

# **Plan of Organization of the College of Education**

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## **Mission of the College of Education**

The purposes of the College of Education (College hereafter) include: (1) research contributing to the body of knowledge upon which programs of the College are based; (2) instruction in undergraduate, graduate, continuing professional development, and related programs; (3) promoting and facilitating the use of knowledge to improve schools, colleges, and other institutions that enhance learning; and (4) service to the local, state, national, and international educational communities and to the public.

## **Purpose of the Plan of Organization**

The organization of the College is complex in that it includes an academic organization as well as a management system. The purpose of the present plan is to provide collaborative planning in the systematic decision-making process as it relates to academic decisions and management. Inherent in the purpose is the responsibility for maintaining channels of communication shared by the faculty, staff, and students.

## **Governance**

Central to academic life is meaningful participation of faculty in the process of shared governance by which crucial decisions such as form and content of degree programs; selection and promotion of professors; and conditions affecting work-life relationships are made jointly by faculty and administrators. Shared governance builds on academic standards and academic freedom; it implies consensual decisions, shared accountability, and College ownership of critical decisions.

The governance of the College is fulfilled by the Dean, the College Senate, and four types of committees: (1) The College Standing Committees, which carry out work that calls for faculty involvement in areas linked to programs, courses, and faculty performance. These committees include the APT, a committee with substantial autonomy. (2) The College Senate Standing Committees, which generally deal with the professional environment of the College as well as promote a forward-looking vision. (3) Ad-Hoc Committees of the Senate, which are set up as needed to address specific issues not covered by the other committees. (4) College Administrative Committees, which cover areas and initiatives linked to the overall management of the College.

The functions of all committees, procedures for representation in them, and mechanisms for interaction among them are described in this Plan of Organization and its Bylaws.

## **CHAPTER I. THE COLLEGE OF EDUCATION ASSEMBLY (CEA)**

### **ARTICLE I. Purpose and Functions**

#### **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

## **ARTICLE II. Membership**

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

### Section 1. Faculty

Defined as all those employed by the State at the University of Maryland at College Park having the position of tenure track faculty who hold the rank of Assistant Professor, Associate Professor, or Professor with an appointment of at least 51% in the College of Education, as well as those who have been appointed to full-time positions as Professor of Practice, Research Professor (Assistant, Associate, or Full), Research Scientist, Research Associate, Faculty Research Assistant, Lecturer, or Senior Lecturer in the College of Education. All such persons shall be voting members of the CEA.

### Section 2. Staff

Defined as all other employees who are currently appointed and employed by the College for greater than 50% time, and who do not need to be reappointed every year. Also included shall be persons who have been employed greater than 50% time on temporary contractual positions by the College for a continuous period of more than five years. All such eligible members may attend the meetings of the CEA and shall have rights to speak at such meetings. Fifteen elected members of the College staff, with approximate representation to the proportion of exempt and non-exempt staff members in the College have voting privileges in the CEA; the numbers of staff representatives is determined as an apportionment of approximately 10% of the number of faculty members in the CEA.

Nominations for staff representatives shall be solicited each spring through an announcement in the College staff listserv, and all eligible staff (as defined above) can participate in this annual election process. The election process should be timed to 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.

### Section 3. Students

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<sup>th</sup> each spring on a list generated from the Dean's office. All such members may attend the meetings of the CEA and shall have the right to speak at such meetings. Students with voting privileges shall be identified at elections: Three graduate students shall be elected from each department to be voting members of the CEA; nine undergraduate students shall be elected by undergraduates in at-large elections (using the Hare system) to be voting members of the CEA. Elections shall be conducted so that

each department having an undergraduate program shall have at least two representatives. The numbers of student representatives is proportional to represent approximately 10% of the number of faculty members in the CEA.

Nominations for student representatives to the CEA will be solicited through the College Undergraduate and Graduate Student Associations. Elections shall take place in the spring of each year, timed to be completed no later than April 30. Voting for representatives from each of the undergraduate and graduate constituencies shall be by members of that constituency only. For purposes of the governance of the College, a person may represent only one category.

### **ARTICLE III. Officers**

#### Section 1. Designations

The officers of the CEA shall consist of a Chair, a Chair-elect, and a Secretary.

The position of Chair-elect shall be selected from the membership of the faculty of the CEA, by the voting members of the CEA. This person will serve as Chair-elect for one year and as Chair of the CEA for the subsequent year. The election of Chair-elect by the CEA membership shall be held in the spring of each year. Procedures and supervision of nominations and elections shall be established and maintained by the CEA. The election for Chair-elect will require a simple majority vote of those voting which, if not attained by any one candidate, will require a run-off election between the two candidates receiving the largest number of votes (see Article V). The Secretary is elected by members of the Senate (see Article V, Section 1).

#### Section 2. Vacancies

In the event of vacancies in the offices of Chair and Chair-elect, the CEA shall hold a special election at its first meeting following the notice of vacancy.

#### Section 3. Duties

- a) The Chair shall preside at all meetings of the CEA and shall perform such other duties as prescribed in the 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.

### **ARTICLE IV. Meetings and Voting on Matters of College Policy and Governance**

#### Section 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.

## Section 2. Special Meetings

Twenty percent of the voting members of the CEA may petition the College Senate 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.

## Section 3. Voting on Official College Matters

When a College matter arises that requires a vote of the CEA, the matter for consideration 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 must participate in the voting process and at least a majority of those who vote must approve the proposed measure (a quorum is defined as 50% or more of the CEA members with voting privileges).

## Section 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.

## **ARTICLE V. 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.

## **CHAPTER II. THE COLLEGE SENATE**

### **ARTICLE I. Purpose and Functions**

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 carrying out the governance functions of the College on a regular basis. These functions include:

- a) provide advice with regard to College policy, including academic matters, budget development, resource allocation, and funding priorities;

- b) establish standing and ad hoc committees to carry out responsibilities as needed;
- c) receive and act upon reports of committees;
- d) report its actions, policy proposals, and recommendations to the CEA;
- e) communicate faculty, staff, and student points of view;
- f) receive, consider, and refer appeals and grievances;
- g) review and approve department plans of organization;
- h) perform other functions as approved by the CEA;
- i) advise the Dean on membership to committees that he/she establishes; and
- j) communicate with the University Senate on College Senate issues.

## **ARTICLE II. Membership**

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

### **Section 1. Faculty**

Each department shall be served by three representative faculty 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. The term of office shall be for two calendar years, beginning with the meeting of the College Senate scheduled annually in the spring, elected for two-year staggered terms. 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.

Senators-at-large shall be elected by the CEA in the spring of each year, following procedures for nomination and election. Procedures and supervision should be established and maintained by the College Senate; the Hare System shall be used to obviate run-offs. The term of office shall be for one calendar year, beginning with the meeting of the College Senate scheduled annually in the Spring for election of the Secretary and Steering Committee members of the College Senate. At-large senators may be re-elected for successive terms. When an at-large member is unable to attend meetings for a prolonged period, the College Senate Steering Committee shall designate, for a specific time period, a substitute with voting privileges. An election shall be held during this period.

University Senators from the College will serve as ex-officio members of the College Senate, without a vote.

### **Section 2. Staff**

Two exempt persons and one non-exempt person elected at large. The exempt and non-exempt staff members will be elected to be approximately proportional to their number in the College. The staff senators shall serve for two years, elected in staggered terms. Nominations for staff senators to the College Senate are elicited 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.

### Section 3. Students

One doctoral student, one master's student, and one undergraduate student elected at large by each respective category of student by 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) in a program of the College. The student senators shall serve for one year, and may stand for reelection only once. Nominations for student senators to the College Senate will be solicited through the College Undergraduate and Graduate Student Associations. 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. Speaking and Voting

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 recognized following introduction by a member of the Senate, provided that no Senator objects. 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. Officers**

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

## **ARTICLE IV. Meetings**

Regular meetings of the College of Education Senate shall be held during the Academic Year. 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.

## **ARTICLE V. Committees**

### Section 1. Senate Steering Committee

Purpose: The purpose of the full Senate Steering Committee 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 functions as a committee on committees, and makes recommendations concerning committee membership to appropriate individuals or governing bodies. Agenda items may come from within the Senate Steering Committee, from the Dean, or from other interested parties. The Senate Steering Committee shall constitute a Faculty Advisory Committee to provide advice to the Dean and other administrators of the College, Campus, and System where appropriate.



Membership: The Committee shall be composed of the Chair, Chair-elect, and Secretary of the College Senate, a staff representative, a student representative, and three faculty members. The faculty members are elected by their own department. One student member and one staff member of the Senate Steering Committee are elected by the Senate members representing their respective constituencies. In addition to these offices, the College Senate elects a Secretary from among its members. Fifty percent of the Steering Committee constitutes a quorum. The Committee shall be chaired by the College Senate Chair.

#### Section 2. Nominating Committee

Purpose: the nominating committee facilitates the annual election of the Chair-elect of the CEA and Senate and the two at-large faculty senators to the College Senate, as well as the at-large senators to the University Senate. In addition, this committee coordinates with the College and departmental administration, the College and departmental staff, and leaders in the undergraduate and graduate student organizations to ensure that staff and student voting representatives to the CEA and Senators of the College Senate are selected annually.

Membership: The Chair of the Nominating Committee is the immediately outgoing Chair of the College Senate, or his/her approved designee, and the current Chair of the College Senate serves as an ex-officio member. One College senator from each department as well as one staff member, one undergraduate, and one graduate student representative shall be elected by the Senate to serve on the Committee.

#### Section 3. Standing and Ad-Hoc Committees of the College Senate

The College Senate is authorized to establish standing and ad-hoc committees to conduct significant college business, which is aimed at enriching the whole college community, and to carry out the responsibilities entrusted to them by the CEA. The Chair of the College Senate shall appoint one College Senator as the Chair of each Standing Committee and ensure that the selected Chairs are formally approved by the College Senate and that the functions carried out by each committee are executed by the representative members of the CEA who are selected annually. 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.

### **ARTICLE VI. Representation in the University Senate**

#### Section 1. Eligibility

All persons who are faculty members of the CEA, as specified in Chapter I, Article II, shall be eligible to be elected as University Senators.

Two faculty members per department will be elected to serve a three-year term. Faculty Senators serve a three-year term. All undergraduates enrolled full time in a degree program in the College and all graduate students enrolled at least 50% time are eligible to serve as delegates to the University Senate. Student representatives to the University Senate serve for one year. Staff members in the College who are employed for greater than 50% time and who do not need to be reappointed every year are also eligible to serve. Student and

staff representatives are elected through university-wide elections. Student and staff representatives in the University Senate serve for a one-year term.

## Section 2. Nominations and Elections

In any year in which a College at-Large senator to the University Senate is to be elected, the Chair of the Nominating 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.

One at-large undergraduate delegate to the University Senate is selected each spring through a general election process of students. Graduate student and staff delegates from the College to the University Senate are selected at-large from across the University through an annual, campus-wide election process each spring.

## CHAPTER III. COLLEGE 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 faculty-led 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. Five such committees are currently recognized:

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

**Purpose:** As specified in the Campus Policies and Procedures for Appointment, Promotion, and Tenure, the College APT functions as the second-level review of all faculty recommendations for promotion and tenure presented by departments. The APT is an independent standing committee that formulates and presents recommendations directly to the Dean. (The first-level review of tenured faculty, as mandated by campus policy, is separate and occurs at the departmental level in consultation with the Dean's Office.) For a detailed set of criteria and instructions regarding faculty appointment, promotion, and tenure, refer to the University APT Handbook for the current academic year.

**Membership:** The Committee is composed of two full professors per department, elected by their respective department faculties for staggered two-year terms, and the Associate Dean for Academic Affairs serving as an ex-officio, non-voting member. The chair of the APT is chosen by its own members.

### 2. Program, Curriculum, and Course Committee (PCC)

**Purpose:** The PCC reviews and makes decisions on all proposals concerning new and modified undergraduate and graduate programs, curricula, and courses for compliance with University of Maryland at College Park policies. PCC decisions are forwarded to the Dean's office, which in turn presents these decisions to the Vice-President's Advisory Committee (VPAC) and/or other appropriate University committees (e.g., Senate PCC, Graduate Council, etc.).

**Membership:** The PCC is composed of two tenured or tenure-track faculty members from each department, elected by their departments for staggered two-year terms. The Associate Dean for Research and Graduate Education and the Assistant Dean for Administration, Planning, and Assessment 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.

While the PCC serves an important role in ensuring that all new and revised programs and courses proposed across the College are technically aligned with the requirements of campus, the work of promoting the on-going 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).

### **3. Educator Preparation Committee (EPC)**

**Purpose:** The EPC oversees the quality and promotes the development of all educator certification program, curricula, and course policies for the College. It also recommends revisions to existing programs, curricula, and courses to promote compliance with accreditation guidelines and acts as a policy-setting body for all educator preparation programs in the Professional Preparation Unit,<sup>1</sup> as is required for NCATE accreditation. The EPC sends its course and program recommendations to the Senate for final consent. As appropriate, recommendations regarding education preparation policy are presented to the Dean and the Associate Dean for Academic Programs and Outreach. The EPC Chair meets each semester with the Associate Dean for Academic Programs and Outreach and the Assistant Dean for Administration, Planning, and Assessment to determine the agenda for Faculty Program Leader and PDS Coordinators meetings in the Professional Education Unit.

**Membership:** EPC consists of one faculty member from each certification program area, including representatives from Music, Physical Education, and School Library Media, elected by their departments for staggered two-year terms. The Associate Dean for Academic Programs and Outreach and the Assistant Dean for Administration, Planning, and Assessment serve as ex-officio members with voting privileges. The EPC also includes two student representatives (one undergraduate and one graduate) elected for a one-year term by the respective undergraduate and graduate student associations. The EPC Chair is selected by the committee members.

### **4. Undergraduate General Education Committee (UGEC)**

**Purpose:** The UGE monitors and encourages development of all undergraduate general education program, curricula, and course policies for the College; it also monitors new course proposals and recommends revisions to existing programs, curriculum, and courses. The UGEC sends its course and program recommendations to the Senate for final consent. As appropriate, recommendations regarding education preparation policy are also presented to the Dean and the Associate Dean for General Education Programs.

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<sup>1</sup> The Professional Education 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 program in Physical Education (School of Public Health), Music (College of Arts and Humanities), and Agriculture (College of Agriculture and Natural Resources).

Membership: The UGEC consists of one faculty member from each department, elected by their departments for staggered two-year terms. The UGEC also includes one undergraduate student representative elected for a one-year term by the undergraduate student association. The Associate Dean for General Education Programs and the Assistant Dean for Administration, Planning, and Assessment serve as ex-officio members with voting privileges. The UGEC Chair is selected by the committee members.

#### **5. Graduate Education Committee (GEC)**

Purpose: Graduate education in the College is a joint function and responsibility of the College and its Departments. The Graduate 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 programs, curriculum, and courses to promote compliance with Middle States accreditation guidelines. The GEC sends its course and program recommendations to the Senate for final consent. As appropriate, recommendations regarding education preparation policy are also presented to the Dean and the Associate Dean for Research and Graduate Education.

Membership: GEC consists of a tenure-track faculty member who serves as the graduate director from each Department or a faculty member with similar responsibilities, or where a Department has a committee responsible for graduate studies, a member of that committee who is selected by their departments for staggered two-year terms. The Associate Dean for Research and Graduate Education, the Associate Director for Graduate Studies, and the Assistant Dean for Administration, Planning, and Assessment serve as ex-officio members with voting privileges. The GEC also includes one graduate student representative elected for a one-year term by the graduate student association. The GEC Chair is selected by the members and must be an associate or full professor.

### **CHAPTER IV. ADMINISTRATIVE ORGANIZATION**

#### **ARTICLE I. Purpose and Functions**

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, and political 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

The chief administrator of the College is the Dean, who shall have 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. The College Senate shall encourage the Provost to insure that a majority of committee members shall be tenure-track faculty members from the College elected by the faculty of the College Senate. All tenure-track faculty members in the College shall be eligible for such election, providing that the composition of the committee does not include more than one faculty member from the same department.

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, Associate Dean, or Assistant Dean.

### Section 3. Consultation with the College Senate

The Dean shall meet with the College Senate on a regular basis in an effort to secure advice with regard to policy and practice of the College. The Dean may request that the Senate Steering Committee place on the agenda of the College Senate such items as are seen fit. The Senate Steering Committee shall make every effort to grant such requests.

## **ARTICLE III. Administrative Units of the College**

### Section 1. Scope and Mission of Department

A department of the College shall consist of a group of faculty members with common or closely related disciplinary or mission-oriented interests. All faculty members or groups of faculty offering courses and programs in the College shall be members of at least one department. The immediate government of the department is vested in its departmental faculty, staff, and students as specified by the Plan of Organization of that department, which has jurisdiction over the interests of the department, including authority to determine all questions of departmental educational policy. Actions and policies which affect more than one department are subject to review and approval by the College Senate.

### Section 2. Department Membership

All faculty who are eligible to be voting members of the CEA shall have the right to vote and participate in their respective departmental meetings. The department Plan of Organization shall specify which and under what conditions student and staff members shall enjoy the rights of participation and voting in departmental meetings.

### 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, plus two faculty members from other departments of the College appointed by the College Senate. The Chairs of the departments of the College shall meet with the Dean, the Chair of the CEA, and whomever else the Dean specifies. This group

shall follow an agenda as set by the Dean, in consultation with its members. Regular minutes of these meetings shall be published.

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 each department with the stipulation that faculty, as defined by the faculty membership for the CEA, shall constitute a voting majority of that determinative body. 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.

Each department Plan of Organization and its actual implementation shall be reviewed by the College Senate to ensure appropriate participation in departmental matters every five years, or sooner if so requested by 25% of any of the faculty, staff, or students who are members of the department.

#### Section 4. Grievances

Grievances concerning conditions of personal and/or professional welfare within departments shall be handled in accordance with a set of procedures applicable to all departments as established by the College Senate. In the absence of special procedures, the College shall conform with those established by the University Senate or other relevant bodies of the Campus.

### **ARTICLE IV. Special Administrative Units**

Organizations in the College other than Departments shall be known as Special Administrative Units. They shall serve specific purposes established by the Dean with advice of the College Senate.

## **CHAPTER V. STAFF ORGANIZATION OF THE COLLEGE**

#### Function:

Staff concerns will be channeled through the College Staff Committee, whose function is to review existing college-wide policies regarding staff issues, such as workload, personnel, morale, hiring practices, equity considerations, and staff development. While the College Staff Committee does not have an administrative oversight function, on occasion it may have access to administrative data in order to evaluate current policy or make proposals for policy change.

#### Membership:

The College Staff Committee includes both exempt and non-exempt staff and will be composed of two staff members from each of the departments and four at-large staff members who work in offices of the College not associated with a specific department. The Assistant Dean for Assessment, Administration, and Planning will serve ex-officio on the committee. One staff Senator from the College Senate will be appointed and serve as a Senate liaison and voting member of the College Staff Committee.

## **CHAPTER VI. STUDENT ORGANIZATION OF THE COLLEGE**

Responsibility for creating a student organization for each department rests with the students and faculty of that department. Responsibility for creating an all-College student organization rests with the departmental student organizations. Aspects of student participation shall be established at an appropriate time after the creation of the student organization. Students are invited to communicate directly with the CEA, Senate, and committees that may be specified in the Bylaws.

## **CHAPTER VII. AMENDMENTS, REVIEWS, AND REVISIONS**

### **ARTICLE I. Amendments**

Amendments to the Plan of Organization may be proposed at any meeting of the CEA or College Senate during the academic year. Upon approval of the amendment by a majority of those eligible to vote and voting, any proposed amendment shall be submitted by mail to all members of the CEA eligible to vote within ten class days. An affirmative vote within two weeks of mailing by two-thirds of those voting shall constitute adoption.

### **ARTICLE II. Plan of Organization Review**

This Plan of Organization, accompanying Bylaws and Plans of the departments shall be reviewed at least every fifth year by an ad hoc committee appointed by the College Senate. The first such review is to occur five years from the date of adoption of the Plan by the College.

### **ARTICLE III. Ratification**

Adoption of a new Plan shall go into effect in the Spring following ratification. All procedures specified in the newly adopted Plan and Bylaws shall be in force. This includes, for example, elections to take place in accordance with the new rules as approved.

### **ARTICLE IV. Implementation**

Implementation of the new Plan and Bylaws shall be facilitated by the College Senate Steering Committee and those additional persons invited by the Senate Steering Committee to assist.

## **CHAPTER VIII. BYLAWS**

The CEA shall have the power to organize its constituents and to make bylaws and regulations for its own proceedings so long as those bylaws do not contravene the statutes of the University, the Powers of the Board of Regents, the powers delegated to the Chancellor and to the President, and this Plan of Organization.

### **ARTICLE I. Amendments**

Amendments to the College Bylaws shall be presented in writing to the College Senate members ten working days in advance of any regular meeting and shall require approval by a majority vote of the members of the College Senate present and voting.

## **CHAPTER IX. RECALL AND MEMBERSHIP**

### **ARTICLE I. Recall**

A petition bearing the signatures of 20% of the members of the Assembly eligible to vote (as certified by the Secretary) to recall the Chair or Chair-Elect of the Assembly may be introduced by any member of the Assembly at any regularly scheduled or special meeting of the Assembly (see Chapter I, Article IV, Sections 1 and 2). A petition so introduced will require the Senate to schedule a special electronic vote within 14 days (see Chapter I, Article IV, Section 3) in which the officers shall be recalled by a simple majority vote of those members of the Assembly eligible to vote.

Officers or appointees of the Senate may be recalled by the Senate at any regular or special meeting of the Senate; any member of the Senate may introduce a motion to recall an officer or appointee. A simple majority of those present and eligible to vote shall be required for a recall.

### **ARTICLE II. Annual Roster of College Committees**

At the outset of each school year, a list of persons serving on the College Senate and College Senate Committees (in addition to other College committees) is to be made available to faculty, staff, and students throughout the College. Faculty, staff, and students should consult their department Chair, unit director, or the Dean's office for a copy of the current membership list. Responsibility for preparation of this list is held by the College Senate Chair in cooperation with the Dean's office.