A PLAN OF ORGANIZATION
FOR THE SENATES OF UMBC

As Adopted July 27, 2015

INTRODUCTION

The purpose of this Plan of Organization shall be to comply with the Board of Regents Policy on shared governance in the USM (BOR I-6.00), to provide formal structures for appropriate collaboration and communication between and among administration, faculty, staff, and students so that the academic community may discharge its functions with respect to educational policy and other pertinent affairs, and to represent those within the academic community who are not otherwise represented by an exclusive bargaining agent to the UMBC Administration, the University System of Maryland Administration, and the Board of Regents of the University System of Maryland. Ex officio member is defined as an individual granted a "voice" or the right to speak, but not the right to vote in a governance activity.

I. Purpose and Functions of the Senates

A. There shall be five representative bodies: the Faculty Senate, the Professional Staff Senate (PSS), the Non-Exempt Staff Senate (NESS), the Graduate Student Association (GSA), and the Student Government Association (SGA).

B. The functions of each Senate shall include the following:

1. To advise and make recommendations to the UMBC Administration on issues on behalf of employees not represented by an exclusive collective bargaining agent.

2. To review the actions of the other four Senates and make recommendations concerning those actions to the other Senates or to the UMBC Administration.

3. To establish its own bylaws and committees provided they are not in conflict with the provisions of this Plan of Organization.

4. To appoint its members to conference committees with members of other Senates to reconcile differences among them.

5. To engage in actions assigned to it by this Plan of Organization or by the Steering Committee.

6. To make recommendations to the Board of Regents of the University System of Maryland to be forwarded by the Steering Committee through the President of UMBC and the Chancellor of the University System of

Maryland, after the following conditions are fulfilled:

a. At the time each Senate develops a proposal to the Board of Regents, it shall also send a copy to the members of the Steering Committee.

b. The officers of other Senates may bring any motion regarding the proposal to their Senates for consideration.

c. The Chair of the Steering Committee shall forward the actions of the other Senates, with the original proposal, to the President to be forwarded to the Chancellor and the Board of Regents.

C. Functions of the Individual Senates

1. The Faculty Senate shall have the authority to formulate and recommend policies, subject to the advice of the other Senates, and to the policies and procedures established by the Board of Regents or the UMBC President, with regard to the following matters:

a. Principles governing faculty promotion, tenure, retention, and rules and regulations.

b. Requirements for awarding undergraduate and graduate degrees.

c. Approval of graduate programs.

d. Approval of undergraduate major, certificate, and minor programs.

e. Periodic reviews of academic departments and programs.

f. Operation and administration of research, scholarship, and creative activity.

2. The Professional Staff Senate shall have authority to formulate and recommend policies, subject to the advice of the other Senates, and to the policies and procedures established by the Board of Regents or the UMBC President, with regard to the following matters:

a. Principles governing professional (exempt) staff personnel policies including wages, benefits, and working conditions.

b. Periodic reviews of professional academic support services.

c. Review of academic policy as it affects the professional (exempt)

staff.

3. The Non-Exempt Staff Senate, exclusive of the collective bargaining unit, shall have authority to formulate and recommend policies, subject to the advice of the other Senates, and to the policies and procedures established by the Board of Regents or the UMBC President, with regard to the following matters:

    a. Principles governing non-exempt excluded staff personnel policies and practices, including wages, benefits, and working conditions.

    b. Review of academic policies and practices as they affect non-exempt staff.

    c. Promotion of an improved work environment and enhanced morale among non-exempt staff.

4. The Graduate Student Association shall have authority to formulate and recommend policies, subject to the advice of the other Senates, and to the policies and procedures established by the Board of Regents or the UMBC President, with regard to the following matters:

    a. The establishment of budgets for funds allocated to it.

    b. The establishment and governance of committees and organizations of students entitled to the use of UMBC facilities.

    c. The representation of the graduate student body and its interests in the UMBC community.

5. The Student Government Association shall have authority to formulate and recommend policies, subject to the advice of the other Senates, and to the policies and procedures established by the Board of Regents or the UMBC President, with regard to the following matters:

    a. The establishment of budgets for funds allocated to it.

    b. The establishment and governance of clubs and other organizations of students entitled to the use of UMBC facilities.

    c. The representation of the undergraduate student body and its interests in the UMBC community.

6. Issues not specifically assigned to a particular Senate may be considered by any Senate.

7. Neither the Plan nor the actions taken by the bodies established under the Plan may contravene public law or the authority of the Board of Regents, the Chancellor, or the President.

II. Membership of the Senates

A. Each Senate shall be composed of representatives elected from among its constituents.

1. The Faculty Senate shall consist of elected representatives of all UMBC regular faculty who hold the academic rank of instructor (or equivalent) or higher, and who are engaged in teaching and/or research on a full-time basis with an academic year contract.

2. The Professional Staff Senate shall consist of elected representatives of all Regular and Contingent II exempt employees of UMBC not otherwise represented by an exclusive bargaining agent.

3. The Non-Exempt Staff Senate shall consist of elected representatives of all regular and contingent II non-exempt employees of UMBC not otherwise represented by an exclusive bargaining agent.

4. The Graduate Student Association shall consist of representatives of all graduate academic departments and graduate student organizations.

5. The Student Government Association shall consist of elected representatives of all undergraduate students enrolled for courses at UMBC.

B. The President of UMBC shall be an ex officio member of all Senates. The Provost; the Vice President for Research; the Dean of Arts, Humanities, and Social Sciences; the Dean of the Graduate School; the Dean of Engineering and Information Technology; and the Dean of Natural and Mathematical Sciences shall be ex officio members of the Faculty Senate. The Vice President for Student Affairs shall be an ex officio member of the Student Government Association. The Provost; the Vice President for Administration and Finance; and the Vice President for Student Affairs shall be ex officio members of the Professional Staff Senate. The Provost; the Vice President for Administration and Finance; the Associate Vice President for Human Resources; the Manager of Human Relations; and the immediate past president of the senate for non-exempt staff shall be ex officio members of the Non-Exempt Staff Senate. The Provost; the Vice President for Research; and the Dean of the Graduate School shall be ex-officio members of the Graduate Student Association.

C. Changes in the number of elected representatives of each Senate and the manner of their election shall be determined by two-thirds vote of that Senate.

D. The terms of office of the members of each Senate shall not exceed two years.

III. Officers of the Senates

A. Each Senate shall elect a President and Vice President, as well as other officers, except for the Student Government Association, the officers of which shall select its officers according to procedures adopted by the Student Government Association.

B. The terms of office of the President and Vice President of each Senate shall not exceed two years.

C. The Steering Committee shall consist of the Presidents and Vice Presidents of the Faculty Senate, the Professional Staff Senate, the Non-Exempt Staff Senate, and the Graduate Student Association as well as the President and Speaker of the Student Government Association.

IV. Bylaws of the Senates

A. Each Senate shall operate in accordance with Robert's Rules of Order.

B. Each Senate may organize its own committees, in addition to the University Committees assigned to it.

C. Each Senate shall adopt its own bylaws and rules of procedure, provided they are not in conflict with the provisions of this Plan of Organization.

V. Steering Committee of the Senates

A. The Steering Committee shall consist of the following members: The Presidents and Vice Presidents of the Faculty Senate, the Professional Staff Senate, the Non-Exempt Staff Senate, the Graduate Student Association, as well as the President and Speaker of the Student Government Association, and the President of UMBC, ex officio or the President's designee.

B. Officers of the Steering Committee

1. The Steering Committee shall have two officers, a Chair and a Vice Chair.

2. At its September meeting, the Steering Committee will elect a Chair and a Vice Chair. Each nominee shall represent a different Senate.

3. Each officer shall serve a one year term. The term shall be from September to September.

4. The functions of the Chair of the Steering Committee shall be:

   a. To conduct the meetings of the Steering Committee.

   b. To represent the Steering Committee and/or the Senates as required or requested.

   c. To communicate with the Senates on all relevant matters.

5. The functions of the Vice Chair of the Steering Committee shall be:

   a. To ensure that the minutes of the meetings of the Steering Committee are recorded and distributed to the Senates by the administrative support staff provided by the President's Office.

   b. To receive correspondence from and transmit correspondence to the Senates on behalf of the Steering Committee.

   c. To maintain the records of the Steering Committee.

   d. To maintain a current copy of the Plan of Organization.

   e. To assume the Chair's responsibilities in the event of the Chair's absence or removal from the office of the Chair, until the Chair resumes responsibility or is replaced by the Steering Committee.

C. The Steering Committee shall have the following functions:

1. To establish rules insuring the proper coordination of the five Senates.

2. To represent the interests of the five Senates to the UMBC Administration, the University System of Maryland Administration, and the Board of Regents.

3. To call emergency meetings of the Senates.

4. To periodically review and make proposals to the five Senates to improve the functioning of the Plan of Organization or on other matters as required.

5. To inform each Senate promptly of the actions of the other Senates.

6. To appoint <u>ad hoc</u> committees on matters of interest to more than one

Senate.

7. To receive the reports of those committees responsible to it.

8. To refer matters from the Steering Committee to appropriate University Committees or Senates.

9. To appoint conference committees to make proposals to resolve disagreements among the five Senates.

D. Meetings of the Steering Committee shall be held at least twice each semester and may be called by the Chair, the President, or any of the Senate presidents. The President shall ensure that the Steering Committee meets before or during the month of September.

VI. University Committees

A. University Committees shall be those committees established in the Plan of Organization or created by majority vote of each of the five Senates.

B. Chairs of University Committees shall be elected from among the members of the committee. Ex officio members of University Committees may not serve as chairs and may not vote unless otherwise specified in the Plan of Organization. In the event of a vacancy in a chair position of a University Committee, a temporary chair shall be appointed by the President of the Senate to which it reports or by the Chair of the Steering Committee, if it reports to the Steering Committee.

C. The functions of University Committees shall include the following:

1. To accept assignments from the Steering Committee or any of the five Senates.

2. To report to the body that oversees its activities.

3. To inform all Senates and the Steering Committee of its actions.

D. Unless otherwise specified in the Plan of Organization, faculty members of University Committees shall be selected by methods and for terms to be determined by the Faculty Senate; professional (exempt) staff members of University Committees shall be selected by methods and for terms to be determined by the Professional Staff Senate; non-exempt staff members of University Committees shall be selected by methods and for terms to be determined by the Non-Exempt Staff Senate; graduate student members of University Committees shall be selected by methods and for terms to be determined by the Graduate Student Association; and undergraduate student

members of University Committees shall be selected by methods and for terms to be determined by the Student Government Association.

E. Each University Committee shall submit reports to the Steering Committee or a Senate, as follows:

1. The following University Committees shall submit reports to the Steering Committee: Human Relations Committee and Landscape and Stewardship Committee.

2. The following University Committees shall submit reports to the Faculty Senate: General Education Committee, Graduate Council, Research Council, Special Sessions Policy Committee, Undergraduate Academic Conduct Committee, and Undergraduate Council.

3. The following University Committees shall submit reports to both the Steering Committee and the Faculty Senate: Athletics Policy Committee, Information Technology Committee, and Library Policy Committee.

4. Each University Committee shall submit an annual or semi-annual (twice a year) report, either written or oral, to the Steering Committee and/or the Faculty Senate, as outlined above, providing information about annual/semi-annual accomplishments and/or challenges.

F. Athletics Policy Committee

1. Membership shall include six faculty members; two professional (exempt) staff; two undergraduate students; one non-exempt staff; one graduate student; the Faculty Athletic Representative (FAR); the Athletic Director, ex officio; the Senior Woman's Administrator (SWA), ex officio; a representative from the President's Office, ex officio. The chair shall be elected by the committee.

2. The Athletics Policy Committee is responsible for reviewing the mission of the athletics programs. The Athletics Policy Committee may review and recommend the following: changes in policies affecting recreational and intramural programs on campus; policies affecting access to athletic/recreational facilities; recruiting policies, admission standards, and academic progress of intercollegiate athletes; and polices regarding outside fund raising activities to support the athletic program.

G. General Education Committee

1. Membership shall include eight faculty members; three undergraduate students; two professional staff members from an office responsible to the

Provost; and the Vice-Provost for Undergraduate Education and the Chair of the Undergraduate Council (or their designees), ex officio.

2. Functions:

   a. Review and recommend policies regarding General Education, including General Education degree requirements;

   b. Establish guidelines for General Education courses, and review and approve courses proposed for General Education credit in a process coordinated with the Undergraduate Council;

   c. Periodically review General Education requirements, courses, and the contribution of departments to the General Education program;

   d. Monitor the General Education program and make recommendations to support and strengthen that program, as appropriate.

3. The Chair of the General Education Committee shall be elected from among the faculty members of the committee and shall sit as an ex officio member of the Faculty Senate unless otherwise entitled to vote.

H. Graduate Council

1. Membership shall include six regular graduate faculty members elected by the graduate faculty from a slate of regular faculty members nominated by the graduate faculty; two regular graduate faculty members appointed by the President; one graduate student; and the Dean of the Graduate School, ex officio.

2. Functions:

   a. Review and recommend proposals with respect to university policies on graduate admissions standards and scholastic standing.

   b. Review and recommend policies with regard to the adoption of and changes in graduate degrees, degree requirements, curricula, academic major programs, and individual courses.

   c. Recommend to the Provost the awarding of all post-baccalaureate degrees, upon certification by the Graduate Program faculty and the Graduate School office that all degree requirements have been met.

d. Carry out periodic reviews of existing graduate programs to insure the academic integrity and value to the University.

e. Recommend to the Faculty Senate and the Provost standards for membership in the graduate faculty and the selection of new members of the graduate faculty.

3. The Dean of the Graduate School shall serve as presiding officer of the Graduate Council, with voice and vote. The Graduate Council will be represented ex officio in the Faculty Senate by a liaison selected by the Graduate Council. The liaison shall bring before the Faculty Senate all recommendations relating to matters outlined in Section VI.G.2.

I. Human Relations Committee

1. Membership shall include two faculty members; two professional (exempt) staff; two non-exempt staff; two graduate students; two undergraduate students; and the Human Relations Manager, ex officio. Each Senate shall select representation with due regard to achieving a committee membership that reflects the diversity of UMBC and supports our vision of social responsibility.

2. The function of the committee shall be two-fold:

a. The committee is charged with working with campus groups to develop, implement, and oversee policies and procedures designed to ensure equal justice for all members of the community in matters pertaining to, but not restricted to, issues of race, gender, ethnicity, disability, cultural difference, and sexual orientation.

b. The committee, or those it designates, shall work individually or collectively to resolve informally problems of human relations brought to its attention by members of the community. To that end, its membership shall be made known each year by publication in campus communications.

3. The UMBC Administration, the Steering Committee, and the various Senates shall:

a. Inform the committee of issues that relate to this function;

b. Consult with the committee, when appropriate, about issues that relate to this function;

c. Appoint at least one member of the committee to university task

forces or commissions that relate to this function.

J. Information Technology Committee

1. Membership shall include four representatives from the Office of the Provost; two representatives from the Vice President for Information Technology/Chief Information Officer; one faculty member; one professional (exempt) staff; one non-exempt staff; one graduate student; one undergraduate student; one representative appointed by the Vice President for Administration and Finance; one representative appointed by the Vice President for Institutional Advancement; one representative appointed by the Vice President for Research; one representative appointed by the Vice President for Student Affairs; one representative appointed by the University's General Counsel; one representative appointed by the Dean of the College of Arts, Humanities, and Social Sciences; one representative appointed by the Dean of the College of Engineering and Information Technology; and one representative appointed by the Dean of the College of Natural and Mathematical Sciences. Ex-officio members include all vice presidents and deans.

2. The Information Technology Committee is co-chaired by the Vice Provost for Academic Affairs and the Vice President for Information Technology/Chief Information Officer.

3. The functions of the Information Technology Committee are to provide coordination of I.T. related activities on campus; provide feedback on University I.T. initiatives, especially in terms of budget allocation; develop a University plan for I.T. and provide for its periodic review and update.

K. Landscape and Stewardship Committee

1. Membership shall include three faculty members; three professional (exempt) staff; two non-exempt staff; two undergraduate students; one graduate student; the Vice President for Administration and Finance, ex officio; the Director of Residential Life, ex officio; the Director, Physical Plant, ex officio; the Campus Architect, ex officio; and a representative from the CERA (Conservation and Environmental Research Area) Steering Committee, ex officio.

2. The functions of the Landscape and Stewardship Committee shall be to review and recommend policies with regard to natural and protected landscapes on campus, ecosystem management, campus beautification, and the UMBC Master Plan.

L. Library Policy Committee

1. Membership shall include three faculty members; three students, to include one graduate student unless the committee shall find it necessary to seat an undergraduate student in his or her place; two professional (exempt) staff; one non-exempt staff; and the Director of the Library, ex officio. The chair shall be elected by the committee.

2. The functions of the Library Policy Committee shall be to review and recommend policies with regard to the operation of the library.

M. Research Council

1. Membership shall include nine faculty members elected by the Faculty Senate from a slate nominated by departments clustered within Engineering, Sciences and Mathematics, Social Sciences, and Arts and Humanities (at least two from each cluster); two professional (exempt) staff; one non-exempt staff; one graduate student; two members elected from the directors of the UMBC research centers and institutes, and one representative selected by the Research Administrators Group. Ex-officio members of the Council, with voice but no vote, include: the Provost (or designate); the Vice President for Administration and Finance (or designate); the Vice President for Information Technology and Chief Information Officer (or designate); the Vice President for Research (or designate); the Dean of Arts, Humanities, and Social Sciences (or designate); the Dean of Engineering and Information Technology (or designate); the Dean of Natural and Mathematical Sciences (or designate); Vice Provost and Dean of the Graduate School (or designate), the Dean of the Erickson School (or designate); and the Director of the Library (or designate).

2. Functions:

a. Review and recommend policies with respect to the operation of research, scholarship, and creative activity at UMBC.

b. Review and recommend policies with regard to research administration at UMBC.

c. Promote policies and programs that promote a quality research climate and environment.

d. Serve as a forum for discussion of research issues or systematic problems in need of amelioration.

e. Provide voice to the campus administration on matters involving

administrative or academic affairs affecting the quality of research.

f. Carry out periodic reviews of UMBC centers and institutes to ensure the academic quality and value to the University.

g. Receive reports from UMBC Administration and research committees including issues of University compliance with Federal and State regulations.

h. Request periodic reports from UMBC research committees.

i. Serve as a forum to discuss administrative changes or mechanisms in areas associated with research, scholarship, and creative activity on campus.

j. Provide a venue to address unforeseen issues that may have an impact on research, scholarship, and creative activity at UMBC.

k. Serve as a campus-wide arena to explore future issues, priorities, and directions in the areas of research, scholarship, and creative activity.

3. The Chair of the Research Council shall be elected from among the faculty members of the Council and shall sit as an ex-officio member of the Faculty Senate with voice but not vote unless otherwise entitled to vote.

N. Special Sessions Policy Committee

1. Membership shall include six faculty members; one undergraduate student; one graduate student; the Provost, ex officio; and the Associate Vice Provost for Program Development, ex officio.

2. Function:

a. To approve courses to be taught in the Special Sessions, with the objective of preventing unnecessary duplication and obtaining a judicious and balanced selection of courses, provided that all courses offered for credit shall have been approved previously by the Faculty Senate.

b. To review and recommend policies for the Special Sessions to the Senates and the Provost.

c. To oversee the budget of the Special Sessions.

d. To promote the well-being of the Special Sessions.

e. To adopt policies consistent with the above objectives.

3. The Chair of the Special Sessions Policy Committee shall be elected from among the faculty members of the committee and shall sit as an ex officio member of the Faculty Senate with voice but not vote unless otherwise entitled to vote.

O. Undergraduate Academic Conduct Committee

1. Membership shall include four faculty members; four undergraduate students; the Dean of Undergraduate Education, ex officio; and the University's General Counsel, ex officio.

2. Functions:

a. To consider and recommend rules and regulations defining academic misconduct.

b. To consider and recommend to the Senates procedures and penalties, including mechanisms of review and appeal, for adjudicating instances of academic misconduct.

c. To function as hearing board in cases of students' appeals regarding sanctions imposed by faculty members for academic misconduct.

3. The Chair of the Undergraduate Academic Conduct Committee shall be elected from among the faculty members of the committee and shall sit as an ex officio member of the Faculty Senate with voice but not vote unless otherwise entitled to vote.

P. Undergraduate Council

1. Membership shall include eight faculty members; three students; two professional (exempt) staff members from an office responsible to the Provost; and the Provost, ex officio.

2. Functions:

a. Review and recommend proposals with respect to university policies on undergraduate admissions standards and scholastic standing.

b. Review and recommend policies with regard to the adoption of and

changes in undergraduate degrees, degree requirements, curricula, academic major programs, and individual courses.

c. Carry out periodic reviews of existing undergraduate programs to insure the academic integrity and value to the University.

3. The Chair of the Undergraduate Council shall be elected from among the faculty members of the committee and shall sit as an ex officio member of the Faculty Senate with voice but not vote unless otherwise entitled to vote.

VII. Amendments to the Plan of Organization

A. Amendments to the Plan of Organization may be presented by a Senate or the Steering Committee. Proposed amendments will be reviewed during the October University Steering Committee meeting.

B. The Steering Committee shall promptly transmit the text of such proposed amendments to the five Senates. Each Senate has three working months to act or forfeit its right to decide on the issue.

C. Each Senate shall distribute the text of the proposed amendment in writing to its members at least ten working days before the meeting at which it is to be voted on.

D. Amendments to portions of the Plan of Organization affecting two or more Senates require a two-thirds vote in three-fifths of the Senates that exercise their right to decide within the time period set forth in Article VII, Section B.

E. Each Senate may amend the portions of the Plan of Organization relevant to its own structure by a two-thirds vote of that Senate.

F. Each Senate has the right to remain informed of the actions of other Senates, but none has the power to veto the action of the other Senates.

G. The bylaws of any Senate may be amended by the procedures established by its bylaws provided such amendments do not conflict with the Plan of Organization, or the authority of the President, the Chancellor, or the Board of Regents.

H. Upon ratification of an amendment in accordance with Article VII, Sections A-G, the amendment shall be forwarded to the President of UMBC for final approval.