

**Plan of Organization of the
College of Information Studies – UMD’s iSchool
May 2020**

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PREAMBLE

The Plan of Organization (the Plan) and other policy documents for the College of Information Studies (the College) establish the basic framework necessary for the College to fulfill its mission in an orderly and fair manner with due regard to the shared rights, responsibilities, and participation of the entire College community. The Plan addresses specific details of the College’s organization, and is consistent with the policies, procedures, and regulations for shared governance at the University of Maryland, as set forth in the University Plan of Organization. At the same time, the Plan acknowledges the executive authority of the Dean(s) of the College, who derive their authority from the Provost.

The Plan establishes a non-departmental structure that supports the collegiality of the College. It creates a framework designed to facilitate cooperation and collaboration of the entire College community in all aspects of the College’s mission. It is meant to ensure that academic

and professional growth may be pursued in an atmosphere of stability, freedom, inclusion, and trust.

ARTICLE I – MISSION

The College engages in collaborative, interdisciplinary, and innovative research, teaching, and service. The College educates information professionals and scholars, and creates knowledge, systems, and processes to promote the effective management and use of information.

ARTICLE II – SHARED GOVERNANCE

Governance of the College is shared among administrators, faculty, staff, and students. Administrators are responsible for seeking advice, initiating action, making decisions, and implementing policy, as well as for ensuring accountability for their actions. Administrative accountability requires active accounting to other constituencies with whom governance is shared. Faculty members have the responsibility for informed and regular participation in governance activities related to all aspects of the academic mission of the College. Staff members have a vital role in support of the College's mission and have the responsibility for regular and informed participation in governance activities. Students have the right to and responsibility for informed and regular participation in governance activities, especially those that impact their areas of interest.

ARTICLE III – COLLEGE ADMINISTRATION

A. The Dean

1. Appointment and Terms

Members of the College Assembly, as defined in Article VII, shall participate in the appointment of the Dean as specified in campus procedures. The Dean shall be appointed for a five-year term and reviewed in compliance with University policies.

2. Duties and Responsibilities

The Dean shall be the chief academic and administrative officer of the College. The Dean shall be responsible for professional and academic leadership, College business operations, and liaising with the campus community and the professions served by the College. The Dean shall provide leadership in maintaining accreditation of the degree programs offered by the College. The Dean shall be the chief advocate for the College and shall be responsible for the College's budgets and resources, for fundraising, and for reviewing and recommending campus-level proposals made by the College Assembly and the Appointments, Promotion, and Tenure (APT) Committee. The Dean reports to the Provost.

B. Associate Deans

1. Appointment and Terms

Associate Deans are appointed by the Dean, generally for three-year terms, and may be reappointed. Faculty, as defined in Article IV, may serve as Associate Deans.

2. Duties and Responsibilities

Associate Deans report to the Dean and shall be responsible for all tasks delegated by the Dean. Associate Deans may oversee academic programs, operations, and priorities of the College.

C. Academic Program Directors

1. Appointment and Terms

Academic Program Directors are appointed by the Dean, generally for three-year terms, and may be reappointed.

2. Duties and Responsibilities

Academic Program Directors report to the Dean, or their delegate, and shall be responsible for all tasks delegated to them by the Dean.

D. Diversity and Inclusion Officer

The Diversity and Inclusion Officer is appointed by the Dean and is primarily responsible for coordinating, monitoring, and evaluating diversity efforts in the College and carrying out other responsibilities as assigned by the Dean.

E. Other Academic Administrators

The College may have Assistant Deans, a Technology Officer, a Director of Academic Programs, a Director of Student Services, and other administrative officers as necessary.

Academic administrators shall perform those duties assigned to them by the Dean. Appointments for administrative positions shall follow the relevant University procedures.

ARTICLE IV – FACULTY

A. Membership

Unless otherwise noted, for the purposes of this Plan, full-time faculty shall include those persons who hold tenured/tenure-track and professional track academic appointments in the University of 50 percent time or more and an academic appointment in the College that is greater than 0%, and who are not candidates for a degree in the College.

All other persons, regardless of title, who hold paid academic appointments in the College shall be classified as part-time faculty.

B. Titles

In accordance with University policies, full-time and part-time faculty members may hold those titles set forth in the University of Maryland Policy and Procedures on Appointment, Promotion, and Tenure of Faculty (<http://www.president.umd.edu/policies/docs/II-100A.pdf>).

C. Duties and Responsibilities

Full-time faculty shall be responsible for formulating and recommending educational policy and for teaching, research, creative work, and service activities of the College, as set forth in the faculty member's written terms of employment and in accordance with University policies. They shall consider and deliberate questions of College governance and advise the Dean on matters pertaining to the College's vision, mission, goals, and objectives.

Part-time faculty may participate in formulating and recommending educational policy and in teaching, research, creative work, and service activities of the College, as set forth in the faculty member's written terms of employment and in accordance with University policies. They may consider and deliberate questions of College governance and advise the Dean on matters pertaining to the College's vision, mission, goals, and objectives.

ARTICLE V – STAFF

A. Membership

The staff shall include all full-time and part-time, exempt and non-exempt, administrative personnel holding professional and support positions within the College, who do not hold teaching or research appointments. Exempt staff may hold titles such as Coordinator or Advisor, or other titles as defined by the University.

B. Duties and Responsibilities

Staff have the right to and responsibility for informed and regular participation in governance activities, especially those that impact their areas of interest. As appropriate, exempt and non-exempt staff shall be responsible for advising on and supporting educational policy and for teaching, research, creative work, and service activities of the College, as set forth in the staff member's written terms of employment and in accordance with University policies.

ARTICLE VI – STUDENTS

A. Membership

Students shall include all undergraduate and graduate, full-time and part-time, students who are enrolled and in good standing in the approved academic programs of the College.

B. Duties and Responsibilities

Students have the right to participate in governance activities, especially those that impact their areas of interest.

ARTICLE VII – COLLEGE ASSEMBLY

A. Membership

The voting members of the College Assembly shall include all full-time faculty and full-time exempt and non-exempt staff. The Dean shall be an ex-officio, voting member of the Assembly.

One part-time faculty member shall be elected as a voting member by the part-time faculty to represent the interests of this group. Nominations for part-time faculty to serve in this capacity shall be solicited each spring via email, and all eligible part-time members can participate in this annual election process. The elections should be completed no later than May 1st. All other part-time faculty shall have voice but no vote in College Assembly meetings.

One part-time exempt or non-exempt staff member shall be elected as a voting member by the part-time staff, to represent the interests of this group. Nominations for part-time staff members to serve in this capacity shall be solicited each spring via email, and all part-time exempt and non-exempt staff members can participate in this annual election process. The elections should be completed no later than May 1st. All other part-time exempt and non-exempt staff members shall have voice but no vote in College Assembly meetings.

Students enrolled in each undergraduate and graduate degree program shall be represented by one student elected by the students in that program and that student shall have voting privileges. The student representative must be elected from among all current students in the respective degree program who are not on academic probation. The elections should be completed no later than October 1st. If an elected student is put on academic probation during their term, the appropriate Academic Program Director shall appoint a replacement student representative for the program.

Elected members serve one-year terms and may serve no more than two full, successive terms. Individuals are eligible for re-election after a break in service of one year.

B. Duties and Responsibilities

The College Assembly shall represent the faculty, staff, and students of the College and shall serve as its policy-making body. The College Assembly shall formulate, approve, and review educational and other policies specific to the College, including recommendations for the revision or creation of programs, tracks, specializations, and certificates. The College Assembly shall also consider slates of members for standing committees created by the Nominating Committee. The College Assembly shall discuss and/or initiate action deemed necessary or advisable by the Dean, Associate Deans, Academic Program Directors, chairs of standing committees, or any member of the College Assembly. It shall regularly review the strategic plan of the College and recommend and approve changes. It shall perform any other functions as prescribed by the Plan.

C. Officers of the Assembly

The Chair of the College Assembly shall convene and preside over all regular and special meetings of the College Assembly; develop the agenda for each meeting in consultation with the Dean and members of the College Assembly; and distribute by electronic means a written agenda and other documents as appropriate to each member of the College Assembly at least two days prior to each meeting.

The Secretary of the College Assembly shall be responsible for the minutes of all College Assembly meetings; prepare drafts of the minutes from the previous meeting to be distributed with the agenda for the next College Assembly meeting; and, after review and approval by the Assembly, post minutes from each meeting so that they can be accessed by all members of the College Assembly. The Secretary also shall maintain a roster of the members of the College Assembly present at each regular and special meeting. In the absence of the Chair or the Parliamentarian of the College Assembly at any College Assembly meeting, the Secretary shall assume the duties and responsibilities identified for the absent Officer.

The Parliamentarian of the College Assembly advises the Chair on parliamentary procedure during meetings and informs the Chair of the College Assembly of errors in parliamentary procedure if they affect the basic rights of members of the College Assembly. The individual elected Parliamentarian of the College Assembly should have expertise in parliamentary procedure and sits next to the presiding officer during meetings. In the absence of the Secretary of the College Assembly at any College Assembly meeting, the Parliamentarian shall assume the duties and responsibilities of the Secretary. The Parliamentarian shall be a non-voting member of the Assembly except in the case of a ballot vote.

D. Election and Removal Process

At the first meeting held during the spring semester, the members of the Assembly shall elect a Nominating Committee, which shall present a slate of candidates as set forth in Article VIII.D.2(a). At the following meeting, the Nominating Committee shall then present to the Assembly, in writing, a slate of candidates. At the last meeting in the spring semester, additional

nominations may be made from the floor, and an election will be held. The terms of successful candidates begin on July 1 and end on June 30 of the following year.

If a vacancy in the position of Chair or Secretary of the College Assembly occurs during the academic year, a special election shall be held at the next meeting of the College Assembly. The Dean will solicit nominations for the vacant position from the floor and a ballot vote will be held.

The Chair, the Secretary, and the Parliamentarian of the College Assembly are each elected for a one-year term. The Chair and the Secretary may serve no more than two full, successive terms. The Chair, the Secretary, and the Parliamentarian may be removed for cause by a two-thirds vote of the College Assembly. The Dean of the College is not eligible to serve as the Chair or Secretary of the Assembly.

E. Regular Meetings

The College Assembly shall meet at least once during the fall and spring semesters.

Any meeting of the Assembly, whether regular or special, shall be preceded by at least ten (10) days electronic notice to all members. This notice shall include a request for agenda items and a statement that any such requests must be submitted to the Chair of the Assembly no later than one week preceding the meeting.

The Assembly may meet in person, use synchronous collaboration systems (e.g., teleconferencing), or any fully connected combination of the two. Minutes shall be taken at every meeting of the College Assembly.

A simple majority of the voting membership shall constitute a quorum. Faculty on paid or unpaid leave and faculty on sabbatical shall not be considered when determining the quorum, unless the faculty member has informed the Chair, in writing, of their intent to participate in a meeting of the College Assembly. No vote shall be taken in absence of a quorum.

In exceptional circumstances, when it would not be feasible to assemble a quorum in other ways, voting may be conducted by asynchronous systems (e.g., email). In these circumstances, the Chair may request a vote only following a separate and announced discussion period of at least twenty-four (24) hours, which may also be conducted by asynchronous systems. A voting period of at least twelve (12) hours shall commence at the end of the discussion period. The existence of a quorum shall be determined by the total number of eligible respondents whose votes are received by the deadline specified by the Chair.

Appropriate provisions shall be made to preserve confidentiality of individual votes, regardless of the manner in which the vote is conducted.

Proposals that may require a vote must be presented in writing and shall be submitted to the Chair of College Assembly no later than one week preceding the College Assembly at which the issue is to be presented.

Meetings of the College Assembly shall be conducted in accordance with *Robert's Rules of Order, Newly Revised*.

All meetings of the College Assembly shall be open to observers.

F. Special Meetings

Special meetings of the College Assembly may be called at any time 1) by the Chair of College Assembly, or 2) upon written petition of a majority of the voting membership and delivery of the petition to the Chair of College Assembly. The petitioners shall present with their petition a proposed agenda for the meeting, which shall be the only order of business at the meeting. Special meetings must follow the notification procedures set forth for regular meetings in Article VII.E.

ARTICLE VIII - COMMITTEES

A. General Provisions Governing Committees

1. Terms

The term of each committee shall begin on July 1 and end on June 30 of the following year.

2. Duties and Responsibilities

In addition to specific functions outlined in the Plan, each committee shall perform any additional functions delegated by the College Assembly or as requested by the Dean.

3. Meetings

- a. Committees normally meet during the fall and spring semesters.
- b. All committee meetings shall be open, except those dealing with the appointment, promotion, or tenure of faculty (as further described in Section D.2(e) of this Article) or those addressing issues pertaining to individual students or applicants to the College.
- c. Agendas for and minutes of meetings shall be posted so that all members of all relevant stakeholder groups can access them.
- d. Unless otherwise specified, committees may meet in person, use synchronous collaboration systems (e.g., teleconferencing), use asynchronous systems (e.g., email), or any combination thereof.

- e. A simple majority of the voting membership of each committee shall constitute a quorum.
- f. Unless otherwise specified, the Chair of the committee shall be elected by and from the members of the committee. The Chair shall vote only to break a tie.
- g. No votes shall be taken in absence of a quorum.
- h. A vote may be taken by voice, show of hands, ballot, or other mechanism specified in *Robert's Rules of Order, Newly Revised*.
- i. For meetings held via asynchronous systems, the Chair, at their discretion, may require a discussion period before a vote is held. During this discussion period, the Chair, at the request of any member of the committee, shall postpone a vote until the committee meets in person. The existence of a quorum shall be determined by the total number of eligible respondents whose votes are received by the deadline specified by the Chair.
- j. Appropriate provisions shall be made to preserve confidentiality of individual votes.
- k. Minutes are required, regardless of the manner in which the meeting or vote is conducted.

4. Formation of Subcommittees

Any committee may form subcommittees to conduct its business, unless prohibited by College or University policies. Members of subcommittees need not be members of the parent committees or the College Assembly. Actions taken by subcommittees or others designated to engage in the work of the committee are subject to review by and approval of the full committee.

B. College Advisory Committee

1. Purpose

The College Advisory Committee is intended to fulfill the requirements of the Faculty Advisory Council, as set forth in Article 11 of the University Plan of Organization.

2. Membership

The Committee shall be comprised of one member from each of the following constituencies: Tenure-Track/Tenured faculty (one Full Professor, one Associate Professor, and one Assistant Professor), Professional Track faculty (one each from the Research, Teaching/Instructional faculty, and Faculty Specialist tracks) and Staff. Associate and Assistant Deans serve as ex-officio, non-voting members of the Committee. The Committee shall elect its own Chair. The Chair shall only vote to break a tie.

3. Election Process

The Nominating Committee shall prepare the slate of candidates. Full-time faculty and staff members of the College Assembly may vote on the slate of candidates.

Elections may occur at a meeting of the College Assembly or via an asynchronous system, in accordance with Section A.3(i) of this Article. If a vacancy on the Committee occurs during the academic year, the College Assembly will hold a special election.

4. Duties and Responsibilities

The Committee shall consult, at least once a semester, with the Dean on matters of interest and concern to the College, including decisions regarding budgets and facility planning. The Committee shall report at least once a semester to the College Assembly.

The College Advisory Committee shall serve as the Committee on Committees and shall propose a slate of candidates from which the Dean may appoint members to Administrative Committees, and shall provide a slate of candidates from within the College from which administrators above the College level may appoint representatives to participate in the search, nomination, and review of the Dean of the College.

C. Administrative Committees

1. Membership

Unless otherwise specified, the membership of each administrative committee shall be determined by the Dean and the Associate Deans.

The majority of members of each standing committee shall be full-time faculty. Unless otherwise noted, committee members are appointed for a one-year term and may be reappointed.

There are no term limitations on: staff members, such as Program Coordinators and Academic Advisors, who serve as ex-officio, voting members of committees; and Associate Deans, Academic Administrators, and the Dean, who serve as ex-officio, non-voting members of committees.

2. Descriptions of Administrative Committees

a. Programs, Courses, and Curriculum Committee (PCC)

i. Membership

The members of the PCC will be the Director of Academic Programs (or equivalent Academic Administrator), the Associate Dean for Academic Affairs (or equivalent position), the Academic Program Directors, and the chairs of any relevant ad hoc committee (as defined in Section E of this Article). The Associate Dean for Academic Affairs (or equivalent position) shall chair the committee and shall vote only to break a tie.

ii. Duties and Responsibilities

The PCC shall be responsible for advising program committees about university regulations for the review, revision, and creation of programs, tracks, specializations, certificates, and courses. The PCC shall review all recommendations regarding programs, tracks, specializations, or certificates before the information is presented to the College Assembly for approval. PCC approval is required: 1) before new courses can be offered; 2) when courses are to be removed from the course inventory; 3) when Special Topics courses are recommended for conversion to permanent numbers; and, 4) for all substantial changes in the characteristics of an existing course. This approval must take place before the recommendations are submitted to the Vice President's Advisory Committee (VPAC). Substantial changes are defined as changes in title, catalog description, prerequisites, grading method, credit level, course number, or learning outcomes.

b. Academic Program Committees

Academic Program Committees include, but are not limited to, the Bachelor of Science in Information Science (BSIS) Program Committee, the Master of Library and Information Science (MLIS) Program Committee, the Master of Information Management (MIM) Program Committee, the Master of Science in Human Computer Interaction (HCIM) Program Committee, and the Doctoral Program Committee.

Each Academic Program Committee may include one undergraduate and/or graduate student, as appropriate, to be elected by students enrolled either full-time or part-time in the College. The Dean shall appoint student members when vacancies occur during the academic year.

i. General Provisions

Each Academic Program Committee is chaired by the Academic Program Director and shall deal with issues specific to that degree program, including the recommendation of new course offerings (prior to approval by the PCC) and the regular review of courses and specializations. In cooperation with the Student Services Office (SSO) staff, the committee shall develop and review policies for the recruitment of students. Unless otherwise specified, each fall semester, the committee shall set admissions requirements and guidelines for the academic program and authorize the SSO to act on behalf of the Committee to review applications and admit students. The Committee or its designee shall review and approve or deny students' petitions. The Committee or its designee shall review students in academic difficulty and make recommendations for remedial actions or refer students to the Committee on Students in

Academic Difficulty. The Committee or its designee shall make decisions regarding scholarships, awards, or honors that may be given only to students in that particular academic program. The Chair shall vote only to break a tie.

ii. Provisions specific to the Doctoral Program Committee

The Doctoral Program Committee shall develop and review policies and procedures governing the Doctoral Program and the courses offered specifically for doctoral students in accordance with the Doctoral Student Handbook.

The Committee shall evaluate applications for admission to the Doctoral Program and make recommendations to the Graduate School on acceptance or rejection.

The Committee or its designee shall review doctoral students in academic difficulty or who are failing to make progress toward Doctoral Program milestones and, in consultation with the student's advisor, make recommendations for remedial actions or refer students to the Committee on Students in Academic Difficulty.

The Committee or its designee shall make decisions regarding scholarships, awards, or honors that may be given only to students in the Doctoral Program.

c. Committee on Students in Academic Difficulty

i. Membership

The Committee on Students in Academic Difficulty shall consist of the Associate Dean for Academic Affairs, the Director of Academic Programs (or equivalent Academic Administrator), the Directors of all academic programs offered by the College, and other appropriate Academic Administrators. It may include additional representation from academic program administration and Student Services. The Dean (or the Dean's designee) shall chair the Committee on Students in Academic Difficulty and shall vote only to break a tie.

ii. Duties and Responsibilities

The Committee on Students in Academic Difficulty shall decide on dismissal of students from the College or the imposition of conditions that the student must meet to continue in the program in accordance with College and University policies and procedures pertaining to academic progress.

d. Awards, Scholarships, and Honors Committee

i. Membership

Members of the Committee shall include one tenured faculty member, one tenure-track faculty member, one professional track faculty member, and one exempt or non-exempt staff member.

ii. Duties and Responsibilities

This Committee shall select the recipients of awards, scholarships, and/or honors that are open to any student who is in good academic standing and who is currently enrolled in any of the degree program(s) offered by the College. As noted in Section C.2.b(i), decisions regarding scholarships, awards, or honors to be given only to students in one specific academic program will be made by the appropriate Academic Program Committee.

e. Diversity and Inclusion Committee

i. Membership

Members of the Committee shall include one tenured faculty member, one tenure-track faculty member, one professional track faculty member, one exempt or non-exempt staff member, and one student member elected from those students enrolled full-time or part-time in a degree program offered by the College. The Diversity and Inclusion Officer shall serve as the Chair of the Committee.

ii. Duties and Responsibilities

The Diversity and Inclusion Committee shall promote awareness of issues of diversity in the College community and the information professions through organizing events, publicizing diversity initiatives, and other activities. The Committee shall work to increase representation of diverse populations among the students, staff, and faculty of the College through recruitment and publicity efforts. The members shall represent the College to the University, the information professions, and the surrounding community through involvement in organizations and events focused on diversity. The Committee shall serve in an advisory capacity for the Information & Diverse Populations Specialization and shall coordinate the process for promoting the James Partridge Award and selecting the recipient thereof.

D. Standing Committees of the College Assembly

1. Membership

The majority of members of each standing committee shall be full-time faculty. Faculty and staff members may not serve for more than two successive, one-year terms on the same committee.

2. Descriptions of Standing Committees

a. Nominating Committee

i. Membership

The Nominating Committee is comprised of four members, the majority of which shall be full-time faculty. One member of the Committee shall be a full-time staff member. Members are nominated from the floor of the Assembly, typically at the March meeting. The Chair shall be elected by and from the members of the Committee.

ii. Duties and Responsibilities

Typically at the April meeting of the College Assembly, the Nominating Committee shall present a slate of candidates in writing for 1) the Chair, the Secretary, and the Parliamentarian of the College Assembly; 2) the College Advisory Committee; 3) the membership (including the Chair) of each Standing Committee, except as otherwise noted; and 4) one representative to the Graduate Council (who serves a three-year term), when applicable.

The Nominating Committee shall also coordinate the election of faculty representatives to the University Senate (when applicable) by soliciting nominations and facilitating elections, in accordance with Article 4.4a of the University Plan of Organization. The College's Senators will be elected on an at-large basis, and elections for the upcoming academic year shall ordinarily conclude by February 1 to ensure newly elected Senators are eligible to run for elected committees and councils. If a vacancy in the position of Senator occurs during the academic year, a special election shall be held at the next meeting of the College Assembly. The Chair will solicit nominations for the vacant position from the floor and a ballot vote will be held.

b. Committee on Appointment, Promotion, and Tenure

i. Membership

Voting members of the Committee on Appointments, Promotion, and Tenure (the "APT Committee") shall include all full-time faculty whose primary appointment is in the College. For all discussions; 1) the Dean has voice, but no vote, 2) Associate Deans who are full-time faculty members in the College are voting members of the APT Committee, subject to the conditions stated below.

A full-time faculty member whose primary appointment is outside of the College may vote on initial appointments, provided that they are at or above the rank of the appointment under consideration. In promotion and award of tenure cases, a full-time member whose primary appointment is outside of the College has voice, but no vote, provided that they are at or above the rank to which a promotion or award of tenure is being considered.

Part-time faculty, have voice, but no vote, on initial appointments.

The Chair of the APT Committee shall be a full-time, tenured professor in the College. Upon consideration of the candidate nominated by the nominating committee and any nominations made from the floor, the Assembly shall elect the Chair of the APT Committee.

As specified in the Procedures for Review, Appointment, Promotion, and Tenure of Tenure-Track and Tenured Faculty (Appendix A) and the Procedures for Review, Appointment, and Promotion of Professional Track Faculty (Appendix C), faculty members at or above the rank to which an appointment, promotion, or the award of tenure is being considered are members of the APT Committee for the discussion and/or vote on that case.

For cases pertaining to an initial appointment, APT members who have voice, but no vote, may be present and participate during the discussion and voting process.

For cases pertaining to an appointment to rank or the award of tenure, only voting members may be present and participate during the discussion and voting process.

For the approval of policies that apply to all College faculty, voting members include all voting members of the APT Committee.

For the approval of policies that apply only to tenured or tenure-track faculty, voting members include only part-time and full-time tenured/tenure-track faculty. Full-time, professional track faculty have voice, but no vote.

For the approval of policies that apply only to part-time and full-time professional track faculty, voting members include all voting members of the APT Committee.

ii. Duties and Responsibilities

The APT Committee shall:

- 1) Establish policies for the appointment, review, promotion, and tenure of faculty. The APT Committee may establish subcommittees to perform specific tasks.
- 2) Conduct reviews of professional track faculty, in accordance with the Procedures for Review, Appointment, and Promotion of Professional Track Faculty (Appendix C).
- 3) Conduct reviews of tenure-track faculty, in accordance with Procedures for Review, Appointment, Promotion, and Tenure of Tenure-Track and Tenured Faculty (Appendix A).
- 4) Conduct reviews of tenured faculty, in accordance with Procedures for Review, Appointment, Promotion, and Tenure of Tenure-Track and Tenured Faculty (Appendix A).
 - a) For Professors and Associate Processors after their sixth year in that rank, comprehensive reviews are normally conducted every five years. If a faculty member was on any combination of sabbatical leave, leave of absence, or University administrative assignment for one or more academic years, the post-tenure review will be delayed for the same number of years. If the faculty member is on a one-semester sabbatical leave or leave of absence in the semester in which the review would normally occur, the review will be performed during the following academic year. Comprehensive reviews for

Professors whose tenure home is in another unit will be conducted according to the policies of that unit.

- b) The APT Committee shall elect a separate Comprehensive Post-Tenure Review Committee (CPTRC) for each comprehensive review. The CPTRC shall consist of three elected members, all of whom shall be Professors at the University. For faculty with a tenure home in the College who hold a paid joint appointment in one or more other units, one member should be from one such unit. When possible, at least two members of the CPTRC should hold paid College appointments. When fewer than two unconflicted College Professors are available for election, the APT Committee may appoint one qualified member from outside the College.
- c) The faculty member being reviewed shall submit by October 15th a written report and a CV in the form required by the APT Committee. The written report shall focus on (1) research, scholarly, and creative activities; (2) teaching, advising, and other educational activities; and (3) service activities to the University, state, nation, professional community, or other organizations.
- d) After receipt of the faculty member's written report and CV, the CPTRC shall meet to consider the submitted materials and to discuss the case. The chair of the CPTRC shall then draft the appraisal report for each member of the Committee to review and edit. The appraisal report shall include a categorical ranking of Outstanding, Satisfactory, or Unsatisfactory. In the event that agreement cannot be reached, one or more members may submit separate appraisal reports. The CPTRC shall provide their final report to the faculty member by November 15. The faculty member may, at their option, prepare a written response to the Committee; any such response must be submitted by December 1.
- e) The Dean and the faculty member shall meet, normally in early December, to discuss the review. When the members of the CPTRC are unanimous in assigning a categorical ranking of Outstanding, the Dean should publicly recognize the faculty member's accomplishments; if resources permit, the Dean should consider additionally recognizing the faculty member's accomplishments in a materially significant way (e.g., through the allocation of travel funds to support public outreach or exploratory research). When the members of the CPTRC are unanimous in assigning a categorical ranking of Unsatisfactory, and in such other cases as the Dean may determine are necessary, the Dean and the faculty member shall discuss and agree on a firm, written development plan for enhancing meritorious work and for improving less satisfactory performance. In such cases, the development plan must include a timetable and a procedure for evaluation of progress at fixed intervals.

The Dean shall prepare a brief, written report stating their final evaluation of the faculty member, provide the report to the faculty member, and forward the report—together with all materials submitted by the candidate initially and (optionally) in response to the report, prepared by the staff, or prepared by the Committee—to the Provost by February 1. In the event that the faculty member disagrees with the final evaluation, a written appeal may be filed with the Provost by February 15. In such cases, the Provost will

review the appeal and the materials forwarded by the Dean. The Provost will meet separately with the faculty member, and the Provost will then issue a decision, normally by April 15. The Dean will then forward the materials, including the Provost's decision in the event of an appeal, to the Office of Faculty Affairs, normally by May 1. The Dean will also file a copy of all materials in the faculty member's personnel file.

- 5) Make recommendations to the Dean regarding the appointment, contract renewal, promotion, and tenure of faculty. These tasks may not be delegated to a subcommittee, although subcommittees, administrators, or staff may be asked to prepare records that will serve as a basis for the committee's deliberation. The Dean may participate in discussions, but shall not have a vote.

c. Annual Review Committee

The APT committee will elect the Annual Review Committee, usually during the Fall semester. The Annual Review Committee will consist of two Professors and two tenured Associate Professors. Each year, the Dean shall review the makeup of the Annual Review Committee over the previous five years to assure that a reasonable representation of faculty diversity has been achieved. If it has not, the Dean shall take appropriate action to rectify the situation.

The Annual Review Committee conducts the annual merit pay review for all faculty members with paid iSchool appointments, and contract renewal reviews for Assistant Professors at the end of their contract period (usually the end of the Spring semester in their third full academic year). The Annual Review Committee also conducts progress reviews for Assistant Professors and early-career Associate Professors.

d. PTK Review Committee

The APT committee will elect the PTK Review Committee, usually during the Fall semester. The PTK Review Committee will consist of four members, including one full Professor, one Principal or Senior Lecturer, one Associate or full Research Faculty member, and one Senior or Principal Faculty Specialist. Each year the Dean shall review the make-up of the PTK Review Committee over the previous five years to ensure that a reasonable representation of faculty diversity has been achieved. If it has not, the Dean shall recommend appropriate action to the APT to rectify the situation. The PTK Review Committee conducts 1) annual progress reviews for junior PTK Faculty who are not in term-limited appointments (i.e. Lecturers, Assistant Research Faculty, and Faculty Specialists), 2) biennial reviews for other PTK faculty who have not yet attained the highest position title in their series, and 3) the annual merit pay review for all PTK faculty.

E. Ad Hoc Committees

Ad hoc committees may be established by the College Assembly for specific tasks or activities. Each ad hoc committee will be given a charge that specifies its membership, procedures for selecting its Chair, quorum rules, and meeting frequency. The term of each ad hoc committee expires no later than one year after its creation unless extended by the College Assembly.

ARTICLE IX– STUDENT ORGANIZATIONS

Students, as described in Article VI of this Plan, shall have the right to organize their own academic, professional, and extracurricular organizations.

If a student organization seeks to use the College’s name or identity, the College Assembly must approve its establishment, and a faculty member must agree to serve as advisor to the organization. If such an organization does not elect officers and/or hold meetings for one academic year, the College Assembly may vote to dissolve the organization.

ARTICLE X– REVIEW AND AMENDMENT

A. General Procedures

1. Recommended amendments to this Plan of Organization must be presented in writing to the Chair of the College Assembly, who will place the recommendation(s) on the agenda of the next regular meeting of the College Assembly, in accordance with the notice requirements set forth in Article VII.E.
2. Approval of a recommended amendment by a two-thirds majority of the College Assembly membership present shall constitute adoption of the amendment.
3. An amendment shall be adopted upon a two-thirds majority vote of a quorum of the Assembly, either in-person or via a synchronous collaboration system.
4. Following approval by the College Assembly, the revised Plan shall be submitted to the University Senate for review and approval.

B. Periodic Review

1. An ad hoc committee comprised of faculty, staff, and students shall be elected by the Assembly to review and make recommendations regarding amendments to this Plan at intervals of no more than ten years beginning in 2020.
2. Any revision to the Plan must be submitted to the University Senate for review and approval.

The College of Information Studies: Maryland's iSchool

Procedures for Review, Appointment, Promotion and Tenure of Tenure-Track and Tenured Faculty, Professors of the Practice, College Park Professors, University of Maryland Professors

1. Scope

This document specifies procedures for the following reviews for tenure-track and tenured faculty members who have, or are candidates for, an iSchool appointment, including:

- 1) Review for initial appointment as Assistant Professor,
- 2) Pre-tenure contract renewal review for an Assistant Professor,
- 3) Review for appointment as, or promotion to, Associate Professor with tenure, appointment as Associate Professor without tenure, or the award of tenure to an untenured Associate Professor,
- 4) Regular progress reviews for Assistant Professors, Associate Professors, and Professional Track faculty members who were hired with a contractual provision for automatic appointment to Assistant Professor upon earning a doctorate,
- 5) Periodic and Comprehensive reviews of tenured faculty,
- 6) Review for appointment as, or promotion to, Professor,

This document also specifies procedures for the following reviews for untenured faculty:

- 7) Review for appointment as Professor of the Practice
- 8) Review for appointment as College Park Professor or University of Maryland Professor
- 9) Review for appointment as Emeritus Professor or Emerita Professor

For faculty appointed in the iSchool on a paid partial appointment who have their tenure home in another unit, the iSchool's report for promotion will be prepared as described in this document, but it will be advisory to the tenure home unit, and timelines will be adjusted to meet the schedule requirements of that unit's process. For promotion and tenure reviews that require letters from external reviewers, the letters obtained by the faculty member's tenure home will be used.

Procedures for review, appointment and promotion of all other faculty members can be found in the College of Information Studies Procedures for Review, Appointment and Promotion of Professional Track Faculty.

Criteria for all reviews covered by this document can be found in the iSchool Criteria for Review, Appointment, Promotion, and Tenure of Tenure-Track and Tenured Faculty, a separate document which is approved by, and which can be revised by, the APT committee. These procedures and the criteria shall be posted on a Web site available to all tenured and tenure track faculty, and all tenured and tenure track faculty shall be informed of their availability at the start of their appointment.

2. Policies

The University of Maryland APT Manual and Guidelines is the controlling document for Appointment, Promotion and Tenure cases.

The iSchool Plan of Organization is the controlling document for the iSchool Committee on Appointments, Promotion, and Tenure (APT). The iSchool APT committee is responsible for the annual faculty progress reviews, faculty appointments, faculty promotions, and for the award of tenure to faculty. Two unusual characteristics of the iSchool APT committee should be borne in mind when reading this document. First, the APT committee elects other committees as described below; although these are in essence subcommittees of the APT committee, they are referred to as committees. Second, only iSchool faculty members at or above the rank to which an appointment, promotion, or the award of tenure is being considered are members of the APT committee for the discussion and vote on that case. In other words, the membership of the iSchool APT committee adjusts automatically (as described in the Plan of Organization) to be appropriate for the matter at hand. The same provision extends to the election by the APT committee of record preparation committees and review committees – in such elections, faculty present for the discussion and that vote on the committee’s membership are limited to those who will be eligible to vote on the results of the committee’s work.

All eligible faculty members, as specified in the Plan of Organization, are expected

- to participate in meetings of the APT committee,
- to vote without abstention on matters before the committee, and
- to stand for election to committees elected by the APT committee, unless they are on sabbatical or other authorized leave, assigned to a full-time university position outside the College, subject to a conflict of interest, or unavoidably absent at the scheduled time of the APT committee meeting.

Faculty members who are on leave or assigned outside the College

- remain members of the APT during the period of their leave, and
- they may participate in APT meetings at their option.

In-person participation in APT meetings

- is required of all other members when possible,
- but remote participation in APT meetings and remote voting is authorized when necessary;
 - faculty needing to participate remotely must provide adequate notice to the chair of the APT committee to permit arrangements for remote participation and remote voting. The chair shall make suitable arrangements for remote participation in such a way that all participants can hear each other, and in such a way that the confidentiality and integrity of APT voting can be assured.

Neither advance nor proxy voting are authorized.

- Members who expect to be unavoidably absent (e.g., because of teaching obligations) and are not on leave or on assignment outside the College must inform the chair of the APT committee so that the reasons for absences can be correctly reported.

All reviews shall be conducted with reference to Criteria for Review, Appointment, Promotion and Tenure of Tenure-Track and Tenured Faculty (a separate document).

Conflicts of interest that arise from close personal relationships (e.g., marriage), unusually close financial relationships (e.g., business partners), thesis and dissertation advisor/advisee relationships, or a supervisory relationship in another unit of the University are recognized by the university in a diverse set of policies (e.g., those relating to faculty appointments and those relating to faculty participation in

outside employment). Ordinary professional and personal interactions (e.g., co-authoring, personal friendship, or professional disagreements) do not normally create a conflict of interest for the purposes of faculty review, appointment, promotion, or tenure. Faculty members who believe that they may have a conflict of interest on a specific matter should consult with the chair of the APT committee (or, in the case of the chair, with the Dean) before the APT committee meets to consider the matter.

Except as noted below (in the case of the Progress Review Committee), it is the responsibility of the iSchool APT committee chair to inform the APT committee of the existence (but not necessarily the nature) of a conflict of interest that makes a specific faculty member ineligible to participate in a specific matter. If a known conflict of interest makes the APT chair ineligible to participate in a specific matter, the Dean will inform the APT committee of that fact and the APT committee will elect an acting chair for that matter.

3. Appointment and Promotion

3.1. Initial Appointment to a Paid Tenure-Track or Tenured Faculty Position

Every member of the APT committee, regardless of their rank or position type, participates in the campus interview, discussion, and decision for candidates for initial paid appointment in the iSchool (whether joint with another unit or not) as Assistant Professor, Associate Professor or Professor. When a search committee has been formed, the search committee will initially brief the APT committee, but search committee members who are not members of the APT committee (e.g., student members) must depart prior to discussion among members of the APT committee.

The APT committee will conduct at least two votes for each candidate. The first vote is by all members of the APT committee. The second vote, conducted only after the results of the first vote have been reported, is limited to tenure-track or tenured faculty members. For candidates for Associate Professor without tenure, an additional vote limited to Associate Professors and Professors is required. For candidates for Associate Professor with tenure, an additional vote limited to tenured faculty members is required. For candidates for Professor, an additional vote limited to Professors is required. Additional votes beyond the second express an initial assessment of the qualifications of the candidate for a senior or tenured senior appointment; in the event a conditional offer of employment is made and accepted as Associate Professor or Professor, an additional review (described below) will be required.

3.2. Appointment as or Promotion to Associate Professor, or Award of Tenure to an Untenured Associate Professor

Timing: Offers of employment as Associate Professor, with or without tenure, are conditional on the award of that rank by the President. Review for initial appointment as Associate Professor will therefore normally need to occur expeditiously after a conditional offer has been made and accepted. Review for promotion from Assistant Professor to Associate Professor with tenure normally occurs during the Fall semester of the sixth full year after appointment as an Assistant Professor, although there are provisions for earlier or later reviews in specific cases. Review for the award of tenure to an untenured Associate Professor will occur at the time specified in their contract. When the review will be in the Fall semester, preparation of the case normally begins in May and the faculty vote is normally scheduled to occur in early November.

Materials: Faculty members are required to submit a personal statement, a c.v. in the University's required format, a representative selection of publications, a teaching portfolio, University teaching evaluation summaries for any courses taught in academic units other than the iSchool since the previous promotion (or, in the case of initial appointments, for the last five years), citation statistics for published work, and (in a sealed envelope or as email attachment) eight or more recommended external reviewers. The final list of recommended external reviewers and drafts of all other materials should normally be submitted by May 1; final materials other than citation statistics and the teaching portfolio should normally be submitted on August 1; the final teaching portfolio and citation statistics should normally be submitted on October 1. It is important that the draft materials submitted on May 1 be in nearly final form, lacking only comments and updates, because schedules will preclude extensive review and comment on subsequent versions. Additionally, iSchool staff will prepare the required teaching evaluation summaries (both the per-section teaching evaluation summaries that include student comments for review by the committee and the statistical summary required by the University APT).

Record Preparation Committee: The APT Committee will elect one Record Preparation Committee (RPC) for each promotion or tenure case.¹ The RPC will consist of an elected chair and two other elected members, all of who must be elected from faculty who will be (at the time of the vote) eligible to vote on the case. The candidate for promotion or tenure shall be given the opportunity to suggest to the APT a faculty member to chair their RPC. The Dean serves ex officio on the RPC with voice but no vote. To facilitate timely requests for letters from external reviewers, the RPC for a promotion or tenure case that will be voted on in the Fall semester should be elected no later than March 20. The time and location of each meeting of the RPC should be announced in advance to all faculty members who will (at the time of the vote) be eligible to vote on the case. A faculty member who serves in a mentoring role in a jointly appointed faculty member's other unit(s) may participate with voice, but no vote. Any member of the APT who will (at the time of the vote) be eligible to vote on the case may silently attend. The review committee may, at its option, invite nonmembers to speak, but they will have no vote. The RPC will normally operate by consensus, but in the event of disagreement a simple majority will suffice. When operating other than by consensus on any matter (e.g., the selection of external reviewers, the choice of materials to send to external reviewers, or the content of any document), voting shall be by secret ballot, and the vote results shall be reported to the APT.

Process: The normal process is:

- The RPC will normally first meet in April to provide feedback on the draft materials, to select the external reviewers, and to make tentative selections of the representative publications to be sent to external reviewers. The chair will then obtain advance commitments from a sufficient number of external reviewers (normally three from the candidate's list and three others chosen by the RPC).
- The RPC will then normally confer again by email or teleconference in July to review the final materials and to make the final selection of representative publications to be sent to external reviewers. Review packages will normally be sent in mid-August, with a requested response date of October 1.
- The chair will draft the Summary Statement of Professional Accomplishments and will submit that statement to the faculty member being reviewed by mid-September in order to provide to provide at least two weeks for comments and, if the faculty member desires, filing a written response.

¹ The University APT manual refers to the Record Preparation Committee as the "Advisory Subcommittee."

- The review committee will then normally meet in October to review the letters from external reviewers and the teaching portfolio and to discuss the contents of the evaluative report. The chair will then draft an evaluative report, and the committee will then meet again no later than mid-October to review and approve that report.
- The entire tenure package will then be forwarded to the APT committee, which will meet to discuss and vote on the tenure case, normally in the first week of November. The RPC chair shall chair the APT discussion, record the results of that discussion, and record the votes. Voting shall be by secret ballot. Members of the APT must maintain absolute confidentiality in their consideration of cases, including the content of dossiers. Outside of APT meetings, members of the APT may not discuss specific cases with anyone who was not eligible to be present for discussion of the case by the APT.
- The report will then be revised by the chair of the RPC to report the outcome of the vote and to make whatever other changes the APT may direct.
- The report will then be sent to the Dean, who will prepare an independent report.
- Within two weeks of the Dean's decision, the Dean shall write a letter to the candidate informing them whether the recommendations made by the APT and the Dean were positive or negative, and the Dean shall include in that report the number of votes in favor, against, and abstaining, and shall summarize in general terms the nature of the considerations on which those decisions were based.
- Subsequent handling of the case will then proceed as specified in the University's APT manual. In the event of requests for information from higher levels of review, the request shall be transmitted to both the RPC chair and the Dean, and the RPC chair shall serve as spokesperson at higher levels of review.

3.3. Appointment as or Promotion to Professor

Timing: Consideration for promotion to Professor occurs in response to a request from the faculty member. Faculty members who wish to be considered for promotion to Professor are expected to inform the Dean by mid-December of the year prior to the academic year in which they wish to be considered. The review process then proceeds on the same timeline as for promotion to Associate Professor with tenure.

Materials: Same as for promotion to Associate Professor with tenure.

Process: Same as for promotion to Associate Professor with tenure.

3.4. Initial Appointment as Professor of the Practice

The title Professor of the Practice can be awarded to applicants who have achieved national or international prominence through practice and leadership. Appointments may be for as long as five years, are renewable, and do not include nor contribute to tenure.

Timing: New appointments may be considered at any time. Renewals should normally be considered in the Fall semester of the final year of the appointment.

Materials: For initial appointment, the required materials are the same as for appointment as Professor. For renewal, only a current C.V. is required.

Process: For initial appointment, the process for appointment to a Paid Tenure-Track or Tenured Faculty position will be followed. For a renewal appointment, the individual will inform the Dean that they wish to be considered for an additional term no fewer than 180 days prior to the end of the existing appointment. Required materials for a renewal appointment must be submitted to the Dean's Office at least 15 days prior to the scheduled APT review. For initial appointments, the full APT provides a courtesy vote. For renewal, Full Professors and those who hold the same title are eligible to vote.

3.5. Initial Appointment as College Park Professor or University of Maryland Professor

The titles College Park Professor or University of Maryland Professor can be awarded to a faculty member who would qualify for appointment as Professor, but for the fact that they are employed elsewhere. Appointment as College Park Professor or University of Maryland Professor is normally for a period of three years and is and is renewable. Neither title includes tenure.

Timing: New appointments may be considered at any time. Appointment terms will end on June 30 of the third June following the appointment. Renewals should normally be considered during the Fall semester of the final year of the appointment.

Materials: For initial appointment as a College Park Professor by an individual who is a Professor at the University of Maryland Baltimore, a c.v. in the University's required format and a statement from the applicant describing how their background and experience will contribute to the mission of the College and the University are required. The statement must identify specific iSchool faculty members who can speak knowledgeably about their background, expertise, and potential contributions to the College and/or the University. For initial appointment as a College Park Professor who is not a Professor at the University of Maryland Baltimore, or as a University of Maryland Professor, the required materials as the same as those for initial appointment as a Professor. For renewal, only a current C.V. is required.

Process: To appoint a University of Maryland Baltimore Professor as a University of Maryland Professor, no RPC is formed. The APT decision is informed by the submitted materials, and the chair will prepare the report of the APT committee discussion and vote. For all other appointments to the positions of University of Maryland or College Park Professors, the process is the same as for appointment as Professor. For initial appointments, the full APT provides a courtesy vote. For renewal, Full Professors and those who hold the same title are eligible to vote. Required materials for a renewal appointment must be submitted to the Dean's Office at least 15 days prior to the scheduled APT review.

3.6. Granting of the title Emerita or Emeritus

Associate Professors, Professors, Distinguished University Professors, Professors of the Practice, (full) Research Professors, (full) Research Scientists, (full) Research Scholars, Principal Lecturers, and Principal Faculty Specialists who retire from the university with at least ten years of service may apply for Emeritus/Emerita status.

Timing: For retirements at the end of an academic year, candidates are asked to request consideration by the second Friday in March to permit an APT vote at an April APT Committee meeting.

Materials: An updated c.v. is required prior to consideration by the APT committee. There are also additional requirements, listed in the University APT manual, that are required before the University will process the request.

Process: Voting members are tenured faculty who are at or above the current rank of the retiring faculty member, Professional Track faculty who are in the same series (research faculty, lecturer, or faculty specialist) as a Professional Track faculty member being considered for emerita or emeritus status; and, when voting on emerita or emeritus status for Professors of the Practice or Professional Track faculty, Professors of the Practice. Members being considered for emeritus or emerita status may not vote on their own case. Other members of the APT may participate in the discussion with voice, but no vote. The chair will prepare a report of the APT discussion and vote.

4. Other Reviews

4.1. Annual Review Committee

The Annual Review Committee conducts the annual merit pay review for all faculty members with paid iSchool appointments, and contract renewal reviews for Assistant Professors at the end of their contract period (usually the end of the Spring semester in their third full academic year). The Annual Review Committee also conducts progress reviews for Assistant Professors and early-career Associate Professors. Merit pay and contract renewal reviews evaluate accomplishments, whereas progress reviews are developmental reviews intended to help faculty members achieve their next career milestone.

The Annual Review Committee will normally meet during the second half of the Spring semester. The APT committee will elect the Annual Review Committee, usually during the Fall semester. The Annual Review Committee will consist of two Professors and two tenured Associate Professors. To foster continuity, one member of the committee should be elected from among the members of the committee from the prior year. To foster broad engagement and a diversity of perspectives, all other members of the committee should be new each year so that as many different faculty members as possible will have the opportunity to review each junior faculty member before their tenure case is presented. No member of the committee should serve for more than two consecutive years. Faculty members who have been notified that they will be promoted to Associate Professor with tenure before the due date of the materials may be elected as members.

Each year, the Dean shall review the makeup of the Annual Review Committee over the previous five years to assure that a reasonable representation of faculty diversity has been achieved. If it has not, the Dean shall take appropriate action to rectify the situation.

The committee shall elect a chair from among its members at its first meeting. No faculty member may participate in a review for which they have a conflict of interest, as determined by the Chair; conflicts of interest for the chair will be determined by the Dean. In the event a member of the committee has a conflict of interest, the Chair (or in the case of the Chair, the Dean) shall appoint replacements as needed to reach a minimum of two voting members for each review.

If not already a member, the faculty mentor assigned to the faculty member having a progress review will normally also participate with voice but no vote. The Dean also serves ex officio on this committee with voice but no vote.

The Annual Review Committee will normally operate by consensus, but in the event of disagreement on the content of a letter or report to be forwarded to the faculty or on how faculty comments should be

incorporated in the final letter or report, a simple majority will suffice. When operating other than by consensus, voting shall be by secret ballot.

Materials: All tenured and tenure-track faculty members must provide a c.v. in the format specified by the University's APT guidelines and complete an online summary of accomplishments during the prior calendar year. Assistant Professors scheduled for a progress review must additionally submit a research statement and a teaching statement. Associate Professors scheduled for a progress review must additionally submit a personal statement addressing teaching, research, and service. These materials will normally be due to the Dean's office on the second Friday in March.

At least one week before the committee meets, the Dean's office shall provide to each member of the Annual Review Committee the following input:

- A complete list of faculty members who are eligible for review by the Annual Review Committee, including for each faculty member: what kind(s) of review the faculty member is scheduled for, the percentage of effort as determined by the faculty workload policy, and any known conflicts of interest,
- The materials provided by the faculty member, and
- A teaching evaluation summary for each course taught by that faculty member and peer teaching evaluations since the most recent review.

Progress Review Schedule. Progress reviews are conducted:

- Each year for each Assistant Professor, for each Associate Professor without tenure, and for each Professional Track faculty member hired with a contractual provision for automatic appointment to Assistant Professor upon earning a doctorate.
- In the second, fourth and sixth years after the award of tenure for Associate Professor with tenure. Progress reviews for Associate professors with tenure satisfy the university's requirement for comprehensive reviews of tenured Associate Professors, and results from such reviews are therefore forwarded to the Provost.
- There are three exceptions to these general requirements:
 - No progress review is conducted for faculty who are in their first semester at the time of the review,
 - No progress review is conducted for faculty in the year in which they submit an application for promotion or tenure, and
 - No progress review is conducted for faculty who have been selected for promotion but not yet promoted.

Progress reviews are conducted for all faculty with paid iSchool appointments, regardless of what fraction of their appointment is paid by the iSchool.

Progress Review Process. Professors who are members of the committee participate in all reviews; Associate Professors participate only in reviews of Assistant Professors. The faculty mentor will normally prepare an initial draft of the progress review letter, which should normally be about two pages before the meeting, and will update that draft afterwards. The letter should address research, teaching, and service, together with introductory and concluding comments. The draft letters will be edited for consistency by the Chair, and the edited draft letters will then be made available for comment by all tenured members of the APT committee above the rank of the faculty member being reviewed (except those with a conflict of interest) and the Dean for a period of at least one week. If comments are received, the Chair will share the comments with members of the review committee along with any changes made by the chair to the draft letter in response to those comments, and the members of the

review committee will be asked to approve (or further revise) the report. Upon approval, the letter will be forwarded to faculty member, the Dean, and all faculty above the rank of the faculty member being reviewed. Associate Professors may, at their option, prepare a written response to the review committee; any such response must be submitted within two weeks of their receipt of the report. The report and (in the case of Associate Professors) the materials reviewed by the committee shall then be forwarded to the Dean. After the report has been finalized (and after any written response has been filed), the Dean will then meet with each faculty member to discuss their report.

Contract Renewal Review Process. The same process will be followed as for a progress review, through preparation of the report by the Annual Review Committee, although the draft report may be somewhat longer than a typical progress review letter. The review committee shall then vote by secret ballot on whether the content of the draft contract renewal report is ready for presentation before forwarding the draft report to the APT committee, and the results of that vote shall be reported to the APT Committee. The case will then be discussed at a meeting of the APT Committee, and a vote on contract renewal by secret ballot will be conducted by the APT Committee. The report will then be revised by the chair of the Annual Review Committee to include the results of the APT Committee vote and to make any other changes that the APT may direct. After approval of the final form of the report by each unconflicted tenured member of the APT committee (which can be obtained by email), the report will then be forwarded to the Dean, who will make the final decision on contract renewal. The Dean will meet with the faculty member whose contract has been renewed to discuss their progress.

Merit Pay Review Process. The Annual Review Committee shall provide merit pay recommendations to the Dean based its evaluations of faculty members for: (i) teaching, advising and mentoring; (ii) research, scholarship and creative activity; and (iii) service to the profession, university and the iSchool. The Committee will determine faculty members' degree of merit for each category, assigning a score on a 5-point scale for that category (where, 1=substantially below expectations, 2= below expectations, 3=met expectations, 4=above expectations, 5=substantially above expectations), taking into account any adjustments to the current workload policy that apply to specific faculty members. Subsequently the scores will be combined into an overall score by multiplying each score by the percentage of effort specified for that score for that faculty member to determine the overall level of merit.

To satisfy the university's requirement for periodic evaluation of tenured faculty, the Annual Review Committee shall determine whether each tenured faculty member is or is not materially deficient in meeting expectations, and they shall include that determination in their written report. The merit pay committee will normally reach this judgment by determining whether the faculty member has been reported as being below expectations in the same area (teaching, research, or service) in both the current and the previous merit pay review, but the committee may also independently consider any factors specified in the iSchool's Criteria for Review, Appointment, Promotion and Tenure of Tenure-Track and Tenured Faculty in reaching their judgment.

Committee members shall not participate in determining the degree of merit or the identification of material deficiencies for themselves, nor for other faculty for whom they have a conflict of interest.

A three-year moving average of merit ratings received over the most recent three years of evaluation (or less for faculty members who have not been evaluated for three years) will constitute the basis for determining merit increases in the current year. In years when merit funds are not made available, the Annual Review Committee will conduct merit review as a matter of record to provide ratings that will be used in subsequent years when funding is made available. If no merit pay is awarded for three or more

consecutive years, the moving average will be extended on a one-time basis in the first year when merit pay is again awarded to include all consecutive years in which merit pay was not awarded. Once merit pay is awarded, the system reverts to the three-year moving average for subsequent years.

The Dean allocates merit pay; the Merit Pay Committee advises the Dean. At least 80% of the merit pool shall be allocated by the Dean in a manner consistent with the ratings decided on by the Dean, as specified in this plan. Those monies will be distributed as a dollar amount. The remaining 20% of the merit pool may be used by the Dean, at his or her sole discretion, for solving special salary problems.

Following the establishment of the final ratings, the Annual Review Committee will meet with the Dean and discuss the ratings. The Dean shall, in a timely manner, conduct his or her own evaluation of each tenured and tenure-track faculty member using the criteria identified above. The final merit ratings shall be determined by the Dean. The assignment of merit pay (other than funds used by the Dean for solving special salary problems) shall take into account the final merit ratings, with appropriate allowances to ensure fairness in the case of faculty who receive merit pay from more than one unit (e.g., such that merit pay is proportionate to the percentage of salary received from the iSchool).

In years in which merit pay is available, the Dean shall prepare a confidential report to the Merit Pay Committee indicating his/her final decisions. The report shall include, for each faculty member, their final merit rating, and the amount of merit-based increases in the current year as a dollar amount. For faculty paid by more than one unit, amounts from other units need not be reported to the Committee. If funds are retained by the Dean for solving special salary problems, these amounts need not be reported to the committee individually, but the total dollar amount shall be reported.

After all salary adjustments for tenured and tenure-track faculty have been reviewed by the College financial officer, the Dean shall provide to each tenured and tenure-track faculty member a letter stating their new salary, the dollar amount of the salary adjustment, and the rationale for the merit and/or salary adjustments (including at least the Merit Pay Committee's rating in each area, the aggregated rating assigned by the Merit Pay Committee for the current year and for each year included in the moving average, and the final merit rating assigned by the Dean). For faculty paid by more than one unit, the letter should (if mutually agreeable) be provided by the faculty member's tenure home and should separately identify increases, if any, from each unit. The letter shall include a statement informing the faculty member of their right to meet with the Dean (and, where applicable, the head of any other unit from which the faculty member is paid) and to appeal his or her decision on their merit-based increase.

The Merit Pay Committee and the Dean may deviate from this plan only in the presence of extenuating circumstances. If there is a deviation, the Dean and Merit Pay Committee will present the deviation and rationale to the tenured and tenure-track faculty through written communication.

A faculty member may choose to appeal his or her merit pay allocation by sending a letter to the Dean within ten days of receiving his or her letter of notification of merit pay allocation. The letter must specify the faculty member's basis for appealing. An Appeals Committee consisting of the Dean, the Merit Pay Committee, and one additional tenured faculty member appointed by the Dean, will review the faculty member's request within 30 days. Two outcomes from the appeals process are possible: (1) no change in merit pay; or (2) the faculty member's merit pay may be increased, with the increase awarded in the next year in which merit pay is available. A decision will be rendered by a simple majority

in a secret ballot of the Appeals Committee, and the decision of the Appeals Committee is final. The Dean will inform the faculty member in writing of the decision.

The Dean shall periodically evaluate the salary structure of the College and consult with the Provost to address salary inequities that have developed in the College.

4.2. Comprehensive Reviews for tenured Associate Professor and Professors

Timing: The University of Maryland College Park policy on Periodic Evaluation of Faculty Performance requires that a comprehensive review be conducted for each tenured faculty member no less frequently than every five years. For new Associate Professors with tenure, comprehensive reviews are conducted by the Review Committee using the procedures specified above. For Professors and Associate Professors after their sixth year in that rank, the procedures in this section apply and comprehensive reviews are normally conducted every five years. However, in the event that two successive merit pay reviews determine that a tenured faculty member who is reviewed under the procedures of this section is materially deficient in meeting expectations without an intervening comprehensive post-tenure review, that faculty member will be scheduled for a comprehensive post-tenure review in the subsequent academic year, regardless of whether five years have elapsed since their most recent comprehensive post-tenure review. Comprehensive reviews for Associate Professors and Professors whose tenure home is in the iSchool should be initiated by October of the fifth academic year after their most recent Appointment, Promotion, or Comprehensive Review (including comprehensive reviews conducted by other units during special administrative assignments outside the iSchool). If a faculty member was on any combination of sabbatical leave, leave of absence, or University administrative assignment for one or more academic years, the post-tenure review will be delayed for the same number of years. If the faculty member is on a one-semester sabbatical leave or leave of absence in the semester in which the review would normally occur, the review will be performed during the following academic year. Comprehensive reviews for Professors whose tenure home is in another unit will be conducted according to the policies of that unit.

Process: The APT committee shall elect a separate Comprehensive Post-Tenure Review Committee (CPTRC) for each comprehensive review. The CPTRC shall consist of three elected members, all of whom shall be Professors at the University of Maryland. For faculty with a tenure home in the iSchool who hold a paid joint appointment in one or more other units, one member should be from one such unit. When possible, at least two members of the CPTRC are required to hold paid iSchool appointments. When fewer than two unconflicted iSchool Professors are available for election, the APT Committee may appoint one qualified member from outside the iSchool.

The time and place of meetings of the CPTRC shall be announced in advance to Professors who hold paid iSchool appointments. Meetings of the CPTRC may be silently observed by any unconflicted Professor who holds a paid appointment in the iSchool. The iSchool Dean, and the senior administrator of any unit in which the faculty member holds a paid appointment, may participate with voice, but no vote.

The faculty member being reviewed shall submit a written report and a c.v. in the form required by the APT manual by October 15. The written report shall focus on (1) research, scholarly and creative activities, (2) teaching, advising, and other educational activities, and (3) service activities to the University, state, nation, professional community, or other organizations. There is no required format for the faculty member's written report. The iSchool staff will provide the CPTRC with university teaching evaluation summaries (which include student comments) for all courses taught at the

University of Maryland by the faculty member being reviewed, and the confidential reports to the Dean of the merit pay committees, for each academic year since the most recent prior review. No letters from external reviewers are required.

The CPTRC shall normally meet in early November to consider the submitted materials and to discuss the case. The chair of the CPTRC shall then draft the appraisal report for each member of the committee to review and edit. The appraisal report shall include a categorical ranking of Outstanding, Satisfactory, or Unsatisfactory that is based on the iSchool's Criteria for Review, Appointment, Promotion and Tenure of Tenure-Track and Tenured Faculty. In the event that agreement cannot be reached, one or more members may submit separate appraisal reports. The CPTRC shall provide their final report to the faculty member by November 15. The faculty member may, at their option, prepare a written response to the review committee; any such response must be submitted by December 1.

The Dean and the faculty member shall meet, normally in early December, to discuss the review. When the members of the CPTRC are unanimous in assigning a categorical ranking of Outstanding, the Dean should publicly recognize the faculty member's accomplishments, and if resources permit the Dean should consider additionally recognizing the faculty member's accomplishments in a materially significant way (e.g., through the allocation of travel funds to support public outreach or exploratory research). When the members of the CPTRC are unanimous in assigning a categorical ranking of Unsatisfactory, and in such other cases as the Dean may determine are necessary, the Dean and the faculty member shall discuss and agree on a firm written development plan for enhancing meritorious work and for enhancing less satisfactory performance. The development plan that is required in such cases must include a timetable and a procedure for evaluation of progress at fixed intervals.

The Dean shall prepare a brief written report stating the Dean's final evaluation of the faculty member and shall provide that report to the faculty member and forward that report together with all materials submitted by the candidate initially and (optionally) in response to the report, prepared by the staff, or prepared by the committee, to the Provost by February 1. In the event that the faculty member disagrees with the final evaluation, a written appeal may be filed with the Provost by February 15. In such cases, the Provost will review the appeal and the materials forwarded by the Dean, the Provost will then meet separately with the faculty member, and the Provost will then issue a decision, normally by April 15. The Dean will then forward the materials, including the Provost's decision in the event of an appeal, to the Office of Faculty Affairs, normally by May 1. The Dean will also file a copy of all materials in the faculty member's personnel file. The Provost's office will also maintain copies of all reports generated during the process. The same appeals process may be used by Associate Professors with tenure following a comprehensive review with which they disagree. In such cases, the Associate Professor must file their appeal within two weeks of being notified that their review materials have been forwarded to the Provost.