG);** and the following persons or a representative of each: the Senior Vice President and Provost, the Director of Undergraduate Admissions, the University Registrar, the Associate Provost for Academic Affairs and Dean for Undergraduate Studies, and the Associate Provost for Academic Affairs and Dean of the Graduate School.

6.1.b Quorum: A quorum of the Academic Procedures and Standards Committee shall be **eleven (11)** ~~ten (10)~~ voting members.

- 6.1.c Charge: The committee shall formulate and continually review policies, rules, and regulations governing the admission, readmission, academic standing, and dismissal of all students for academic deficiency.
- 6.1.d Charge: The committee shall formulate and continually review policies and procedures for academic advisement, scheduling of classes, and registration.
- 6.1.e Charge: The committee shall formulate and continually review policies to be observed by the instructional staff in conducting classes, seminars, examinations, students' research, and student evaluations.
- 6.1.f Policies, rules, and regulations exclusively governing admission, readmission, scholastic standing, and dismissal of graduate students for academic deficiency shall be reviewed by an appropriate committee of the Graduate School. Such policies, rules, and regulations will be transmitted by the Graduate School directly to the Senate through the Executive Committee. Policies, rules, and regulations that concern both graduate and undergraduate matters shall be considered by both the Academic Procedures & Standards (APAS) Committee and the appropriate committee of the Graduate School.

6.2 Campus Affairs Committee:

- 6.2.a Membership:
 - (1) The committee shall consist of an appointed presiding officer; six (6) faculty members; two (2) undergraduate and two (2) graduate students; two (2) staff members, with one exempt and one non-exempt to the extent of availability; the President or a representative of the Student Government Association; the President or a representative of the Graduate Student Government; and the following persons or a representative of each: the Senior Vice President and Provost, the Vice President and Chief Administrative Officer, the Vice President for Student Affairs, the Vice President for Marketing and Communications, the Vice President for Diversity & Inclusion, and the Chair of the Coaches Council.
 - (2) When discussions of safety are on the agenda, the Chief of Police, the Office of General Counsel, the Director of Transportation Services, and other campus constituencies, as appropriate, shall be invited to participate or send a representative.
 - (3) The Chair of this committee or a faculty member designated by the Chair and approved by the Senate Executive Committee will serve as an ex officio member of the Athletic Council. The Chair, or a committee member designated by the Chair, shall also serve as an ex-officio member of the Campus Transportation Advisory Committee.
- 6.2.b Quorum: A quorum of the Campus Affairs Committee shall be nine (9) voting members.
- 6.2.c Charge: The committee shall formulate and continually review policies and regulations affecting the entire campus, its functions, its facilities, its internal operation and its external relationships, including the awarding of campus prizes and honors, and make recommendations concerning the future of the campus.
- 6.2.d Charge: The committee shall formulate and continually review policies and procedures for the periodic review of campus level administrators.
- 6.2.e Charge: The committee shall periodically gather community input on safety and security issues and shall act as a liaison between the police and the campus community.

6.3 Committee on Committees:

- 6.3.a Membership and terms:
 - (1) As set forth in the *Plan* (Article 8.3.a), the Committee on Committees shall be chaired by the

Chair-Elect of the Senate.

- (2) The voting membership, as defined in the *Plan* (Article 8.3.a), shall consist of the Chair-Elect of the Senate, six (6) faculty members elected by faculty Senators, with no more than one (1) from any College or School; one (1) non-exempt staff member elected by non-exempt staff Senators; one (1) exempt staff member elected by exempt staff Senators; one (1) undergraduate student elected by undergraduate student Senators; and one (1) graduate student elected by graduate student Senators.
- (3) Students are elected to serve for one (1) year, faculty and staff for two (2) years, whether or not their membership in the Senate continues beyond their first year of service in the committee.
- (4) Terms of faculty and staff members are staggered in such a way that, at any time, no more than three (3) faculty members and one (1) staff member are serving the second year of their term.
- (5) In the event of a vacancy on the Committee on Committees, the available candidate who had received the next highest number of votes in the last annual election for the Committee on Committees shall fill the remainder of the unexpired term. In the event that there is no runner-up, the Executive Committee shall fill the vacant seat.
- (6) A quorum of the Committee on Committees shall be six (6) voting members.

6.3.b Charge:

- (1) As set forth in the *Plan* (Article 8.3.b), responsibilities of the Committee on Committees include:
 - (a) Identification and recruitment of individuals for service on Senate committees;
 - (b) Approval of the University Library Council slate of nominees, as mandated in section 2.C of the Bylaws of the University Library Council.
 - (c) Creation of a slate of nominees for the Nominations Committee, for approval by the Senate.
- (2) Additional duties include:
 - (a) As needed, the Committee on Committees may be charged to assess effectiveness of committees, and make recommendations for improvements and changes in their operations and structure.
 - (b) Other such duties as specified by the Executive Committee.

6.3.c Operation: The Committee on Committees shall follow the procedures specified for standing committees in Article 5 above, with the exceptions of 5.3.b and 5.5.

6.4 Educational Affairs Committee:

- 6.4.a Membership: The committee shall consist of an appointed presiding officer; ten (10) faculty members, of whom at least two (2) must be tenured/tenure-track faculty members and at least two (2) must be professional track faculty members; two (2) staff members, with one exempt and one non-exempt to the extent of availability; two (2) undergraduate students and one (1) graduate student; the President or a representative of the Student Government Association; the President or a representative of the Graduate Student Government; the Associate Dean for General Education; a representative of the Associate Provost for Academic Affairs and Dean for Undergraduate Studies; and the following persons or a representative of each: the Senior Vice President and Provost, the Associate Provost for Academic Affairs and Dean of the Graduate School, and the Vice President of Information Technology and Chief Information Officer (CIO).
- 6.4.b Quorum: A quorum of the Educational Affairs Committee shall be eleven (11) voting members.

- 6.4.c Charge: The committee shall formulate and continually review plans and policies to strengthen the educational system of the College Park campus. The committee shall receive ideas, recommendations, and plans for educational innovations from members of the campus community and others. The committee shall inform itself of conditions in the Colleges, Schools, and other academic units, and shall propose measures to make effective use of the resources of the campus for educational purposes.
- 6.4.d Charge: The committee shall exercise broad oversight and supervision of the General Education Program at the University of Maryland as described in the 2010 document Transforming General Education at the University of Maryland and the General Education Implementation Plan approved by the University Senate in February 2011. The committee shall review and make recommendations concerning the General Education Program to the Senate and the Associate Provost for Academic Affairs and Dean for Undergraduate Studies. Such recommendations shall include, as the committee deems appropriate, the program's requirements and its vision, especially with regard to evaluating trends, reviewing learning outcomes, and maintaining the balance of courses in the General Education categories.
- 6.4.e Relation of the Educational Affairs Committee to the General Education Program and the Office of the Associate Provost for Academic Affairs and Dean for Undergraduate Studies:
- (1) The Associate Provost for Academic Affairs and Dean for Undergraduate Studies will prepare an annual report on the status of the General Education Program and will send the report to the Educational Affairs Committee by October 1.
 - (2) The Associate Provost for Academic Affairs and Dean for Undergraduate Studies will meet with the Educational Affairs Committee as needed to discuss or update the report. Topics will include but not be limited to: the membership and ongoing work of the General Education Faculty Boards; the proposal and approval process for General Education courses; the learning outcomes for the different course categories; areas where additional courses or rebalancing may be needed; trends and developments that may impact the General Education Program; and informational resources for students, faculty, and advisors about the General Education Program.
 - (3) The Office of the Associate Provost for Academic Affairs and Dean for Undergraduate Studies shall inform the committee of modifications in the proposal or review process, the disposition of recommendations from the committee, and any other changes regarding the implementation of the General Education Program as specifically delegated to that office.

6.5 Elections, Representation, and Governance Committee:

- 6.5.a Membership: The committee shall consist of an appointed presiding officer; six (6) faculty members; one (1) exempt staff member; one (1) non-exempt staff member; two (2) undergraduate and two (2) graduate students; and representatives of the Director of Human Resources and the Associate Vice President for Institutional Research, Planning, and Assessment.
- 6.5.b Quorum: A quorum of the Elections, Representation, and Governance Committee shall be eight (8) voting members.
- 6.5.c Charge: The committee shall review and recommend policies regarding the conduct of elections, determine correct apportionments for all constituencies, and investigate and adjudicate all charges arising from the management and results of Senate elections.
- 6.5.d Charge: The committee shall determine the correct apportionment for all constituencies every five (5) years as stipulated in Article 3.8 of the Plan and following any review or revision of the *Plan* as stipulated in Article 6.3 of the *Plan*.
- 6.5.e Charge: The committee shall supervise all Senatorial elections and referenda in accordance with the *Plan* (Article 4.2), and shall consult with certain constituencies in their nomination and election

processes in accordance with the *Plan* (Article 4) as requested by the Executive Committee.

- 6.5.f Charge: The committee shall formulate and review procedures for the tallying and reporting of election results and shall perform other such duties as appropriate (Article 3.3.b of the *Plan*).
- 6.5.g Charge: The committee shall review the Plans of Organization of the Colleges, Schools, and other units, in accordance with the *Plan* (Article 11) and as specified in Appendix 7 of these Bylaws.
- 6.5.h Charge: The committee shall review and observe the operation and effectiveness of the University Senate and make any appropriate recommendations for improvements.
- 6.5.i Charge: The committee shall receive all petitions for impeachment of the Chair or Chair-Elect in accordance with the *Plan* (Article 5.8).
- 6.5.j Charge: The committee shall initiate procedures for expelling Senators in accordance with the *Plan* (Article 4.10).
- 6.5.k Charge: The committee shall receive all petitions for the recall of Senators in accordance with the *Plan* (Article 4.11).

6.6 Equity, Diversity, & Inclusion Committee:

- 6.6.a Membership: The committee shall consist of an appointed presiding officer; five (5) faculty members; three (3) exempt staff members; two (2) non-exempt staff members; two (2) undergraduate and two (2) graduate students; and the following persons or a representative of each: the Senior Vice President and Provost, the Vice President for Diversity & Inclusion, the Vice President and Chief Administrative Officer, the Vice President for Student Affairs, and the Director of the Office of Civil Rights and Sexual Misconduct.
- 6.6.b Quorum: A quorum of the Equity, Diversity, & Inclusion Committee shall be ten (10) voting members.
- 6.6.c Charge: The committee shall actively promote an equitable, diverse, and inclusive campus that is free from all forms of discrimination by formulating and continually reviewing policies and procedures pertaining to issues of equity, diversity, and inclusion. These include but are not limited to the University of Maryland Non-Discrimination Policy and Procedures and the University of Maryland Disability & Accessibility Policy and Procedures.
- 6.6.d Charge: The committee shall consider programs and activities for improving equity, diversity, and inclusiveness on campus, and shall make recommendations to appropriate campus bodies.

6.7 Faculty Affairs Committee:

- 6.7.a Membership: The committee shall consist of an appointed presiding officer; ten (10) faculty members, of whom four (4) shall be Senators including one (1) assistant professor and one (1) professional track faculty member; one (1) undergraduate student and two (2) graduate students; one (1) staff member; and the following persons or a representative of each: the President, the Senior Vice President and Provost, and the Director of Human Resources. One (1) elected Council of University System Faculty representative from the University shall serve as a voting ex officio member. The Faculty Ombuds Officer shall serve as a non-voting ex officio member.
- 6.7.b Quorum: A quorum of the Faculty Affairs Committee shall be nine (9) voting members.
- 6.7.c Charge: The committee shall formulate and continually review policies pertaining to faculty life, employment, academic freedom, morale, and perquisites.
- 6.7.d Charge: The committee shall work for the advancement of academic freedom and the protection of faculty and research interests.

- 6.7.e Charge: The committee shall, in consultation with Colleges, Schools, and other academic units, formulate and review procedures for the periodic review of academic administrators below the campus level.
- 6.7.f Charge: The committee shall review the Appointment, Promotion, and Tenure or Permanent Status section of each College, School, or the Library Plan of Organization in accordance with Appendix 7 of these *Bylaws*. In conjunction with this review, the committee shall also review the professional track faculty Appointment, Evaluation, and Promotion Policy of each College, School, or the Library.

6.8 Programs, Curricula, and Courses Committee:

- 6.8.a Membership: The committee shall consist of an appointed presiding officer; ten (10) faculty members; one (1) staff member; two (2) undergraduate students and one (1) graduate student; and the following persons or a representative of each: the Senior Vice President and Provost, the Associate Provost for Academic Affairs and Dean for Undergraduate Studies, the Associate Provost for Academic Affairs and Dean of the Graduate School, and the Dean of Libraries.
- 6.8.b Quorum: A quorum of the Programs, Curricula, and Courses Committee shall be nine (9) voting members.
- 6.8.c Charge: The committee shall formulate, review, and make recommendations to the Senate concerning policies related both (1) to the establishment, modification, or discontinuance of academic programs, curricula, and courses; and (2) to the establishment, reorganization, or abolition of colleges, schools, academic departments, or other units that offer credit-bearing programs of instruction or regularly offer courses for credit.
- 6.8.d Charge: The committee shall review and make recommendations to the Senate in at least the areas designated by (1) through (3) below. Recommendations in these areas are not subject to amendment on the Senate floor unless a detailed objection describing the area of concern has been filed with the Office of the University Senate at least forty-eight (48) hours prior to the meeting at which the recommendations will be introduced. The committee will announce proposed recommendations to the campus community sufficiently in advance of the meeting at which they are to be considered so as to allow time for concerned parties to file their objections.
- (1) All proposals for the establishment of a new academic program, for the discontinuance of an existing academic program, for the merger or splitting of existing academic programs, or for the renaming of an existing academic program;
 - (2) All proposals for the creation, abolition, merger, splitting, or change of name of Colleges, Schools, departments of instruction, or other units that offer credit-bearing programs of instruction or regularly offer courses for credit; and
 - (3) All proposals to reassign existing units or programs to other units or programs.
- 6.8.e Charge: The committee shall review and shall directly advise the Office of Academic Planning and Programs concerning proposals to modify the curricula of existing academic programs, or to establish citation programs consistent with College rules approved by the Senate. The committee shall inform the Senate of its actions in these cases.
- 6.8.f Charge: The committee shall review, establish, and advise the Vice President's Advisory Committee concerning policies for adding, deleting, or modifying academic courses.
- 6.8.g Charge: The committee shall be especially concerned with the thoroughness and soundness of all proposals, and shall evaluate each according to the mission of the University, the justification for the proposed action, the availability of resources, the appropriateness of the sponsoring group, and the proposal's conformity with existing regulations. The committee shall be informed of any recommendations made by the Academic Planning Advisory Committee concerning resource issues, the consistency of the proposed action with the University's mission and strategic directions, or both.

- 6.8.h Operation: The committee shall follow the procedures specified for standing committees in Article 5 above, with the exception of 5.3.b.
- 6.8.i Relation of the Programs, Curricula, and Courses Committee to the Office of the Senior Vice President and Provost.
- (1) The committee, in consultation with the Office of the Senior Vice President and Provost, shall determine the requirements for supporting documentation and the procedures for review for all proposals.
 - (2) The committee shall be informed by the Office of the Senior Vice President and Provost of all proposed modifications to existing programs and curricula. After consulting with the presiding officer of the committee, the Office of the Senior Vice President and Provost shall act on all minor changes that are not of a policy nature.
 - (3) The committee shall be informed by the Office of the Senior Vice President and Provost of all changes made pursuant to 6.8.i(2). The committee shall be informed by the Office of the Senior Vice President and Provost of all other changes in academic curricula whose approval has been specifically delegated to that office. In particular, this includes the approval to offer existing academic programs through distance education or at a new off-campus location.
- 6.8.j Relationship of the Programs, Curricula, and Courses Committee to the Graduate School: Proposals concerned with graduate programs and curricula shall receive the review specified by the Graduate School, in addition to the review of the Programs, Curricula, and Courses Committee. Any such proposal whose approval has been denied by the Graduate School shall not be considered by the committee.

6.9 Staff Affairs Committee:

- 6.9.a Membership: The committee shall consist of an appointed presiding officer; eight (8) staff members, with two (2) members from each of the elected staff categories; two (2) Category II contingent employees, with one exempt and one non-exempt to the extent of availability; one (1) faculty member; one (1) student; and one (1) representative each of the Senior Vice President and Provost, the Director of Human Resources, the Vice President and Chief Administrative Officer and the Vice President for Student Affairs. The three (3) elected University representatives to the Council of University System Staff (CUSS) shall serve as voting ex officio members; the alternate University representatives to the Council of University System Staff (CUSS) shall be non-voting ex officio members.
- 6.9.b Quorum: A quorum of the Staff Affairs Committee shall be nine (9) voting members.
- 6.9.c Charge: The committee shall formulate and continually review campus policies affecting staff members, including policies regarding periodic review of campus departments and administrators that employ staff members.
- 6.9.d Charge: The committee shall assist the Office of the University Senate in soliciting nominations and encouraging participation in elections of staff Senators as specified in Article 4.5 of the *Plan*.
- 6.9.e Charge: Staff Affairs shall assist the Committee on Committees and the Senate Executive Committee in identifying and recruiting staff representatives for campus and Senate committees, including system-wide activities involving staff.
- 6.9.f Charge: The committee shall administer the Council of University System Staff (CUSS) nomination and election process. Definitions of eligible staff shall be defined by the Board of Regents and CUSS.
- 6.9.g Charge: The committee shall actively promote and provide orientation and opportunities for staff involvement in shared governance at every administrative level.

- 6.9.h Charge: The committee shall facilitate the annual nomination process for the Board of Regents' Staff Awards at the University of Maryland, College Park.

6.10 Student Affairs Committee:

- 6.10.a Membership: The committee shall consist of an appointed presiding officer; eight (8) undergraduate students, of whom four (4) must be Senators; four (4) graduate students, of whom two (2) must be Senators; two (2) faculty members; two (2) staff members with one exempt and one non-exempt to the extent of availability; the President or a representative of the Student Government Association; the President or a representative of the Graduate Student Government; two (2) representatives of the Office of the Vice President for Student Affairs; and one (1) representative each from the Graduate School, and the Department of Resident Life.
- 6.10.b Quorum: A quorum of the Student Affairs Committee shall be ten (10) voting members.
- 6.10.c Charge: The committee shall formulate and continually review policies regarding all non-academic matters of student life including, but not limited to, student organizations, resident life, extracurricular activities, and student concerns in the campus community.
- 6.10.d Charge: The committee shall support the work of other Senate committees by assessing and communicating the student perspective on a range of issues affecting students, including matters outside the purview described in 6.10.c.
- 6.10.e Charge: The committee shall assist the Office of the University Senate and the Colleges and Schools as appropriate in soliciting nominations and encouraging participation in the election of student Senators.

6.11 Student Conduct Committee:

- 6.11.a Membership: The committee shall consist of an appointed presiding officer; four (4) faculty members; one (1) staff member; five (5) students, of whom at least three (3) must be undergraduate students and one (1) must be a graduate student; and the Director of the Office of Student Conduct, or a representative, as a non-voting ex officio member.
- 6.11.b Charge: The committee shall formulate and continually review recommendations concerning the rules and codes of student conduct, as well as means of enforcing those rules and codes.
- 6.11.c Charge: The committee acts as an appellate body for infractions of the approved Code of Student Conduct and Code of Academic Integrity. Procedures for the committee's operation in this role are to be developed and filed with the Office of Student Conduct and the Executive Secretary and Director of the Senate. The committee shall also confirm members of all judicial boards listed in the Code of Student Conduct, except conference and ad hoc boards.

ARTICLE 7 SPECIAL COMMITTEE ON UNIVERSITY FINANCE

7.1 Membership and Selection:

- 7.1.a Composition: The special committee shall consist of a presiding officer appointed by the Senate Chair from among the tenured faculty; five (5) tenured or tenure-track faculty members; one (1) professional track faculty member; one (1) exempt staff member; one (1) non-exempt staff member; two (2) undergraduate students; one (1) graduate student; the immediate Past Chair of the Senate; the Vice President for Finance and Chief Financial Officer; the Associate Vice President for Finance and Personnel, Academic Affairs; and the following persons or a representative of each: the President, and the Vice President for Student Affairs. The Senior Vice President and Provost shall also appoint a representative chosen from among current and former unit-level budget officers or former department chairs. All members of the special committee shall be voting members.
- 7.1.b Selection of Members: The regular membership of the special committee shall be selected by the

elected members of the Senate Executive Committee. Following the May 7, 2019, Transition Meeting, current Senators may nominate any member of the campus community. Nominees shall provide a statement indicating their interest in and qualifications for the special committee. Members of the Senate Executive Committee may not be nominated. Elected members of the Senate Executive Committee will vote by constituencies for members of the special committee. In the event of a tie, the Senate Chair will cast the deciding vote.

- 7.1.c Membership—Vacancies: After each Transition Meeting of the Senate, current Senators may nominate members of the campus community for any vacant seats. In the event of a vacancy during the academic year, members of the Senate Executive Committee from the respective constituency will select a replacement from the most recent list of nominees. If there are no interested nominees, a new nomination period will be opened and members of the Senate may submit nominations following the procedures in 7.1.b.
- 7.1.d Membership—Terms: Terms shall be four (4) years for faculty and staff, and one (1) year for students. Student members who wish to continue may be renewed up to two times. Terms shall begin on July 1, 2019.
- 7.2 Charge: The special committee shall exercise the following functions:
 - 7.2.a Develop a deep understanding of the University’s budget and budgeting processes and use that knowledge to educate the campus community on these practices.
 - 7.2.b Consult with and advise the President, the Senior Vice President and Provost, and other University administrators on short- and long-term institutional priorities, particularly as they relate to the University’s mission and Strategic Plan.
 - 7.2.c Advise Senate-related bodies—including committees, councils, and task forces—on the fiscal implications of any proposed recommendations under consideration.
 - 7.2.d Report to the Senate two times each year on the budgetary and fiscal condition of the University and the administration’s response to any special committee recommendations.
 - 7.2.e Regularly report on its activities and the budgetary and fiscal condition of the University to the Senate Executive Committee.
- 7.3 Operations:
 - 7.3.a Agenda Determination: The special committee shall have principal responsibility for identifying matters of present and potential concern to the campus community within its area of responsibility. The presiding officer shall place such matters on the agenda of the committee. Agendas shall be made publicly available prior to each meeting.
 - 7.3.b Meetings: The special committee shall meet as frequently as is needed to accomplish its charge, but at least monthly throughout the academic year. Additional meetings may be required over the summer months to accommodate the University’s budgeting processes. Given the sensitive nature of the special committee’s work, meetings will be closed to all but members and invited guests.
 - 7.3.c Minutes: Minutes of the special committee’s proceedings shall be kept.
 - 7.3.d Procedure: The version of *Robert's Rules of Order* that shall govern the special committee shall be *Robert's Rules of Order for Small Committees, Newly Revised*. The special committee shall determine how technology, such as phone and video conferencing and other electronic methods of participation, can be used for its purposes. The special committee may choose to conduct votes via email, and shall agree on any other mechanisms for conducting business outside of meetings, when necessary.
 - 7.3.e Quorum: Quorum shall be a majority of the members of the special committee.
 - 7.3.f Guests: The special committee may invite guests to participate in its meetings if it is deemed

necessary.

7.4 Dissolution:

- 7.4.a The special committee shall be dissolved following the adjournment of the last regular Senate meeting of the 2022-2023 academic year, at which time the provisions in this article will become inoperative.

ARTICLE 8 UNIVERSITY COUNCILS

- 8.1 **Definition:** University Councils are established by Article 8.6 of the *Plan* to exercise an integrated advisory role over specified campus units and their associated activities. University Councils are jointly sponsored by the University Senate and the Office of the President or Provost (as appropriate). University Councils may be assigned reporting responsibilities to any member(s) of the College Park administration at the dean level or above (hereafter referred to as the "designated administrative officer").
- 8.2 **Creation of University Councils:** Proposals to create a University Council shall be evaluated by a task force appointed jointly by the Senate Executive Committee and the designated administrative officer to whom the new Council would report. Following its deliberations, this task force shall present a report (hereafter referred to as the "Task Force Report") to the Senate, the designated administrative officer, and the director of the unit whose activities are the focus of the Council. The Task Force Report shall indicate the specifications that define the working relationship among the Senate, the designated administrative officer, and the director. The Task Force Report shall include at least the following: the scope and purpose of the new Council; a review of the current committees and advisory relationships to be superseded by the proposed Council; identification of the designated administrative officer and unit director to whom the Council reports; the charge to the Council; the size, composition, and appointment process of members of the Council; the Council's relationship to the Senate, the designated administrative officer, and the director including the responsibilities of these three sponsors to the Council and the responsibilities of the Council to these three sponsors; and principles for operation of the Council. The Task Force Report shall be reviewed by the Executive Committee, approved by the designated administrative officer, and then approved by the Senate. At the same time, the Senate shall approve appropriate revisions in its *Bylaws* to incorporate the Council into its council structure as defined in Article 8 of these *Bylaws*. The Task Force Report, as approved, shall be preserved with official Senate documents, serving as a record of the original agreements establishing the Council.
- 8.3 **Specifications in Senate Bylaws:** For each Council, Senate Bylaws shall: state its name; specify its responsibilities to the Senate; define its membership, including any voting privileges of ex officio members; and identify any exceptions or additions to the provisions of this Article particular to the Council.
- 8.4 **Basic Charge:**
- 8.4.a The Council's responsibilities to the University Senate shall include those specified for Senate committees in Article 5.2 of these *Bylaws*. In addition, each Council shall:
- (1) Sponsor hearings, as appropriate, on issues within its purview that are of concern to the Senate and the campus community.
 - (2) Provide a mechanism for communication with the campus community on major issues facing the unit and its activities.
 - (3) Respond to charges sent to the Council by the Senate Executive Committee in accordance with Article 4.7.
 - (4) Provide an annual written report to the Senate on the Council's activities including the status of unresolved issues.
- 8.4.b Responsibilities to the designated administrative officer shall be specified in the Task Force Report and may include:

- (1) To advise on the unit's budget, space, and other material resources, in addition to personnel, staffing and other human resources.
- (2) To advise on the unit's administrative policies and practices.
- (3) To advise on the charges to be given to periodic internal and external review committees.
- (4) To respond to requests for review, analysis, and advice from the designated administrative officer.
- (5) To meet at least annually with the designated administrative officer to review the major issues facing the unit and its activities on campus.
- (6) To fulfill such other responsibilities as specified in the Task Force Report.

8.4.c Responsibilities to the unit's director shall be specified in the Task Force Report and may include:

- (1) To advise on the needs and concerns of the campus community.
- (2) To advise on opportunities, policies, and practices related to the unit's ongoing operations.
- (3) To review and advise on unit reports, studies, and proposed initiatives.
- (4) To respond to requests for review, analysis, and advice made by the director.
- (5) To meet at least annually with the director to review the major issues facing the unit and its activities on campus.
- (6) To fulfill such other responsibilities as specified in the Task Force Report.

8.5 **Membership and Appointment to University Councils:**

- 8.5.a Membership: Councils shall have nine (9) to thirteen (13) members as specified in the appropriate subsection of Article 9 of these *Bylaws*. In addition, each Council shall include an ex officio member designated by the administrative officer, and such other ex officio members as specified in Article 5.5.d of these *Bylaws*. These ex officio members shall have voice but no vote.
- 8.5.b Appointment: Representatives of the designated administrative officer's office and the University Senate shall agree on nominees for vacancies on the Council. These nominations shall be submitted to the designated administrative officer for approval. In addition, these nominations shall be submitted to the University Senate for approval, or for election if specified in the Council's governing documents. In exercising its powers of appointment to the Council, the Senate shall follow procedures for review and approval for Senate committee appointments specified in Article 5.5.e of these *Bylaws*.
- 8.5.c Terms: Rules governing beginning date and length of terms, and restrictions on reappointment shall be specified in the governing documents of each Council. The presiding officer shall serve a three (3) year term and cannot be reappointed, unless otherwise specified in the governing documents of the Council.
- 8.5.d Appointment of Presiding Officer: The designated administrative officer and the Senate Chair shall reach an agreement on a presiding officer, and the joint choice shall be submitted to the Senate for approval. If the presiding officer is selected from among the membership of the Council, a replacement shall be appointed to the vacated seat.

8.6 **Operational Relationship of University Councils to Sponsors:**

- 8.6.a The Office of the University Senate shall provide basic support for the activities of University Councils.

- 8.6.b The office of the designated administrative officer, through its ex officio University Council member, shall provide administrative support and serve as a liaison to other administrative units as required.
- 8.6.c The unit director shall provide the University Council with internal data, reports, studies, and any other materials required to support the Council's work. In addition, the director shall also arrange for unit staff to appear before the committee as requested.
- 8.6.d Control of the University Council's agenda shall be the responsibility of the presiding officer of the University Council and the voting members of the University Council in accordance with procedures for standing committees provided in Article 5.3.a, subject to the charges provided in Article 8.4 of these *Bylaws*, the appropriate subsection of Article 9 of these *Bylaws*, and the approved Task Force Report governing the University Council.
- 8.6.e Each University Council shall develop its own bylaws, which must be approved by the designated administrative officer and by the Senate.
- 8.6.f In addition to the required annual report, the presiding officer shall keep the Executive Secretary and Director and the Chair of the Senate informed of the major issues before the University Council and shall indicate when action or information items are likely to be forwarded for Senate consideration. In submitting recommendations for Senate action, the University Council shall inform the unit director and the designated administrative officer in advance of its recommendations. For purposes of conducting Senate business, reports from the University Council and floor privileges of the Senate shall be managed in the same manner as standing committees of the Senate defined in these *Bylaws* (3.3.c, 4.4.b). In the case where the presiding officer of the University Council is not a member of the Senate, they may report to the Senate and participate in the deliberations of the Senate subject to the provisions of Article 3.3.c of these *Bylaws*.

8.7 **Review of University Councils:**

- 8.7.a Five (5) years after a University Council is formed, a review of the University Council shall be undertaken jointly by the Senate and administration, and a written report issued. The review may recommend continuation of the University Council in its original form and mode of operation, modification of the University Council structure and/or operations, or discontinuance of the University Council.
- 8.7.b Following the initial review, the University Council and its operations shall be reviewed in conjunction with the periodic review of the *Plan*.

ARTICLE 9 UNIVERSITY COUNCIL SPECIFICATIONS

9.1 **University Library Council**

- 9.1.a **Charge:** The University Library Council has the responsibility to provide advice and to report on policy issues concerning the University Libraries to the University Senate, to the Senior Vice President and Provost, and to the Dean of Libraries (see Appendix 1 for additional responsibilities and the Library Council's *Bylaws*).
- 9.1.b **Membership:** The Library Council shall consist of thirteen (13) appointed members and four (4) ex officio members. The appointed members shall be: the Chair, ten (10) faculty members including at least one (1) member of the library faculty, one (1) graduate student, and one (1) undergraduate student. The four (4) ex officio members shall be a representative of the Office of the Senior Vice President and Provost, a representative of the Office of the Dean of Libraries, a representative of the Division of Information Technology, and the Chair-Elect of the Senate.
- 9.1.c The Chair shall be a tenured faculty member.

9.1.d Reporting Responsibilities: The University Library Council shall report to the University Senate and the Senior Vice President and Provost under the terms of responsibility defined in Article 8.4 of these *Bylaws*.

9.2 University Research Council:

9.2.a Charge: In addition to the charges specified in Articles 5.2 and 8.4 of these *Bylaws*, the Research Council shall be governed by the following: The Research Council is charged to formulate and continually review policies regarding research, its funding, its relation to graduate and undergraduate academic degree programs, and its service to the community. Also, the Research Council is charged to review the research needs of faculty, other researchers and students, and to make recommendations to facilitate the research process and productivity of the University. Further, the Research Council shall formulate and continually review policies on the establishment, naming, reorganization, or abolition of bureaus, centers, or institutes that do not offer programs of instruction or regularly offer courses for credit, including their relationship to graduate and undergraduate academic programs. Additionally, when it perceives problems, the Research Council has the power to undertake investigative studies and recommend solutions.

9.2.b Membership: The University Research Council shall consist of thirteen (13) appointed members and ten (10) ex officio members. The appointed members shall be the Chair and eight (8) faculty members; one (1) staff member; and three (3) students, including at least one (1) graduate and one (1) undergraduate student. Eight (8) voting ex officio members include a representative of the Vice President for Research, a representative of the Dean of the Graduate School, a representative of the Dean of Undergraduate Studies, the Director of the Office of Research Administration and Advancement, and the Chairs of four (4) subcommittees of the University Research Council as follows: Research Development and Infrastructure Enhancement Subcommittee (RDIES); Research Advancement and Administration Subcommittee (RAAS); Intellectual Property and Economic Development Subcommittee (IPEDS); and Awards and Publicity Subcommittee (APS). A representative of the President and a representative of the Senior Vice President and Provost shall serve as non-voting ex-officio members.

9.2.c The Chair shall be a tenured faculty member.

9.2.d Reporting Responsibilities: The University Research Council shall report to the University Senate and the Vice President for Research under the terms of responsibility defined in Article 8.4 of these *Bylaws* and the report establishing the University Research Council.

9.3 University IT Council:

9.3.a Charge: The IT Council shall advise and report on policy issues concerning the Division of Information Technology to the University Senate and the Vice President for Information Technology and CIO. In addition to such responsibilities as are enumerated in Article 8 of these *Bylaws*, and as articulated in the Bylaws of the University IT Council (see Appendix 3), the IT Council shall:

- 1) Respond to requests from the Division of Information Technology, extra-divisional advisory bodies (such as the Council of Deans or the Campus Student Technology Advisory Fee Committee), the University Senate, or other campus stakeholders for guidance on IT policy and implementation.
- 2) Advise on the Division of Information Technology's budget, material resources, personnel, staffing and human resources, and administrative policies and practices.
- 3) Investigate matters concerning the Division of Information Technology and recommend solutions to the University Senate, the Vice President for Information Technology and CIO, or the general campus community.
- 4) Advise on IT planning, including strategic and other major planning for information technology operation and development.

- 5) Advise on policy recommendations related to campus technology facilities, equipment, software, and services.
- 9.3.b Membership: The IT Council shall consist of up to thirteen appointed members, and additional non-voting ex-officio members. The appointed members shall be: the chair, one staff member, one undergraduate student, one graduate student, one professional track faculty member, one tenured faculty member, and the chairs of the IT Council Working Groups. The non-voting ex-officio members shall include a representative from the University Libraries; a representative from the Office of the Provost; a representative from the Information Technology Advisory Committee; and the Vice President for Information Technology and CIO. Additional non-voting ex-officio members may be appointed as needed, by agreement between the Vice President for Information Technology and CIO and the Senate Executive Committee.
- 9.3.c The chair of the IT Council shall be appointed by the Vice President for Information Technology and CIO and the Senate, as described in 8.5 of these *Bylaws*. The chair will serve a three-year term.
- 9.3.d Working Groups: The IT Council may create up to seven Working Groups. These groups should carry out research and make recommendations on IT issues, and work with the appropriate Division of Information Technology staff member appointed by the Vice President for Information Technology and CIO. The specific responsibilities of each Working Group shall be described in the Bylaws of the University IT Council. The chair of each Working Group shall be appointed by the Vice President for Information Technology and CIO and the Senate and shall serve a two-year term.
- 9.3.e Reporting Responsibilities: The IT Council shall report to the Vice President for Information Technology and CIO and to the University Senate under the terms of responsibility defined in Article 8.4 of these *Bylaws*.

ARTICLE 10 THE ATHLETIC COUNCIL

10.1 The Athletic Council

- 10.1.a The Athletic Council exists to help the University develop and maintain the best possible intercollegiate athletic program consistent with the academic integrity of the institution and the academic and social development of student athletes. The Athletic Council shall operate in accordance with its charter (Appendix 4), which shall specify its role, scope, responsibilities, leadership, and membership. Changes to the charter shall be approved by the President of the University.
- 10.1.b Membership: The charter designates its membership. The membership of the Athletic Council elected by the Senate includes:
- 1) Seven faculty members elected by the Senate at the annual Transition Meeting. Elected faculty representatives shall serve for a three-year term, and faculty who have served a full term shall for a period of one year be ineligible for re-election. The Senate should make every effort to assure diversity among the candidates for election to the Council.
 - 2) One staff member elected by the Senate at the annual Transition Meeting for a three-year term. A staff member who has served a full term shall for a period of one year be ineligible for re-election.
 - 3) The Chair of the Senate Campus Affairs Committee, or a faculty member designated by the Committee, shall serve as an ex-officio member.
- 10.1.c Relationship between the Senate and the Athletic Council:
- 1) The Council in cooperation with the Athletic Director shall submit an annual report to the Senate on the status of intercollegiate athletics at the University. This report shall at least include an analysis of admissions, academic performance, class attendance, major selection, graduation rates, budget performance, and compliance with NCAA, Conference, and campus

rules.

- 2) The Council shall inform the Senate for its review of any proposed amendments to the Council's charter.

ARTICLE 11 DUTIES OF THE EXECUTIVE SECRETARY AND DIRECTOR

- 11.1 The Executive Secretary and Director of the Senate shall be responsible for the minutes and audio recordings of all Senate meetings.
 - 11.1.a The minutes shall include actions and business transacted, at a minimum. They shall be submitted to the Senate for approval. Copies of the approved minutes shall be made available to all chief administrative officers of Colleges, Schools, departments, and other units, and to the campus news media.
 - 11.1.b A complete audio recording shall be made of each meeting and shall be maintained by the Office of the University Senate. In accordance with the University's Records Retention and Disposal Schedule, a copy of each audio recording, excluding only those parts recorded during closed sessions, shall be placed with the minutes in the University Archives for open access.
- 11.2 The Executive Secretary and Director shall also maintain the following kinds of Senate records (see Article 4.8):
 - (1) All material distributed to Senate members;
 - (2) All material received by or distributed to members of the Executive Committee;
 - (3) Any minutes of the Senate or the Executive Committee not otherwise included under (1) and (2);
 - (4) Annual reports of all committees of the Senate not otherwise included under (1) and (2);
 - (5) The audio records of Senate meetings;
 - (6) The current and all previous versions of the *Plan* and the *Bylaws*;
 - (7) Articles concerned with Senate structure and operation from campus and University publications as they come to the attention of the Executive Secretary and Director; and
 - (8) Other items deemed appropriate by the Executive Secretary and Director or the Chair of the Senate.
- 11.3 The Executive Secretary and Director shall store inactive records of the Senate in the University Archives.
- 11.4 The Executive Secretary and Director shall be responsible for the preparation of the Senate budget in accordance with Article 4.6.
- 11.5 The Executive Secretary and Director shall ensure that a directory of the membership of the new Senate indicating for each member the constituency, term, unit, and email address is made available on the Senate website following the annual transition of the Senate.
- 11.6 The Executive Secretary and Director shall ensure that contact information for all Senate officers and of all presiding officers of all Senate committees is made available on the Senate website for all members of the campus community.
- 11.7 The Executive Secretary and Director will normally provide a copy of the agenda and supporting material one week in advance of each Senate meeting.

- 11.8 The Executive Secretary and Director shall prepare for the members of the Senate and its Executive Committee, as appropriate, all agendas, minutes, reports, and other documents, with the exception of proposals relating to the Programs, Curricula, and Courses (PCC) Committee. Nonetheless, the Executive Secretary and Director shall be responsible for the distribution of all items of Senate business, and to other such committees as necessary.
- 11.9 The Executive Secretary and Director shall inform the Executive Committee of the status of all members of the Senate in accordance with the *Plan* (Article 3.4.a(3-4), 3.4.b(3-4), and 3.7) and these *Bylaws* (Articles 2.2, 4.1, 5.5, and 5.6).
- 11.10 The Executive Secretary and Director shall have the privilege of attending the meetings of all standing committees and ad hoc committees of the Senate to assist in the coordination of Senate business.
- 11.11 The Executive Secretary and Director shall provide information or assistance as requested for revision of the undergraduate catalog.

ARTICLE 12 ANNUAL TRANSITION OF THE SENATE

12.1 Preparation for Transition:

- 12.1.a By no later than the scheduled December meeting of the Senate, the Committee on Committees shall present to the Senate eight (8) nominees from among outgoing Senate members to serve on the Nominations Committee. The nominees shall include four (4) faculty members, one (1) exempt staff member, one (1) non-exempt staff member, one (1) graduate student, and one (1) undergraduate student. Further nominations shall not be accepted from the floor of the Senate. The Senate, as a body, shall approve the slate of nominees to serve on the Nominations Committee. The Chair-Elect of the Senate shall serve as a non-voting, ex officio member of the Nominations Committee. The Nominations Committee shall elect its own Chair from within the membership of the committee.
- 12.1.b The Nominations Committee shall solicit nominations from the membership of the Senate and shall present to the Chair of the Senate by April 15:
- (1) A slate of at least two (2) candidates per seat from each constituency for elected membership on the Executive Committee, including those incumbent elected members who are eligible and willing to stand for reelection,
 - (2) Slates of candidates to replace the outgoing members of the Committee on Committees, the Campus Transportation Advisory Committee (CTAC), the University Athletic Council, and the Council of University System Faculty (CUSF), and any other committees as required by these *Bylaws*, including at least one (1) nominee for each position to be filled, and
 - (3) A minimum of two (2) candidates for the office of Chair-Elect.

Before reporting to the Chair of the Senate, the Nominations Committee shall secure the consent of all candidates in writing.

- 12.1.c**b**. A brief statement of each candidate's qualifications shall be sent to the voting membership of the incoming Senate ten (10) working days before the Transition Meeting of the Senate. Any further nominations made by members of the Senate and accompanied by a brief supporting statement and the consent of the candidate must be received by the Executive Secretary and Director at least twelve (12) working days before the Transition Meeting. These additional nominations shall be sent to the voting membership of the incoming Senate ten (10) working days before the Transition Meeting.

12.2 Transition Elections:

- 12.2.a Election of the Chair-Elect shall occur as provided for in section 5.7.a of the *Plan*.

- 12.2.b The election of members of the Executive Committee, Committee on Committees, Campus Transportation Advisory Committee (CTAC), Athletic Council, Council of University System Faculty (CUSF), and such other persons elected by the members of the Senate, shall be held after the election of the Chair-Elect.
- (1) Nominations for each of these committees and councils may be submitted in accordance with Article 12.1 above.
 - (2) Nominations may also be received from the floor by the Chair at the Transition Meeting. Any such nomination is contingent on the consent of the candidate, which must have been secured beforehand in writing if the nomination is made in the absence of the candidate.
 - (3) In the event of a tie vote in the election for members of the Executive Committee or the Committee on Committees, a ballot will be distributed to each Senator in the appropriate constituency. The election to break the tie should end one (1) week from the start date.
- 12.3 Transition of the Senate:
- 12.3.a The new Senate session will begin at the Transition Meeting, which will be the last regularly scheduled meeting of the Spring semester.
 - 12.3.b Newly elected Senators will be inducted at the Transition Meeting. Terms of office of newly elected Senators will begin, and the terms of the outgoing Senators will end, during the Transition Meeting.
 - 12.3.c The outgoing Chair will pass the gavel to the previous Chair-Elect, who will assume the Chair role.
 - 12.3.d The elected members of the outgoing Executive Committee and the Committee on Committees shall continue to serve until new members are elected.
 - 12.3.e After the conclusion of the Transition Meeting, any vacancies on standing committees will be filled by the new Committee on Committees, subject to the approval of the Executive Committee and pending confirmation by the full Senate at its next regularly scheduled meeting.

**APPENDIX 1
BYLAWS OF THE UNIVERSITY LIBRARY COUNCIL**

1. **Charge to the Library Council:** The University Library Council has the responsibility to provide advice about policy issues concerning the University Libraries to the University Senate, to the Senior Vice President and Provost, and to the Dean of Libraries.
 - A. **The Council's Responsibilities to the University Senate:**
 - (1) Make recommendations for major changes and improvements in policies, operations, and services of the Libraries that represent the concerns and interests of Senate constituencies as well as other users of the Libraries. Such recommendations should specify the resource implications. Reports and recommendations to the University Senate shall be submitted to the Senate Executive Committee for placement on the agenda of the University Senate in the same manner as reports from the Senate's standing committees. It is expected that the Library Council will also inform the Senior Vice President and Provost in advance of these legislative recommendations. In addition to the mandatory annual report, the Chair of the Library Council shall keep the Chair of the Senate informed of the major issues before the Library Council and shall indicate when action or information items are likely to be forwarded for Senate consideration.
 - (2) Respond to charges sent to the Library Council by the Senate Executive Committee.
 - (3) Provide an annual written report of the Library Council's activities, including the status of recommendations made by the Library Council each year, and of unresolved issues before the Library Council.
 - B. **The Library Council's Responsibilities to the Senior Vice President and Provost:**
 - (1) Advise on the Libraries' budget, space, personnel and staffing, and other resources. It is expected that the Senior Vice President and Provost will consult the Library Council before undertaking major reviews of the Libraries with APAC and before preparing the annual budget for the Libraries.
 - (2) Advise on the Libraries' administrative policies and practices.
 - (3) Advise on the charges to be given to the committees to review the Dean of Libraries and to conduct the unit review of the University Libraries based on University policy
 - (4) Advise on matters concerning the Libraries in conjunction with accreditation review and strategic planning.
 - (5) Respond to requests for review, analysis, and advice made by the Senior Vice President and Provost.
 - (6) Meet at least annually with the Senior Vice President and Provost to review the major issues facing the Libraries and its activities on campus.
 - (7) The Library Council is responsible for informing the Senior Vice President and Provost of pending reports and recommendations to the University Senate.
 - C. **The Library Council's Responsibilities to the Dean of Libraries:**
 - (1) Advise on the needs and concerns of diverse constituencies within the campus community with respect to Library policies, services, and new resources and technology.
 - (2) Advise on strategies to involve Library users in the initiation, evaluation, and integration of new Library policies, practices, procedures, and technology. Such strategies might include forums for the discussion of changes, workshops for adjusting to new technologies, and ongoing programs of Library education.
 - (3) Advise on operations, policies and new opportunities.
 - (4) Advise on Library planning including strategic planning and other major plans for Library operation and development.

- (5) Review and advise on the Libraries' reports, studies, and proposed initiatives that have significant long-term resource implications for the Libraries.
- (6) Hold at least one (1) meeting each year at which the Dean shall review major issues and plans, summarized in a State of the Libraries report distributed in advance to the Library Council.
- (7) It is expected that the Library Council will adopt a broad campus perspective and that the Dean of the Libraries will inform the Library Council of the University Libraries' needs and concerns and seek advice about major modifications of policies and operations affecting the campus community.

D. To Fulfill Its Responsibilities, the Library Council May:

- (1) Undertake investigative studies in matters concerning the University Libraries and recommend solutions to the University Senate, the Senior Vice President and Provost, the Dean of Libraries, or the general campus community.
- (2) Conduct open hearings on major issues concerning the University Libraries and their activities.
- (3) Communicate directly with the campus community on concerns related to support for, policies of, and services provided by the University Libraries.

2. **Composition of the Library Council:** The Library Council shall consist of thirteen (13) appointed members and four (4) ex officio members. The appointed members shall be: the Chair, ten (10) faculty members including at least one (1) member of the Library faculty, one (1) graduate student, and one (1) undergraduate student. The four (4) ex officio members shall be a representative of the Office of the Senior Vice President and Provost, a representative of the Dean of the Libraries Office, a representative of the Division of Information Technology, and the Chair-Elect of the Senate.

A. Tenure in Office:

- (1) The Library Council Chair should be a tenured faculty member appointed for a single three-year term. Normally, the Chair shall have served as a member of the Library Council. If the Chair is serving as a regular member of the Library Council at the time of appointment, a new member shall be appointed to serve the remainder of the term the Chair has vacated. The Senior Vice President and Provost and the Senate Executive Committee shall reach an agreement on the Library Council Chair, and the joint choice shall be submitted to the University Senate for its approval.
- (2) The remaining ten (10) faculty members shall be appointed for staggered two-year terms. No faculty member shall serve more than two (2) terms consecutively. For this purpose, members who have served more than a year should be considered to have served a full term.
- (3) The two (2) student members shall be appointed for one-year terms. No student member should serve more than two (2) terms consecutively. For this purpose, student members who have served more than half their term should be considered to have served a full term.
- (4) The Office of the Senior Vice President and Provost will appoint a member of the Provost's staff as an ex officio member of the Library Council who will have voice but not vote.
- (5) The Dean of Libraries' Office will appoint an upper-level member of the Libraries' administrative staff as an ex officio member of the Library Council who will have voice but no vote.
- (6) The Vice President for Information Technology and Chief Information Officer (CIO) will appoint a member of the Division of Information Technology's staff as an ex officio member of the Library Council who will have voice but no vote.
- (7) The Chair-Elect of the Senate shall serve as an ex officio member of the Library Council who will have voice but no vote.

- B. **Qualifications of Library Council Members:** Successful operation of the Library Council requires that the members of the Library Council understand the nature of the Libraries and represent the best interests of the campus as well as the particular interests of their specific constituencies.
1. The Library Council members should be chosen from people who can bring a campus-wide perspective to their deliberations on Library matters and who have shown interest and willingness to foster a good working relationship between the Libraries and their users.
 2. Library Council members should be selected to represent as broad a range of campus disciplines and interests as possible. Faculty members should include representatives from both the professional and arts and sciences colleges, and within these constituencies, representatives of the arts and humanities, social sciences, and physical and biological sciences.
- C. **The Appointment Process:** In the spring of each year, the Chair of the University Library Council shall notify the representative of the Office of the Senior Vice President and Provost and the Chair-Elect of the Senate of the appointments required for the following academic year. The representative of the Office of the Senior Vice President and Provost and the Chair-Elect of the Senate shall draw up a slate of nominees who will agree to serve, and the slate will be submitted to the Senior Vice President and Provost and the Committee on Committees for approval. The list of nominees for Library Council membership shall be submitted to the University Senate for approval. Ordinarily, the slate will be presented at the same Senate meeting at which other committee slates are approved. Dates of appointment and beginning of terms shall correspond with those of Senate committees. Replacement of Library Council members will take place through the same consultative process as the initial appointment, with submission of names to the Senate occurring as needed.
3. **Operation of the Library Council:** Effective and efficient Library Council operation will require adequate support and full cooperation among the Senate, the Senior Vice President and Provost, the Dean, and their offices.
- A. The Office of the University Senate or its designee will provide normal committee support to the Council, including maintaining mailing lists, reproducing Library Council documents, keeping a copy of Library Council minutes, maintaining files for the Library Council, and arranging meeting rooms.
 - B. The Office of the Senior Vice President and Provost, through its ex officio Library Council member, will provide liaison to other administrative units, such as the Office of Institutional Research, Planning and Assessment, for their reports, data, or assistance. The Office of the University Senate will also provide website space for the Library Council.
 - C. The Dean of the Libraries will provide the Library Council with internal data, reports, studies, etc. as needed to support the Library Council's work. The Dean will also arrange for unit staff to present testimony concerning such reports as the Library Council finds useful in carrying out its responsibilities. The Dean's assistance to the committee shall also include providing the Library Council members with the opportunity to attend an appropriate orientation session dealing with the Libraries.
 - D. Control of the Library Council's agenda will be the responsibility of the Library Council Chair and the voting members of the Library Council.
 - E. While being responsive to the needs of the Senior Vice President and Provost and the Senate in a timely manner is necessary, the sponsoring parties and the Dean of the Libraries must not attempt to micro-manage the ongoing operation of the Library Council. In turn the Library Council must not attempt to micro manage the Libraries.
 - F. The Library Council shall meet as necessary, but in no case less than once per semester. Meetings may be called by the Chair. In addition, upon receiving a request of any three members of the Library Council, the Chair shall call a meeting. A majority of the voting members of the Library Council shall constitute a quorum for the conducting of official business of the Library Council.
4. **Operational Relationship of the Library Council to its Sponsors:**
- A. For purposes of University Senate action, a Library Council created through Senate action will appear in essentially the same role as a standing committee of the University Senate.

- B. The Chair may present reports and recommendations to the Senate but will not have a vote in Senate proceedings, unless he or she is a member of the Senate.
 - C. Since the committees of the Senior Vice President and Provost range widely in form and function, and do not operate under a formal plan of organization and bylaws, there is no need to specify the Library Council's standing in the same fashion. For other purposes, such as APAC review of the Unit, the Library Council might be consulted like a College Advisory Council (that colleges will have under the shared governance plan) could be.
 - D. The Dean of Libraries will ordinarily meet with the Library Council and have a voice in its deliberations. Since one of the three main functions of the Library Council is to advise the Dean, the Dean shall not formally be a member of the Library Council. On formal reports and recommendations of the Library Council to the University Senate or to the Senior Vice President and Provost, the Dean of the Libraries may send a separate memorandum to the Senate or the Senior Vice President and Provost, as appropriate, supporting or opposing the report or the recommendations, and providing rationale for the Dean's position.
5. **Review of the Library Council:** The Library Council and its operations will be reviewed in conjunction with the periodic review of the Senate and the *Plan*.

APPENDIX 2
BYLAWS OF THE UNIVERSITY RESEARCH COUNCIL
{To be inserted once available}

APPENDIX 3
BYLAWS OF THE UNIVERSITY IT COUNCIL

1. **Charge to the University Information Technology (IT) Council:** The IT Council has the responsibility to facilitate alignment of vision, priorities, and pace of IT investments and to recommend IT policies to the University Senate and administration. The IT Council is supported by Working Groups, which facilitate campus-wide communication related to IT matters.
- A. **The Council's Responsibilities to the University Senate:**
- 1) Advise on strategic issues involving the University's use of IT, information security, access, retrieval and content stewardship, and telecommunication and knowledge dissemination.
 - 2) Bring IT initiatives and proposals to the Senate for consideration and review.
 - 3) Keep the Senate informed of strategic IT matters through periodic updates.
 - 4) Respond to charges sent to the IT Council by the Senate Executive Committee.
 - 5) Provide an annual written report of the IT Council's activities.
- B. **The IT Council's Responsibilities to the Vice President for Information Technology and Chief Information Officer (CIO):**
- 1) Advise on policy recommendations related to campus technology facilities, equipment, software, and services - particularly in the areas of computing (both academic and administrative), networking, and telecommunications.
 - 2) Advise on IT planning, including strategic and other major planning for information technology operation and development.

- 3) Advise on the Division of Information Technology's budget, space, and other material resources, in addition to personnel, staffing and other human resources.
- 4) Advise on the Division of Information Technology's administrative policies and practices.
- 5) Respond to requests for review, analysis, and advice made by the Vice President for Information Technology and CIO.

C. The IT Council's Responsibilities to the Deans, the Campus Student Technology Advisory Fee Committee, and the Campus Community:

- 1) Ensure the distribution of information concerning available campus technology services and how they might be best used to serve the campus community.
- 2) Seek input from current and prospective users concerning types of technology services the campus can provide.
- 3) Respond to input from current users concerning the quality of campus technology services.

D. To Fulfill Its Responsibilities, the IT Council May:

- 1) Investigate matters concerning the Division of Information Technology and recommend solutions to the University Senate, the Vice President for Information Technology and CIO, or the general campus community.
- 2) Conduct open hearings on major issues concerning the Division of Information Technology and its activities.
- 3) Communicate directly with the campus community on concerns related to the Division of Information Technology's services and policies.

2. **Organizational Structure of the IT Council:** The IT Council shall include five standing Working Groups, each of which will have a chair.
3. **Composition of the IT Council:** The IT Council shall consist of eleven appointed members and additional non-voting ex-officio members. The appointed members shall be: the chair, one staff member, one undergraduate student, one graduate student, one professional track faculty member, one tenured faculty member, and the chairs of the five IT Council Working Groups. The non-voting ex-officio members shall be a representative from the University Libraries; a representative from the Office of the Provost; a representative from the Information Technology Advisory Committee (ITAC); and the Vice President for Information Technology and CIO. Additional non-voting ex-officio members may be appointed as needed, by agreement between the Vice President for Information Technology and CIO and the Senate Executive Committee.

A. Tenure in Office:

- 1) The IT Council chair should be a tenured faculty member, and is appointed for a single, three-year term. Normally, the chair shall have served as a member of the IT Council. If the chair is serving as a regular member of the IT Council at the time of appointment, a new member shall be appointed to serve the remainder of the term the chair has vacated. The Vice President for Information Technology and CIO and the Senate Chair shall reach an agreement on the IT Council chair, and the joint choice shall be submitted to the University Senate for its approval.
- 2) The five Working Group chairs shall be appointed for staggered two-year terms. No working group chair shall serve more than two terms consecutively. For this purpose, members who have served more than a year should be considered to have served a full term.

- 3) The two faculty members (professional track and tenured) shall be appointed for two-year terms. No faculty member shall serve more than two terms consecutively. For this purpose, members who have served more than a year should be considered to have served a full term.
- 4) The staff member shall be appointed for a two-year term. No staff member shall serve more than two terms consecutively. For this purpose, members who have served more than a year should be considered to have served a full term.
- 5) The two student members shall be appointed for one-year terms. No student member should serve more than two terms consecutively. For this purpose, student members who have served more than half their term should be considered to have served a full term.
- 6) The Dean of the Libraries will appoint a representative from the University Libraries as a non-voting ex officio member of the IT Council.
- 7) The Provost will appoint a representative from the Office of the Provost as a non-voting ex-officio member of the IT Council.
- 8) The Information Technology Advisory Committee (ITAC) will appoint a representative from the committee as a non-voting ex-officio member of the IT Council.
- 9) The Vice President for Information Technology and CIO, or a designee, shall serve as a non-voting ex-officio member of the IT Council.

B. Qualifications of IT Council Members: Successful operation of the IT Council requires that its members understand the nature of the Division of Information Technology and represent the best interests of the campus as well as the particular interests of their specific constituencies.

- 1) IT Council members should be chosen from people who can bring a campus-wide perspective to their deliberations on IT matters and who have shown interest and willingness to foster a good working relationship between the Division of Information Technology and its users.
- 2) IT Council members should be selected to represent as broad a range of campus disciplines and interests as possible. Faculty members should include representatives from the various disciplines on campus ranging from the arts and humanities and social sciences to the physical and biological sciences and engineering.

C. The Appointment Process: In the spring of each year, the Senate Office shall notify the Vice President for Information Technology and CIO and the Chair of the Senate of the appointments required for the following academic year. The Vice President for Information Technology and CIO and the Chair of the Senate shall draw up a slate of nominees who will agree to serve, and the slate will be submitted to the Committee on Committees for approval. The final slate of nominees for IT Council membership shall be submitted to the University Senate for approval. Ordinarily, the slate will be presented at the same Senate meeting at which other committee slates are approved. Dates of appointment and beginning of terms shall correspond with those of Senate committees. Replacement of IT Council members will take place through the same consultative process as the initial appointment, with the submission of names to the Senate occurring as needed.

4. Operation of the IT Council

- A. The Division of Information Technology or its designee will provide normal committee support to the Council, including maintaining mailing lists, reproducing IT Council documents, keeping IT Council minutes and agendas on an IT governance website, and arranging meeting rooms.

- B. Control of the IT Council's agenda will be the responsibility of the IT Council chair and the voting members of the IT Council.
 - C. While being responsive to the needs of the Vice President for Information Technology and CIO and the Senate in a timely manner is necessary, the Working Groups and the sponsoring parties - as well as the Deans, the Campus Student Technology Fee Advisory Committee, and the campus community - must not attempt to micro-manage the ongoing operation of the IT Council. In turn, the IT Council must not attempt to micro-manage the Division of Information Technology.
 - D. The IT Council should typically meet once every month and shall meet at least once per semester. Meetings will be scheduled by Division of Information Technology staff, in consultation with the IT Council chair and the Vice President for Information Technology and CIO.
5. **Working Groups of the IT Council:** The Working Groups will serve in an advisory capacity to the IT Council. These groups should carry out research and make recommendations on IT issues, and shall each work with the appropriate Division of Information Technology staff member, as appointed by the Vice President for Information Technology and CIO.
- A. **The five Working Groups shall be:**
- 1) **IT Infrastructure Working Group**, which focuses on building and maintaining a sound, advanced, secure, and productive physical information technology infrastructure (including but not limited to facilities, hardware, networks, and software) capable of supporting broad and effective use by students, faculty, and staff throughout the institution, including remote University members such as agricultural extension offices.
 - 2) **Learning Technologies Working Group**, which provides the vision, priorities, and pace for enterprise learning technology solutions and services to be undertaken on campus. Its work focuses on endorsing the adoption of new learning technology solutions, as well as making recommendations for upgrading or decommissioning existing services. Working group members are nominated by the Deans.
 - 3) **Research Technologies Working Group**, which provides the vision, priorities, and pace for enterprise research technology solutions and services to be undertaken on campus. Its work focuses on endorsing the adoption of new research technology solutions, as well as making recommendations for upgrading or decommissioning existing services. Working group members are nominated by the Deans.
 - 4) **Administrative Systems Working Group**, which advises the Vice President for Information Technology and CIO in matters of enterprise-wide administrative system technology decisions and priorities.
 - 5) **IT Security Working Group**, which advises the Vice President for Information Technology and CIO on IT security matters. The focus is on securing the integrity of information technology resources, safeguarding institutional information, protecting the privacy of University community members in their use of IT, and ensuring the continuity of the institution's IT resources and information repositories in the face of possible disaster scenarios.
- B. **Composition of the Working Groups:** Each Working Group will have a chair appointed by the Vice President for Information Technology and CIO and the Senate Chair for a two-year term. The membership of each Working Group will be appointed by the Vice President for Information Technology and CIO unless otherwise specified above (5.A.2 and 3), but will be flexible so that additional members can be engaged in the decision-making and review process as appropriate. The membership of each Working Group shall include a combination of faculty, staff, and students.
- C. Terms on Working Groups shall be two (2) years for faculty and staff. Appointments to two-year terms shall be staggered: that is, as far as practical, half of the terms from each faculty or staff constituency shall expire each year. Terms shall begin on July 1 of the appropriate year.

- D. **Meetings of the Working Groups:** The Working Groups usually meet three to four times a semester.
- E. **Working Group Responsibilities:**
- 1) Provide knowledge in a particular area and serve as an advisory board, by which the IT Council can route items for review and comment.
 - 2) Submit proposals and issues to the IT Council for consideration and/or funding.
 - 3) Assist in the annual review and update of the Information Technology Strategic Plan.
6. **Operational Relationship of the IT Council to its Sponsors:**
- A. For purposes of University Senate action, the IT Council will appear in essentially the same role as a standing committee of the University Senate.
 - B. The IT Council chair may present reports and recommendations to the Senate but will not have a vote in Senate proceedings, unless he or she is a member of the Senate.
 - C. The Vice President for Information Technology and CIO is an ex-officio member of the IT Council and has a voice in its deliberations.
7. **Review of the IT Council:** The IT Council and its operations will be reviewed in conjunction with the periodic review of the Senate and the Plan.
8. **Amendments:** Amendments to these Bylaws shall be provided to the IT Council members a minimum of seven calendar days in advance of any regular meeting. Approval shall require a two-thirds vote of the present and voting regular membership of the Council. Upon approval, a revised copy of the Bylaws shall be sent to the Senate Office.

APPENDIX 4 CHARTER OF THE UNIVERSITY ATHLETIC COUNCIL

The University of Maryland at College Park is dedicated to higher learning, research, and public service. An intercollegiate athletic program can significantly contribute to the learning and the public service components of the Campus Mission. The operation of a successful athletic program fosters spirit, identity and a sense of pride within the campus community and provides talented student-athletes with the opportunity to enrich their collegiate experience through participation in a challenging and competitive athletic program. Excellence of the athletic program at College Park stems not only from successful competition, but more importantly, from the general involvement in the Campus milieu of student-athletes who will earn degrees and who in other respects, embody qualities with which the institution can identify. Most importantly, both athletic success and academic integrity are the crucial elements in judging the excellence of the athletic program at the University of Maryland at College Park.

The importance of faculty involvement and influence in the institutional control and operation of an excellent athletic program cannot be overestimated. Faculty advice and participation will enhance the integrity of the athletic program in terms of academic performance, rules compliance, and compatibility of athletic programs with the mission of the campus.

PURPOSE OF THE ATHLETIC COUNCIL

First and foremost, the Athletic Council exists to help the University develop and maintain the best possible intercollegiate athletic program consistent with the academic integrity of the institution and the academic and social development of student athletes. The Athletic Council is the primary body, which advises the President on all matters relating to intercollegiate athletics. It is responsible for formulation and recommendation of policy matters affecting intercollegiate athletics and for monitoring the implementation of such policy by the intercollegiate athletics program. The Council, on behalf of the President, provides the necessary faculty input and participation in intercollegiate athletics as required by the Big Ten Conference, National Collegiate Athletic Association and the University of

Maryland at College Park. The Council does not execute policy but serves to influence policy development and administration.

This document delineates the responsibilities, processes, and membership of the Athletic Council at the University of Maryland at College Park. It is expected that the Council will be proactive in its task of preparing policy recommendations and monitoring their implementation by the intercollegiate athletics program. The Council expects to have the full support of the Campus in the responsible performance of its duties.

FUNCTION/DUTIES OF THE ATHLETIC COUNCIL

The major function of the Athletic Council is to assist the President and the Director of Intercollegiate Athletics in the exercise of "institutional responsibility and control of intercollegiate athletics" as required by the constitution of the Big Ten Conference, the National Collegiate Athletic Association and the University of Maryland at College Park. The Council functions in advisory, compliance, liaison, and representative capacities. The Athletic Council shall meet at least four times each year, twice in each semester, and at such other times as needed to carry out the duties of the Council. Specific duties of the Council shall include but not be limited to the following:

1. Promote an understanding of intercollegiate athletics among faculty, students, staff, alumni and other members of the University of Maryland at College Park community.
2. Promote the adoption and implementation of appropriate policies for the admission and continuing eligibility of student athletes at the University of Maryland at College Park.
3. Monitor the preparation of the athletic budget by the Athletic Director during the regular budgetary process and make recommendations to the Athletic Director and the President concerning sources (i.e. student athletic fees) and allocations of funds.
4. Participation in the selection process for the Director of Intercollegiate Athletics and the head coaches in all sports including, if possible, informal meetings of the final candidates with the Executive Committee in the interview process. A faculty member from the Athletic Council should be included on all search committees for head coaches.
5. Establish criteria and make recommendations, with the advice of the Athletic Director, regarding which sports shall be certified as intercollegiate sports.
6. Recommend policies concerning athletic schedules, practice, the number of contests to be played each year in each sport and the NCAA category of schools with which it is desirable to compete.
7. Establish guidelines for and make recommendations regarding the acceptance of invitations to post-season events, special holiday games, or other events outside the regular season schedule.
8. Review and formulate policies concerned with substance abuse that will provide protection to the health of student-athletes and ensure that such policies have a strong educational emphasis.
9. Review and endorse policy on physical facilities necessary for the conduct of a competitive Division I-A program.
10. Review and formulate policies on recruitment and the awarding of athletic grants and scholarships to student-athletes who meet eligibility standards.
11. Review and approve the criteria for departmental awards in recognition of athletic and academic achievement.
12. Review athletic event price schedules, seating priorities and allocation of tickets to various groups.
13. Monitor the advisement, academic support and counseling services available to student-athletes.
14. Review and formulate policy concerning the conduct of home athletic contests, particularly with respect to the protection and safety of participants and spectators.

15. Review and formulate policy regarding the expectations of and behavior of coaches and student-athletes.
16. Review and formulate policy regarding the expectations of and behavior of cheerleaders and their advisors.
17. Assist with the development of official reports to be submitted by the President for filing with the conference or appropriate associations.
18. Review with appropriate authorities the financial audits of the Department of Intercollegiate Athletics.
19. Monitor the activities of the Department of Intercollegiate Athletics to make sure that they are in compliance with Conference (Big Ten) and Association (NCAA) bylaws, regulations and legislation.

In fulfilling its functions/duties, the Athletic Council

- must maintain confidentiality;
- shall have available to it complete information on all items which appear for its consideration and shall have full opportunity for discussion of each item before action is taken;
- shall have available full and current information on the financial, academic and related activities of the intercollegiate athletics program; and
- is authorized to recommend to the President the employment of experts from outside the Campus when their advice is needed.

RESPONSIBILITIES OF THE CHAIR OF THE ATHLETIC COUNCIL

The Athletic Council has a Chair who is selected by the President from the faculty. The duties of the Chair shall include:

1. Serve as a spokesperson for the Council in all contacts with the media.
2. Serve as the Faculty Representative to the Big Ten Conference and the National Collegiate Athletic Association (NCAA).
3. Chair meetings of the Athletic Council and the Executive Committee of the Council.
4. Call regular meetings of the Athletic Council and such special meetings as may be necessary.
5. Prepare the agenda for meetings of the Athletic Council and of the Executive Committee of the Council.
6. Represent the campus, as authorized by the President, at meetings of the NCAA, Big Ten, United States Intercollegiate Lacrosse Association, United States Olympic Committee, Intercollegiate Athletic Association of America, College Football Association and other groups which establish international, national and regional policies for intercollegiate athletics.
7. Advise the President and serve as spokesperson to the faculty on behalf of the President on appropriate matters.
8. Report to the President on all actions taken by the Athletic Council.
9. Work with the Director of Intercollegiate Athletics in coordinating and carrying out the functions of the Athletic Council.
10. Monitor activities of the Department of Intercollegiate Athletics and confer regularly with the President on matters which should come to the President's attention.
11. Ensure that required reports and recommendations from the Athletic Council are provided to the President.
12. Report to the President and the Athletic Director on the concerns of the Athletic Council relative to athletics and to interpret to the faculty and other groups the University's athletic policies and activities.

13. Ensure that all actions of the Chair and the Executive Committee made on behalf of the Council are properly recorded and reported to the full membership of the Council in a timely manner.
14. Coordinate with the President's Office all financial support necessary to carry out the duties of Chair, including the development of an annual budget for this support; and the approval of all requests for expenditures and expense reimbursements made for this purpose. The President's Office is the administrative unit responsible for providing appropriate financial support to the Chair of the Athletic Council/Faculty Athletic Representative, and for approving both the annual budget request for this support as well as all expenditures, and expense reimbursements made for this purpose.
15. Know, recognize, and comply with the laws, policies, rules and regulations governing the University and its employees, and the rules of the National Collegiate Athletic Association (the "NCAA") and the Big Ten. Inform the Athletic Department Compliance Officer immediately of any suspected violation. Assist, as requested, in the investigation and reporting of those violations.

RESPONSIBILITIES OF THE VICE CHAIR OF THE ATHLETIC COUNCIL

The Athletic Council has a Vice-Chair who is selected by the President from the faculty. The duties of the Vice-Chair shall include:

1. Assist the Chair of the Council with conducting the business and meeting of the Council.
2. Conduct meetings of the Council in the absence of the Chair.
3. Write periodic articles for University publications about the actions of the Council.
4. Serve on the Executive Committee of the Council.
5. Coordinate the activities of and serve as an ex officio member to standing committees of the Council.
6. Know, recognize, and comply with the laws, policies, rules and regulations governing the University and its employees, and the rules of the National Collegiate Athletic Association (the "NCAA") and the Big Ten Inform the Athletic Department Compliance Officer immediately of any suspected violation. Assist, as requested, in the investigation and reporting of those violations.

ATHLETIC COUNCIL MEMBERSHIP

Intercollegiate Athletics plays an important role in fostering pride and spirit in the University community. The Athletic Council membership is designed to be representative of this community and shall consist of faculty, administration, staff, students and alumni. The membership shall include minorities, women and men, and thorough consideration will be given to ensure a balanced representation on the Council. The Athletic Council shall consist of twenty voting and five non-voting members appointed by the President or elected by the Senate as follows:

Voting Members of the Athletic Council

- The Athletic Council has a Chair who is selected by the President from the faculty. The duration of the Chair's membership on the Council is determined by the President. The initial appointment is for a five year term which may be renewed by the President.
- The Athletic Council has a Vice-Chair who is selected by the President from the faculty. The duration of the Vice-Chair's membership on the Council is determined by the President. The initial appointment is for a three year term which may be renewed by the President.
- Seven faculty members of the Athletic Council will be elected by the Senate. These elected faculty members will serve for a three year period and are not eligible to serve a second consecutive three year period. The Senate should make every effort to assure diversity among the elected members.
- The Faculty member who is Chair of the Campus Affairs Committee of the Senate or a designee from the Committee who must be a faculty member is a member of the Athletic Council.

- One Academic Dean appointed by the Provost. The appointment is for a one year term which may be renewed by the Provost.
- Two staff members, one who is appointed by the President for a three year period and one who is elected for a three year period by the Senate. These staff members will serve on a staggered basis and are not eligible to serve a second consecutive three year period.
- The Vice President for Student Affairs.
- One representative from the “M” Club. The appointment is for one year.
- One representative from the Terrapin Club. The appointment is for one year.
- One student representative from the Student Government Association. The appointment is for one year.
- One undergraduate female athlete. The appointment is for two years and the student should maintain eligibility in her sport.
- One undergraduate male athlete. The appointment is for two years and the student should maintain eligibility in his sport.
- One graduate student. The appointment is for two years and the student should maintain good standing in the Graduate School.

Non-Voting Members of the Athletic Council

- The Director of Intercollegiate Athletics.
- A Representative from the President’s Office.
- A Representative of the Office of General Counsel.
- The Director of the Student Health Services.
- The Director of the Office of Alumni Programs for the University of Maryland at College Park.
- A current head coach selected by the coaches as their representative. This appointment will be a one-year appointment with a three year limit.

In making all non-elected appointments to the Athletic Council, the President should solicit recommendations from the following advisory groups or persons: Executive Committee of the Athletic Council, President of the Student Government Association, President of the Graduate Student Government, Dean of the Graduate School, and Director of Intercollegiate Athletics. The term of office of all members of the Council shall begin with the first meeting of the new academic year.

Vacancies occurring on the Council due to resignation or other cause will be filled as they occur. If the vacancy is one of the members of the Council elected by the Senate, the Senate will be asked to elect a replacement to fill the vacancy. For all other vacancies, the President will solicit nominations from the appropriate groups and appoint a replacement to fill the remainder of the unexpired term. Persons appointed to fill a partial term on the Council will be eligible for election or appointment to a full term as appropriate for their membership category.

COMMITTEES OF THE ATHLETIC COUNCIL

Committees of the Athletic Council shall include an Executive Committee, Standing Committees of the Council, and Ad-Hoc Committees as needed. The major responsibilities and membership of these Committees of the Athletic Council follow.

1. **Executive Committee.** The membership of the Committee is as follows: The Chair of the Athletic Council who will

serve as chair, the Vice-Chair of the Athletic Council, chairs of the five standing committees of the Athletic Council, the representative from the President's office, and a staff or student member of the Athletic Council. If one or more of the Chairs of the standing committees are not faculty, the membership of the Executive Committee will be adjusted to include four faculty in addition to the Chair. Total membership of the Executive Committee will not exceed eight at any time. The responsibilities of the Executive Committee shall include the following:

- Meet on matters calling for immediate action and at times when meetings of the full Athletic Council are not possible.
 - Identify and assign problems to standing subcommittees and ad-hoc committees for study and receive reports from these committees.
 - Serve as the personnel committee of the Council upon request of the President.
 - Review compliance reports submitted by the Department of Intercollegiate Athletics and ensure that the Department is in compliance with all Conference and Association policies.
 - Advise the President on an emergency basis.
 - Recommend faculty and staff for membership on the Athletic Council.
2. **Standing Committees of the Athletic Council.** The Chair of the Athletic Council will select the Chairs of the Standing Committees and will appoint each committee and, with the exception of the Academic Committee, will appoint each committee after soliciting volunteers from the Council membership.
- a. **Academic Committee.** All faculty members of the Council are members of the committee. The general role of the Academic Committee is to ensure that appropriate academic standards are established and maintained for all student-athletes and that all participants recognize the priority of successful academic performance by all student-athletes. In fulfilling this function, the Committee shall make appropriate recommendations to the Athletic Council. In particular, the Committee shall have the following duties:
- Recommend policies and procedures regarding standards and criteria for admission of student-athletes.
 - Recommend academic policies and procedures regarding standards and criteria for continuing eligibility of student-athletes to participate in intercollegiate sports.
 - Consider and decide academic appeals of student-athletes concerned with eligibility.
 - Review every semester the academic program and progress of student-athletes.
 - Recommend policies for and monitor the activities of the academic support services provided to the student-athletes.
 - Recommend policies regarding post-season and tournament participation by athletic teams.
 - Recommend policies regarding scheduling and practice time.
- b. **Budget and Facilities Committee.** The general purpose of this Committee is to monitor but not manage those activities of the Athletic Department pertaining to budget and facilities. In fulfilling this function, the Committee shall make appropriate recommendations to the Athletic Council. More specifically, responsibilities of the Committee shall include the following:
- Monitor the preparation of the athletic budget(s) by the Director of Intercollegiate Athletics.
 - Review and analyze for the Council the final budget(s) submitted by the Director of Intercollegiate Athletics to the President.
 - Establish criteria and make recommendations, with the advice of the Director of Intercollegiate Athletics, regarding which sports shall be certified as intercollegiate sports.

- Review policies regarding the number and distribution of athletic scholarships to be awarded annually.
 - Review and recommend policies for athletic event price schedules, seating priorities and allocation of tickets to various groups.
 - Review and recommend policies regarding utilization and development of intercollegiate athletic facilities.
 - Monitor the financial accountability of the Department of Intercollegiate Athletics.
- c. **Student Life Committee.** This Committee is concerned with all non-academic aspects of the student-athlete's involvement with the University. In fulfilling this function, the Committee shall make appropriate recommendations to the Athletic Council. More specifically, the responsibilities of the Committee shall include the following:
- Review and recommend policies concerning the nature and type of health screening and drug testing.
 - Review and recommend policies regarding practice schedules.
 - Review and recommend policies for determining when health and other non-academic factors will be used to restrict a student's involvement in intercollegiate athletics.
 - Review and recommend policies for and monitor activities of non-academic support programs and placement services.
 - Review and recommend policies regarding scholarship awards and retention of these awards.
 - Review and recommend policies for housing assignments.
 - Assist the Athletic Council in assuring the personal and social development of all student-athletes and their full integration into campus life.
- d. **External Affairs Committee.** This Committee is concerned with external activities of the Department of Intercollegiate Athletics. In fulfilling this function, the Committee shall make appropriate recommendations to the Athletic Council. More specifically, the responsibilities of the Committee shall include the following:
- Review and endorse fundraising activities.
 - Review and recommend policies for complementary distribution of tickets to athletic events.
 - Review and recommend guidelines and/or policies for all sports marketing activities (i.e. sports camps, special events, endorsements, etc.)
 - Review and recommend guidelines and/or policies for interactions with alumni and friends of the Athletic Department including the Terrapin Club, the "M" Club, and the Maryland Education Foundation.
 - Review and recommend policies and/or guidelines for all media interactions.
- e. **Professional Sports Counseling Panel (PSCP).** The PSCP is a committee of the Athletic Council authorized under NCAA by-law 12.3.4 to advise and assist student athletes in preparation for professional athletic careers. Consonant with its charge, the University of Maryland, College Park PSCP provides:
- Education and advice to student athletes about NCAA amateurism rules and professional sports careers.
 - Oversight to the Athletic Department's implementation of University and NCAA regulations regarding contacts between student athletes and agents.
 - Advice to the Athletic Council on matters related to its charge.
3. **Ad-Hoc Committees.** The Chair of the Athletic Council, upon advice of the Council, will appoint Ad-Hoc

Committees as needed. Membership on these committees will be on a volunteer basis or by appointment by the Chair of the Council after seeking advice from the Executive Committee.

MEETINGS OF THE ATHLETIC COUNCIL

The Chair of the Council serves as the spokesperson for the Council. Meetings of the Council are open only to Council members and invited guests. Individuals who are not members of the Council, but who wish to attend a specific meeting should seek the prior approval of the Chair. Information provided to Council members concerning specific personnel or compliance matters will not be divulged by individual members without permission of the Chair.

APPENDIX 5 PROCEDURES FOR ELECTIONS OF UMCP REPRESENTATIVES TO THE COUNCIL OF UNIVERSITY SYSTEM FACULTY (CUSF)

The Chair of CUSF is not a member of CUSF. Thus, if the Chair is from College Park, a replacement must be named. At the end of his/her term as Chair, if his/her term on CUSF is not finished, he/she resumes his/her position as a CUSF member.

The normal term for CUSF representatives is three (3) years, with two alternates serving three (3) year terms; if both alternates are elected at the same time, priority to be a replacement shall be in order of votes received. If a regular representative is unable to serve out his/her term, an alternate replaces him/her for the remainder of the term, and a new alternate is named. The replacement representative shall be chosen in order of number of votes received. The Office of the University Senate will identify a replacement alternate subject to confirmation by the Senate Executive Committee.

The University Senate will elect representatives to CUSF each spring. The Senate Nominations Committee will solicit candidates and will present a slate to the Chair of the Senate with at least one (1) candidate for each vacant position to be filled. At the Transitional Meeting of the Senate, faculty Senators will vote to elect representatives to CUSF. Each faculty Senator shall have as many votes as there are open positions. If there are more candidates than positions, the person(s) receiving the most votes, in order, are declared representatives. The person receiving the next most votes is declared alternate. The remaining person, in order of vote tally, will be asked to move into the alternate position if the previous paragraph comes in to play. A record of the outcome of the election will be retained by the Executive Secretary and Director of the University Senate. If there are not sufficient candidates, or the pool of candidates is exhausted, representatives are chosen by the Executive Committee.

APPENDIX 6 PROCEDURES FOR ELECTIONS OF UMCP REPRESENTATIVES TO THE COUNCIL OF UNIVERSITY SYSTEM STAFF (CUSS)

The mission of the Council of University System Staff (CUSS) is to provide a voice for Staff employee concerns in reference to basic decisions that affect the welfare of the University System of Maryland (USM) and its employees. CUSS speaks for all non-exempt and exempt staff employees on Regular and Contingent II Status, who are not represented by a union under collective bargaining.

CUSS is comprised of Staff employees representing each USM institution and the USM Office (USMO). Institution membership is proportionate to the number of Staff employees at the individual institutions, with a minimum of two (2) primary members and two (2) alternate members per institution. Representation on CUSS from each constituent institution is apportioned according to the following formula: 1 to 999 eligible employees, 2 representatives; over 1000 eligible employees, 3 representatives. Staff at each constituent institution shall also select an alternate who shall substitute for a regular member of CUSS when needed. Alternates should be selected at the same time and in the same manner as regular members. A delegation may include more than one (1) alternate who is eligible to cast a vote for an absent member provided the member has given prior notification to the Chair of CUSS. The University of Maryland, College Park is entitled to three (3) representatives, and up to three (3) alternates.

As defined in 6.10.f of the Senate *Bylaws*, the Senate Staff Affairs Committee is responsible for administering the CUSS nomination and election process. Definitions of eligible staff shall be determined by the Board of Regents and CUSS. The CUSS elections will be administered in the spring semester every other year, as the terms of the current CUSS representatives are expiring. The Staff Affairs Committee will solicit candidates from the eligible staff population and will present ballots to the same population with at least one (1) candidate for each vacant position to be filled.

Eligible staff employees will vote to elect representatives to CUSS. If there are more candidates than positions, the person(s) receiving the most votes, in order, are declared representatives. The person(s) receiving the next most votes are declared alternate(s). A record of the outcome of the election will be retained by the Executive Secretary and Director of the University Senate.

New members shall begin their terms August 1. The normal term for CUSS representatives and alternates is two (2) years. If a regular representative is unable to serve out his/her term, an alternate replaces him/her for the remainder of the term, and a new alternate is named. The replacement representative shall be chosen in order of number of votes received.

APPENDIX 7 PROCEDURES FOR REVIEW OF COLLEGE AND SCHOOL PLANS OF ORGANIZATION

1. In accordance with Article 11 of the Plan, each College, School, Department and other Academic Program, and the Library, shall have a Plan of Organization.
 - a. The Plan of Organization of each College, School, and the Library shall be reviewed by the University Senate according to the procedures detailed in section 2 of this appendix. All revisions to such Plans of Organization must be approved by the University Senate and the President prior to taking effect.
 - b. The Plan of Organization of a Department or other Academic Program shall be reviewed and revised by the Faculty Advisory Committee of the College to which it belongs. In the review and revision of such Plans, the University Senate may act in an advisory capacity if asked to do so by the College.
2. Each College, School, and the Library shall review and revise its Plan of Organization in accordance with Article 11.3 of the Plan and shall submit it to the University Senate for review.
 - a. Revised Plans of Organization shall be reviewed by the Senate Elections, Representation, and Governance (ERG) Committee for compliance with the University's Plan of Organization, University policy, and best practices of shared governance.
 - b. The Senate Faculty Affairs Committee shall review the Appointment, Promotion, and Tenure or Permanent Status section of each Plan and any related documentation for compliance with the University's APT Policy. The Senate Faculty Affairs Committee shall also review the Appointment, Evaluation, and Promotion Policy and any related documentation for compliance with University policies on professional track faculty and the University's Guidelines for Appointment, Evaluation, and Promotion of Professional Track Faculty.
 - c. The ERG and Faculty Affairs Committees shall communicate any concerns or requested revisions to the respective College, School, or Library.
 - d. Once all necessary revisions have been made, the ERG and Faculty Affairs Committees shall certify that they find the Plan to be in compliance and the revised Plan of Organization shall be submitted to the College Assembly or equivalent for approval.
 - e. Upon approval of the College Assembly or equivalent, the ERG Committee shall submit the revised Plan and its accompanying report to the Senate Executive Committee for review and placement on the Senate Agenda.
 - f. The revised Plan of Organization shall require final approval by the University Senate and the President.
3. During the initial implementation of a recently approved Plan of Organization, a College, School, or the Library may submit additional minimal or technical amendments to the Senate within one year of final approval by the University President. These revisions will undergo an expedited review process by the Senate ERG Committee, and by the Faculty Affairs Committee if appropriate. The committee(s) shall review only those amendments submitted by the College, School, or the Library, and shall not conduct a full review of the Plan. Upon approval by the ERG Committee (and the Faculty Affairs Committee, if necessary), the amendments shall be submitted to the College Assembly, the Senate Executive Committee, the Senate, and the President according to the procedures outlined above in section 2 d-f.

4. Until a revised Plan of Organization is approved by the University Senate and President, the version of the Plan of Organization of each College, School, and the Library that was most recently approved by the University Senate and President remains in effect, and provides the rules under which the College, School, or the Library must review and approve future revisions to its Plan. The University Plan of Organization supersedes any provisions in the Plan of any College, School, the Library, Department, or Academic Program that are in conflict with the purpose, applicability, or intent of the University Plan.

Dates of Approval, Updates and Amendments to the Senate Bylaws

Approved, Campus Senate, October 9, 1986	Amended, February 9, 2009
Approved, Board of Regents, February 6, 1987	Amended, May 4, 2009
Updated, July 11, 1988	Amended, November 12, 2009
Amended, February 13, 1986	Amended, March 3, 2010
Amended, December 7, 1986	Amended, February 9, 2011
Amended, May 7, 1990	Amended, May 4, 2011
Amended, September 13, 1990	Amended, March 8, 2012
Amended, November 15, 1990	Amended, April 19, 2012
Amended, October 14, 1993	Amended, May 2, 2013
Amended, December 6, 1993	Amended September 18, 2013
Amended, March 31, 1994	Amended, April 15, 2015
Amended, April 18, 1994	Approved after 2015 Plan of Org Review, May 4, 2015
Amended, May 5, 1994	Amended, November 20, 2015
Amended, November 10, 1994	Amended, December 14, 2015
Amended, August 28, 1996	Amended, February 18, 2016
Amended, May 15, 1997	Amended, March 18, 2016
Amended, March 5, 1998	Amended March 24, 2017
Amended, April 2, 1998	Amended November 8, 2017
Amended, April 6, 2000	Amended May 3, 2019
Amended, February 12, 2001	Amended February 7, 2020
Amended, September 19, 2002	Amended March 30, 2020
Amended, February 3, 2003	Amended November 12, 2020
Amended, October 16, 2003	Amended December 10, 2020
Amended, April 19, 2004	Amended April 9, 2021
Amended, April 4, 2005	Amended September 10, 2021
Amended, May 15, 2007	Amended April X, 2022
Amended, May 8, 2008	
Amended, October 16, 2008	



Implementation of a SGA Ex-Officio Representative on the Senate Standing Committee for Academic Procedures and Standards (Senate Document #21-22-16)

Elections, Representation & Governance (ERG) Committee | Chair: Nick Montgomery

The Senate Executive Committee (SEC) and Senate Chair Williams request that the Elections, Representation & Governance (ERG) Committee review the concerns raised by student leaders regarding representation by the Student Government Association (SGA) on the Senate's Academic Procedures & Standards (APAS) Committee.

The ERG Committee should:

1. Review the provisions in the [Bylaws of the University Senate](#) for ex-officio representation in Article 6 - Standing Committee Specifications.
2. Review [Senate Document #14-15-19](#) - Review of the University of Maryland Plan of Organization and any associated documentation related to the 2014 Plan of Organization Review Committee's review of Senate standing committee memberships.
3. Review the proposal entitled, "Implementation of a SGA Ex-Officio Representative on the Senate Standing Committee for Academic Procedures and Standards ([Senate Document #21-22-16](#))".
4. Consult with the proposer and other representatives of the Student Government Association (SGA).
5. Consult with representatives of the Graduate Student Government (GSG).
6. Consult with the Student Affairs Committee.
7. Consult with the Senate Parliamentarian.
8. Consider whether the addition of a representative of the SGA as an ex-officio member of the APAS Committee is appropriate and whether that role should be voting or non-voting.
9. If the ERG Committee determines that it would be appropriate to add a representative of the SGA to the membership of the APAS Committee, consider whether any other modifications to the committee's membership, including the addition of a representative of the GSG as an ex-officio member of the APAS Committee, would be necessary in order to maintain appropriate representation.
10. Based on any changes to the membership of the APAS Committee, consider whether other changes to the committee's specifications, such as its quorum, are necessary.

11. If appropriate, recommend whether the Senate Bylaws should be amended.

We ask that you submit a report to the Senate Office no later than **March 30, 2022**. If you have questions or need assistance, please contact Reka Montfort in the Senate Office, reka@umd.edu.



Implementation of a SGA Ex-Officio Representative on the Senate Standing Committee for Academic Procedures and Standards

NAME/TITLE	Madhulika C. Nallani, UMD SGA Director of Academic Affairs		
EMAIL	sgavpacademic@umd.edu	PHONE	3013106929
UNIT	Student Government Association	CONSTITUENCY	SGA/Student Body

DESCRIPTION OF ISSUE

Currently, there is no Student Government Association (SGA) representation on the Senate Standing Committee for Academic Procedures and Standards. Since SGA represents the entire undergraduate student body, and has a committee dedicated to improving the academic experience for all undergraduate students, it is important for the SGA to be present in important discussions relating to academic affairs. Thus, having SGA representation in the Committee for Academic Procedures and Standards is essential.

DESCRIPTION OF CHANGE YOU WOULD LIKE TO SEE

The Senate Standing Committee for Academic Academic Procedures and Standards should add an SGA ex-officio representative to their committee members. SGA serves as a platform for the entire student body to voice concerns and advocate for issues they see as important. SGA’s reach is far and extensive, allowing them to work with students of different backgrounds, and advocate on behalf of them to administration and the greater College Park community. Adding an SGA ex-officio representative to the committee would significantly increase the student body’s ability to better understand improvements made to their own education.

Through consistent student outreach, weekly committee and general body meetings, and collaboration with administration, SGA members have a unique perspective they can bring to meetings allowing for meaningful and productive conversations. Furthermore, given that academics are at the forefront of why students come to school, having this position will prioritize students in the implementation of undergraduate student education.

SUGGESTION FOR HOW YOUR PROPOSAL WOULD BE PUT INTO PRACTICE

In the document, “Bylaws of the University Senate at the University of Maryland”, under Section 6.1, clause A outlines membership of the Academic Procedures and Standards committee. This should be revised, by adding that the “President or representative of the Student Government Association” will sit on the committee. Section 6.4 Clause A of the same document can be used as reference as it pertains to membership of the Educational Affairs Committee.

ADDITIONAL INFORMATION

Senate committees such as Educational Affairs, Campus Affairs, Student Affairs, and the Athletic Council all include a SGA representative within their membership.



Review of the Interim University of Maryland Policy on Criminal Background Checks

PRESENTED BY William Reed and Lisa Klein, Chairs

REVIEW DATES SEC – April 12, 2022 | SENATE – April 26, 2022

VOTING METHOD In a single vote

RELEVANT POLICY/DOCUMENT [VII-1.15\(A\)](#) – University of Maryland Policy on Criminal Background Checks

NECESSARY APPROVALS Senate, President

ISSUE

The University Senate’s Faculty Affairs and Staff Affairs Committees have been reviewing issues associated with criminal background checks since 2019. In April 2019, the committees were charged with considering a proposal on whether to institute a policy requiring criminal background checks for all new hires of faculty and staff employees. A joint subcommittee was created, and thought its work was delayed by the pandemic, it developed its final recommendations in June 2021. In September 2021, President Pines informed the Senate Leadership and the Senate Executive Committee (SEC) that after consulting with the Office of General Counsel, he decided that it was important for the University to have a criminal background policy in place as soon as possible. He stated that he would be approving a new University policy on criminal background checks on an interim basis, pending Senate review. Following the President’s action, the SEC voted to jointly charge the Faculty Affairs & Staff Affairs Committees with a review of the Interim University of Maryland Policy on Criminal Background Checks, and to close the committee’s pre-existing charge on criminal background checks, at its meeting on September 20, 2021. On September 22, 2021, the President formally announced his approval of the new University of Maryland Policy on Criminal Background Checks (VII-1.15[A]), effective October 1, 2021.

RECOMMENDATION(S)

The Faculty Affairs Committee and Staff Affairs Committee jointly recommend that the proposed revisions to the Interim University of Maryland Policy on Criminal Background Checks (VII-1.15[A]), as shown immediately following this report, be approved.

In addition, the committees present nine additional administrative recommendations to guide the implementation of the policy and the criminal background checks process. All recommendations can be found in the report.

COMMITTEE WORK

The Faculty and Staff Affairs Committees began their review of the interim policy in October 2021. Each committee reviewed the charge; the USM Policy on Criminal Background Checks for Faculty

and Staff Employees (VII-1.15); the Interim University of Maryland Policy on Criminal Background Checks (VII-1.15[A]); the report from the Joint Faculty and Staff Affairs Committee Criminal Background Check Subcommittee; and policies at other USM institutions on criminal background checks in the course of their review.

The committees met with the Chief Human Resources Officer, the Vice President and Chief Administrative Officer, and the Deputy General Counsel from the Office of General Counsel to learn more about the need for the interim policy and the legal framework surrounding criminal background checks. The committees also consulted with the Associate Provost for Faculty Affairs and the Vice President for Diversity & Inclusion, and received information from the Department of Criminology and Criminal Justice (CCJS) on scholarly research related to criminal background checks.

In the course of their reviews, the Faculty Affairs and Staff Affairs Committees raised concerns about the need for criminal background checks, as well as the potential impact of criminal background checks on underrepresented minority applicants for faculty and staff positions. However, the committees recognized that the President and the administration felt strongly that this was a necessary step for the University as a major employer. The committees felt that the rationale put forth by the institution, related to minimizing liability and institutional risk, were likely strong motivators for the President. The committees decided to focus their discussions on whether there are ways to improve the policy and process, in order to better align with the institution and the President's stated goals for recruiting a diverse faculty and staff. The committees each identified specific issues that impact faculty and staff, and considered ways to address them within the policy and the recommendations.

In spring 2022, the committees focused their reviews on the specific decision-making aspects of the charge and on the policy language. They developed recommendations that were supported by both committees. After due consideration, the Faculty Affairs and Staff Affairs Committees voted to approve proposed revisions to the interim policy and associated administrative recommendations via an email vote concluding on April 11, 2022.

ALTERNATIVES

The Senate could decline to approve the recommendations. However, the interim policy would stand as the permanent policy, and the University would lose an opportunity to improve the policy and process for future finalists and other affected individuals.

RISKS

There are no risks to the University in adopting these recommendations.

FINANCIAL IMPLICATIONS

There may be financial implications involved in implementing the recommendations, in addition to the financial implications of background checks, which are currently being addressed centrally.



REVIEW OF THE INTERIM UNIVERSITY OF MARYLAND POLICY ON CRIMINAL BACKGROUND CHECKS

Faculty Affairs Committee

William Reed (Chair)
John Bertot (Ex-Officio - Provost's Rep)
Michele Eastman (Ex-Officio - President's Rep)
Alex Franklin (Graduate Student)
Mark Fuge (Faculty)
Saverio Giovacchini (Faculty Senator)
Tracy Huard (Faculty Senator)
Gideon Mark (Faculty Senator)
Rythee Lambert-Jones (Ex-Officio - Director of Human Resources Rep)
Shawn Nijjar (Undergraduate Student)
Karen O'Brien (Ex-Officio - Ombuds Officer)
Jessica O'Hara (Faculty)
Colleen O'Neal (Faculty)
Terry Owen (Faculty)
Autumn Perkey (Graduate Student)
Mary Shelley (Staff)
Beth St Jean (Faculty)
Wendy Stickle (Faculty)
Jennifer Wallace (Faculty Senator)

Staff Affairs Committee

Lisa Klein (Chair)
Alex Aiosa (Non-Exempt Staff Division)
Joseph Azzarello (Exempt Staff Division)
Amelia Barabak (Ex-Officio - Provost's Rep)

Meredith Carpenter (Ex-Officio - CUSS Rep Non-Voting)
Shirlene Chase (Ex-Officio - VP Student Affairs Rep)
Marie-Justine Curney (Non-Exempt Staff Academic)
Joni Floyd (Faculty)
Anthony Harmon (Non-Exempt Staff Division)
Elizabeth Hinson (Ex-Officio - CUSS Rep)
Dolores Jackson (Ex-Officio - CUSS Rep Non-Voting)
Shafali Jalota (Non-Exempt Staff Contingent II)
Jerry Lewis (Ex-Officio - CUSS Rep Non-Voting)
Anne Martens (Ex-Officio - VP Administration Rep)
Raymond Nardella (Exempt Staff Division)
Louisa Nkrumah (Exempt Staff Contingent II)
Shivani Paleti (Student)
Kalia Patricio (Ex-Officio - CUSS Rep)
Jacqueline Richmond (Ex-Officio - Director of Human Resources Rep)
Manuel Rodriguez (Exempt Staff Academic)
Maureen Schrimpe (Ex-Officio - CUSS Rep)
Kristin Stenson (Exempt Staff Academic)
Amy Yaich (Non-Exempt Staff Academic)

Date of Submission

April 2022

BACKGROUND

In April 2019, the University Senate's Faculty and Staff Affairs Committees were charged with reviewing a proposal ([Senate Document #18-19-36](#)) from key administrators that cited potential risk to the University from the lack of a policy requiring criminal background checks for all new hires for faculty and staff positions. The proposal suggested that the University should develop a new criminal background check policy that would expand the scope of criminal background checks beyond the existing mandatory pre-employment background reviews that were already a condition of employment for certain positions, as required by law and noted in the University System of Maryland (USM) Policy on Criminal Background Checks for Faculty and Staff Employees (VII-1.15). The committees formed a joint subcommittee that was tasked with tackling this complex issue by conducting the background research and consultations defined in the charge in order to make a recommendation to the full committees. While the subcommittee was in the depth of its work, it was significantly derailed by the onset of the Covid-19 pandemic in March 2020, which not only affected its ability to operate but also made it challenging for the subcommittee to engage with relevant

administrators on its work. Despite these issues and the ongoing pandemic, the subcommittee finalized its recommendations in June 2021.

In September 2021, President Pines informed the Senate Leadership and the Senate Executive Committee (SEC) that after consulting with the Office of General Counsel, he decided that it was important for the University to have a criminal background policy in place as soon as possible. He stated that he would be approving a new University policy on criminal background checks on an interim basis, pending Senate review. Following the President's action, the SEC voted to jointly charge the Faculty Affairs & Staff Affairs Committees with a review of the Interim University of Maryland Policy on Criminal Background Checks, and to close the committee's pre-existing charge on criminal background checks, at its meeting on September 20, 2021 (Appendix 1). On September 22, 2021, the President formally announced his approval of the new Interim University of Maryland Policy on Criminal Background Checks (VII-1.15[A]), effective October 1, 2021.

PRIOR COMMITTEE WORK

The Joint Faculty and Staff Affairs Committee Criminal Background Check Subcommittee considered how the proposed criminal background checks would work in practice, reviewed policies and practices at Big 10 and other peer institutions, and considered the impact of criminal background checks on potential applicants who have criminal or arrest records. The subcommittee consulted extensively with representatives of University Human Resources (UHR); the Division of Administration; the University of Maryland Police Department; the Office of Diversity and Inclusion; the Office of General Counsel; and the Office of Faculty Affairs. It also reached out to units that it felt may be most affected by such a policy due to their need for high numbers of seasonal and temporary staff, in order to gather feedback on and assess the impact of a policy of this nature.

The Joint Subcommittee thoroughly considered a number of complex issues, related to the impact of a potential policy on underrepresented minorities; the potential cost and logistical concerns related to such a policy; and how to ensure appropriate consideration of criminal background checks in alignment with the University's diversity, equity, and inclusion principles.

After a thorough review, the Subcommittee finalized its recommendations in June 2021. It recommended that the University adopt a limited policy that expands criminal background checks to certain positions, rather than to all positions. The Subcommittee determined that it was unclear whether criminal background checks would increase safety, because many violent crimes do not result in convictions, and since many incidents are first offenses and crimes of opportunity. The Subcommittee felt that the limited benefits to the safety of the campus community were outweighed by the potential negative implications of criminal background checks, particularly for those from underrepresented minority backgrounds who may face unequal treatment by the criminal justice system. The Subcommittee developed its recommendations with the objective of enhancing safety while upholding the University's values related to equity and equal employment opportunity.

INTERIM POLICY

On September 22, 2021, the University community was informed that the President had approved a new University of Maryland Policy on Criminal Background Checks (VII-1.15[A]), effective October 1, 2021. In a message to the campus community, the Vice President & Chief Administrative Officer and the Assistant Vice President and Chief Human Resources Officer noted that the University of Maryland has a responsibility as a major employer in the County and as the State's flagship institution "to provide as safe a learning and working environment for the UMD community as

possible” and indicated that conducting pre-employment criminal background checks is an important step to “reduce the risk of negligent hiring liability” (Appendix 2).

The interim policy indicates that the University is in compliance with the University System of Maryland Policy on Criminal Background Checks for Faculty and Staff Employees (VII-1.15), which requires mandatory criminal background checks through the Criminal Justice Information System (CJIS) for specific types of positions. Beyond the mandatory checks, the interim policy explains that the University of Maryland also requires a criminal background check for all new hires of faculty and staff employees, as well as any hires of returning employees with a break in service of one year or more. The policy notes that volunteers may also be subject to a criminal background check. These provisions affect all full-time and part-time employees; they do not affect student employees or graduate assistants, until and unless they move into a faculty or staff position.

The interim policy notes that University Human Resources and the Office of Faculty Affairs will develop procedures and standards for implementing the policy. The policy clearly states that the University reserves the right to decline employment due to the results of a criminal background check review, and that finalists will not be denied employment due to an arrest record alone without additional convictions or criminal penalties. The policy also allows finalists to dispute the accuracy or completeness of the Criminal Background Check.

A phased implementation of the policy began in October 2021. UHR, working with various partners in the administration, developed a process for running and reviewing criminal background checks, and began deploying the process in October.

IMPLEMENTATION PROCEDURES

In order to implement the interim policy, the University has developed a contract with HireRight, a criminal background check screening services vendor that is already used by the University of Maryland - Baltimore (UMB), as well as a majority of other Big 10 institutions. When hires are initiated as the result of a search process, a finalist is given an offer letter that indicates that the offer is conditional on the successful completion of a criminal background check. The letter provides a link for the finalist to begin the criminal background check process with HireRight. When new hires do not require a formal search process, the individual must be given the link to begin the process prior to being added to the Payroll and Human Resources (PHR) database.

After HireRight receives the necessary information from the finalist, it will run a criminal background check that includes a criminal felony and misdemeanor check for the past seven years, as well as a check against the National Sex Offender Registry. Criminal background check results will typically be returned to the University within 72 hours or less. The results will note any criminal convictions or other notable flags on an individual’s record as “adverse findings;” the results are reviewed by the UHR Employment Compliance Team. In the case of an adverse finding, the UHR Team will conduct an individualized assessment of the offense and the job duties, and may reach out to the unit Equity Administrator for more information about the position, if needed. At the conclusion of the review by the UHR Employment Compliance Team, if the individualized assessment indicates that the individual is eligible to be hired, UHR will inform the Hiring Official.

If the criminal background check cannot be resolved by the UHR Employment Compliance Team and needs further consideration, UHR will initiate the process to send the finalist a "Pre-Adverse Action Letter," which details the results of the criminal background check and informs the finalist of their right to provide additional context to the University or correct information in the report. The finalist has seven days to respond.

Further consideration of the criminal background check is undertaken by the Hiring Eligibility Review Group (HERG), which is made up of the Chief Human Resources Officer (CHRO), the Associate Provost for Faculty Affairs, a representative of the Office of General Counsel, a representative of the University of Maryland Police Department (UMPD), and the appropriate Equity Administrator. HERG is responsible for reviewing the criminal background check results as well as any additional information or context provided by the finalist in response to the pre-adverse action letter. HERG then conducts an individualized assessment to make a determination on eligibility to hire. If HERG determines the finalist is eligible to hire and the CHRO agrees, UHR informs the Hiring Official that the finalist is cleared to be hired. If the HERG recommends that the finalist not be hired, it will consult with the appropriate Dean or Vice President (VP). The CHRO, in consultation with the Dean or VP, makes the final decision. If the hire is not approved, UHR will notify the Hiring Official, but no details about the criminal background check are given. UHR will also send a final adverse action determination letter to the finalist, and will either rescind the conditional offer of employment or terminate employment, in the rare case that a finalist has been approved to begin working while the criminal background check results are pending.

COMMITTEE WORK

The Faculty and Staff Affairs Committees began their review of the interim policy in October 2021. Each committee reviewed the charge elements; the USM Policy on Criminal Background Checks for Faculty and Staff Employees (VII-1.15); the Interim University of Maryland Policy on Criminal Background Checks (VII-1.15[A]); and the report from the Joint Faculty and Staff Affairs Committee Criminal Background Check Subcommittee. The committees also reviewed policies at other USM institutions on criminal background checks in the course of their review.

Early in the review, the committees each met with the Chief Human Resources Officer, the Vice President and Chief Administrative Officer, and the Deputy General Counsel from the Office of General Counsel to learn more about the need for the interim policy and the legal framework surrounding criminal background checks. Both committees had opportunities in their meeting and in subsequent follow-ups to ask questions of administrators. The committees also consulted with the Associate Provost for Faculty Affairs and the Vice President for Diversity & Inclusion during the review, and received information from the Department of Criminology and Criminal Justice (CCJS) on scholarly research related to criminal background checks.

In spring 2022, the committees focused their reviews on the specific decision-making aspects of the charge and on the policy language, using a decision matrix and Google form surveys of the committees to guide their discussions. The chairs of the two committees collaborated to align the work between the two committees, and each committee met at the end of March to develop recommendations that were supported by both committees. After due consideration, the Faculty Affairs and Staff Affairs Committees voted to approve proposed revisions to the interim policy and associated administrative recommendations via an email vote concluding on April 11, 2022.

Major considerations of the review process are summarized below.

Peer Institution Research

As requested in the charge, the committees conducted peer institution research on other USM institutions in order to better understand how institutions operating under the same USM policy and state laws address criminal background checks. The committees found criminal background check policies at nearly all USM institutions (Appendix 3). Findings from the research include the following:

- Most institutions in the USM focus on pre-employment criminal background checks and limit the policy focus to finalists; a few institutions have provisions that focus on current employees or go beyond finalists to any group of candidates or finalists.
 - Bowie State and Towson focus their policies on current employees.
 - Coppin State includes language extending the policy to current employees that take on new roles or change status, especially if the new position involves managing sensitive materials. These provisions apply to employees working in an interim or acting capacity.
 - Salisbury also includes “current employees who change jobs and whose new duties may be subject to a background check.”
 - Students are not included in criminal background checks at most USM peers; student employees are only addressed at Salisbury, Bowie State (if they are working with minors), and Towson (certain student employees who are engaged in highly sensitive activities).
 - Many peers explicitly include volunteers, and Salisbury addresses contractors as well.
- Most peers have provisions on false or misleading information, suggesting that it may lead to termination; most also have provisions noting that the focus is on convictions, not arrests.
- Where institutions address gaps in service, the time period ranges from three months (Coppin State) to three years (Salisbury); a time period is not specified in the policy for Frostburg, and gaps in service are not addressed in policies at UMGC, UMES, and Bowie State.
- Where appeals are discussed, they are typically in the form of correcting information or challenging information in the criminal background check. Towson University is the only USM peer to explicitly allow a finalist to challenge why the results of the criminal background check disqualified them from employment.

The committees also considered whether peer institution information outside of the State of Maryland would be instructive. The Joint Subcommittee had conducted research on Big 10 institutions in September of 2019 (Appendix 4), which both committees reviewed. However, the committees found that it is difficult to compare UMD’s situation with that of other Big 10 institutions on this particular policy, as other institutions are bound by state laws or system regulations that differ from those that affect UMD. The committees decided to rely on the USM peers in their consideration instead.

Legal Framework

In their consultations, the committees learned that the University has a duty under the law to act reasonably as an employer, and courts expect that the University and all major employers exercise basic due diligence to learn about experiences or behaviors that could result in harm. Criminal background checks are widely accepted as a measure of due-diligence for employers to avoid liability for negligent hiring practices.

There are a few major laws and guidelines that provide a framework for pre-employment criminal background checks. The federal Fair Credit Reporting Act (FCRA) enforced by the Federal Trade Commission (FTC) sets guidelines and standards for using criminal background checks. It requires consent from finalists to conduct a criminal background check, and that finalists receive notice that a criminal background check may be used in employment decisions, as well as notice in the case of an adverse finding or action ([15 U.S.C. §§ 1681-1681x](#)). Prince George's County has a "ban the box" law that prohibits inquiring about criminal records until after an initial interview, and requires

that employers limit their consideration to offenses that specifically relate to the duties of the position for which the finalist is applying ([CB-078-2014](#)). This law also requires that if an offer is to be rescinded, the finalist must be notified; the notice must include the specific disqualifying information, a copy of the criminal background check, and details on how the finalist can submit additional information for consideration.

The University is also responsible to the Equal Employment Opportunity Commission (EEOC), which has established guidelines and best practices for the use of criminal background checks in employment to avoid claims of disparate treatment and disparate impact ([EEOC Enforcement Guidance Number 915.002](#)). The EEOC best practices include:

- Ensuring there is separation between the review of an individual's qualifications for the position and a review of the criminal background check report;
- Maintaining confidentiality of records;
- Conducting an individualized assessment of the finalist's criminal background, which take into account factors such as the nature and gravity of the offense and the length of time since the offense;
- Using non-discriminatory assessment criteria;
- Giving finalists an opportunity to correct inaccurate information in the report; and
- Limiting criminal background checks to the past 7 years.

The interim policy was developed with a focus on these best practices, as well as the parameters of the FCRA and the Prince George's County law.

Scholarly Research

In the course of its review, the Faculty Affairs Committee consulted with representatives of the Department of Criminology and Criminal Justice (CCJS) to better understand scholarly research related to criminal background checks. The committee met with the chair of the department, Sally Simpson, and received additional information from faculty within and affiliated with the department. The Faculty Affairs Committee shared the research with the Staff Affairs Committee.

The scholarly research on criminal background checks is extensive, and includes research on the way criminal background checks are utilized, the consequences of criminal background checks, and the disparity that is associated with criminal records and the use of criminal records. An overview of the literature shows evidence of inequities in the distribution of criminal records across the population. Communities of color are disproportionately policed in American society, and therefore have a disproportionate likelihood of generating a record. This is related to where policing is targeted; the resources available or unavailable to the offenders; how likely offenders are to have their cases dismissed; and how likely offenders are to have additional information that is brought to bear on their case. In addition, research shows that having a criminal record increases the risk of subsequent charges and a more extensive criminal record.

The committees learned that the use of criminal background checks in employment decisions does not take into account the redemption effect noted by scholars in the field. Research suggests that as time goes on, a person with a criminal record is no more likely than anyone else to engage in criminal behavior. CCJS faculty noted that this raises concerns that criminal background checks introduce bias and stigma without clear empirical benefit. They also noted that there is evidence of significant issues with the accuracy of publicly available criminal history data, as sources of this

information often lack data quality standards or accountability and studies have confirmed errors in information gathered from public and third-party data sources that are used by most companies that conduct criminal background checks.

In higher education contexts, there is limited information on the efficacy of criminal background checks, and the few studies that exist related to higher education specifically do not show evidence that criminal background checks are an effective mechanism for reducing campus crime. However, surveys of the industry show that the vast majority of institutions do conduct criminal background checks on prospective faculty members. The research indicates that there are measures that can be taken to reduce negative effects of criminal background checks, including ensuring adherence to the EEOC guidelines and crafting explicit policies and procedures.

COMMITTEE FINDINGS

In the course of their reviews, the Faculty Affairs and Staff Affairs Committees raised concerns about the need for criminal background checks, as well as the potential impact of criminal background checks on underrepresented minority applicants for faculty and staff positions. The committees had early discussions that called into question whether they were allowed to explore recommendations to remove the policy entirely because of their strong concerns about diversity, equity, and inclusion. However, the committees recognized that the President and administration felt strongly that this was a necessary step for the University as a major employer. The committees felt that the rationale put forth by the institution, related to minimizing liability and institutional risk, were likely strong motivators for the President, and it would be very challenging to put forward a recommendation to remove the policy, even if the committee were to determine that the diversity, equity, and inclusion concerns should be weighed more heavily than issues of safety and institutional risk. Instead of pursuing further discussions down that path, the committees decided to focus their discussions on whether there are ways to improve the policy and process, in order to better align with the institution and the President's stated goals for recruiting a diverse faculty and staff.

The committees each identified specific issues that impact faculty and staff, and considered ways to address them within the policy and the recommendations. An overview of the key issues reflected in the recommendations is included below.

Impact on Marginalized Groups

The overriding concern for both committees during the review was whether conducting criminal background checks would have a chilling effect that would adversely impact the diversity of applicant pools and eventually the diversity of the faculty and staff at the University. Both committees raised concerns that excellent candidates may choose not to apply, and also noted that criminal background checks may be perceived as undermining the University's commitment to diversity, equity, and inclusion.

Both committees focused much of their deliberations on ways to mitigate any harmful effects of criminal background checks. In considering any potential impacts on the LGBTQ+ community, the committees felt it important to ensure that applicants maintain control over how they present themselves to Hiring Officials, so they developed an administrative recommendation to ensure that finalists are not required to report their legal or birth name to the Hiring Official. In considering this recommendation, the committees noted that the vendor that runs the criminal background checks may still ask for the legal name; in that case, the finalist would be providing it to a third-party, rather than the individual who would become their supervisor if they were to be employed. The committees

also noted that the vendor will ask for other identifying information like Social Security numbers, which are more reliable and verifiable data points for conducting the criminal background check than the legal name.

In considering the potential impact of criminal background checks on underrepresented minority candidates, the committees were encouraged to learn that the University has incorporated the EEOC guidelines into its processes for considering the results of criminal background checks. A few key steps included in the University's process include:

- reviewing the results of criminal background checks centrally within UHR, rather than at the unit level, which ensures consistency in decision-making and also allows for more safeguards to ensure that Hiring Officials or other unit employees are not aware of the results of a criminal background check;
- conducting an individualized assessment of any adverse findings on criminal background checks to take into account various factors including the time since the offense, the nature and severity of the offense, and other factors that may mitigate or aggravate the offense;
- reviewing the adverse findings on the criminal background check against the specific responsibilities of the position and examining whether there is a business necessity for denying employment in each specific case;
- allowing finalists who have an adverse finding on a criminal background check to provide additional information and/or correct inaccurate information in the criminal background check; and
- considering the totality of the circumstances as the adverse findings are reviewed.

The committees noted that while the University may be implementing best practices and doing its due diligence to eliminate bias from the process, applicants and finalists currently do not have any information about the process that would lead them to believe their information will be handled sensitively. The committees felt that explaining and demystifying the process for reviewing criminal background checks is an important step the University should take to reduce any chilling effect on applicants and finalists. The committees developed recommendations related to communication of the policy, both on the job posting and on the UHR website, to help applicants understand the process and know what to expect.

Returning Employees

The interim policy indicates that it applies to "all returning employees with a break in service of one (1) year or more" (see I.B. of the policy). The committees raised concerns over how long a criminal background check is valid for an intermittent employee, and whether the provision may have an outsized impact on seasonal workers and adjunct faculty.

The committees considered whether there may be faculty or staff who would be subject to repeated criminal background checks that may be unreasonable; for instance, the Faculty Affairs Committee explored issues related to adjunct faculty who consistently teach one semester each year but are not employed for the rest of the year, or who consistently teach a specific program requirement on an inconsistent timeline depending on the unit's needs. Likewise, the Staff Affairs Committee considered whether there may be seasonal workers who are employed around the same timeframe each year but are not employed consistently throughout the year. UHR reported that it has received feedback from Dining Services in particular that a 12-month gap in service may cause difficulties for some of its seasonal employees.

After consideration, both committees agreed that extending the gap in service provision to 18 months rather than 12 months would help to avoid any issues faced by returning seasonal workers or adjunct faculty, and they developed revisions to the policy to that effect.

Role of the Hiring Official

In its prior review, the Joint Subcommittee identified concerns with the proposed criminal background check process due to the inclusion of the Hiring Official, given that Hiring Officials may have biases that could become a factor in the decision-making process or could bias their later decisions about work assignments or performance issues after a candidate becomes an employee. After the development of the interim policy, UHR clarified that it was implementing the policy in a way that removed Hiring Officials from the process; the results of the criminal background check are instead reviewed centrally by UHR and other administrative offices that have been trained on how to conduct criminal background checks in a neutral and unbiased manner.

Both committees were relieved to learn that the Hiring Official would not be a part of the process, as they agreed that allowing a Hiring Official to know that there was an adverse finding on a criminal background check, or to know what the adverse finding was, may bias them if the finalist later becomes their employee. The committees acknowledged that this may make it more difficult to assess the job-related responsibilities against the adverse finding, but UHR clarified that the relevant equity administrator would be included in the review process in order to provide a local perspective.

While the implementation of the interim policy does not currently include Hiring Officials, the committees felt strongly that the principle of excluding Hiring Officials should be codified in the policy, to ensure that the principle continues to be upheld regardless of any future changes in policy implementation. The committees developed policy revisions to clarify that the Hiring Official does not have a role in the review process, and will not have access to the results of a criminal background check.

Data and Review

While the committees understood and acknowledged the institution's interest in conducting criminal background checks, they remained concerned that there is no evidence that supports the argument that criminal background checks reduce harm, and that there could be very real impacts on the University's ability to recruit diverse faculty and staff. As a result, both committees felt strongly that the University must collect data to be able to better understand whether the policy has an impact on the recruitment and hiring of underrepresented minorities.

The committees developed administrative recommendations on data collection and policy review to ensure that the University can make more informed decisions in the future. They outlined components that would be important data points in future reviews, and recommended that UHR review the data every three years to assess whether there has been an impact on hiring and whether the criminal background checks have had a disproportionate impact on applicants from underrepresented minority backgrounds. The committees recognize that data-collection will be limited in part by the information that applicants choose to provide on an application, but noted that having the information to the extent that it is available will be very helpful in future assessments.

Addressing Outlier Situations

As the Staff Affairs Committee reviewed the interim policy and discussed the process for conducting criminal background checks, it identified a few situations that it felt are not adequately addressed by the policy and implementation procedures. The committee explored options for resolving those issues administratively, and developed administrative recommendations to ensure further consideration.

One such scenario impacts student employees who graduate but plan to continue their employment until the end of the fiscal year. Upon graduation, these employees are no longer eligible to be student employees because they are no longer students, so they are typically moved to a Contingent I contract to finish their employment. This short-term transition moves them from a student role to a staff role, which requires that they go through a criminal background check before the transition could be completed in the Payroll and Human Resources (PHR) system. The committee noted that it seems inefficient to require criminal background checks in these situations, since those affected only intend to work for a period of weeks, and since their work responsibilities and scope do not change in the transition. They are also impacted by different rules and regulations in the transition from student to staff, as well, and the committee's administrative representatives indicated that there are broader issues in the transition that merit consideration. As a result, the Staff Affairs Committee decided to develop an administrative recommendation to ensure further consideration of these issues.

The Staff Affairs Committee also raised concerns about the lack of consistency in requiring criminal background checks for UMD employees but not for employees of third-party contractors who work on campus in the same types of roles. There are cases where these employees are doing the same work as UMD employees and have the same level of access to students, and therefore the same capacity to present a risk to the institution. From a safety perspective, the Staff Affairs Committee felt that it may be beneficial to consider extending criminal background checks to employees of third-party contractors, but it also acknowledged that there are additional complexities to be considered with the Office of Procurement, including issues related to contract terms and potential impacts on contracts with small businesses. The committee agreed that an administrative recommendation focused on considering this further might be beneficial.

RECOMMENDATIONS

Policy Recommendation

The Faculty Affairs Committee and the Staff Affairs Committee jointly recommend that the proposed revisions to the University of Maryland Policy on Criminal Background Checks (VII-1.15[A]), as shown immediately following this report, be approved.

Administrative Recommendations

1. The committees recommend that the University should develop guidance for applicants and finalists on what to expect in the background check process, including clarifying information on the specific time period covered by a criminal background check, the steps in the University's review process, how criminal history will be assessed relative to the position, and that a criminal history does not automatically disqualify a Finalist from employment.
2. The University should provide information to applicants who receive a pre-adverse action letter on the process for disputing the accuracy or completeness of the records or otherwise

providing additional information to contextualize an adverse finding. The University should also provide information on assistance that can be provided or may be available to resolve issues related to language and access barriers.

3. The University should take steps to protect the privacy rights of Finalists by ensuring that the direct hiring official for the position or search cannot request a Finalist's birth name or legal name for purposes of conducting a background check.
4. The University should collect data on applicant pools, finalists, and the background check process in order to inform reviews of the efficacy and impact of the policy. Data collected should include, but not be limited to, the following:
 - Statistics and demographic data on applicant pools and finalists broadly by job title, both from prior to and after the implementation of the policy;
 - Statistics and demographic data on those for whom a pre-adverse action letter is issued;
 - Statistics and demographic data on those for whom the adverse finding results in an offer of employment being rescinded;
 - Demographics as noted above should include race, gender, ethnicity, veteran status and/or disability status, to the extent provided by the applicant; and
 - Eligibility to hire success and failure rates in cases where there was an adverse finding by type of position and salary range.
5. The University should review the data collected on the background check process every three years to consider whether the policy is having an impact on hiring generally, as well as whether the policy has a disproportionate impact on applicants from marginalized backgrounds. The University should leverage existing expertise on campus in collecting and interpreting these types of data and assessing the impact of background checks on the University's diversity, equity, and inclusion goals. University Human Resources should report to the Senate Executive Committee on the results of the review.
6. The University should consider developing a plan for communicating information on the background check process clearly and consistently to applicants in plain language, both on the application and through other information available to applicants online.
7. The University should consider whether the process for reviewing the results of a background check received from the vendor could take a double-blind approach, or whether the University can take other steps to remove personally identifiable information from documentation prior to the review by the Hiring Eligibility Review Group (HERG).
8. The University should consider how background checks should be implemented in instances where a student employee needs to transition to a staff position for a period of up to six weeks in order to complete their employment following their graduation.

9. The University should consider assessing its agreements with third-party contractors and vendors whose employees work in University facilities to determine whether those employees are or should be subject to a background check with their employers.

APPENDICES

- Appendix 1 — Charge from the Senate Executive Committee
- Appendix 2 — Message to Campus Community
- Appendix 3 — USM Peer Institution Research
- Appendix 4 — Big 10 Peer Institution Research (Conducted September 2019)

New Text in Blue/Bold (**example**), Removed Text in Red/Strikeout (~~example~~), Moved Text in Green/Bold (**example/example**)



VII-1.15(A) UNIVERSITY OF MARYLAND POLICY ON CRIMINAL BACKGROUND CHECKS

(Approved by the President on an interim basis effective October 1, 2021, pending University Senate review)

I. PURPOSE AND SCOPE

Purpose: This **P**olicy outlines the University of Maryland’s (“the University”) use of criminal background checks to support a safe and secure campus environment in order to protect students, employees, property, information, and the public, as well as to enable prudent employment decisions based on comprehensive information. This **P**olicy establishes the University’s use of criminal background checks in compliance with the University System of Maryland (USM) Policy on Criminal Background Checks for Faculty and Staff Employees (VII-1.15).

~~A. Scope: A criminal background check is required for all newly hired employees and all returning employees with a break in service of one (1) year or more. In certain cases, volunteers may also be subject to a criminal background check. Primarily, these criminal background checks shall be conducted on finalists for the following positions:~~

~~1. All paid full time and part time tenured and tenure track faculty, professional track faculty, adjunct faculty, permanent status and permanent status track faculty, and faculty holding administrative positions.~~

~~2. All Regular and Contingent Exempt and Non-Exempt staff.~~

~~C. Typically, University Human Resources will coordinate criminal background check activities. In the case of faculty hires, the Office of Faculty Affairs will also be included in the process.~~

II. DEFINITIONS

A. “Affected Individual” means those individuals required to undergo a Criminal Background Check in alignment with this Policy. This includes:

1. A Finalist;

2. **Current employees at another USM institution who are selected for employment at the University of Maryland; and**
 3. **A returning University employee with a break in service of eighteen (18) months or more.**
- B. “Criminal Background Check” means a **pre-employment** review of various aspects of **an Affected Individual’s new-employee’s** background including, but not limited to criminal background, educational background, a trace of an individual’s social security number, and driving and credit histories, ~~(based on the employment position).~~
- C. “Criminal Justice Information System (CJIS) Record History” means a criminal background check completed by the Maryland Department of Public Safety and Correctional Services of all criminal history information **related to regarding** an individual **that is** maintained by the CJIS Central Repository, consistent with the requirements of the Maryland Annotated Code ~~(Md. Code Ann.),~~ Criminal Procedure Article, Section 10-201 et seq. A CJIS Record History is based upon national and state criminal history records and uses an individual’s fingerprints and other identifying information.
- D. “Finalist” means a candidate who meets the minimum qualifications for a specific position at the University **and who has been extended a conditional offer of employment.** ~~Candidates become finalists once they have either advanced through the search and selection process or have otherwise qualified to be one of the final individuals being considered for employment at the University.~~

III. **SCOPE AND APPLICABILITY CRIMINAL BACKGROUND CHECKS**

- A. Mandatory Criminal Background Checks: Under state and federal law, institutions are required to obtain and review CJIS Record History for their employees under **specific certain** circumstances. **To meet its obligation under state and federal law, the University conducts CJIS Record History checks in alignment with the circumstances outlined as described** within the USM Policy on Criminal Background Checks for Faculty and Staff Employees (VII-1.15).
- B. Permissive Criminal Background Checks: In addition to the circumstances under which the University is required by law to obtain and review CJIS Record History, the University exercises its discretion to require Criminal Background Checks ~~of all Finalists and volunteers~~ **under the conditions below:-**
1. **A Criminal Background Check is required for every Affected Individual.**
 2. **Permissive Criminal Background Checks will not be conducted on current University employees as a condition of continued employment, unless otherwise required by the University.**
 3. **Criminal Background Checks will not be conducted on a current**

University employee who has accepted or is appointed to a new position with the University as part of selection, promotion, transfer, reclassification, or reevaluation processes, unless otherwise required by law, position duties, policy, or is otherwise required by the University.

4. Criminal Background Checks will be conducted for the following positions:
 - a. All paid full-time and part-time: tenured and tenure-track faculty, professional-track faculty, adjunct faculty, permanent status and permanent status-track faculty, and faculty holding administrative positions.
 - b. All Regular and Contingent Exempt and Non-Exempt Staff.
5. Volunteers may also be considered Affected Individuals subject to a Criminal Background Check when circumstances warrant.

~~If a foreign national has been residing in the United States for twelve (12) months or more prior to their appointment, they will be required to undergo a Criminal Background Check. If the foreign national has been residing in the United States for less than twelve months prior to their appointment, they will have obtained the necessary background clearances through the Department of Homeland Security and do not have to go through a Criminal Background Check, but may have to submit the criminal background information form to the vendor.~~

IV. RIGHT TO REFUSE OR TERMINATE EMPLOYMENT

- A. Offers of employment are conditional on the Affected Individual's completion of a Criminal Background Check.
- B. The University reserves the right to rescind an offer of employment or otherwise refuse ~~decline or terminate~~ employment for ~~to~~ any Affected Individual ~~Finalist~~ whose criminal background is deemed incompatible with the position they ~~are~~ ~~Finalist is~~ seeking, regardless of when the Criminal Background Check is completed.
- CB. Any Affected Individual ~~Finalist~~ who provides false or misleading information will be eliminated from further consideration of any position within the University for three (3) years. If false or misleading information is discovered after the Affected Individual ~~Finalist~~ has been appointed in a faculty or staff position, this will be considered ~~regarded as~~ grounds for disciplinary action, up to and including termination, pursuant to the appropriate dismissal procedures.

V. UNIVERSITY RESPONSIBILITIES

- A. University Human Resources and the Office of Faculty Affairs are responsible for developing standards and procedures for the acquisition and use of Criminal

Background Checks, consistent with this Policy.

- B. **The University will ensure that**~~In order to provide the maximum degree of protection for a Finalist's privacy,~~ all records pertaining to Criminal Background Checks ~~are will be~~ maintained **securely and kept in a secure location** separate from personnel records. Criminal Background Check records will be maintained on a confidential basis to the maximum extent required by law.
- C. In compliance with federal and state law, this Policy prohibits the University and its employees from using a CJIS Record History or the information obtained from Criminal Background Checks to make employment decisions that ~~include~~ discrimination based on race, color, sex, pregnancy, gender identity or expression, sexual orientation, marital status, age, national origin, political affiliation, physical or mental disability, religion, protected veteran status, genetic information, personal appearance, or any other legally protected status ~~in all aspects of employment~~.
- D. **The University reserves the right to determine an Affected Individual's a Finalist's suitability for a position based on the information reported by the Criminal Background Check vendor and other information provided by the Affected Individual to the University.** The University ~~will shall~~ not deny employment to an **Affected Individual Finalist** based solely on a record of arrest in the absence of a conviction, other criminal penalty, or substantiation of facts underlying the arrest which relate to the **Affected Individual's Finalist's** fitness to perform the duties of the job.
- E. University Human Resources ~~and the Office of Faculty Affairs~~ will provide training **to the individuals involved in the review of Criminal Background Check information** ~~to hiring officials and hiring coordinators who are responsible for hiring employees~~ on the appropriate methods for acquiring, using, and maintaining Criminal Background Check information.

VI. GUIDING PRINCIPLES

- A. **The review of Criminal Background Check results shall be guided by principles that are consistent with the University's values and its commitment to diversity, equity, and inclusion.**
- B. **The following should guide the University's implementation of this Policy:**
 - 1. **The scope of Criminal Background Checks should be guided by industry best practices, and the specific time period considered by the University should be conveyed to all candidates on the job posting.**
 - 2. **The review of Criminal Background Check information should be conducted centrally by University Human Resources, and should be kept confidential from the direct Hiring Official for the position in question.**
 - 3. **The Affected Individual may dispute the accuracy or completeness of the**

information included in their Criminal Background Check, and will be given an opportunity to provide additional information for the University's consideration.

- 4. Consideration of Criminal Background Check information should be guided by an assessment of the duties of the position and the totality of the circumstances.**

~~VI. APPEALS PROCESS~~

~~A Finalist may dispute the accuracy or completeness of the records included in their Criminal Background Check, and may provide additional information for the University's consideration.~~

Related USM Policies

VI – 1.50 Policy on the Reporting of Suspected Child Abuse and Neglect

VII – 1.01 Policy on Recruitment and Selection

VII – 1.15 Policy on Criminal Background Checks for Faculty and Staff Employees

VII – 1.24 Policy on Termination with Prejudice



Review of the Interim University of Maryland Policy on Criminal Background Checks

(Senate Document #21-22-21)

Faculty Affairs Committee | Chair: William Reed

Staff Affairs Committee | Chair: Lisa Klein

The Senate Executive Committee (SEC) and Senate Chair Williams request that the Faculty and Staff Affairs Committees review the Interim University of Maryland Policy on Criminal Background Checks (VII-1.15[A]).

The Faculty and Staff Affairs Committees should:

1. Review the University System of Maryland (USM) Policy on Criminal Background Checks for Faculty and Staff Employees ([VII-1.15](#)).
2. Review the Interim University of Maryland Policy on Criminal Background Checks ([VII-1.15\[A\]](#)).
3. Review the report from the Joint Faculty and Staff Affairs Committee Criminal Background Check Subcommittee.
4. Review criminal background check policies and any data or best practices associated with implementation at other USM institutions.
5. Consult with a representative of University Human Resources.
6. Consult with a representative of the Office of Faculty Affairs.
7. Consult with a representative of the Office of Diversity and Inclusion (ODI).
8. Consult with a representative of the Division of Administration.
9. Consult with the Office of General Counsel on the legal, compliance, and liability issues associated with the criminal background checks.
10. Consult with the Special Committee on University Finance (SCUF) on possible direct or indirect consequences/costs to the hiring units related to criminal background checks and any appeals process.
11. Consider whether the scope and criteria of the interim criminal background check policy are appropriate, including provisions related to affected positions, gaps of employment, and transitions within the University as an employee or when changing status from a student to an employee.
12. Consider the potential impacts of the criminal background checks on underrepresented minorities, the LGBTQ community, and other marginalized groups.
13. Consider the efficacy, fairness, and legal liability issues associated with the process for making a decision on whether a finalist is eligible for employment when their criminal background check shows a criminal record or other adverse finding.

14. Consider whether the University should establish a record-keeping process on various impacts of the Policy, and what metrics could be used.
15. Consider what opportunities finalists should have to explain or contextualize the results from a background check, or to appeal a decision not to hire based on a background check.
16. Consider whether principles associated with the implementation procedures should be incorporated into the criminal background check policy.
17. Consider whether a review of the impact of the Policy on hiring at the University should be required at some specified time after its implementation.
18. Consult with a representative of the Office of General Counsel on any proposed revisions to the policy.
19. If appropriate, recommend whether the interim policy and procedures should be revised and submit recommended revisions.

We ask that you submit a report to the Senate Office no later than **March 4, 2022**. If you have questions or need assistance, please contact Reka Montfort in the Senate Office, reka@umd.edu.

Appendix 2 - Message to Campus Community



September 22, 2021

Dear colleagues,

As a major employer in Prince George's County and the State's flagship higher education institution, the University has a responsibility to provide as safe a learning and working environment for the UMD community as possible. An important aspect of keeping the community safe is ensuring that those who are employed with the university have been appropriately screened before their first day of work, via a background check.

Conducting pre-employment background checks is common practice among private and public sector employers, including higher education. Following this process for every new hire can improve faculty and staff quality, verify the honesty and integrity of applicants, and reduce the risk of negligent hiring liability.

We take very seriously our commitment to hiring the best faculty and staff. In consultation with campus leaders, we are implementing the **[Interim Policy on Criminal Background Checks](#)** authored by University Human Resources (UHR) and the Office of Faculty Affairs. On October 1, 2021, UHR will begin a department-by-department implementation of the interim policy, applying only to new hires. UHR will communicate details of the implementation plan to department leaders in the coming days. UHR and the Office of Faculty Affairs will be available to answer questions about the interim policy to help make this implementation as seamless as possible. The interim policy will also undergo a review by the University Senate.

Consistent with the University's commitment to non-discrimination, results of background checks will be adjudicated by staff trained in EEO best practices and other federal, state and county regulations.

I appreciate your cooperation and engagement in this initiative. If you have questions, please contact Rythee Lambert-Jones, Interim Assistant Vice President of Human Resources at rljones7@umd.edu or John Bertot, Associate Provost for Faculty Affairs at jbortot@umd.edu.

Sincerely,

Carlo Colella

Vice President & Chief Administrative Officer

He/Him/His

Rythee Lambert-Jones

Assistant Vice President and Chief Human Resources Officer

She/Her/Hers



UNIVERSITY OF
MARYLAND

The Flagship Institution of the State of Maryland

College Park MD 20742-5035, USA

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Appendix 3 - USM Peer Institution Research

Institution	Policy / Procedures Link	Who is subject to a check?	Is there a gap in service provision?	Who coordinates/ conducts the check?	Finalists or Candidates?	False or Misleading Info Provision?	Records Protection/ Confidentiality Provision?	Arrests or Convictions?	Appeals?	Implementation?	Review of Policy Efficacy?
Bowie State University	https://www.bowiestate.edu/files/resources/minor-protection-policy-approved-4-12-17.pdf ; https://bowiestate.edu/about/administration-and-governance/legal-and-government-affairs/university-policies/section-vi-general-administration/vi--300--policy-on-minors-on-campus.php	Faculty, staff, students who have direct contact with minors are required to have a current background check on record with the University.	No	University Human Resources	At the time of hire and/or beginning work with the minors	No	Records of background checks will be maintained separately from an individual's personnel or student file.	No discussion of arrests. A prior conviction shall not automatically disqualify a person from participating in a program or activity.	Not discussed	Not discussed. References an Appendix on Background Check Specifics, but appendix is not available online.	Not discussed
Coppin State University	https://www.coppin.edu/sites/default/files/pdf-library/2021-05/coppin_state_university_s_background_check_policy_and_procedures_for_faculty_and_staff_employees_af-hr-002.pdf	All job candidates offered employment and status change roles; applies to all regular and contractual faculty, regular and contingent staff, applicants for employment, volunteers, chaperones of camps and enrichment programs or any position that involves working with minors, adult dependent populations and positions that transport hazardous materials.	More than 3 months of separation from the University	Office of Human Resources	All candidates for new hire, rehire and reinstatement that have more than 3 months of separation from the University, and transfers from other state agencies; Current employees that change positions or acquire new responsibilities that involves managing sensitive materials may be required to have an updated or new credit history or criminal background check. This includes employees working in an interim or acting capacity; Any employee convicted of a crime, beyond a traffic infraction, must inform the CHRO and their supervisor of this conviction within five business days.	Failure to disclose accurate information to avoid obtaining information of criminal conviction(s), is deemed to of have provide falsification of application and may result in termination. An employee who fails to disclose being convicted of a crime within five (5) business days is considered to be in violation of a condition of continued employment and may result in termination.	Chief Human Resources Officer and OHR are responsible for ensuring confidentiality; records stored separate from employment files; confidentially report ineligibility to hiring official; violation of confidentiality may lead to disciplinary action	Arrests not discussed; background check focuses on convictions	Yes; If the candidate is not hired or promoted based on the background check results, the candidate has five (5) business days from the date of notice, to send a written appeal to the University's OHR, CHRO to contest the accuracy of the results. The CHRO will review the appeal to determine if there was an error in the accuracy of the background check results. The CHRO will provide final decision within 15 days of receiving written appeal and send it to the candidate's home address on file.	Procedures are included as part of the policy document	This policy shall be reviewed and revised annually, if necessary, to become effective at the beginning of the University's fiscal year, unless otherwise noted.
Frostburg State University	https://www.frostburg.edu/human-resources/files/pdfs/background-check-procedure.pdf	all new applicants for employment	No	Office of Human Resources	Seems like it could be any group of candidates/finalists, at the discretion of the hiring manager, but has to include the final candidate to be hired.	No	No	Not discussed	Not discussed	Information included in the procedures.	Not discussed

Salisbury University	https://www.salisbury.edu/administration/general-counsel/policies/session/VIII/SU%20BOR%20VII-1.15.pdf	Newly hired and rehired employees (Faculty, staff, student, contingent employees); Current employees who change jobs AND whose new duties may be subject to a new background check; Rehired contractual employees who have had a break in service of more than three years; those who work with minors; Volunteers; and Contractors, consultants or others if the University determines the background checks conducted by their agencies are not satisfactory (Student employees only required if their job involves specific duties)	Yes - for contractual employees, 3 years.	Human Resources Office	Finalists - conduct a background check only after a candidate for employment has been offered and accepted a conditional offer of employment with the University.	Yes - If the University determines that a candidate has provided false or misleading information regarding criminal convictions, the candidate may be ineligible for the current position or may be subject to disciplinary action up to and including termination	Yes - Review of background check results will be held in strict confidence by reviewers.	Convictions - The University will not deny employment to an applicant based solely on a record of arrest in the absence of a conviction, other criminal penalty, or substantiation of facts underlying the arrest that relate to the individual's fitness to perform the duties of the job.	May challenge the information in the background check, but not the decision on whether they are eligible for employment based on that information.	Some procedures included in the document.	Not discussed
Towson University	https://www.towson.edu/about/administration/policies/07-01-04-background-investigations.html	All staff and faculty, certain Volunteers and certain student employees who are engaged in highly sensitive activities (e.g., those conducting financial transactions, working with vulnerable populations, or otherwise specified in this policy). In the relatively rare case in which relevant facts justify an exception, the Office of Human Resources (OHR) may waive the requirement for a criminal history background check on a specific Covered Person.	The University may require re-investigation if there has been a break in service.	Responsible Executive: Associate Vice President of Human Resources Responsible Office: Office of Human Resources	Candidates selected for hire	Not discussed	Yes - The Criminal Background Investigation results shall be maintained in the strictest confidence in a separate and secure file that may include an online vendor database.	Convictions - The University may not deny employment to a Candidate based solely on a record of arrest in the absence of a conviction, other criminal penalty, or substantiation of facts underlying the arrest which relate to the Candidate's fitness to perform the duties of the position.	Challenges addressed, the candidate may challenge why the results of the check should not disqualify them for employment.	Not discussed	Not discussed
University of Baltimore	None found										
University of Maryland Baltimore	https://www.umaryland.edu/policies-and-procedures/library/human-resources/policies/vj-101a.php	UMB requires pre-employment background investigations as a condition of hire for each applicant selected for a covered position. Current Regular and C II employees of UMB will not undergo background investigations as part of promotion, transfer or reevaluation processes unless required by the law, position duties, or policy.	Current employees who separate from employment with UMB and return after one year will be subject to a background investigation	Human Resource Service	As a condition of hire	If it is found that an applicant did not fully disclose or misrepresented information on the application, the applicant will be ineligible for hire and employment of the applicant may be terminated if the applicant is currently employed with UMB.	Information reported on background investigations will be treated as confidential, maintained by HRS, and released by HRS only when deemed necessary to support a decision.	Convictions - Criminal convictions and open criminal cases will be taken into account when reviewing a tentatively selected candidate's background. The Executive Director, HRS will assess the circumstances surrounding the criminal conviction, the time frame and the nature and gravity of the offense, and the relevancy of the criminal conduct to the duties of the announced position.	In accordance with the Fair Credit Reporting Act, HRS will provide a copy of the investigative report to applicants who are denied employment based on the background investigation, and guidelines for appeal.	Not discussed	Not discussed

University of Maryland Baltimore County None found. Seems that some positions may require it due to USM policy, but did not find UMBC specific policy.

University of Maryland Eastern Shore	https://www.umes.edu/HR/Pages/Policy-on-Background-Checks/	Background checks for candidates for hire for any position with the university including all regular faculty and staff appointments, any contingent (contractual) new hires, and volunteers	No	Office of Human Resources Management	Finalists - conducted once a tentative offer of employment is extended and accepted by the candidate	Not discussed	All criminal records received by the University will be kept in strict confidence within the Office of Human Resources Management and held on a need to know basis.	Convictions	Yes - candidates will be notified of any adverse information and will be given an opportunity to verify and reply to this information. Any appeal should be directed to the Director of the Office of Human Resources Management.	Not discussed	Not discussed
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University of Maryland Global Campus	https://www.umgc.edu/administration/policies-and-reporting/policies/human-resources/criminal-background-checks-staff-faculty-policy.cfm	UMGC may elect to obtain criminal background checks with respect to any position.	No	Chief Human Resources Officer (CHRO)	Unclear	Not discussed	Records will be maintained confidentially	May not be based on arrest records alone.	UMGC commits to providing a process for contesting the accuracy of the records upon which a denial was based.	CHRO is responsible for implementing, communicating, and developing procedures.	Not discussed
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University of Maryland Center for Environmental Science None found. Seems that some positions may require it due to USM policy, but did not find UMCEs specific policy.

Appendix 4 - Big 10 Peer Institution Research (Conducted Sept 2019)

Institution	Policy	Last Updated	Covers Faculty	Covers Staff	Other Categories	Appeal/challenge info	Who pays	State law?	Other
University of Iowa	https://opsmanual.uiowa.edu/human-resources/hiring-and-appointments/criminal-background-check-point-hire	9/17/19	Yes	"All regular merit, professional and scientific, and faculty positions"	Flexibility to determine whether temporary, fixed-term, or student positions are "security sensitive"	Opportunity to provide clarifying info on a conviction.	Campus level	Yes*	The expectation is that each individual college/division covers their costs but have the flexibility of how to do so. The vast majority charge back to the individual hiring unit. However, a few do set aside central funds to pay. Several policies explicitly address third-party vendors/staffing
Indiana University	https://policies.iu.edu/policies/hr-02-10-background-checks/index.html	9/2013	All (no precise definition but faculty don't seem to be split out in HR definitions).	All new receive minimum, further for positions involving finances	Required for temporary employees, "including individuals with student status," as well. Additional info on foreign nationals.	May appeal withdrawn offer or separation if based on un reported conviction.	Fees responsibility of hiring department.	No	Checks good for 12 months
University of Illinois-Urbana Champaign	https://humanresources.illinois.edu/assets/docs/University-Background-Check-Policy-4-12-2016.pdf	1/16	Yes	Yes	Also includes employees transitioning into new position that requires checks by law or policy. "background checks will not be conducted with respect to graduate or undergraduate student employees, pre- or post-doctoral fellows, volunteers, individuals appointed to non-paid positions, contractors"	Opportunity to provide clarifying info on a conviction.			
University of Michigan	https://spg.umich.edu/policy/201.95	Reviewed 1/19	Yes	Yes, regular and temporary	Also covers Graduate Student Instructors, Graduate Student Staff Assistants and Graduate Student Research Assistants.	Opportunity to provide clarifying info on a conviction.		No	Katie McCollum is contact
Michigan State University	https://www.hr.msu.edu/policies-procedures/faculty-academic-staff/fas-policies-procedures/CriminalCheck.html	2/18	Yes	Yes	Includes visiting, unpaid appointments.	Opportunity to provide clarifying info on a conviction.	Covered centrally		

University of Minnesota	https://policy.umn.edu/hr/backgroundverification	1/18	Yes	Yes	Non-employees, students if performing security-sensitive work; additional levels for senior admins.	Opportunity to provide clarifying info on a conviction in associated procedures.	Fees responsibility of hiring department.	No	Checks good for 12 months
University of Nebraska	https://hr.unl.edu/policies/criminal-background-check/	12/6 (staff)	No (just asked general question before final hire)	Full/part-time, regular and temporary	Also includes employees transitioning into new position that requires checks by law or policy.	Opportunity to provide clarifying info on a conviction or challenge.	Fees responsibility of hiring department.	No	Cannot ask about criminal background on application.
Northwestern University	No policy, procedures here: https://www.northwestern.edu/hr/for-managers/hiring/hiring-process/offer.html		Not required for faculty (except when working with minors)	Regular and temporary	Required of interns/volunteers over age 18.		Central	No	Check is good for 12 months https://www.northwestern.edu/hr/for-managers/hiring/hiring-process/offer.html Added approximately in 2011 for all staff (previously just those who work with minors). Re-check for all internal movements that are posted if it's been more than a year since last check.
Ohio State University	https://hr.osu.edu/wp-content/uploads/policy415.pdf	12/18	Regular faculty (associated faculty and visiting scholars)	Regular staff (including temporary, term, seasonal, intermittent)	Student employees/GA w/access to restricted data;	Can dispute (Fair Credit Reporting Act related); Opportunity to provide clarifying info on a conviction.		No	For internal candidates, checks good for 12 months; required after break in service unless <12 months AND associated faculty or student/GA. Detail in toolkit: https://hr.osu.edu/wp-content/uploads/policy415-standards.pdf Good model.
Penn State University	https://policy.psu.edu/policies/hr99	2/16	Faculty (including adjunct), post-doc scholars/fellows, visiting	Regular and temporary	Volunteers (if sensitive), GAs, student employees, work study students, interns (paid or unpaid)	Required notification pursuant to FCRA.	University covers	No	Break in service of <5 years, no check required (unless new position requires different checks); breaks of longer than 6 months required to complete self-disclosure form. Becky Folk (847.491.8573)
Purdue University	https://www.purdue.edu/policies/human-resources/vif6.html	9/16	Faculty (full and part)	Full/part benefits-eligible, temporary	Not required of student/grad student appointments (GA?), non-paid positions, outside staffing agencies.	Required notification pursuant to FCRA.	Basic covered by U, more extensive by department.		
University of Wisconsin - Madison	https://www.wisconsin.edu/regents/policies/university-of-wisconsin-system-criminal-background-check-policy/	12/12	Yes	Yes	Required of individuals in a "position of trust." Discretionary: temporary or limited term, hourly student employees, interns. Required of volunteers in position of trust.				

Rutgers	https://discover-uhr.rutgers.edu/forms/background-checks-staff-faculty-positions	12/18	Yes (regular and temp)	Yes (regular and temp)		Required notification pursuant to FCRA.			Break in service up to 1 year allowed.
UC - Berkeley	http://policy.ucop.edu/doc/4010394/PSPM-21	11/18	Unclear (critical positions)	Unclear (critical positions)		Opportunity to provide clarifying info on a conviction.	Hiring department	No	Break in service up to 6 months allowed.
University of North Carolina-Chapel Hill	https://hr.unc.edu/managers/hiring/background/		Yes (paid/unpaid, permanent/temporary), post-doc fellows	Yes (full/part, permanent/temporary)	Not required of students if position is "incidental" - not required for GAs or work study. If working w/minors, yes.	Required notification pursuant to FCRA.	Hiring department	No	Checks good up to 6 months (after review for staff). Students who continue work after graduating must undergo checks.
UCLA	https://www.chr.ucla.edu/news/procedure-21-appointment	1/18	Unclear (critical positions)	Unclear (critical positions)		Opportunity to provide clarifying info on a conviction.			

USM INSTITUTIONS

Bowie State Coppin State	No institutional policy https://www.coppin.edu/sites/default/files/pdf-library/2021-05/background_check_policy_and_procedures_for_faculty_and_staff_employees.pdf	6/17/2019	All regular and contractual	Regular and contractual, contingent, volunteers, chaperones		Opportunity to provide clarifying info on a conviction or challenge, can appeal decisions.			
Frostburg	Procedures: https://www.frostburg.edu/human-resources/_files/pdfs/background-check-procedure.pdf						Hiring department		
Salisbury	https://www.salisbury.edu/administration/general-counsel/policies/section_VII/SU%20BOR%20VII-1.15.pdf								
Shady Grove	UMCP and USM								

Towson	https://www.towson.edu/about/administration/policies/07-01-04-background-investigations.html	8/16	Yes	All staff and faculty, certain Volunteers and certain student employees who are engaged in highly sensitive activities (e.g., those conducting financial transactions, working with vulnerable populations, or otherwise specified in this policy).		Centrally for fingerprinting and background	
U of Baltimore	No institutional policy						
UMB	https://www.umaryland.edu/policies-and-procedures/library/human-resources/policies/vii-101a.php		Not covered?	Regular and CII	Not required for CI or students. Not required for staff promotions unless new position mandates.	Units pay (fingerprinting done for certain positions)	Break in service up to 1 year allowed.
UMBC	No institutional policy						
UMES	https://www.umes.edu/HR/Pages/Policy-on-Background-Checks/		Yes	Yes, including contingent		Opportunity to provide clarifying info on a conviction.	
UMGC	https://www.umgc.edu/administration/policies-and-reporting/policies/human-resources/criminal-background-checks-staff-faculty-policy	1/17	Not clearly defined (when required by law, procedures)	Not clearly defined (when required by law, procedures)	Can conduct permissive checks when appropriate.	Must ensure a process for contesting accuracy of any record on which a denial is based.	
USM Hagerstown/Southern MD	No institutional policies						