

**UNIVERSITY OF MARYLAND
COLLEGE OF ARTS AND HUMANITIES
PLAN OF ORGANIZATION**

Approved by referendum and certified by the Collegiate Council on May 19, 2017.

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PREAMBLE

The constituent members of the College of Arts and Humanities (ARHU) promulgate this Plan of Organization to establish the structures of shared governance and to advance excellence in research, teaching, and creative endeavors in the arts and humanities at the University of Maryland.

Through this Plan, the College affirms the interrelationship of educational excellence and shared governance. That interrelationship of excellence and governance depends upon our having a diverse faculty, staff, and student body along with an inclusive and supportive environment that nurtures growth and productivity.

Within the context of the administrative structures of the University System of Maryland and the University of Maryland, the Plan provides the constituent units of the College of Arts and Humanities an active role in decision-making. Enumerating the responsibilities and rights of all constituent members, the Plan asserts the primacy of democratic principles of shared governance, consistent with the *Policy on Shared Governance in the University System of Maryland* and the *Plan of Organization for Shared Governance at the University of Maryland, College Park*. It provides opportunities and mechanisms for faculty, staff, and students to shape the policies of the College through independent, democratically-organized bodies. At the same time, it acknowledges the academic and administrative authority of the Dean of the College, whose authority is derived from the Board of Regents.

Article I. Constituent Members and Units of the College

Section 1.01 Constituent Members

- (a) The constituent members of the College of Arts and Humanities are: the tenured and tenure-track (TTK) faculty, the professional-track (PTK) faculty, the regular exempt staff, the regular non-exempt staff, and the degree-seeking graduate and undergraduate students of the constituent units of the College.
- (b) From these constituent members are drawn: the Dean of the College, the assistant and associate deans, the chairs and directors of the constituent units.
- (c) Also drawn from the constituent members of the College are the elected and appointed representatives on the various councils, committees, task forces, and other bodies that constitute shared governance, including the elected members of the College's primary deliberative body known as the Collegiate Council.

Section 1.02 Constituent Units

- (a) The College of Arts and Humanities consists of several academic, research, and presenting units; several living-learning and honors programs; and the Office of the Dean.
- (b) The academic units are: the Departments of American Studies, Art, Art History and Archaeology, Classics, Communication, English, History, Linguistics, Philosophy, and Women's Studies; the School of Music, the School of Languages, Literatures, and Cultures, and the School of Theatre, Dance, and Performance Studies; and the Meyerhoff Program and Center for Jewish Studies.
- (c) The research and presenting units are: the Art Gallery, the Arts and Humanities Center for Synergy, the Clarice Smith Performing Arts Center, the Consortium on Race, Gender and Ethnicity, the David C. Driskell Center for the Study of the Visual Arts and Culture of African Americans and the African Diaspora, the Latin American Studies Center, the Maryland Institute for Technology in the Humanities, the Maryland Language Science Center, and the National Foreign Language Center.
- (d) The living-learning and honors programs are: College Park Scholars-Arts, Design | Cultures + Creativity, Honors Humanities, Jiménez-Porter Writers' House, and the Language House.
- (e) The Office of the Dean consists of: the Dean, the associate and assistant deans, and faculty and staff in the areas of academic computing services, communications and marketing, development, equity, facilities, finance and administration, research, and student affairs.

Article II. Councils and Committees of the College

Section 2.01 Administrative Council

(a) Membership

- (i) The Administrative Council members are: the chair or director of each academic unit of the College; the executive directors of the Arts and Humanities Center for Synergy, the David C. Driskell Center, the Clarice Smith Performing Arts Center, and the National Foreign Language Center; the directors of research centers and galleries in the College; the chair of the Collegiate Council; and the associate and assistant deans. Each member's term shall last the duration of the respective administrative appointment or elected term of office.
- (ii) The Dean may, as deemed appropriate, invite guests to attend and to participate in Administrative Council meetings.

(b) Functions

- (i) To develop a shared mission of academic and administrative leadership in the arts and humanities at the University of Maryland.
- (ii) To share, to disseminate, and to discuss information about academic affairs, academic computing services, communications and marketing, development, equity, facilities, faculty affairs, finance and administration, research and programming, and student affairs in the College.
- (iii) To share, to disseminate, and to discuss information from the Office of the President, the Office of the Provost, the Vice President for Research, the Dean of Undergraduate Studies, the Dean of the Graduate School, and University Relations, among others.
- (iv) To advise the Dean on academic administration, budgeting and personnel, curricular initiatives, research, and strategic planning.
- (v) To respond to requests from the Dean and other Campus administrators for advice on business before the College.

(c) Meetings

- (i) The Dean presides at all Administrative Council meetings.
- (ii) The Administrative Council shall meet at least three times each semester. Meetings may also be scheduled at the request of the Dean or a majority of the Council members.
- (iii) The Dean may solicit the sentiment of Administrative Council members through advisory votes. Invited guests are not permitted the vote.
- (iv) Advisory votes may be conducted by voice, a show of hands, straw polling, or electronic balloting. Secret ballots shall be used at the discretion of the Dean or

upon the request of two members present. Absentee and proxy balloting is not permitted.

- (v) The Dean shall regularly report the substance of Administrative Council meetings to the Collegiate Council, the Academic Planning Advisory Committee, and other bodies as deemed necessary.

Section 2.02 Academic Planning Advisory Committee (APAC)

(a) Membership

- (i) The members of APAC are four (4) tenured faculty appointed by the Dean; one (1) PTK faculty at or above the rank of Senior Lecturer or equivalent appointed by the Dean; and one (1) regular exempt staff appointed by the Dean. Appointed members of APAC serve two-year, non-renewable and staggered terms.
- (ii) Additional members of APAC are: the elected Chair and Vice Chair of the Collegiate Council and two academic unit heads elected from among the chairs and directors of the academic units. These additional members serve on APAC for the duration of their elected term of office or administrative appointment, for a maximum of three years.
- (iii) Ex-officio members are: the Dean, the associate deans, and the Assistant Dean for Finance and Administration. Ex-officio members serve on APAC for the duration of the administrative appointment. Ex-officio members have voice but no vote in APAC business.
- (iv) The Dean may invite guests to participate in APAC deliberations. Invited guests have voice but not vote in APAC business.
- (v) In filling appointed positions to APAC, the Dean shall exercise care to assure experience, multiple perspectives, and the diversity representative of the constituent members of the College.
- (vi) The Dean may form subcommittees of APAC and empower them to address particular issues.

(b) Functions

- (i) To advise the Dean on reallocations, rescissions, hiring, and other matters with significant fiscal or resource implications.
- (ii) To review and make recommendations to the Dean on the financial implications of proposals for new programs and curricula.
- (iii) To respond to any other requests from the Dean for advice on other business before the College with implications on resource allocation and

strategic priorities.

(c) Meetings

- (i) The Dean presides at all APAC meetings.
- (ii) Meetings shall be called by the Dean as required or in response to written request of five members of the committee.
- (iii) As needed, the Dean may also convene online meetings and deliberations of APAC.

(d) Voting

- (i) Advisory votes shall be taken by voice, a show of hands, or electronic polling. Secret ballots shall be used at the direction of the Dean or upon the request of two members present. Proxy balloting is not permitted.
- (ii) Invited guests are not permitted the vote.

Article III. Officers of the College

Section 3.01 The Dean of the College

- (a) The Dean is the chief academic, administrative, and budget officer of the College. The appointment, review, and/or renewal of the Dean, as well as the terms of appointment, are determined by the Senior Vice President and Provost.
- (b) The search and selection of the Dean shall conform to standing policy governing the appointment of deans.
- (c) The periodic review and term renewal of the Dean shall follow the *University of Maryland Policy on the Review of Deans of Academic Units*.
- (d) Duties of the Dean
 - (i) To act as chief academic, administrative, and budget officer of the College with responsibility to execute all System, University, and College policies.
 - (ii) To articulate a vision for the arts and humanities at the University of Maryland.
 - (iii) To act as the chief representative and advocate of the College in the University administration and community.
 - (iv) To provide leadership in setting standards for academic excellence as well as high-quality research, performance, and instruction.
 - (v) To support a robust culture of grants, fellowships, awards, and sponsored research in support of scholarship and creativity, curricular innovation,

and programming in the arts and humanities.

- (vi) To foster conditions conducive to service and outreach.
- (vii) To promote equity, diversity, and inclusion throughout the College.
- (viii) To recruit, appoint, and review the associate and assistant deans and other members of the Dean's senior staff responsible for academic affairs, faculty affairs, research, student affairs, finance and administration, academic computing services, equity, development, and facilities, among other areas.
- (ix) To recruit, appoint, and review the chairs and directors of the constituent units.
- (x) To execute all dimensions of faculty appointments, promotion, tenure, review, and mentoring in the College, and to make independent recommendations to the Provost on all related matters, as provided in the *University of Maryland Policy & Procedures on Appointment, Promotion, and Tenure of Faculty*, Article IV of this Plan, and corresponding guidelines.
- (xi) To certify compliance with all faculty achievement, outside professional activities, conflict of interest, and instructional workload reporting requirements in the College.
- (xii) To oversee a student advising system in the constituent units and to certify the completion of degree requirements.
- (xiii) To ensure student preparedness for advanced studies, public service, and careers in the academic, creative, private, and not-for-profit sectors.
- (xiv) To serve as a non-voting *ex-officio* member of the Collegiate Council, second-level faculty promotion committees, and other bodies, as specified in this Plan.
- (xv) To preside at meetings of the Administrative Council and Academic Planning Advisory Committee, as specified in this Plan.
- (xvi) To convene and dissolve, as needed, various standing advisory or ad hoc committees as well as task forces. Such bodies include, but are not limited to, the Undergraduate Student Advisory Board, the Graduate Advisory Board, and the Dean's Cabinet.
- (xvii) To convene and dissolve, as needed, committees to review and rank nominations and applications for fellowships, scholarships, grants, awards, honors, and sponsored research. Such bodies include, but are not limited to, the Designated Research Initiative Funds (DRiF) Committee, the Undergraduate Scholarship Committee, the Graduate Fellowship Committee, and the Service Awards Committee.
- (xviii) To report annually on the state of the College, typically in the autumn term.

(xix) To ensure enforcement of this Plan of Organization.

(xx) Other duties, as determined by the Provost.

Section 3.02 Chairs and Directors

- (a) Each academic, research, and presenting unit of the College as well as each living- learning and honors program shall have a chair or director, appointed by the Dean.
- (b) The chair or director serves as the chief academic, administrative, and budget officer for the unit.
- (c) All chairs and directors serve at the pleasure of the Dean.
- (d) Search, selection, review, and renewal of Chairs and Directors
 - (i) The search and selection of chairs and directors shall conform to standing policy governing the appointment of academic unit heads.
 - (ii) In the case of a search, the Dean appoints a committee to conduct the search and to make advisory recommendations. Committee membership is at the discretion of the Dean, who may solicit the input of the unit on committee membership and functions, consistent with the unit's Plan of Organization.
 - (iii) The search committee shall be chaired by a faculty member from outside the unit and may include additional members from other units.
 - (iv) The Dean shall seek broad representation and input from the various ranks of TTK and PTK faculty, exempt and non-exempt staff, and graduate and undergraduate students, appropriate to the composition of the unit. The committee should reflect a diversity of research and curricular subfields as well the diversity representative of the constituent members of the unit.
 - (v) In the case of a search, the committee shall solicit names of candidates and shall apprise the unit of the progress of the search. All members of the unit shall have the right to submit evaluations of candidates.
 - (vi) In all cases, the Dean shall forward to the Provost a recommendation for appointment informed by the advisory input of the constituent members of the unit.
 - (vii) The periodic review and term renewal of chairs and directors shall follow the *University of Maryland Policy on the Review of Department Chairs and Directors of Academic Units*.
- (e) Duties of Chairs and Directors
 - (i) To act as chief academic, administrative, and budget officer of the unit

with responsibility to implement and execute policy at the unit level.

- (ii) To act as the chief representative and advocate for the unit and its discipline(s).
- (iii) To promote superior research and creativity, teaching and learning, service and administration, as appropriate, among the unit's constituent members.
- (iv) To plan and administer the unit's budget, subject to consultation and review by the Dean.
- (v) To promote the recruitment, retention, and advancement of faculty, students, and staff in the unit.
- (vi) To promote equity, diversity, and inclusion throughout the unit.
- (vii) To execute faculty tenure, review, and mentoring in the unit, as provided in the *University of Maryland Policy & Procedures on Appointment, Promotion, and Tenure of Faculty*, Article IV of this Plan, and corresponding guidelines.
- (viii) To administer the curriculum and related programs and to maintain appropriate advising systems for students.
- (ix) To solicit the active participation of the unit's constituent members in unit affairs and to communicate policies, consistent with expectations of shared governance.
- (x) To recruit and appoint the unit's leadership team in a manner consistent with the unit Plan of Organization.
- (xi) To oversee the election of the unit's tenure-track representatives to the University Senate, consistent with the unit Plan of Organization and the procedures in the Plan of Organization for Shared Governance at the University of Maryland, College Park.
- (xii) To ensure enforcement of the unit Plan of Organization.
- (xiii) Other duties, as determined by the Dean of the College.

Article IV. Committees of the Dean of the College

Section 4.01 Committees on Faculty Appointments, Promotions, and Tenure

- (a) The Dean of the College convenes two committees responsible for the appointment, promotion, and/or tenure of faculty: one responsible for TTK faculty and another responsible for PTK faculty.
- (b) The Dean shall appoint members to each committee. The Dean shall manage committee appointments to reflect unit and disciplinary representation across the College as well the diversity representative of the constituent members of

the College.

- (c) Committee membership shall be announced on the College website.
- (d) All aspects of each committee's proceedings shall be conducted in a manner consistent with II-1.00 (A) *University of Maryland Policy and Procedures on Appointment, Promotion, and Tenure of Faculty* and accompanying guidelines; UMD guidelines for the appointment, evaluation, and promotion of professional track faculty; and the *ARHU Plan on Appointments, Promotion, Periodic Review, and Mentoring of Professional Track Faculty*.
- (e) Committee Membership
 - (i) The TTK committee consists of five (5) voting members of the tenure track faculty who hold the rank of tenured full professors from any academic unit of the College of Arts and Humanities. Committee members are appointed to a one-year term and may be reappointed for one (1) successive year.
 - (ii) The PTK committee consists of five (5) voting members, including at least two (2) Principal Lecturers (or equivalent rank) from any unit of the College, and at least two (2) tenured TTK faculty from any unit of the College. Until ARHU PTK faculty ranks include an adequate number of Principal Lecturers (or equivalent) to serve on this committee, or whenever the Dean deems it necessary, the Dean may turn to ARHU PTK faculty below the rank of Principal Lecturer or to Principal Lecturers (or equivalent) from other relevant units outside the College to fill vacancies on the PTK committee. Committee members are appointed to a one-year term and may be reappointed for one (1) successive year.
 - (iii) Each committee shall elect a chair and an alternate chair from among its voting members. The chair or alternate shall preside over committee deliberations.
 - (iv) The Dean and the Associate Dean for Faculty Affairs serve *ex-officio* on both committees. Both shall be present for committee deliberations, but neither exercises the vote.
- (f) Meetings
 - (i) Each committee shall meet regularly in the fall semester and as needed thereafter.
 - (ii) At the first meeting of the academic year, the TTK committee shall be charged by the Dean of the College, the Associate Provost for Faculty Affairs, and the Chief Diversity Officer or designee.
 - (iii) At the first meeting of the academic year, the PTK committee shall be charged by the Dean of the College.
 - (iv) Committee discussion is normally conducted in person, with all voting and *ex officio* members present, at prescheduled times coordinated by the Office of the Dean. As needed, the committee may conduct business via conference call or

via secure and user-authenticated electronic communications administered by the Office of the Dean. In all instances, all materials must be kept confidential.

- (v) In order to conduct business, each committee shall maintain a quorum of four (4) members. Any absence for illness, personal emergency, and other unforeseen circumstance shall be noted in the written documentation of committee deliberations.
- (vi) If a committee member has already voted on a case at the first level, at the second level the member shall be silent with the exception of answering questions of fact. The member shall be required to abstain from voting.

(g) Committee Deliberations

- (i) In accordance with the standing policies on appointments, promotion, and tenure of tenure track faculty, the TTK committee shall deliberate in confidence and shall then make written recommendations to the Provost on all cases of tenure, promotion as well as new TTK faculty appointments that carry tenure.
- (ii) In accordance with the standing policies on the promotion of professional track faculty, the PTK committee shall deliberate in confidence and shall then make written recommendations to the Provost on all cases of promotion to Principal Lecturer, Research Professor, and equivalent PTK ranks as well as new PTK faculty appointments at the highest rank.
- (iii) Although the committee members are responsible for making independent judgments on the merits of each case for promotion and/or tenure, the deliberations of the College-level committees shall give great weight to the appropriate unit-level criteria for the research, creativity, instruction, and service accomplishments expected for the relevant rank.

(h) Voting

- (i) A nonbinding straw poll may be taken by voice, a show of hands, or paper ballot. At the request of any voting member, the nonbinding straw poll shall be secret.
- (ii) Binding votes must be cast on paper or electronically. The ballots shall be secret, and the vote tally shall be recorded by the Associate Dean for Faculty Affairs who ensures that individual votes remain secret.
- (iii) Absentee and proxy votes are not permitted.
- (iv) All votes cast in favor and against, all mandatory and voluntary abstentions, and all committee member absences shall be transmitted to the Provost for Third- Level Review, as required by University policy. The independent recommendation of the Dean, who shall take the committee recommendation under advisement, shall also be transmitted for Third-Level Review.

(i) Notification and Appeals

- (i) A faculty member shall be notified in writing of the outcome of the College-level deliberations, in accordance with the timeline established by Campus policy and guidelines.
- (ii) Upon final notification from the President or Provost, the faculty member may appeal a negative decision based on alleged violations of procedural and/or substantive due process that would have had a material effect on the decision. All appeals shall be handled according to the procedures established by the Office of Faculty Affairs and shall be initiated within the period defined in those procedures.

(j) Reporting and Periodic Review

- (i) At the start of each academic year, the Associate Dean for Faculty Affairs shall issue a report to the Dean on the proceedings and outcomes of the proceeding year's appointments, promotions, and tenure decisions. The report shall be circulated to the members of Administrative Council and Collegiate Council, and others as determined by the Dean.
- (ii) College policy on faculty appointments, promotions, and tenure, including the structure and function of the review committees, shall be reviewed when any of the following conditions is met: 1) a change in System or University policy mandates adjustments at the College level; 2) a periodic review of the College Plan of Organization; or 3) the Dean deems it necessary.
- (iii) During a review, the Dean may commission an ad hoc committee or task force to examine policies and procedures on tenure, promotion, and periodic review in the College or any of its constituent units, charging the ad hoc committee or task force to make recommendations as appropriate.

Section 4.02 Committee on Programs, Courses, and Curricula (PCC)

(a) Membership

- (i) The Dean shall appoint all members of the ARHU Committee on Programs, Courses, and Curricula (PCC). The Dean shall manage committee appointments to reflect unit and disciplinary representation across the College as well the diversity representative of the constituent members of the College.
- (ii) The voting members are four (4) TTK faculty members, one (1) PTK faculty, one (1) undergraduate student, and one (1) graduate student. All appointees must be formally affiliated with an academic unit of the College. The appointment term of shall be one (1) year, renewable at the discretion of the Dean.
- (iii) The voting members shall elect a committee chair during the first meeting of the academic year.

- (iv) The Associate Dean for Academic Affairs serves *ex-officio*. The Dean may appoint additional *ex-officio* members from the University Libraries and the Office of Student Affairs. *Ex-officio* members serve solely in an advisory capacity to the committee, and may not vote.
 - (v) The Dean may create subcommittees of PCC and empower them to address particular issues.
- (b) Functions
- (i) To review and make recommendations to the Dean on all proposals for new programs and curricula, all courses (new or existing) related to such proposals, all proposals for new courses or for substantial changes in existing courses or curricula. The committee, in making its recommendations, shall consider the soundness of the proposal, evidence of need and availability of resources, assurance of non-duplication, and compliance with established priorities, goals, and existing University policy and curricular processes.
 - (ii) To formulate and recommend to the Dean of the College academic priorities regarding undergraduate and graduate degree programs and certificates.
- (c) Meetings
- (i) Meetings shall be held periodically on a schedule coordinated by the elected chair and the Associate Dean of Academic Affairs as required by the business before the committee. The committee chair presides.
 - (ii) Advisory votes may be taken by voice, a show of hands, straw polling, or electronic balloting. Secret ballots may be used upon the request of two members present. Absentee and proxy balloting is permitted. A measure shall pass with a simple majority of votes.
 - (iii) No later than the start of the new academic year, the Associate Dean for Academic Affairs shall issue a report to the Dean on the proceedings and outcomes of the proceeding year's ARHU Committee on Programs, Courses, and Curricula. The report shall be circulated to the members of Administrative Council and Collegiate Council, and others as determined by the Dean.

Section 4.03 Technology Advisory Committee

- (a) Membership
- (i) The Dean shall appoint four (4) voting members to the Technology Advisory Committee (TAC). These appointees may be drawn from the TTK and PTK faculty, exempt and non-exempt staff, and/or graduate and undergraduate students of ARHU constituent units. The term is two years, non-renewable.

- (ii) The Dean should manage appointments so as to assure representation across a broad spectrum of experience and competencies, especially in teaching-versus research-oriented technologies, broad representation from different units in the College, and the diversity representative of the constituent members of the College.
 - (iii) The Collegiate Council and Staff Council shall each elect one (1) voting member of the TAC. These elected members serve one-year terms, renewable upon re- election.
 - (iv) The committee chair, elected from among the appointed and elected committee members, shall serve a one-year term, and may not serve more than two consecutive terms.
 - (v) The *ex officio* members of the TAC are: the Assistant Dean of Academic Technology and Administrative Operations, the Assistant Director of Academic Technology, and the Director of the Maryland Institute for Technology in the Humanities (MITH). Other *ex officio* members may be appointed at the discretion of the Dean. *Ex officio* members have voice but not vote.
 - (vi) The Dean may create appropriate subcommittees and empower them to address particular issues.
- (b) Functions
- (i) To advise the Dean and other members of the College on strategy, policy, and resource allocation in the use and application of technology in scholarship, instruction, and creative activities within the College.
 - (ii) To review periodically existing policies and recommend new policies governing the purchase, use, and support of IT equipment and software, facilities, and other infrastructure within the College, subject to approval from the Dean.
 - (iii) To review requests for College funds for instructional technology, and to make recommendations to the Dean on the allocation of those funds.
- (c) Meetings
- (i) Meetings shall be held periodically on a schedule coordinated by the chair and the Assistant Dean of Academic Technology & Administrative Operations as required by the business before the committee. The elected chair presides.
 - (ii) Advisory votes may be taken by voice, a show of hands, straw polling, or electronic balloting. Secret ballots may be used upon the request of two members present. Absentee and proxy balloting is permitted. A measure shall pass with a simple majority of votes.

(d) Reporting

- (i) In close cooperation with Academic Computing Services, the Technology Advisory Committee shall regularly distribute news and information about IT developments and opportunities in the College.
- (ii) No later than the start of the new academic year, the Assistant Dean of Academic Technology & Administrative Operations shall issue a report to the Dean on the proceedings and outcomes of the Technology Advisory Committee in the preceding year. The report shall be circulated to the members of Administrative Council and Collegiate Council, and others as determined by the Dean.

Article V. The Collegiate Council

Section 5.01 Mission and Scope

- (a) The Collegiate Council is the chief body of shared governance in the College of Arts and Humanities.
- (b) The business of the Collegiate Council shall be consistent with the *Policy on Shared Governance in the University System of Maryland* and the *Plan of Organization for Shared Governance at the University of Maryland, College Park*.

Section 5.02 Membership

- (a) The Collegiate Council membership shall include elected representatives of the constituent members of the College of Arts and Humanities. Members shall be selected as follows:
 - (i) Each academic unit of the College shall elect one TTK representative and one alternate who shall attend and vote in the absence of the elected representative to the Collegiate Council. The election of TTK representatives to the Collegiate Council shall be determined by each constituent academic unit's plan of organization.
 - (ii) The PTK faculty shall be represented on the Collegiate Council by At-Large members elected from among all PTK in all academic, research, and presenting units of the College. The number of At-Large representatives on the Collegiate Council shall be equal to the number of ARHU At-Large members apportioned to the University Senate.
 - (iii) The seated At-Large PTK representatives and two alternates shall be chosen in College-wide elections overseen by the Council Vice Chair. Candidate and voter eligibility are set at a 2-2 courseload or equivalent FTE.
 - (iv) The Collegiate Council shall include one (1) exempt At Large staff member

and one (1) non-exempt At Large staff member, each elected by the Staff Council, consistent with Article VI of this Plan .

- (v) The Collegiate Council shall include one (1) At Large undergraduate representative and one (1) At Large graduate representative, each elected from among the respective constituents. Each seated At Large student representative and two alternates for each constituent student group shall be selected in College-wide elections overseen by the Council Vice Chair.
- (vi) All Council members shall be confirmed in time to be seated by the first meeting of the academic year.
- (vii) Council members shall serve two-year terms and no member shall serve more than two successive terms.
- (viii) The Dean and the Dean's representatives, if any, shall have voice, but not vote, in the Collegiate Council.

Section 5.03 Officers

- (a) At the first meeting of an academic year, the Council members shall elect a Chair, Vice Chair, and Secretary. Officers shall be elected from and by the elected members of the Collegiate Council. The Chair shall preside over all meetings or, in the absence of the Chair, the Vice Chair shall preside. The Secretary shall take minutes.
- (b) The Collegiate Council may recall any elected officer by a two-thirds majority vote of the members. Any recall vote must be by secret ballot.

Section 5.04 Functions of the Collegiate Council

- (a) To act as the chief representative and advocate of the constituent members of the College.
- (b) To consult with the Dean, academic and administrative unit heads, and other administrators regarding academic and administrative matters before the College.
- (c) To communicate matters of academic and administrative policy to College's constituent members.
- (d) To solicit information and opinion of the College constituent members on academic and administrative matters before the College.
- (e) To participate in crafting, periodic revision, and approval of the College strategic plan.
- (f) To promote excellence in instruction, research, and creative activities, and to advise the Dean on long-range plans for the professional and physical development of the College.

- (g) To administer the regular or special election of PTK representatives to the Senate and all faculty, staff, and student At-Large representatives to the Collegiate Council, consistent with the procedures in this Plan and the Plan of Organization for Shared Governance at the University of Maryland, College Park.
- (h) To facilitate communication among the constituent units and members of the College.
- (i) To oversee the periodic review of the College Plan of Organization, as specified in Article VIII.
- (j) To oversee amendments to the College Plan of Organization, as specified in Article XI.
- (k) To review and approve unit-level plans of organization, as specified in Article VIII.
- (l) To elect representatives to the Administrative Council, the Academic Planning and Advisory Committee, and the Technology Advisory Committee, as provided in this Plan.
- (m) To supply the Dean with slates of candidates from which the Dean may consider appointments to the councils, committees, task forces, and other administrative, deliberative, and/or advisory bodies described in this plan.
- (n) To advise the Provost and any committee appointed by the Provost on the selection or renewal of the Dean of the College. This function includes, but is not limited to: advising the Provost on procedures for the search, forwarding the names of candidates to be considered by the search committee, forwarding concerns of the faculty of the College on matters regarding the selection of Dean, and responding to requests from the search committee for evaluation of the candidates.

Section 5.05 Subcommittees

- (a) The Council may establish subcommittees, task forces, and ad hoc committees, when deemed necessary. These special committees shall function until discharged by the Council.
- (b) Special committees shall report regularly to the Collegiate Council as required.

Section 5.06 Meetings

- (a) The Collegiate Council shall meet at least three times each semester. A quorum shall be a simple majority of the elected members.
- (b) Meetings shall be open to all constituent members of the College and to others that the Council may admit. By a majority vote of the elected

members, the Council may call for a closed meeting.

- (c) Executive summaries of the minutes of each meeting shall be posted to the College website.

Section 5.07 Voting

- (a) Votes shall be taken by voice, a show of hands, straw polling, or electronic balloting. Secret ballots shall be used upon the request of two members present. Absentee and proxy balloting is not permitted.
- (b) A measure shall pass with a simple majority of votes, unless otherwise indicated in this Plan of Organization.

Section 5.08 Relationship to the Dean of the College

- (a) Measures passed by the Collegiate Council are subject to review by the Dean and, when necessary, by the Senate, the Provost, the President, and/or the Board of Regents.
- (b) The Office of the Dean shall assist the Council in the discharging of its official business. This shall include assistance with the annual plenary, elections and referenda, the review of plans of organization, and any other business involving shared governance.

Article VI. The Staff Council

Section 6.01 Membership

- (a) The Staff Council shall consist of twelve (12) members elected from among the exempt and non-exempt regular staff of the constituent units of the College. All members serve At-Large.
- (b) Each academic, research, or programming unit of the College shall be invited to nominate at least one candidate for election to the Staff Council. Self-nominations will also be solicited.
- (c) All regular exempt and non-exempt staff in the College shall be eligible to vote for the At-Large representatives. Elections should be held prior to Spring Commencement.
- (d) Elected members shall serve for a term of two years from July 1 after selection and may not serve for more than two successive terms.
- (e) The Assistant Dean for Academic Technology & Administrative Operations shall serve as an ex-officio member of the Staff Council.
- (f) The Staff Council may establish special subcommittees, task forces, and ad hoc committees, when deemed necessary and shall appoint (or delegate the

appointment) of their members. These special committees shall function until discharged by the Council.

Section 6.02 Officers

- (a) Officers of the Staff Council are the Chair and Vice Chair.
- (b) Officers shall be elected from and by the elected members of the Staff Council. The Chair shall preside over all meetings or, in the absence of the Chair, the Vice- Chair shall preside.

Section 6.03 Functions

- (a) To facilitate a healthy, civil College culture.
- (b) To identify and address common issues directly affecting staff, both exempt and non-exempt.
- (c) To communicate matters of academic and administrative policy to College staff and respond to their concerns.
- (d) To actively solicit information and opinions from College staff on pending College matters and communicate such information to the Dean.
- (e) To receive and consider recommendations from the Dean and College community on matters of College concern by providing a staff perspective.
- (f) To participate in the promotion of excellence in instruction, research, and creative activities; and advise the Dean on long-range plans for professional and physical development of the College.
- (g) To promote collegial referenda and set guidelines for selection of Council members.
- (h) To facilitate College communication through various means of information dispersal.
- (i) To propose changes in the College Plan of Organization.
- (j) To elect one exempt and one non-exempt member of the Staff Council to serve on the Collegiate Council.
- (k) To recommend staff representation on search committees charged with the responsibility to select a new dean of the College.
- (l) To sponsor, facilitate and promote professional and personal development of all staff.
- (m) To facilitate networking opportunities for staff of the College.

Section 6.04 Meetings

- (a) The Staff Council shall meet at least five times during the fiscal year. A quorum shall be a majority of the elected members. Meetings shall be open to all staff of the College and to others that the Council may admit.
- (b) Votes shall be taken by voice or a show of hands. Secret ballots shall be used upon the request of two members present. Absentee and proxy balloting is permitted.
- (c) A measure shall pass with a simple majority of votes.

Section 6.05 Relationship to the Dean

- (a) Activities of the Staff Council must be consistent with guiding Memoranda of Understanding for exempt and non-exempt staff. Recommendations from the Staff Council will be submitted to the Dean for consideration. If the Dean does not agree with a recommendation of the Staff Council, the Dean shall state the reasons in writing. Any recommendation made by the Staff Council as it pertains to bargaining unit employees on any subject which constitutes a mandatory subject of bargaining may not be approved, finalized or implemented by the University until the University notifies and bargains with AFSCME.
- (b) The Office of the Dean shall furnish assistance to the Staff Council and to its committees in the discharging of official business. This shall include assistance with the selection of representatives and any other business involving the staff of the College.

Article VII. Student Councils and Societies

Section 7.01 The undergraduate and graduate student constituent members of the College may establish democratically-organized student councils and/or societies. Such bodies may be organized by degree program (e.g., BA, MA, MFA, PhD, etc.), academic standing, or shared thematic interests, but they shall not be exclusive to a single academic program, a function reserved for unit-level shared governance.

Section 7.02 The student bodies shall convey the interests and concerns of their respective constituents to the Collegiate Council and to the Dean, and they will convey information from the Collegiate Council and the Dean to their constituents.

Section 7.03 The structures and functions of each student council or society shall be determined by its plan of organization.

Section 7.04 For a student council or society to be formally recognized by the College, the Dean and the Chair of the Collegiate Council shall be extended ex officio status with the right of voice but not vote.

Article VIII. Periodic Reviews

Section 8.01 Periodic Review of Officers of the College

- (a) All chairs and directors shall be reviewed on a regular basis, typically every five years unless otherwise determined by the Dean or Provost. Such reviews shall conform to UMD Policy, chiefly the *University of Maryland Policy on the Review of Department Chairs and Directors of Academic Units*.
- (b) In conducting the review of chairs and directors, the Dean or Provost is expected to seek broad representation and input from the unit's constituent members. The review committee should reflect the variety of research and curricular subfields in the unit, as well as the diversity of the unit's constituent members.

Section 8.02 Periodic Review of Units of the College

- (a) Periodic review of the constituent units of the College shall conform to UMD Policy, chiefly the *University of Maryland Policy on the Review of Academic Units*.
- (b) Academic units, administrative units, and research centers shall be reviewed on a regular basis, typically every five to seven years unless otherwise determined by the Dean or Provost.
- (c) In conducting the review of constituent units of the College, the Dean or Provost is expected to seek broad input from the unit's constituent members. The review committee should include the unit's various faculty ranks, staff and students. The review committee should reflect the variety of research and curricular subfields in the unit, as well as the diversity of the unit's constituent members.

Section 8.03 Periodic Review of the College Plan of Organization

- (a) The periodic review of the College Plan of Organization shall conform to the appropriate provisions of the *Plan of Organization for Shared Governance at the University of Maryland, College Park*.
- (b) The College Plan of Organization shall be reviewed every ten (10) years. Reviews may take place sooner if any of the following conditions is met: 1) the University Senate mandates a review; 2) by a majority vote of its elected members, the Collegiate Council mandates a review; or, 3) the Dean mandates a review.
- (c) A periodic review shall be conducted by the members of the Collegiate Council. The Council Chair chairs the review committee.
- (d) In the event that the Plan or any of its component parts is found to be inconsistent with the *Plan of Organization for Shared Governance at the University of Maryland, College Park* and/or any System or Campus policy, the review committee shall propose amendments. Amendments shall be adopted consistent with Article XI.

- (e) Every ten (10) years, the College Plan shall be submitted to the Senate for review and approval, unless otherwise required.

Section 8.04 Periodic Review of Unit-Level Plans of Organization

- (a) The periodic review of a unit's Plan of Organization shall conform to the appropriate provisions of the *Plan of Organization for Shared Governance at the University of Maryland, College Park*.
- (b) Each unit Plan of Organization shall be reviewed every ten (10) years. Reviews may take place sooner if any of the following conditions is met: 1) the University Senate mandates a review; 2) the constituent members of the unit mandate a review in a manner consistent with the unit plan; or, 3) the Dean mandates a review.
- (c) The review shall be conducted consistent with the unit plan of organization.
- (d) In the event that a unit Plan or any of its component parts is found be inconsistent the *Plan of Organization for Shared Governance at the University of Maryland, College Park*, the College Plan of Organization, and/or any System or Campus policy, the unit review committee shall propose amendments. Amendments shall be adopted consistent with the unit Plan of Organization.
- (e) Every ten (10) years, or whenever substantive amendments are adopted, each unit Plan shall be submitted to the Collegiate Council for review. Unit-level plans found not to be in compliance will be returned for revision. Notice of noncompliance will be sent to the unit head in question.

Article IX. Non-Compliance

Section 9.01 Any constituent member of the College may file a written complaint on non-compliance with the College Plan of Organization. Complaints are to be filed with the Chair of the Collegiate Council.

Section 9.02 Upon receipt of a written complaint, the Chair shall consult confidentially with the Vice Chair and/or the Dean. Depending on the nature of the complaint, the Chair may also consult with the Senate and/or establish an ad hoc committee of the Council to investigate the matter and take appropriate measures.

Article X. Annual Plenary

Section 10.01 The constituent members of the College shall be invited to gather in plenary session during the Spring semester of each academic year. The Chair of the Collegiate Council presides. In the Chair's absence, the Vice Chair presides.

Section 10.02 The topic and format of the annual plenary may vary, but it is to be expected that the Collegiate Council Chair will report to the constituent members present on important matters before the College.

Section 10.03 The Collegiate Council may invite the Dean and other guests to address the plenary with respect to College concerns. The Dean and other invitees shall have voice but not vote in the plenary.

Section 10.04 The Chair or Vice Chair of the Collegiate Council may present to the constituent members assembled at the plenary a resolution for open debate and vote. Ten business days prior to the plenary, the Chair or Vice Chair must circulate the resolution to all constituent members of the College, normally in electronic form.

Section 10.05 Any constituent member present at plenary may make a motion to call for a College-wide referendum on any resolution presented by the Chair or Vice Chair. The motion for a referendum shall carry if it receives the support of twenty-five other constituent members present at the plenary. Votes may be taken by a show of hands or secret ballot.

Section 10.06 In the referendum on a resolution approved at the plenary, authenticated electronic balloting will be open to TTK faculty, PTK faculty at a 2-2 courseload or equivalent, regular exempt staff, and regular non-exempt staff of any constituent unit of the College for a period of five business days starting the Monday following the plenary. The resolution(s) shall pass with a majority of votes cast.

Article XI. Amendments and Ratification

Section 11.01 Amendments

- (a) Amendments to the Plan of Organization may be proposed by any group of five (5) Collegiate Council members or by a petition signed by twenty-five (25) or more constituent members of the College, at least fifteen (15) being TTK faculty. The proposed amendment(s) shall be submitted to the Collegiate Council Chair.
- (b) The Collegiate Council shall discuss the text of any proposed amendment at two successive meetings and then vote upon any proposed amendment(s). A quorum of elected members must be present at both meetings.
- (c) Amendments that are approved by a majority vote of the Collegiate Council shall be submitted to a Collegiate referendum. All TTK, all PTK faculty at a 2-2 courseload or equivalent, all regular exempt, and all regular non-exempt staff of any constituent unit of the College are eligible to vote. Voting will be by secret electronic ballot, and vote tallies will be reported by group (i.e., TTK faculty, PTK faculty, exempt staff, and non-exempt staff). The amendment shall pass by majority vote of all votes cast.
- (d) Following a positive referendum vote, amendments to the Plan of Organization are subject to the review of the Dean and the University Senate and, when necessary, the Provost, the President, and/or the Board of Regents.

Section 11.02 New Plan of Organization

- (a) The Collegiate Council shall convene a subcommittee representative of the College constituent members and units to draft a new Plan of Organization when any of three conditions is met: 1) a resolution to draft a new plan approved at the annual plenary garners a majority vote in a College referendum; 2) a resolution to draft a new plan garners the vote of 60% of Collegiate Council members; 3) a resolution to draft a new plan garners the support of 60% of ARHU academic units, as expressed by votes of each unit's principal body of shared governance.
- (b) The new Plan of Organization shall be submitted to the College constituent members for approval in a referendum conducted in the same manner as a referendum to approve amendments to the Plan. The new Plan of Organization shall be approved if it receives either 60% of all votes cast or 50% of the votes of all TTK faculty in the College.
- (c) Following a positive referendum vote, a new Plan of Organization is subject to the review of the Dean and the University Senate and, when necessary, the Provost, the President, and/or the Board of Regents.

Section 11.03 Ratification

- (a) The Plan of Organization of the College, and any amendments thereto, shall be filed with the University Senate for review to ensure compliance with relevant System and Campus policies on shared governance.
- (b) If, after receiving the reports of the appropriate Senate committee(s), the Senate agrees that the College Plan is in compliance, it will be approved. If not, the Plan will be returned to the College for revision.
- (c) The most recent approved Plan of Organization remains in effect until the Senate and the President of the University approve a new or amended Plan.

This document replaces the existing ARHU Plan of Organization (as amended and approved by the Collegiate Council on May 2, 2014).