1. Call to Order

2. Approval of the November 1, 2023 Minutes (Action)

3. Report of the Chair (Information)

4. Nominations Committee Slate (Senate Document #23-24-14) (Action)

5. IT Council Report: Review UMD Policy X-3.06(A) on University Funded Cellular Telephones and Services (Senate Document #22-23-21) (Action)

6. ERG: Revision to Robert H. Smith School of Business Plan of Organization (Senate Document #23-24-09) (Action)

7. Special Order at 4:10 p.m.
   John Bertot
   Associate Provost for Faculty Affairs
   USM Office Policy and Procedure on Out-of-State Work

8. Special Order at 4:30 p.m.
   Jay Rosselló
   Vice President for Legal Affairs and General Counsel
   Free Speech on-campus

9. New Business

10. Adjournment

CALL TO ORDER

Chair Jarzynski called the meeting to order at 3:17 p.m.

APPROVAL OF THE MINUTES, OCTOBER 3, 2023 MEETING

Chair Jarzynski asked if there were any corrections to the minutes as distributed; hearing none, he declared the minutes approved as distributed.

REPORT OF THE CHAIR

2023 BOR Staff Awards
Chair Jarzynski informed the Senate that The Staff Affairs Committee is currently accepting nominations for this year's Board of Regents' Staff Awards. Chair Jarzynski reminded the Senate that these annual awards are the highest System-wide recognition of the exceptional work done by staff members across the USM. Awardees receive a $2,000 stipend and formal recognition by the Board of Regents and the University Senate. Exempt and non-exempt staff who have been with the University for at least 5 years are eligible to be nominated in one of these five categories;

1. Exceptional Contribution to the employees' Institution and/or Unit
2. Outstanding Service to Students in an Academic or Residential Environment
3. Extraordinary Public Service to the University or Greater Community
4. Effectiveness and Efficiency (savings of at least $10,000 in an academic or administrative context)
5. Inclusion, Multiculturalism, and Social Justice

Any member of the University community, including students, can nominate an eligible staff member.
Chair Jarzynski announced that nomination packages would be due in the Senate Office by Friday, November 11th. Detailed instructions found on the [Senate website](#).

Committee and Council Replacements

Chair Jarzynski gave several updates regarding recent Committee and Council replacements.

Two replacement representatives, one non-exempt member for the Campus Transportation Advisory Committee (CTAC) and one exempt member for Athletic Council needed to be replaced.

Due to the fact that there was no election for these positions in May 2023, there was no runner up available to fill the vacancy. Two individuals were appointed on an interim basis so the committee and council could resume their work.
Because these positions were appointed on an interim basis, they will need Senate confirmation to serve as an official replacement. Chair Jarzynski informed that surveys would be distributed to the

non-exempt and exempt staff Senator constituencies after the meeting to vote on confirmation of these interim based appointments.

There were two other vacancies, a faculty member on Athletic Council and an undergraduate student Senator on CTAC. The runners up for these positions were notified and will be serving as replacements.

<u>Senate Office Staffing Updates</u>

Chair Jarzynski announced there have been two additions to the University Senate office.

On September 25th, Melanie Anderson joined the University Senate Office as a Coordinator, and Raahina Malik joined us as a Graduate Assistant. Melanie joins from Utah, where she previously served as an executive and Operations Coordinator at the Mountainland Association of Governments aging department in Utah, and played a key role in policy changes, board meetings, and database enhancements ensuring program efficiency.

Raahina Malik, is joining us from Atlanta, Georgia. Raahina is in her first year with the College of Information Studies getting her master's in human computer interaction.

Chair Jarzynski also announced the Administrative Coordinator position was re-posted and will remain open until November 15, 2023. The link was made available on the [University job website](#).

SPECIAL ORDER

Amy Karlsson, Chair, Academic Procedures & Standards Committee
Revision to the Final Exam Provision in the University of Maryland Policy on the Conduct of Undergraduate Courses and Student Grievance Procedure (Senate Document #21-22-11)

Amy Karlsson, Chair of the Academic Procedures & Standards (APAS) Committee provided a presentation detailing the history and context behind the current proposal on the Revision to the Final Exam Provision in the University of Maryland Policy on the Conduct of Undergraduate Courses and Student Grievance Procedure, being examined by APAS.

A portion of the presentation was dedicated to taking a straw poll of the Senate's feelings surrounding the major policy changes that would occur with the APAS Committee's current proposed revisions. It was emphasized that these questions were non-binding and would not be used as an official vote. All discussion would be informal. The questions were presented as follows;

1. Should final exams be a mandatory requirement in every undergraduate class? (Y/N)

2. If a final exam is given, should it only be given during finals week? (Y/N)

3. Do you support a limitation on assessments due or administered in the last week of classes to prevent overburdening students before finals week? (Y/N)

4. Do you support limiting assessments administered or due during the last week of classes to those representing no more than 10% of a student's final grade? (Y/N)

5. Is the revised language defining the "last week of classes" clear? (Y/N)

    "The last week of classes, defined as the final seven calendar days of the semester ending on the "Last day of classes" published in the academic calendar."

Following the responses to the poll, there was a discussion about the specific questions and proposed policy changes.

A member mentioned that the stipulation to avoid final exams during the last week of classes historically dates to the early 90s, which should continue. Another part of the stipulation for having final exams was to reach a threshold of credit hours, to adhere to Code of Maryland Regulations (COMAR).

Karlsson responded that the committee did discuss the credit hours and COMAR requirements but did not arrive at the conclusion that it was an issue if the final exam requirement was lifted.

Another member asked for clarification on whether projects being used as a final assessment tool, could be administered during finals week under the new plan.

Karlsson responded that the committee felt that typically any final assessment tool would be administered during final exam week, including projects, presentations, or performances. However, Karlsson further clarified that there are multiple exceptions allowed under the proposed revision. For example, courses where final presentations are unable to be scheduled during the final exam week (examples include courses where students have clients that they are presenting to and cannot be scheduled during one specific exam time) would be allowed to continue.

Another member asked about courses where both a final project and final exam exist. Typically, these would be due within the same week, and that would bring additional stress to not just students, but also Teaching Assistants who are grading these materials, as well as professors as they provide support and submit multiple grades.

Karlsson emphasized this was a central point in the policy's revision. In this example being discussed, the professor would have the option to make the final project due a week earlier; this is a relatively minor change in deadlines that result in a greater result and respite for all involved.

Karlsson stated another option would be to eliminate the traditional exam, given that the new policy would not require one.

Another member explained that in their department, students have a mandatory final project, as opposed to a final exam, and that flexibility in not having a traditional exam has been beneficial.

Additionally, a member supplemented the previous anecdote by describing their own course, which has a final summative assessment, as well as a final formative project. The final project is a semester-long endeavor and is difficult to move earlier in the semester due to the material, drafts, and feedback required to submit a viable version. This member emphasized that in a semester that is already meticulously scheduled, its difficult to move project deadlines.

Another member shared that in the Architecture program, students have a design review with professionals in the last week of classes. This type of "charrette" with professionals would be difficult to put earlier in the semester, both for scheduling and for student preparation.

A member also spoke from the Physics department that has lab practical finals and presentations, done on the last week. The presentation being cumulative, often including topics that had been taught up until the last week. The member asked if the revised policy would preclude this?

Karlsson responded that if the lab practical and presentation were one assignment, that took place during the final week of classes, it would be an exception, so long as there was not also a final exam that took place a week later.

Member clarified that this course did not have a final exam. But the final lab practical presentation was over 10% of the grade.

Karlsson explained that there are exceptions to account for the many courses and exams and presentations that do not fit into the final exam week, for scheduling or content or proctoring reasons. This example would fit into those exceptions.

Responding to a clarification, Karlsson explained that the current policy states that courses are required to have a final exam. However, the proposed revision eliminates that requirement.

A member stated their strong support for dropping the requirement of having a final exam. However, the unintended consequences might be an issue; for example scheduling a final presentation in final exam period, there are certain classes with finals and one cannot continue to hold their Monday, Wednesday, Friday class time as usual- because of particular final exam time blocks.

Karlsson thanked everyone for the contributions, and noted this feedback would be brought back to the committee.

PCC PROPOSAL TO ESTABLISH A MASTER OF SCIENCE IN DATA SCIENCE (SENATE DOCUMENT #23-24-11)

Wendy Stickle, Chair of the Programs, Courses, and Curricula (PCC) Committee presented the PCC Proposal to Establish a Master of Science in Data Science (Senate Document #23-24-11) and provided background information on the proposal.

Chair Jarzynski thanked Stickle and opened the floor for discussion of the proposal.

Senator Hajiaghayi, TTK Faculty, CMNS asked if the Master of Science being proposed would be appropriately rigorous to match the quality of other master's courses at the University.

Stickle responded that there is not necessarily a difference in level between the current courses, as they exist as iterations of Master of Professional Studies programs, which are also master-level courses. The difference in moving from Master of Professional Studies to Master of Science would be a different approval process for receiving this Master of Science as opposed to a Master of Professional Studies. There is no formal expectation of a difference in difficulty.

Chair Jarzynski called for a vote on the proposal. The result was in 102 in favor, 4 opposed, and 8 abstentions. **The proposals passed.**

PCC PROPOSAL TO ESTABLISH A MASTER OF SCIENCE IN BIOINFORMATICS AND COMPUTATIONAL BIOLOGY (SENATE DOCUMENT #23-24-12)

PCC proposals #23-24-11, #23-24-12, and #23-24-08 were voted on as a group. The result was in 102 in favor, 4 opposed, and 8 abstentions. **The proposals passed.**

REVIEW OF PCC PROPOSAL TO ESTABLISH A MASTER OF SCIENCE IN APPLIED MACHINE LEARNING (SENATE DOCUMENT #23-24-13)

PCC proposals #23-24-11, #23-24-12, and #23-24-08 were voted on as a group. The result was in 102 in favor, 4 opposed, and 8 abstentions. **The proposals passed.**

REVISIONS TO THE SCHOOL OF PUBLIC POLICY (PLCY) PLAN OF ORGANIZATION (SENATE DOCUMENT #19-20-24)

Gene Ferrick, Chair of the Elections, Representation, and Governance (ERG) Committee presented the Revisions to the School of Public Policy (PLCY) Plan of Organization (Senate Document #19-20-24) and provided background information on the proposal.

Chair Jarzynski opened the floor for discussion of the proposal.

Senator Ravichandran, Graduate Student, CMNS, asked why members were being asked to vote on matters that they were not sitting on committee for and may not necessarily have expertise in.

Chair Jarzynski explained that the materials were distributed a week in-advance of the meeting, and voting members are requested to familiarize themselves with the materials, which includes a report detailing the work the committees have done.

Chair Jarzynski called for a vote on the proposal. The result was in 100 favor, 1 opposed, and 10 abstentions. **The motion passed.**

NEW BUSINESS

Senator Fang, Tenured Faculty, ARHU, yielded time and introduced Bill Kules, College of Information Studies, to speak on the development of new remote work policy.

Kules expressed concern that the new remote work policy being developed would jeopardize several hundred faculty positions, and no information has been shared publicly, creating either a communication issue or a transparency of policy issue. Kules continued to describe the effects of the policy, including overriding existing arrangements between faculty and colleges, superseding tenured protections, as well as concern that the shared governance process must take place, with Committee and Senate approval.

Chair Jarzynski responded that while no proposal has yet been brought before the Senate, meaning there has not begun an official process of changing the remote work policy at the University Senate

level. However, Senate Leadership has upcoming meetings with administration and will bring this concern to the table.

Senator Raianu, Tenured Faculty, ARHU, yielded time and introduced Renee Hill, Interim Associate Dean of EDI in the College of Information Studies.

Hill expressed similar concerns about a policy that has not been developed through the shared governance process on campus, and has potential to affect job security, academic freedom and individual flexibility.

Chair Jarzynski clarified that this policy being discussed is not yet an official proposed policy, and while an interim policy or draft is being discussed, there is no policy in front of the Senate. Any official policy change must and will come to the Senate, at which point an opportunity for full consultations, considerations, discussions and votes will take place.

Senator Clegg, Tenured Faculty, INFO, spoke about the effectiveness of remote work, allowing more interaction between faculty, more creativity in projects, presentations, research, and teaching. Clegg asked that these remote practices, as benefits to the University, being taken into consideration and not lost in any future policy changes.

Senator Wasdin, Tenured Faculty, ARHU, highlighted that being unable to hire the most competent and qualified individuals, because of a restriction of where they work- when the University has the capabilities to allow individuals to work virtually, would be disservice to the students and the world-renowned programming of this campus. Wasdin also commented that the process of developing policy; with proposal, committee work, recommendations and Senate discussions are vital to principals of university shared governance and should be implemented.

Chair Jarzynski introduced Betsy Beise, Associate Provost for Academic Planning and Programs.

Beise responded that the University System of Maryland (USM) has developed a policy on remote work. One of the criteria in their requirements is that each USM institution develop its own local policy. This requires the University of Maryland to implement an interim policy to satisfy the USM requirements, and then the policy will come forward to the Senate for full procedural approval.

Besie clarified that even the interim policy has not been established.

ADJOURNMENT

The meeting was adjourned at 4:15 p.m.

Nominations Committee Slate 2023-2024

PRESENTED BY	Jordan Sly, Chair
REVIEW DATES	SEC – November 6, 2023	SENATE – December 5, 2023
VOTING METHOD	In a single vote
RELEVANT POLICY/DOCUMENT	N/A
NECESSARY APPROVALS	Senate

ISSUE

The University Senate Bylaws state, "By no later than the scheduled December meeting of the Senate, the Committee on Committees shall present to the Senate eight (8) nominees from among outgoing Senate members to serve on the Nominations Committee. The nominees shall include four (4) faculty members, one (1) exempt staff member, one (1) non-exempt staff member, one (1) graduate student, and one (1) undergraduate student. Further nominations shall not be accepted from the floor of the Senate. The Senate, as a body, shall approve the slate of nominees to serve on the Nominations Committee."

RECOMMENDATION

The Committee on Committees recommends that the Senate approve the slate as presented.

COMMITTEE WORK

The Committee on Committees Chair, Senate Chair-Elect Jordan Sly, contacted all outgoing Senators through the Senate Office email on September 26, 2023 to invite them to volunteer to be considered for the Nominations Committee. The Senate Office sent follow-up emails and the volunteer opportunity was announced at the October 3, 2023 Senate meeting.

The Committee on Committees met on October 24, 2023 to discuss a process for soliciting nominations for the Senate Nominations Committee. The Committee on Committees discussed the volunteers at the meeting and voted on the final nomination slate. As required by the Bylaws, the committee assembled a total of eight nominees from among the Outgoing Senators to present to the Senate.

An outgoing exempt staff Senator was not available to serve on the Nominations Committee as required by the University of Maryland Plan of Organization for Shared Governance and the Bylaw of the University Senate. Based on previous guidance from the Senate Parliamentarian that representation for all constituencies on the Nominations Committee is a greater priority than having all the committee members be outing Senators, the Committee on Committees considered continuing exempt staff Senators to represent that constituency on the Nominations Committee.

In addition to ensuring that all Senate constituencies were represented on the proposed Nominations Committee membership slate, the Committee on Committees endeavored to create a slate that represented a variety of Colleges/Schools, disciplines, positions, and backgrounds. The Committee on Committees voted to approve the slate on October 24, 2023.

ALTERNATIVES

The Senate can decide not to approve the slate.

RISKS

There are no risks to the University in approving the slate.

FINANCIAL IMPLICATIONS

There are no financial implications in approving the slate.

2023-2024 Senate Nominations Committee Slate

Name/Constituency	Department/Unit	College	Term
Non-Voting Ex-Officio			
Jordan Sly	Libraries	LIBR	2024
Faculty			
Brit Saksvig	School of Public Health	SPHL	2024
Elizabeth Lathrop	School of Engineering	ENGR	2024
Gideon Mark	Logistics, Business, & Public Policy	BMGT	2024
Isabel Lloyd	Materials Science & Engineering	ENGR	2024
Exempt Staff			
Keira Martone	Department of Resident Life	VPSA	2024
Non-Exempt Staff			
Joanna Wiley	Libraries	LIBR	2024
Graduate Student			
Scott Monnin	School of Theater, Dance, & Performance Studies	ARHU	2024
Undergraduate Student			
Steven Berit	Computer Science	CMNS	2024

Proposal for the Change in UMD Policy X-3.06(A) on University Funded Cellular Telephones and Service

PRESENTED BY	**Information Technology (IT) Council, Chair: Jeffery Klauda**
REVIEW DATES	**SEC – November 6, 2023	SENATE – December 5, 2023**
VOTING METHOD	**In a single vote**
RELEVANT POLICY/DOCUMENT	**Example:** University of Maryland Policy X-3.06(A) on University Funded Cellular Telephones and Service
NECESSARY APPROVALS	**Senate, President**

ISSUE

In January 2023, a proposal was submitted to the Senate Executive Committee related to an update to the University Funded Cellular Telephones and Service. The proposal noted that the last update to this policy was October 2006 and significant changes to cell phone plans warranted an updated policy. Later in January, the SEC voted to charge the IT Council to review the proposal to update the policy by considering similar policies at Big 10 institutes, consultation with the Division of Information Technology, changes to outdated elements of the policy, align the policy to current use of cell phones, and thinking forward to future changes in mobile technology.

RECOMMENDATION(S)

The IT Council recommends that the updated policy on University Funded Cellular Devices and Service, as attached herein, be approved.

COMMITTEE WORK

The IT Council began investigating changes in this policy in February 2023. A sub-committee was charged to work on the policy review and its charge from the SEC (Augustus Sam (Chair), Pamela Duffy (Member), Axel Persaud (Member)). This sub-committee met on March 7th and looked at Penn State University and Northwestern as our Big10 institutes to compare with our cell phone policy. The committee found a common theme addressing the personal usage of university owned devices should be limited and if any additional charges over the standard plans would be covered by the University employee.

A first draft of the policy was developed in April and sent off to the Office of General Counsel for review. The policy was updated to focus more on security and remove the previous focus on minute use. Moreover, the updated policy also made it clear that the cell phone number is property of the university and that employees cannot take the number with them after leaving the University.

On May 8th, the near final draft of the policy was presented to the IT Council for review and vote. This expanded the scope to cellular data capabilities, approval of the devices at the unit or departmental level, devices should be used for business purposes, devices should be passcode protected, and must follow DNCA guidelines. This was unanimously approved in the form presented by the sub-committee at this meeting.

During late June 2023, CIO discussions at a meeting with the Vice Presidents   suggested a change in cellular approval policy. It was decided to delegate approval of purchases for cellular devices to upper-level administrators (Vice Presidents, Academic Deans, Assistant President, or a designee in their office) rather than unit heads. This change   proposed after the last IT Council meeting of the 2022-23 AY.   It was determined that this change was sufficiently substantive that the revision needed to be reviewed and approved by new IT Council   the following AY.

At the October 9th meeting of the IT Council, an updated policy with the changes   was presented and discussed. This was voted by the IT Council after discussion the IT Council voted unanimously to recommend the revised policy be approved by the SEC and eventually the full senate   .

ALTERNATIVES

The Senate could choose not to approve these recommendations. However, doing so would not align to current cell phone plans, preferred approval of such devices, and policies upon employee termination.

RISKS

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

FINANCIAL IMPLICATIONS

There are no financial implications for this change in policy.

Proposal for the Change in UMD Policy X-3.06(A) on University Funded Cellular Telephones and Service

2022-2023 Committee
Jeff Klauda, Chair
Yifei Mo (Faculty)
Julie Wright (Faculty)
David Dahl, Ex-Officio Dean
Ayeletter Halbfinger, Ex-Officio IT Student Advisory Committee
Jack Blanchard, Ex-Officio Provost's Rep
Jeffrey Hollingsworth, Ex-Officio VP IT/CIO
Dawn Roy (Exempt Staff)
Augustus Sam (Exempt Staff)
Mary Shelley (Exempt Staff)
Zhi-Long Chen (Faculty)
Pamela Duffy (Faculty)
Stephen Roth (Faculty)
Karolin Buchholz (Graduate Student)
Sriharsha Kolla (Undergraduate Student)

BACKGROUND

The goal of the IT Council the last several years has been to update existing policies that require changes based on policies that were developed with outdated practices. For the 22-23 AY, the IT Council decided to focus on the *Cellular Telephone and Service* Policy at the November 14, 2022 meeting.

In January 2023, the Senate Executive Committee (SEC) reviewed the proposal from the IT Council to update the Cellular Telephone and Service policy. Specifically, the UMD policy on University Funded Cellular Telephones and Service, X-3.06(A), has not been updated in over 15 years. Cell phones and their usage patterns have changed substantially in that period of time. For example, the current policy urges employees to not use a UMD provided cell phone if a landline phone is nearby due to the high cost of cell phone calls at the time the policy was adopted.

On January 27, 2023, the SEC officially charged the IT Council to review *UMD Policy X-3.06(A) on University Funded Cellular Telephones and Service* (Senate Document #22-23-21). This outlined 10 items to review and focus on developing an updated policy.

COMMITTEE WORK

The IT Council began investigating changes in this policy in February 2023. A sub-committee was formed from volunteers on the IT Council. At the February meeting this sub-committee was officially charged to work on the policy review and its charge from the SEC (Augustus Sam (Chair), Pamela Duffy (Member), Axel Persaud (Member)). This sub-committee met on March 7th to discuss the policy updates. The committee focused on all cellular services due to the change in technology. The policy updates addressed cell phones, tablets, and carrier plans. The committee reviewed cellular policies at Penn State University and Northwestern as model examples. The committee found a common theme addressing the personal usage of university owned devices should be limited and if any additional charges over the standard plans would be covered by the University employee.

In March and early Apil, a draft updated policy was developed by the committee. The policy was updated to focus more on security and remove the previous focus on minute use. Passcodes, encryptions, and other security best practices have been added to the policy. The management of

smartphones and other cellular enabled assets were addressed by adding information for the Designated Non-Capital Assets policy. Moreover, the updated policy also made it clear that the cell phone number is property of the university and that employees cannot take the number with them after leaving the University.

In early April, this updated policy was sent off to the Office of General Counsel for review.

On May 8th, the near final draft of the policy was presented to the IT Council for review and vote. This expanded the scope of the policy from cell phones to devices using cellular data capabilities. The approval of the devices would be done at the Unit of Departmental level. Focus on de minimis personal use and thus the devices should be used for business purposes. The policy focused on keeping the phone number with the university and that a phone number cannot be transferred to the individual after the employee leaves the university. For security, the policy notes that the devices should be passcode protected and must follow DNCA guidelines. This was unanimously approved by the IT Council in the form presented by the sub-committee at this meeting.

During late June 2023, CIO (Jeff Hollingsworth) discussions at a meeting with the Vice Presidents suggested a change in cellular approval policy. It was decided to delegate approval of purchases for cellular devices to upper-level administrators (Vice Presidents, Academic Deans, Assistant President, or a designee in their office) rather than unit heads. This change was proposed after the last IT Council meeting of the 2022-23 AY. It was determined that this change was sufficiently substantive that the revision needed to be reviewed and approved by the new IT Council the following AY.

At the October 9th meeting of the IT Council, an updated policy with the changes was presented and discussed. A short discussion on the updated policy yielded a question with regards to senior staff converting their personal numbers to the university phones and are concerned that when they retire or otherwise leave the university, that they retain their number. Hollingsworth noted that the clearest path forward is that those employees get their own numbers before leaving the university and the number they have is for university business. Hollingsworth noted that instead of carrying two cell phones there is technology called virtual SIM and others that can assist with that. You can also use the Webex app and forward calls to your cell phone.

A second concern was ked about the bullet point in the statement that reads *"Employees may be held liable for lost, stolen or damaged University-owned cellular device equipment"* and if that is common practice in such policies. Hollingsworth noted that the key words in that phrase are "*may be held liable*" in cases for gross negligence, for instance. There was another concern about the bullet point in the statement that reads "*Individuals found in violation of this policy will be billed for costs related to personal use of cellular devices and will be expected to reimburse the University"*. *Continuing abuse of the policy may lead to disciplinary action"*. The sub-committee chair noted that this phrase was stricken from the policy and that it should be removed from the current draft. After no further discussion, the IT Council voted unanimously to recommend the revised policy be approved by the SEC and eventually the full senate.

UNIVERSITY OF MARYLAND POLICY ON UNIVERSITY FUNDED CELLULAR DEVICES AND SERVICE

I.   PURPOSE

The University of Maryland's ("the University") mission is to achieve excellence in teaching, research, scholarship, creative activities, and public service. As the State's flagship University, and one of the country's first land grant institutions, the University seeks to educate students and advance knowledge in areas of importance to the State, the nation, and the world, and to be a preeminent national center for research, innovation, and graduate and undergraduate education.

The purpose of this policy is to establish a University of Maryland, College Park policy regarding the purchase, issuance and use of University issued and/or funded devices using data plans such as cellular technology (e.g., Android tablets, iPads, Phones, and wireless mobile hotspots)

II.   APPLICABILITY

University issued and/or funded cellular devices are provided to facilitate the effective and efficient performance of University of Maryland at College Park official business. Vice Presidents and Academic Deans are responsible for establishing the appropriate internal procedures to ensure compliance with this policy within their respective areas of responsibility. The Assistant President performs these functions for units reporting directly to the President that are not led by a Senior Vice President or Vice President.

III.   POLICY AND PROCEDURES

- Vice Presidents, Academic Deans, Assistant President or a designee in their office shall approve the purchase and issuance of each cellular device.
- Cellular devices shall be assigned for business purposes only.
- UMD issued cell phones are the property of UMD.
- The phone number may not be transferred to the employee at the end of the employment with UMD.
- Cellular device service plans shall be selected based upon the lowest cost plan that meets the individual business needs of the unit. Service plans should be selected from the established University Master Contracts except when business needs justify the use of an alternate vendor (New Contracts must be approved by the relevant VP

and the AVP of Procurement). Service plans are to be evaluated and selected per cellular device to best match the usage patterns associated with employee responsibilities.

- A review of cellular device usage, plans, and continued necessity shall be conducted annually, at minimum. Each Vice President, Academic Dean, or Assistant President shall   designate a person within their office to conduct the review. If indicated, changes in service plans and assignment of cellular devices shall be made following this review.

- Personal usage on a university funded cellular device should be restricted to de minimis use. If the cellular device is used for personal use, the employee shall reimburse the University for any additional cost associated with that use.

- Cellular devices are to be utilized in a responsible and safe manner, conforming to network etiquette, customs, courtesies, safety practices and any or all applicable laws or regulations. Abusive or inappropriate use of university funded cellular devices may result in disciplinary action.

- Cellular devices must be passcode protected and always secured.

- Lost or stolen devices shall be reported to both UMPD and DIT's Security Operations Center no later than the next business day after discovery of the loss.

- All UMD mobile devices are subject to the UMD IT acceptable use policy and all IT policies and standards. (IT policies and standards can be found at https://it.umd.edu/about-dit/governance/it-policies-standards-guidelines)

- Employees may be held liable for lost, stolen or damaged University-owned cellular device equipment.

- All records related to the purchase, issuance, and use of a university funded cellular device are the property of the University of Maryland at College Park. Records may include voice mails, text messages, photographs, and documents. Such records may be provided to appropriate officials both within and external to UMD as part of investigations. Any provision of these records will be done in a manner consistent with UMD's Acceptable Use and Privacy Policies. Records created in the transaction of university business may be considered public records and therefore, disclosable to the general public.

- Upon separation from the University, employees must return all University issued cellular equipment no later than the day employment ends with UMD. Separating employees are liable for replacement costs of unreturned devices.

- UMD owned cell phones must adhere to the DNCA (Designated Non-Capital Assets) procedures. Details for DNCA can be found: https://finance.umd.edu/asset-management/designated-non-capital-assets

UNIVERSITY OF MARYLAND, COLLEGE PARK POLICY ON UNIVERSITY FUNDED CELLULAR TELEPHONES AND SERVICE

(Effective October

19, 2006) **I.** ~~Purpose~~

PURPOSE

The University of Maryland's ("the University") mission is to achieve excellence in teaching, research, scholarship, creative activities, and public service. As the State's flagship University, and one of the country's first land grant institutions, the University seeks to educate students and advance knowledge in areas of importance to the State, the nation, and the world, and to be a preeminent national center for research, innovation, and graduate and undergraduate education. The purpose of this policy is to establish a University of Maryland, College Park policy regarding the purchase, issuance and use of University issued and ~~funded cellular telephones.~~**/or funded devices using data plans such as cellular technology (e.g., Andriod tablets, iPads, Phones, and wireless mobile hotspots).**

II. ~~Policy Statement~~ **APPLICABILITY**

University issued and**/or** funded cellular ~~telephones~~ **devices** are provided to facilitate the effective and efficient performance of University of Maryland at College Park official business. ~~Departmental directors~~ **Vice Presidents** and ~~unit heads~~ **Academic Deans** are responsible for establishing the appropriate internal procedures to ensure compliance with this policy within their respective areas of responsibility. **The Assistant President performs these functions for units reporting directly to the President that are not led by a Senior Vice President or Vice President.**

~~Policy~~ **III. POLICY AND PROCEDURES**

- ~~Departmental chairs/directors~~ **Vice Presidents, Academic Deans, Assistant Presidents** or ~~their~~ **a** designee~~(s)~~ **in their office** shall approve the purchase and issuance of each cellular telephone.

- Cellular ~~telephones~~ **devices** shall be assigned for business purposes only.

  - **UMD issued cell phones are property of UMD.**

  - **The phone number may not be transferred to the employee at the end of the employment with UMD.**

- Cellular ~~telephone calling~~ **device service** plans shall be selected based upon the lowest cost plan that meets the individual business needs of the unit. ~~Calling~~ **Service** plans should be selected from the established University Master Contracts except when business needs justify the use of an alternate vendor **(new contracts must be approved by the relevant VP and the AVP of Procurement)**. ~~Calling~~ **Service** plans are to be evaluated and selected per cellular ~~telephone so as~~ **device** to best match the ~~calling~~ **usage** patterns associated with employee responsibilities.

- A review of cellular ~~telephone~~ **device** usage ~~and~~**,** plans**, and continued necessity** shall be conducted annually, at minimum. Each ~~Chair/Director~~ **Vice President, Academic Dean, or Assistant President** shall designate a ~~responsible~~ person within ~~the unit~~ **their office** to conduct the review. If indicated, changes in service plans and assignment of cellular ~~telephones~~ **devices** shall be made following this review.

- Personal ~~calls should normally not be made or received~~ **usage** on a University funded cellular ~~telephone.~~ **device should be restricted to de minimis use.** If the cellular ~~telephone~~ **device** is used for personal use, the employee shall reimburse the University for that use. ~~Preferably, an employee may, in consultation and agreement with their department, determine the percentage of personal usage of the cellular telephone and reimburse the University for the cost on either a monthly or annual basis. As an alternative, many plans have the ability to add a second line, billed separately to the individual for personal use.~~

- Cellular ~~telephones~~ **devices** are to be utilized in a responsible and safe manner; conforming to network etiquette, customs, courtesies, safety practices and any or all applicable laws or regulations. Abusive or inappropriate use of University funded cellular ~~telephones~~ **devices** may result in disciplinary action.

- ~~Cellular telephones should not be used for University business when standard University-provided telephone service is readily accessible. A~~
  ~~cellular phone may be used when the cost of the landline use exceeds the cost of cell~~
  ~~phone use.~~

- ~~Cellular telephones must be secured at all times. All losses shall be reported no later than the next business day.~~

- **Cellular devices must be passcode protected and always secured.**

- **Lost or stolen devices shall be reported to both UMPD and DIT's Security Operations Center no later than the next business day after discovery of the loss**

- **All UMD mobile devices are subject to the UMD IT acceptable use policy and all IT policies and standards. (IT policies and standards can be found at https://it.umd.edu/about-dit/governance/it-policies-standards-guidelines).**

- Employees may be held liable for lost, stolen or damaged University-owned cellular ~~telephone~~ **device** equipment.

- ~~The cost of additional services, including "Operator assisted" calls, such as person-to-person, credit card calls, and directory assistance (411), and "downloads" from a University provided cellular telephone except for other than business use must be reimbursed to the University.~~

- All records ~~of University funded cellular telephone~~ **related to the** purchase, issuance, and ~~usage~~ **use of a university funded cellular device** are the property of the University of Maryland at College Park. **Records may include voice mails, text messages, photographs, and documents.** Such records may be provided to the appropriate ~~authorities when there is suspicion of wrongdoing. Records may also be provided upon request in personnel actions to appropriate University~~ officials~~.~~ **both within and external to UMD as part of the investigations. Any provision of these records will be done in a manner consistent with UMD's Acceptable Use and Privacy Policies. Records created in the transaction of university business may be considered public records and therefore, disclosable to the general public.**

- Upon separation from the University, employees must return all University issued cellular equipment~~.~~ **no later than the day employment ends with UMD. Separating employees are liable for replacement costs of unreturned devices.**

- ~~Individuals found in violation of this policy will be billed for costs related to personal use of cell phones and will be expected to reimburse the~~
  ~~University. Continuing abuse of the policy may lead to disciplinary actions.~~

UMD owned cell phones must adhere to the DNCA (Designated Non-Capital Assets) procedures. Details for DNCA can be found: https:/finance.umd.edu/asset-management/designated-non-capital-assets.

Revisions to the Robert H. Smith School of Business Plan of Organization

PRESENTED BY	Gene Ferrick, Chair
REVIEW DATES	SEC – November 6, 2023 | SENATE – December 5, 2023
VOTING METHOD	In a single vote
RELEVANT POLICY/DOCUMENT	Plan of Organization for Shared Governance at the University of Maryland, College Park
NECESSARY APPROVALS	Senate, President

ISSUE

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

RECOMMENDATION(S)

The ERG Committee recommends that the Senate approve the revised Plan of Organization for the Robert Smith School of Business (BMGT).

In addition to the proposed revised BMGT Plan of Organization, the ERG Committee recommends the following be considered by BMGT:

- The ERG Committee recommends that BMGT reconsider the apportionment of tenured track faculty to the professional track faculty within the faculty committee in preparation for the next Plan review in 2026.

COMMITTEE WORK

The BMGT School submitted minor revisions to its Plan of Organization to the University Senate for review in May 2023.

Article 11 of the Plan of Organization for Shared Governance provides provisions for the review of College, School, and Library Plans of Organization every ten years but does not include provisions for technical revisions to Plans. The Senate Parliamentarian advised that it would be appropriate for the ERG Committee to do a focused review of just the proposed revisions because the BMGT Plan will have a comprehensive review in 2026. The Parliamentarian and Senate Director both advised

that the BMGT Plan's 10-year cycle will remain on its review cycle, a full comprehensive review will still need to occur in 2026.

The ERG Committee noted the revisions to the BMGT Plan of Organization broadened the pool of eligible members to the administrative committees: Undergraduate Programs Oversight Committee, MBA Programs Oversight Committee, Specialty Masters Programs Oversight Committee, and the Teaching Enhancement Committee. The requirement that eligible members must be members of the Faculty Committee to serve on these committees was changed to any full-time faculty can serve on these committees. This change allows for all possible titles and ranks of faculty to serve on these Oversight Committees. The ERG Committee members appreciated the School's change of these committee's membership requirements.

The ERG Committee also reviewed the Faculty Committee membership composition between tenure track faculty (TTK) and professional track faculty (PTK). It was observed that the stated TTK membership on the Faculty Committee has a higher number than the PTK membership despite the overall higher number of PTK in BMGT. Members felt the BMGT should reconsider the apportionment of the Faculty Committee to address this inequity representation during the review of their Plan of Organization in 2026.

The BMGT School Assembly voted to approve the revisions to its Plan of Organization on May 12, 2023.

The ERG Committee voted to approve at its October 13, 2023 meeting the revised BMGT Plan of Organization and provided a recommendation to BMGT.

ALTERNATIVES

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

RISKS

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

FINANCIAL IMPLICATIONS

There are no known financial implications.

Revisions to the Robert H. Smith School of Business Plan of Organization

2023-2024 Committee Members

Gene Ferrick (Chair)
Paul Brown (Faculty)
Mark Coulbourne (Faculty)
Jon Crocker (Faculty)
Jenna Dimaggio (Undergraduate Student)
Orna Garnett (Ex-Officio-Director of HR Rep)
Soomin Kim (Undergraduate Student)
Lian Kish (Exempt Staff)
Serena Mlawsky (Graduate Student)
Polly O'Rourke (Faculty)

Abdulazeez Olukose (Graduate Student)
Pamela Phillips (Ex-Officio Associate VP IRPA Rep)
Hilary Thompson (Faculty)
Kenneth Werre (Non-Exempt Staff)

Date of Submission
October 27, 2023

BACKGROUND

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

COMMITTEE WORK

The Robert H. Smith School of Business (BMGT) submitted minor revisions to its Plan of Organization to the University Senate for review in May 2023.

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

The Senate Parliamentarian was consulted regarding the minimal nature of the revisions to BMGT's Plan, and suggested that the ERG Committee's review focus on only the proposed revisions instead of a comprehensive review of the Plan and its associated policies. The 10-year review cycle would not reset based on the current focused review. Following discussion, the Senate Director and Parliamentarian agreed that the proposed process for a limited review of BMGT's Plan of Organization was the most reasonable path forward. It was reviewed the issue of minimal or technical revisions to a Plan is under consideration by the Plan of Organization Review Committee (PORC) to formally develop and codify a review process for revisions of college Plans of Organization in the University's Plan.

Based on the advice of the Senate Director and Parliamentarian, the ERG Committee proceeded with a focused review of the BMGT Plan of the proposed revisions. The Committee agreed that the next BMGT Plan of Organization review should occur in 2026.

The ERG Committee reviewed the revisions to the BMGT Plan of Organization. The revisions to the BMGT Plan of Organization broadened the pool of eligible members to the administrative committees: Undergraduate Programs Oversight Committee, MBA Programs Oversight Committee, Specialty Masters Programs Oversight Committee, and the Teaching Enhancement Committee. The requirement that eligible members must be members of the Faculty Committee to serve on these committees was changed to any full-time faculty can serve on these committees. This change allows for all possible titles and ranks of faculty to serve on these Oversight Committees. The ERG Committee members appreciated the School's change of these committee's membership requirements.

The ERG Committee also reviewed the Faculty Committee membership composition between tenure track faculty (TTK) and professional track faculty (PTK) that can serve on this committee. It was observed that the stated TTK membership on the Faculty Committee has a higher number than the PTK membership despite the overall higher number of PTK in BMGT. Members felt the BMGT should reconsider the apportionment of the Faculty Committee to address this inequity in representation during the review of their Plan of Organization in 2026.

The BMGT School Assembly approved the revisions to its Plan of Organization on May 12, 2023.

The ERG Committee voted to approve its meeting on October 13, 2023 the revised BMGT Plan of Organization and provided a recommendation to BMGT.

RECOMMENDATIONS

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

In addition to the revised BMGT Plan of Organization, the ERG Committee recommends that the following be considered by BMGT:

- The ERG Committee recommends that BMGT reconsider the apportionment of tenured track faculty to the professional track faculty within the faculty committee in preparation for the next Plan review in 2026.

APPENDICES

Appendix 1 — 2016 Robert Smith School of Business Plan of Organization

ROBERT H. SMITH SCHOOL OF BUSINESS
UNIVERSITY OF MARYLAND

PLAN OF ORGANIZATION
April 2016 (Revised via Amendment in May 2023)

TABLE OF CONTENTS

ROBERT H. SMITH SCHOOL OF BUSINESS
UNIVERSITY OF MARYLAND

PLAN OF ORGANIZATION

April 2016 (Revised via Amendment in May 2023)

I. NAME AND MISSION

Name: The name of the unit shall be "The Robert H. Smith School of Business" of the University of Maryland, College Park, hereinafter referred to as the "School".

Mission: The Smith School's mission is to create knowledge, promote a learning environment that fosters intellectual discovery, and equip current and future leaders to assess complex problems and deliver innovative solutions.

II. PURPOSE

The purpose of this plan is to establish a framework for shared governance of the School so as to provide for the orderly and effective discharge of the School's mission. The plan advances the School's mission within its strong and enduring commitment to shared governance, which ensures that all members of the School community (see Article III) join in shaping the School and its future. The plan is created to be consistent with the policies, procedures, and regulations of the University of Maryland, College Park. However, should there be discrepancies between these and the provisions of this plan, University statutes shall take precedence.

III. MEMBERS OF THE SCHOOL COMMUNITY

A. **Faculty**: "Faculty" of the School consist of the following categories.
 1. Tenured and Tenure Track Faculty: All tenured and tenure-track faculty whose tenure home is the Smith School.
 2. Professional Track Faculty: The term professional track faculty is used in this plan to refer to salaried full-time non-tenure track faculty members of the School. Faculty in these ranks (1) have salaried appointments of 50% FTE or greater and (2) are neither tenured nor eligible for tenure. The list of professional track faculty ranks that may be used at the Smith School are as specified in the bylaws.
 3. Adjunct Faculty: The term adjunct faculty is used in this plan to refer to non-tenure track faculty members of the School who are either: (1) compensated on a course by-course basis, (2) or on salaried appointments at less than 50%.

1

4. Emeritus Faculty: Faculty who have retired from the Smith School and have been granted emeritus status by the University.
5. Other Faculty: Individuals with faculty titles as defined by the University who do not fall into one of the above four categories.

The term "full-time faculty" will be used in the plan to refer to faculty defined in Articles III.A.1 and III.A.2.

B. **Staff**: "Staff " includes all administrative personnel, holding full time or part time of 50% or greater appointments to professional and support positions, and who do not otherwise hold teaching or research appointments and are not students. Staff does not include hourly employees or graduate assistants. Staff are classified as either "exempt" or "non-exempt" based on applicable University procedures.

C. **Students**: "Students" shall include all students who are enrolled in the School's academic Programs and are candidates for a degree or certificate. Student status as part-time or full-time is as determined by the registrar of the University.

IV. ADMINISTRATIVE STRUCTURE

A. **Dean**
1. **Selection**: The Dean is appointed by authority of the President of the University of Maryland, upon recommendation of the Provost, following a search involving substantial participation of the School faculty, staff, and students. The School encourages the Provost to ensure that a majority of search committee members shall be tenured and tenure-track faculty. The Dean shall be appointed to the rank of Tenured Full Professor at the School, subject to University Appointment, Promotion, and Tenure procedures.

2. **Duties and responsibilities**: The Dean is the Chief Academic and Administrative Officer of the School. The Dean exercises those functions delegated to him/her by the President and Provost. The Dean has overall responsibility for the School's budget, academic affairs, programs, research, operations, and personnel matters.

3. **Review**: Review of the Dean is governed by the University of Maryland, College Park Policies. It states "The Dean shall serve for a fixed term of no longer than five years, be reviewed at regularly designated intervals by a committee appointed by the Senior Vice President for Academic Affairs & Provost, and be eligible for reappointment following the review."

B. **Senior Associate Dean for Faculty**
1. **Selection** The Senior Associate Dean for Faculty reports directly to the Dean. The Dean selects the Senior Associate Dean for Faculty from amongst the tenured full professors of the School.

2. **Duties and responsibilities**: The responsibilities of the Senior Associate Dean for Faculty include faculty personnel matters including Appointments, Promotion, and Tenure; and Merit Review. More broadly the Senior Associate Dean for Faculty should promote and represent School Faculty within the School and on campus and should work with the Dean on strategic initiatives related to faculty. Other responsibilities may be assigned to the Senior Associate Dean for Faculty at the discretion of the Dean. After the Dean, the Senior Associate Dean for Faculty is the highest ranked administrator within the School. In the event that the Dean is unable to perform his/her duties, the Senior Associate Dean will serve as Interim Dean until the Provost makes alternate arrangements.

3. **Review**: The Senior Associate Dean for Faculty shall be appointed to a fixed term of no longer than three years. The Senior Associate Dean for Faculty is eligible for reappointment after a formal review. The Senior Associate Dean for Faculty should be formally reviewed in the final year of each appointment term, by a committee of three Tenured Faculty Members elected by the Faculty Committee (see Article VI.A). The purpose of the review is to evaluate how well the Senior Associate Dean for Faculty is fulfilling his/her leadership and administrative responsibilities, to provide constructive recommendations for improving his/her success, and to provide a basis for a reappointment decision. The review must allow for input from all School Assembly members (see Article V). The Review Committee should provide a report to the Dean discussing its findings and recommendations with the Dean.

C. **Areas**: Faculty in the School are organized into academic areas. As of April 15, 2016, the areas were:
   1. Accounting and Information Assurance
   2. Decision, Operations, and Information Technologies
   3. Finance
   4. Logistics, Business, and Public Policy
   5. Management and Organization
   6. Marketing

D. **Area Chairpersons**
   1. **Selection**: The appointment of an Area Chairperson is for a fixed term of no longer than three-years. The Area Chairperson must be a Tenured Faculty member in the academic area. The Senior Associate Dean for Faculty shall solicit input from full-time faculty and staff in the area on all the eligible candidates for chair, and convey this input to the Dean. Faculty input should include an advisory ballot from tenured, tenure-track, and professional track Faculty Committee members in an area on all eligible candidates for chair. The Dean shall incorporate this input in his/her selection of the Area Chairperson, and should choose a Chairperson acceptable to the majority of the tenured faculty members in the area.

   2. **Duties and Responsibilities**: Area Chairpersons are the academic and administrative officers of their Faculty Area. They exercise those functions delegated to them by the Dean and Senior Associate Dean. These duties include administering the

appointment, promotion, and tenure policies within the area as specified by University policies, assigning teaching duties to faculty in an area, and having responsibility towards all academic programs that are associated with an area. They also serve as a conduit for information between the Dean's Office and the Academic Area.

3. **Review and Reappointment**: In the final year of the term of the Chairperson, full-time faculty in an area will evaluate their Chairperson. Anonymity of respondents will be maintained. The evaluation will be separated out by professional track faculty and tenured and tenure-track faculty. The evaluation will be conducted and summarized by the Senior Associate Dean for Faculty, who can also solicit information from other members of the School. Results will be given to the Chairperson by the Dean and Senior Associate Dean for Faculty. A Chairperson is eligible for reappointment after review. He/she may not serve more than two consecutive terms, unless there are exceptional circumstances.

E. Executive Committee

1. **Membership**: The committee shall consist of the following members: the Dean, Senior Associate Dean for Faculty, Chairpersons of the faculty areas (as identified in IV C). The Senior Associate Dean for Faculty and the Area Chairpersons (or their designate) are voting members. The Dean is in an ex-officio role.

2. **Duties and Responsibilities**.
   a. To advise and assist the Dean on both administrative and academic matters
   b. To play a role in initiating and developing academic policy and programs, and in monitoring their implementation
   c. To spearhead strategic planning in the School
   d. To recommend faculty and staff hiring priorities to the Dean
   e. To consult regularly with the Dean on matters of interest and concern to the School, including budget decisions and facility planning.
   f. To review budgets and major long-term contracts.
   g. To conduct periodic reviews of performance of various offices, centers, and administrators.
   h. To serve as a nominating committee for School and university level committees.
   i. To review reports and recommendations of School committees.

3. **Meetings**:
   a. The chair of the Executive Committee shall be the Senior Associate Dean for Faculty.
   b. The Executive Committee shall meet at least twice a semester, and at least once during the summer.
   c. The Dean may invite any member of his/her administrative team to attend Executive Committee Meetings.

d. In the event that an Area Chairperson cannot attend a particular Executive Committee meeting, he/she may appoint a substitute with voting powers from the tenured faculty in the chairperson's area.

e. For a motion to carry in the Executive Committee, a simple majority of its voting membership must vote in favor of it.

f. Minutes shall be taken at each meeting and, after being reviewed by the committee, made available to full-time faculty and Deans in a timely manner.

F. Associate and Assistant Deans

1. **Selection**: The Dean consults with the Executive Committee and appoints the Associate and Assistant Deans. After consultation with the voting members of the Executive Committee, the Dean may also alter the administrative structure of the Associate and Assistant Dean positions, with the exception of the Senior Associate Dean for Faculty. The Dean should use approved university titles for these administrative positions.

2. **Duties and Responsibilities**: The duties and responsibilities associated with each Associate and Assistant Dean position should be specified explicitly by the Dean in writing.

3. **Review**: The administrative performance of Associate and Assistant Deans shall be subject to recurrent formal reviews at times that do not exceed three years between reviews. The review should allow for input from faculty, staff, and students. Review of Associate Deans should be conducted by committees with the majority of members coming from the Faculty Committee.

V. SCHOOL ASSEMBLY

A. **Membership:** The School Assembly shall include the following voting members.

1. **Faculty**: All Faculty Committee Members (See Section VI.A).
2. **Staff**: Two staff representatives shall be elected annually from and by School staff. Exempt staff must be guaranteed at least one representative if they constitute at least 25% of the total staff at the School. Non-exempt staff must be guaranteed at least one representative if they constitute at least 25% of the total staff at the School.
3. **Students**: Students shall be represented by one Undergraduate, one Masters level, and one Doctoral student representative elected annually by their representative groups.

B. **Meetings**: The School Assembly shall meet at least twice a year, once during the fall and once during the spring semesters. School assemblies shall generally be run as informational exchanges and discussions. The meeting is open to all faculty and staff. In addition to the student membership, the Student Advisory Committee (see Article VII) is welcome to attend the meetings. The Chair of the Faculty Committee will Chair the

meeting. Special meetings of the School Assembly may be called at any time by any member, provided the call is endorsed in writing by 25 percent of the membership. A written agenda shall be distributed to the membership prior to any meeting. Any proposals that may require a vote shall be presented in writing and shall be submitted to the membership in advance, together with the agenda. A third of the membership shall constitute a quorum. Meetings can be held in the absence of a quorum. However, no vote shall be taken in the absence of a quorum.

C. **Functions.** The functions of the School Assembly shall include serving as a forum for:
1. The Dean to present an annual State of the School address.
2. The recognition of School personnel achievements.
3. The faculty, staff, and students to collectively express their viewpoints and concerns.
4. Promoting effective communication among all the faculty, staff, and students, within the School.
5. Promotion of collaborative activities that advance the mission of the School.

VI. STANDING FACULTY COMMITTEES

Article VI describes various standing committees largely responsible for faculty governance and processes at the School.

A. FACULTY COMMITTEE

1. **Purpose**: The Faculty Committee shall generally address issues of academic policy, academic programs, or faculty policies and processes.

2. **Duties and Responsibilities**:
   a. To make recommendations on academic policy, academic programs, and faculty policies and processes.
   b. To offer its recommendations on all proposals brought before it by School committees.
   c. The Faculty Committee shall have final approval authority on all non-doctoral Programs, Curricula, and Course matters. All non-doctoral proposals that necessitate a Programs, Curricula, and Course (PCC) Committee form submitted to a higher unit (e.g., Graduate School PCC, University Senate, Maryland Higher Education Commission (MHEC)) shall first be subject to approval by the Faculty Committee.
   d. To approve the process to elect the School's Faculty Senators on the University Senate.
   e. To consider and deliberate questions of School governance.
   f. To advise the Dean on any matters pertaining to the School's mission.
   g. To consult with the Dean at least once a year on matters of interest and concern to the School, including budget decisions and facility planning. To facilitate discharge of this responsibility, at least once a year the Dean shall share with the Faculty Committee the detailed School budget.

3. **Membership**:
   a. Adjunct Faculty: Adjunct faculty will be represented by a single adjunct faculty member who shall be elected annually by the adjunct faculty.
   b. Tenured and Tenure-Track Faculty: Except for the Dean all tenured and tenure-track faculty (as defined in Article III.A.1) of the School.
   c. Professional Track Faculty: Professional track faculty eligible to serve on the Faculty Committee are identified in the Bylaws. If the total number of eligible professional track faculty together with the single adjunct faculty representative is less than or equal to 30 percent of the number of tenured and tenure-track faculty members in the Faculty Committee all eligible professional track faculty shall serve on the Faculty Committee. Otherwise, an annual election shall be held amongst the professional track faculty to choose their Faculty Committee representatives. The number of professional track Faculty Committee representatives to be elected will be determined so that their total number along with the single adjunct faculty representative is as close to but does not exceed 30 percent of the total number of tenured and tenure-track Faculty Committee members.

4. **Meetings**:
   a. A Tenured Faculty member shall be elected Chairperson of the Faculty Committee each year.
   b. The Faculty Committee shall meet at least twice a year, once during the Fall and once during the Spring semester.
   c. Meetings will be scheduled by the Dean's Office in consultation with the Chair of the Faculty Committee.
   d. Upon a written request to the Dean by twenty percent of the Faculty Committee membership, the Chair of the Faculty Committee shall be required to call a meeting of the Faculty Committee within 30 days.
   e. The agenda shall be set by the Chair of the Faculty Committee after due consultation with the Dean's Office. In particular, the Dean, any member of the Executive Committee, and any member of the Faculty Council may place topics on the agenda. In addition any matter supported by ten percent of Faculty Committee members in writing may be placed on the agenda. The agenda should be distributed prior to the meeting.
   f. Each meeting shall have a designated parliamentarian.
   g. Full-time School faculty who are not members of the Faculty Committee and Emeritus Faculty may attend any Faculty Committee meeting with voice but no-vote privileges. A quorum on any vote shall consist of a majority of the members of the Faculty Committee. Faculty on leave and faculty on sabbatical shall not be considered when determining the quorum.
   h. At the discretion of the Dean or the Chairperson of the Faculty Committee, or by majority vote of the Faculty Committee members present and voting, processes may be put into place to enable all Faculty Committee members (including those who are unable to attend the meeting) to vote on specific motions. However, such a determination must be made prior to holding the vote on the motion.

i. At the discretion of the Chairperson of the Faculty Committee a scheduled meeting can be held in the absence of a quorum, provided that any voting on motions follows Article VI.A.4.h.

j. For a motion to carry, at least a quorum must cast a vote, and a majority of the votes cast must be in favor of the motion.

k. For all motions of the Faculty Committee for which voting is to be held under Article VI.A.4.h, upon request of the Faculty Committee the results of the vote will be broken out by the following faculty groups: 1) Tenured Faculty, 2) Tenure-Track Faculty, and 3) Professional Track Faculty Committee members. Such a request should be made in writing to the Senior Associate Dean for Faculty, by any Executive Committee member, Faculty Council member, or by ten percent of the Faculty Committee, prior to the Faculty Committee vote.

l. Minutes of the Faculty Committee meetings shall be taken. The Dean's Office is responsible for keeping the minutes, getting them approved, and making them available to the Faculty Committee Members in a timely manner.

B. TENURED FACULTY COMMITTEE:

1. **Purpose**: The Tenured Faculty Committee shall address Faculty Appointment, Promotion, and Tenure (APT) policies and procedures at the School. It also addresses all matters related to the research agenda of the School, and all academic matters (requiring faculty approval) related to the doctoral program. It may also offer its advice to the Faculty Committee, School Assembly, and the Dean on other matters before the School.

2. **Duties and Responsibilities**:
    a. To review and approve the School's Faculty Appointment, Promotion, and Tenure Policies and Procedures.
    b. To address matters related to the research agenda and research mission of the School.
    c. The Tenured Faculty Committee shall have final approval authority on all PCC matters related to the doctoral program.
    d. The Tenured Faculty Committee may offer its advisory opinion to the Faculty Committee, School Assembly, and the Dean on any matters before the School.
    e. To consult with the Dean at least once a year on matters of interest and concern to the School, including faculty hiring.

3. **Membership**: Except for the Dean, all tenured faculty members of the School for whom the Smith School is their tenure home.

4. **Meetings**
    a. A Tenured Professor shall be elected Chairperson of the Tenured Faculty Committee each year.
    b. The Tenured Faculty Committee shall meet at least once a year.
    c. Meetings will be scheduled by the Dean's Office in consultation with the Chair of the Tenured Faculty Committee.

d. Upon a written request to the Dean by twenty percent of the Tenured Faculty Committee membership, the Chair of the Tenured Faculty Committee shall be required to call a meeting of the Tenured Faculty Committee within 30 days.

e. A quorum on any vote shall consist of a majority of the Tenured Faculty Committee. Faculty on leave and faculty on sabbatical shall not be considered when determining the quorum.

f. At the discretion of the Dean or the Chairperson of the Tenured Faculty Committee, or by majority vote of the Tenured Faculty Committee members present and voting, processes may be put into place to enable all Tenured Faculty Committee members (including those who are unable to attend the meeting) to vote on motions. However, such a determination must be made prior to holding the vote.

g. At the discretion of the Chairperson of the Tenured Faculty Committee a scheduled meeting can be held in the absence of a quorum, provided that any voting on motions follows Article VI.B.4.f.

h. For a motion to carry, at least a quorum must cast a vote, and a majority of the votes cast must be in favor of the motion.

C. FACULTY COUNCIL

1. **Purpose:** To provide a mechanism for two-way communication on academic and policy issues between the faculty and the administration

2. **Duties and Responsibilities**
   a. Representing the faculty in discussions with the administration over policy and academic issues,
   b. Providing a mechanism for collecting and reporting faculty input on issues that directly affect the faculty
   c. Monitoring the School's governance practices for compliance with the School's Operating Plan.
   d. Meeting with the Dean at least once each semester to consult on matters of interest and concern to the School (including budget and facility planning)
   e. Reporting at least once a year to the Faculty Committee or School Assembly.
   f. Serving as a Committee to nominate a slate of candidates from which the Dean may appoint members for service on School Committees.

3. **Membership**: The Faculty Council shall be comprised of six full-time faculty members elected from and by members of the Faculty Committee.
   a. **Eligibility:** All members of the Faculty Committee may serve on the Faculty Council, with the exception of Area Chairpersons and individuals with "Dean" titles (e.g., Associate Dean; Assistant Dean). Each year the Senior Associate Dean for Faculty will distribute the list of individuals eligible for membership on the Faculty Council.
   b. **Selection**: Elections to fill positions on the Faculty Council shall ensure that the following two conditions are satisfied in the composition of the council
      i. There shall be exactly one member from each Academic Area, and

ii. There shall be at least two Professors, one Associate Professor, one Assistant Professor, and one Professional Track Faculty Committee Member.
The election procedures for the Faculty Council must be approved by a 2/3rd vote of the Faculty Committee.

c. **Term**: Members will serve two year terms. Their terms may be staggered.

4. **Meetings**
   a. A tenured full professor shall be elected chairperson by and from the voting members of the Committee each year and shall serve a one year term.
   b. The Faculty Council will meet at least twice each semester.
   c. Minutes of the Faculty Council shall be taken and made available to the Faculty Committee Members in a timely manner.

D. MERIT PAY REVIEW COMMITTEES

The School will establish faculty merit pay/salary committee(s) which should be consistent with the University policy (UM Policy VII---4.00(A)). The Committee's input will guide the Dean in determining merit pay according to current campus distribution guidelines. The School shall post the approved faculty merit review plan on its internal web site so that its full-time faculty can easily access it. As specified in university policy VII---4.00(A) Merit Review Procedures must be approved by a majority of tenure-track/tenured faculty in the School.

E. APPOINTMENT, PROMOTION, AND TENURE COMMITTEES

Appointment, Promotion, and Tenure (APT) Committee(s) make recommendations to the Dean on proposed faculty appointments, promotion, and tenure decisions. The School's APT policies and procedures should conform to official policies of the University. These policies are reflected in the Appointment, Promotion, and Tenure Manual published annually by the University's Office of Faculty Affairs. The policies and manual can be found on the faculty affairs website at http://www.faculty.umd.edu. The School's approved APT policies and procedures shall be posted on its internal website so that its full-time faculty can easily access it. These procedures prescribe the composition of the School's APT Committee(s). A copy of the School's APT Policy and Procedures shall be provided to the Associate Provost for Faculty Affairs.

VII. STUDENT ADVISORY COMMITTEE

A. **Membership:** The Student Advisory Committee (SAC) shall be comprised of representatives from the Smith Undergraduate Student's Association (SUSA), the MBA Association (MBAA), the Smith Masters Students Association (SMSA), and the Association of Doctoral Students (ADS). Each association will nominate one member to serve on the SAC. The chief criterion for selection to serve on the SAC is the student's engagement with the student community in their respective programs and ability to

collect and represent a wide variety of student input on any issues. Student members may serve up to two years. The names of the members shall be forwarded to the Dean prior to the beginning of each academic year.

B. **Function:** This SAC shall be responsible for engaging with the broader School student community across all academic programs and providing the Dean with student perspectives on School-wide needs, problems, concerns, issues, and general input on future plans.

VIII. STAFF ADVISORY COUNCIL

A. **Membership:** The Staff Advisory Council includes exempt and non-exempt staff from each of the various administrative departments and academic areas of the School. Members are selected by the Dean based on input from staff, the Executive Committee, and the Faculty Council.

B. **Function:** Serve as high level, cross functional team that can take a holistic view of the School in order to advance the mission of the School; to serve as representatives of various units in the School to ensure that administrative departments and areas work effectively and efficiently together to further the overall mission of the School. The Council addresses School wide concerns and policies as it relates to staff issues, updates or changes concerning budget, morale, retention, hiring practices, staff development, operations, workflow and School wide programming and events. Relevant issues are brought to the attention of the Dean.

C. **Meetings**: The Staff Advisory Council meets at least once in the Fall and the Spring semester.

IX. ADMINISTRATIVE COMMITTEES

Articles IX.A through IX.D describe administrative committees with oversight functions over the different academic programs the School offers.

A. UNDERGRADUATE PROGRAMS OVERSIGHT COMMITTEE

1. **Purpose**: To provide watchful care and stewardship of the undergraduate programs at the School. Among consideration are all facets of the undergraduate programs.

2. **Duties and Responsibilities**
   a. To review and recommend academic policies for the undergraduate programs. Areas of oversight include: curricula, special programs, admissions, retention, advising, placement, and relationship building with alumni.
   b. To serve as the Programs, Curricula, and Course (PCC) Committee for the Undergraduate Programs, with final approval subject to the Faculty Committee.

c. To advise the Office of the Dean in matters concerning the undergraduate programs.
d. To meet at least once each semester with undergraduate student representatives
e. To report at least once each year to the Faculty Committee.

3. **Membership**: The committee should have one ~~Faculty Committee~~ full-time faculty member from each Academic Area. The committee shall be appointed by the Dean upon consultation with the Executive Committee and Area Faculty. Members will serve two year terms, and their terms may be staggered. A chairperson shall be elected by and from the voting members of the Committee each year and shall serve a one-year term. The Dean's designate will serve on the committee as a nonvoting member. The Undergraduate Student Association will have one representative on the committee as a nonvoting member.

B. MBA PROGRAMS OVERSIGHT COMMITTEE

1. **Purpose**: To provide watchful care and stewardship of the MBA programs at the School. Among consideration are all facets of the MBA programs.

2. **Duties and Responsibilities**:
a. To review and recommend academic policies for the MBA programs. Areas of oversight include: curricula, special programs, admissions, retention, advising, placement, and relationship building with alumni.
b. To serve as the Programs, Curricula, and Course (PCC) Committee for the MBA programs, with final approval subject to the Faculty Committee.
c. To advise the Office of the Dean in matters concerning the MBA Programs.
d. To meet at least once in the Fall and Spring semester with student representatives from the MBA Programs.
e. To report at least once each year to the Faculty Committee.

3. **Membership**: The committee should include one full-time faculty ~~Faculty Committee~~ member from each Academic Area. The committee shall be appointed by the Dean upon consultation with the Executive Committee and Area Faculty. Members will serve two year terms, and their terms may be staggered. A tenured faculty member shall be elected chairperson by and from the voting members of the Committee each year and shall serve a one-year term. The Dean's designate will serve on the committee as a nonvoting member. The MBA Student Association will have one representative on the committee as a nonvoting member.

C. SPECIALTY MASTERS PROGRAMS OVERSIGHT COMMITTEE

1. **Purpose**: To provide watchful care and stewardship of the Specialty Masters (MS) programs at the School. Among consideration are all facets of the Specialty Masters programs.

2. **Duties and Responsibilities**:
   a. To review and recommend academic policies for the Specialty Masters Programs. Since individual Specialty Masters Programs are largely associated with individual Academic Areas, the Oversight Committee should closely interact with and across Academic Areas.
   b. To serve as the Programs, Curricula, and Course (PCC) Committee for the Specialty Masters Programs, with final approval subject to the Faculty Committee.
   c. To advise the Office of the Dean on matters concerning the Specialty Masters Programs.
   d. To meet at least once each year with Specialty Masters student representatives.
   e. To report at least once each year to the Faculty Committee.

3. **Membership**: The committee should have one full-time faculty ~~Faculty Committee~~ member from each Academic Area. The Committee shall be appointed by the Dean upon consultation with the Executive Committee and Area Faculty. Members will serve two year terms, and their terms may be staggered. A tenured faculty member shall be elected chairperson by and from the voting members of the Committee each year and shall serve a one-year term. The Dean's designate will serve on the committee as a nonvoting member. The Smith Masters Student Association will have one representative on the committee as a nonvoting member.

D. DOCTORAL PROGRAMS OVERSIGHT COMMITTEE

1. **Purpose**: To provide watchful care and stewardship of the Doctoral programs at the School. Among consideration are all facets of the Doctoral programs.

2. **Duties and Responsibilities**:
   a. To review and recommend academic policies for the doctoral programs. Areas of oversight include: recruitment, selection, admissions, advising, retention, dismissal, curricula, assistantships, fellowships, candidate examination, theses supervision, placement of graduates, and relationship building with program alumni and the academic community.
   b. To serve as the Programs, Curricula, and Course (PCC) Committee for the doctoral programs, with recommendations subject to the approval of the Tenured Faculty Committee.
   c. To advise the Office of the Dean on matters concerning the Doctoral programs.
   d. To meet at least once each year with Doctoral student representatives.
   e. To report at least once each year to the Tenured Faculty Committee.

3. **Membership**: The committee should include one Faculty Committee member from each Academic Area. Only tenured and tenure-track faculty are eligible to serve on this committee. The committee shall be appointed by the Dean upon consultation with the Executive Committee and Area Faculty. Members will serve two year terms, and their terms may be staggered. A tenured faculty member shall be elected chairperson by and from the voting members of the Committee each year and shall serve a one-year term.

The Director of the Ph.D. Program or his/her designate will serve on the committee as a nonvoting member. The Association for Doctoral Students will have one representative on the committee as a nonvoting member.

E. TEACHING ENHANCEMENT COMMITTEE

1. **Purpose**: To review, develop and implement programs designed to enhance teaching excellence at the School.

2. **Duties and Responsibilities**:
    a. To review and recommend teaching policies that can enhance teaching excellence at the School.
    b. To oversee, review, and disseminate teaching evaluations following University approved procedures.
    c. To acknowledge outstanding teaching performance.
    d. To advise the Office of the Dean in matters concerning teaching performance
    e. To meet at least once each year with undergraduate and graduate student representatives.
    f. To report at least once each year to the Faculty Committee.

3. **Membership**: The committee should have one full-time faculty ~~Faculty Committee~~ member from each Academic Area. The committee shall be appointed by the Dean upon consultation with the Executive Committee and Area Faculty. Members will serve two year terms, and their terms may be staggered. A chairperson shall be elected by and from the voting members of the Committee each year and shall serve a one-year term. The Dean's designate will serve on the committee as a nonvoting member.

X.   AMENDMENT AND REVIEW OF PLAN OF ORGANIZATION

A. AMENDMENTS TO PLAN
1. Amendments to the Plan may be proposed by a) The Executive Committee, b) The Faculty Council, c) Petitions supported by 10 percent of the voting members of the School Assembly, or d) a Plan of Organization Review Committee (see Article X.B.1).
2. Proposed Amendments must be distributed to all Voting Members of the School Assembly 21 days before any vote may be taken on it.
3. Proposed Amendments and their subsidiary motions will then be considered and debated upon in a special session of the School Assembly open only to voting members.
4. Following debate, electronic voting shall be conducted to provide all School Assembly members the opportunity to vote on the proposed amendment.
5. A 2/3rd majority of the members eligible to vote is required for adoption of a proposed amendment.

6. After adoption of a proposed amendment by the School Assembly, the proposed amendment will be submitted to the University Senate for approval.

B. REVIEW OF PLAN
1. The School's Plan of Organization shall be reviewed at least every ten years by a Plan of Organization Review Committee elected by the voting members of the School Assembly. It shall consist of at least one tenured faculty member from each Area. It shall consist of at least one professional track Faculty Committee member. The representation of tenured and tenure track faculty members must be at least 75% of the committee.
2. The review should be conducted in a manner consistent with Article 11.2 of the University's Plan of Organization.
3. Recommended revisions, amendments, or a new Plan of Organization should be approved following the process described in X.A.2 through X.A.6.

XI. BYLAWS

A. The School Assembly 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.
B. Amendments to the Bylaws should follow the process described in XI.B.1 through XI.B.5.
   1. Amendments to the Bylaws may be proposed by a) The Executive Committee, b) The Faculty Council, c) Petitions supported by 10 percent of the voting members of the School Assembly, or d) a Plan of Organization Review Committee.
   2. Proposed Amendments must be distributed to all Voting Members of the School Assembly 21 days before any vote may be taken on it.
   3. Proposed Amendments and their subsidiary motions will then be considered and debated upon in a special session of the School Assembly open only to voting members.
   4. Following debate, electronic voting shall be conducted to provide all School Assembly members the opportunity to vote on the proposed amendment.
   5. A 2/3rd majority of the members eligible to vote is required for adoption of a proposed amendment.

XII. CONDUCT OF MEETINGS

Meetings of the School Assembly and School Committees shall be conducted in accordance with Robert's Rules of Order, Revised, except as they may be inconsistent with the rules of the School's Plan of Organization which shall take precedence.

BYLAWS TO THE PLAN OF ORGANIZATION OF THE ROBERT H. SMITH SCHOOL OF BUSINESS

I. Full-Time Professional Track Faculty titles that may be used at the Smith School are: Lecturer, Senior Lecturer, Principal Lecturer, Assistant Clinical Professor, Associate Clinical Professor, Clinical Professor, Assistant Research Professor, Associate Research Professor, Research Professor, and Professor of Practice.

II. Full-Time Professional track faculty ranks eligible to serve on the Faculty Committee are: Lecturer, Senior Lecturer, Principal Lecturer, Assistant Clinical Professor, Associate Clinical Professor, Clinical Professor, Assistant Research Professor, Associate Research Professor, Research Professor, and Professor of Practice.