

March 1, 2017

**MEMORANDUM**

**TO:** University Senate Members

**FROM:** Jordan A. Goodman  
Chair of the University Senate

**SUBJECT:** University Senate Meeting on Wednesday, March 8, 2017

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The next meeting of the University Senate will be held on **Wednesday, March 8, 2017**. The meeting will convene at 3:15 p.m. in the **Atrium of the Stamp Student Union (1<sup>st</sup> Floor)**. If you are unable to attend, please contact the Senate Office<sup>1</sup> by calling 301-405-5805 or sending an email to [senate-admin@umd.edu](mailto:senate-admin@umd.edu) for an excused absence. Your response will assure an accurate quorum count for the meeting.

**The meeting materials can be accessed on the Senate Web site. Please go to <http://www.senate.umd.edu/meetings/materials/> and click on the date of the meeting.**

**Meeting Agenda**

1. Call to Order
2. Special Order: Presidential Briefing
3. Approval of the February 9, 2017 Senate Minutes (Action)
4. Report of the Chair
5. Review of the Interim University of Maryland Equal Employment Opportunity & Affirmative Action Statement of Policy (Senate Doc. No. 16-17-26) (Action)
6. Revision to the Senate Bylaws to Provide Representation for Ombuds Officers on Senate Committees (Senate Doc. No. 16-17-09) (Action)
7. Revision to the Membership of the Senate's Equity, Diversity, and Inclusion Committee (Senate Doc. No. 16-17-12) (Action)
8. Review of the Senate Student Affairs Committee Specifications (Senate Doc. No. 16-17-15) (Action)
9. Revisions to the Charge of the Faculty Affairs Committee and Plan of Organization Review Procedures (Senate Doc. No. 16-17-25) (Action)

10. Special Order of the Day  
Philip DeShong  
Professor, Dept. of Chemistry & Biochemistry and Chair of the Conflict of Interest Committee  
*An Overview of Conflict of Interest Issues*
  
11. Special Order of the Day  
Brian Ullmann  
Associate Vice President of Marketing & Communication, University Relations  
Brian Logue  
Senior Director of Annual Giving, University Relations  
*Fearless Ideas: The Campaign for Maryland and Giving Day*
  
12. New Business
  
13. Adjournment

<sup>1</sup> Any request for excused absence made after 1:00 p.m. will not be recorded as an excused absence.

## **University Senate**

February 9, 2017

### **Members Present**

Members present at the meeting: 134

### **Call to Order**

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

### **Approval of the Minutes**

Chair Goodman asked for additions or corrections to the minutes of the December 6, 2016, Senate meeting; hearing none, he declared the minutes approved as distributed.

### **Report of the Chair**

Chair Goodman welcomed Boris Lushniak, Dean of the School of Public Health to the University and to the University Senate. He noted that Lushniak had just joined the University in January and stated that the Senate looked forward to working with him.

#### Social Activism

Chair Goodman made the following comments on social activism and the president's executive order on immigration:

We are less than three weeks into the new administration and many of the fundamental values of our country and our institution are in jeopardy. We may not all agree on policy, but as an academic community we should demand truth and competence and stand strongly against discrimination. The core objective of a research university is the creation of new knowledge. This means searching for truth, discovering new facts and developing new understanding. Universities are all about exploring alternative theories, alternative interpretations, but there is no place for "alternative facts". Our second president John Adams wrote in 1770 "Facts are stubborn things; and whatever may be our wishes, our inclinations, or the dictates of our passion, they cannot alter the state of facts and evidence." Threats to restrict climate research or eliminate the National Endowment for the Arts or Humanities presents a threat to everyone.

Public education is a fundamental pillar of our society and charts the course for our country's future. 90% of US K-12 students attend public schools, while more than 70% of college students attend public colleges and universities yet our new Secretary of Education, Betsy DeVos has no experience with public education at any level. We may not all agree on politics, but at a minimum we should demand subject competence – something that she was not able to articulate at her confirmation hearing. We have also recently learned that Jerry Falwell Jr., president of Liberty University (a school whose graduates are not accepted to our graduate school because Liberty University is not accredited) has been appointed to

lead a higher education task force. His proposed agenda for this task force includes eliminating regulations from the Education Department, especially those that apply to colleges and universities. While it can be argued that some reduction of regulation might be good, Falwell has been vocal about limiting rules related to Title IX investigations. DeVos has also refused to commit to the continuation of Title IX regulations. This is an issue that our campus and this Senate have been committed to over the last few years and will continue today as we learn about the next steps being considered to prevent sexual assault.

The outrage many of us are feeling is unique in my experience. During the Vietnam War student protests were met by resistance from substantial parts of the University community and by the “older generation”. But this is different in that the opposition to what we are facing crosses all boundaries. If you were at the Woman’s March you saw this and I saw some of you there. Last week my wife said to me we don’t have plans for this weekend what demonstration are we going to? It is clear that this level of activism is an opportunity for us to come together as a community and take a stand.

This leads to the president’s executive order on immigration. Our country is a country of immigrants. Currently about one fourth of the US population is either an immigrant or had one or more foreign-born parents (as in my case both being immigrants). And whether they came in the 19th, 20th, or 21st century and were Chinese, German, Irish, Italian, Mexican, Catholic, or Jewish they all faced discrimination. People of color were always discriminated against. Women have always been discriminated against. The current discrimination against Muslims is part of a larger pattern of ignorance and fear that unfortunately are part of our American legacy. When the President fails to mention Jews in his Holocaust remembrance statement and responds with “all people were affected by the Holocaust”, it’s no different than responding to Black Lives Matter by saying “All Lives Matter”. It denies the fundamental uniqueness of the impact on the affected group and marginalizes the injustice. Education, especially higher education is the great equalizer. Our institution is built on the principle that the best idea wins and where you come from, or your immigration status, or your race or religion or sex, or sexual orientation plays no role and presents no boundary in the search for new knowledge or understanding. In fact, the rich tapestry of our differences provides a basis for deeper understanding of complex issues where we are often blinded by our own beliefs. The president’s executive order on immigration strikes at the heart of our community. When one group in our community is attacked, we are all attacked.

Today we, the Senate, can speak out against the discrimination against our Muslim colleagues, friends and neighbors are experiencing. We can speak out as several of the other Big10 institution Senates have already done and vote to endorse the Academics Against Immigration Executive Order petition (that I personally signed last week). The petition, which was posted on Slack for Senators basically makes the following points:

1. This Executive Order is discriminatory.
2. This Executive Order is detrimental to the national interests of the United States
3. This Executive Order imposes an undue burden on members of our community:

He noted that a motion for the Senate to support the petition would be introduced during new business.



### Senate Elections

The candidacy period for all staff, student, and single-member constituency senators for 2017-2018 ended on February 3<sup>rd</sup>. The election period will run from February 20<sup>th</sup> through March 3<sup>rd</sup>. We hope that you will vote during the upcoming election period. You can find more details about the timeline and process under the “Elections” tab on the Senate website.

### Senate Elected Committees/Councils

All senators should have just received an email from the Senate Office detailing available positions on senate-elected committees/councils for 2017-2018. This includes the Senate Executive Committee, Committee on Committees, Athletic Council, Council of University System Faculty (CUSF), and the Campus Transportation Advisory Committee (CTAC). We are looking for individuals interested in serving on these important bodies. Please visit the Senate website for more information on how to nominate yourself or a colleague.

### BOR Staff Awards

The Staff Affairs Committee spent the fall semester coordinating the nominating process for the annual Board of Regents' Staff Awards. They reviewed the materials of dozens of nominees, and came up with seven exceptional candidates. These nominees were forwarded to the President, who reviewed the recommendations and wrote a letter of support for each of the following finalists from our campus:

#### **Exceptional Contribution to the Institution and/or Unit to which the Person Belongs**

- Exempt Nominee: **Daniel Ramia**—*College of Agriculture and Natural Resources*
- Non-Exempt Nominee: **Audrey Stewart**—*Facilities Management*

#### **Outstanding Service to Students in an Academic or Residential Environment**

- Exempt Nominee: **Jenna Beckwith**—*University Health Center*
- Non-Exempt Nominee: **Sara Lopez**—*Dining Services*

#### **Extraordinary Public Service to the University or Greater Community**

- **Terry Zacker**—*Stamp Student Union*

#### **Effectiveness and Efficiency in Academic or Administrative Transformation**

- **Daniel Wilson**—*Institute for Bioscience & Biotechnology Research*
- **Clint Bucco**—*Philip Merrill College of Journalism*

The Board of Regents will announce the final winners later this spring.

### Spring Senate Meetings

The remaining meetings for the spring semester are March 8<sup>th</sup>, April 6<sup>th</sup>, April 19<sup>th</sup>, and May 4<sup>th</sup>. We are anticipating a significant amount of work coming out of our committees and from the task force over the remainder of our meetings. Please note that the April 19<sup>th</sup> meeting will be the last for any outgoing senators with a term of 2017. The May 4<sup>th</sup> meeting is the transition meeting where new senators will be seated.

### **Review of Faculty Leave Policies - Parental Leave & External Grant Funding FAQs (Senate Doc. No. 14-15-31) (Information)**

Goodman presented the Review of Faculty Leave Policies- Parental Leave & External Grant Funding FAQs as an informational item. He noted that at the October 2016 Senate meeting,

many Senators asked questions about parental leave and external grant funding. ADVANCE and the Office of Research Administration (ORA) have provided this document as guidance.

**Clarification and Codification on Declining Honor Pledge (Senate Doc. No. 15-16-31)  
(Information)**

Goodman presented the Clarification and Codification on Declining Honor Pledge report as an informational item from the Educational Affairs Committee. This report recommends no immediate change to existing policy but rather suggests that the Student Conduct Committee be charged with conducting a thorough review of the Honor Pledge and its role in fostering a climate of academic integrity on campus. In addition, the committee recommends that appropriate revisions be made to the Faculty Handbook, the Undergraduate Catalog, and other resources that discuss the Honor Pledge, in order to align University guidance with the specific language of the Pledge in the Code of Academic Integrity. The SEC will charge the Student Conduct Committee with conducting a review of the Honor Pledge and forward the report to the appropriate administrative offices to address the suggested edits.

**PCC Proposal to Establish an Online Offering of the Master of Science in Business Analytics (Senate Doc. No. 16-17-22) (Action)**

Andrew Harris, Chair of the Programs, Curricula, & Courses (PCC) Committee, presented the PCC Proposal to Establish an Online Offering of the Master of Science in Business Analytics.

Goodman opened the floor to discussion of the proposal.

Senator Martinez-Miranda, faculty, A. James Clark School of Engineering, asked how the online program curriculum would mirror the in-person curriculum given that the proposed lengths of the semesters differ.

Harris asked Judy Frels, Assistant Dean on Online Programs, Robert H. Smith School of Business, to respond.

Frels stated that the current terms in the Smith School are 14-week terms that are often split into 7-week half terms. Although the structure may not match exactly, the content and requirements will be the same.

Senator Kedem, faculty, College of Computer, Mathematical, and Natural Sciences, asked for a clarification on the definition of business analytics.

Harris responded that business analytics is the application of mathematical techniques to business questions.

Seeing no further discussion, Goodman called for a vote on the proposal. The result was 108 in favor, 12 opposed, and 5 abstentions. **The motion to approve the proposal passed.**

### **Restricted Research (Senate Doc. No. 16-17-06) (Action)**

Keith Marzullo, Chair of the Restricted Research Subcommittee of the Research Council, presented the report on Restricted Research.

Goodman opened the floor to discussion of the proposal.

Senator Al-Mansur, graduate student, asked about the positive and negative consequences of restricted research.

Marzullo stated that positive aspects include access to data, technology, and equipment that normally would not be available for use. Negative aspects include the need to follow export control law, publication restrictions, and reputational questions for the University and the researchers. He noted that the proposal attempts to mitigate these consequences. He added that education on the rules and consequences is a large part of this proposal and that any requests for restricted research would be thoroughly reviewed.

Senator Al-Mansur raised concerns about the Principal Investigator (PI) understanding the risks involved and acknowledging those in their proposal to engage in restricted research.

Senator Lathrop, faculty, College of Computer, Mathematical, and Natural Sciences and member of the Restricted Research Subcommittee, responded that part of the proposal involves engagement with the Export Control Office, which would include an opportunity to learn about the rules, regulations, and risks involved. He also noted that there is a current process in place, but there is no written guidance as to how this process takes place and no transparency regarding how projects are approved. The recommendations are intended to add clarity and transparency to the approval process.

Senator Knapp, undergraduate student, College of Behavioral and Social Sciences, asked if there was any data on how many projects are currently taking place on campus and the approval rate of proposals. In addition, he asked if there are any estimates on the number of projects or the dollar value of restricted research in the future.

Marzullo responded that he did not have the number of applications or the amount of money that has been turned down. He has heard from faculty members that wish to do the research but have been turned down. Marzullo added that peer institutions do not have a large number of restricted research projects with most being in the single digits.

Senator Callaghan, faculty, College of Arts and Humanities, asked if there should be a statement of educational benefits in addition to the career and professional benefits noted in the recommendations.

Senator Halperin, faculty, College of Computer, Mathematical, and Natural Sciences, commended the committee for its work on the report and noted concerns about a lack of guidelines for administrators to use when determining whether to approve the proposal. In addition, he noted that some restricted research includes a three-month waiting period for publishing while other projects state that you can never speak about or publish the

research. Halperin noted that there is no sense of balance between how much time the University has committed to non-restricted research and restricted research. He stated that it is important for the University to decide where it stands on these issues.

Marzullo responded that the guidelines list a set of criteria that should be addressed when writing an exception to do restricted research and that these would help develop University norms for decision-making regarding restricted research. He added that the reason for restriction is requested when applying for an exception and that this would allow the University to make an appropriate decision regarding approval. Marzullo added that the subcommittee imagined that restricted research would be a small percentage of the overall research conducted at the University.

Senator Zimmerman, undergraduate student, College of Letters and Sciences, asked if the current campus infrastructure supports restricted research efforts.

Marzullo responded that some infrastructure would have to be put in place for restricted research such as card swipe access or secure servers. The subcommittee recommends that the cost of any infrastructure improvements be paid for by the unit requesting approval of the proposal or by the money associated with the proposal itself.

Senator Kedem, faculty, College of Computer, Mathematical, and Natural Sciences, noted that he had been involved in restricted research and added that the work being done is very important and gives additional opportunities. He also noted that most of the work can be published eventually with small changes.

Marzullo agreed and added that when the subcommittee conducted the peer institution research, the contacts at these universities noted that the publication restrictions were not an issue.

Senator Ryan, graduate student, asked for clarification on the distinction between restricted research performed in a consultant-type position for a company and the restricted research being discussed in this proposal. He asked what would prevent students from pursuing research in a consultant role.

Marzullo responded that the current policy states that there are no restrictions on conducting restricted research while not using University equipment and resources. This can still be done with the changes to the policy.

Senator Ryan asked about potential conflicts of interest if a student were to conduct research with a professor without using University resources.

Marzullo responded that there would be a conflict of interest and that he has avoided hiring students when doing research for outside companies.

Senator Lathrop added that the University has a conflict of interest policy in place that safeguards against potential concerns.

Senator Lathrop made a motion to amend the proposal as follows in pink:

**(1) Criteria for Restricted Research:** Requests to perform restricted research require a rationale that describes benefit to the researchers and/or campus. In general, financial considerations alone are not an adequate rationale for accepting a restricted research award. A rationale may address one or more of the below reasons as well as other reasons to warrant accepting a restricted research project:

- **Educational**, career, **and/or** professional **opportunities** for students
- Career / professional growth for faculty
- Benefit to Campus
- Benefit to the State of Maryland
- Benefit to the Nation
- Opportunity to use a unique data set or unique research equipment or technologies that are not otherwise available
- Participation in a broader range of the business development cycle

The PI is responsible for articulating the rationale in writing as part of the approval process.

The motion was seconded.

Chair Goodman opened the floor to discussion of the amendment; hearing none, he called for a vote on the amendment. The result was 119 in favor, 3 opposed, and 2 abstentions.

**The motion to approve the amendment passed.**

Goodman opened the floor to discussion of the proposal as amended.

Senator Joyce, faculty, College of Arts and Humanities, asked about increased transparency on the level of the University regarding what the university community understands about the projects occurring on campus including enough information to lodge complaints if necessary.

Marzullo noted that the report includes a recommendation for quarterly reporting by the Division of Research, which will contain as much information about the restricted research projects as legally possible and would also be available to the public through the Public Information Act. Restricted research activities would also be presented to the Senate annually.

Chair-Elect Falvey, faculty, College of Computer, Mathematical, and Natural Sciences, asked who in the approval process would act as the gatekeeper and look at the risks.

Marzullo responded that the Dean could choose not to approve a proposal and that the Division of Research would look at the proposals closely. He added that peer institution research showed that allowing more restricted research resulted in better negotiations.

Senator Blanchard, faculty, College of Behavioral and Social Sciences, noted his positive views of the report and introduced George Bailey.

George Bailey, stated that he is supportive of transparency in the academic environment but understands the need for restricted projects. He added that the benefits to society, the

environment, and advancements in technology are beneficial projects. He noted a need to look at the outside sponsor's motivation. He also noted a need to handle trade secret information in regards to patent law.

Seeing no further discussion, Goodman called for a vote on the proposal as amended. The result was 98 in favor, 14 opposed, and 3 abstentions. **The motion to approve the proposal as amended passed.**

**Use of Visiting Faculty Titles for Professional Track Faculty Appointments (Senate Doc. No. 15-16-17) (Action)**

KerryAnn O'Meara, Chair of the Faculty Affairs Committee, presented the Use of Visiting Faculty Titles for Professional Track Faculty Appointments report.

Goodman opened the floor to discussion of the proposal.

Senator Martinez-Miranda asked if faculty members on visas would be eligible for the exception in the policy.

O'Meara responded that the committee recommended that foreign faculty members who have five-year visas but have University titles that are only valid for three years be submitted to the Provost's Office to be considered as exceptions under the extraordinary circumstances guidance.

Senator Jacobson, exempt staff, asked if the intention of the committee was that the Provost's Office's process would outline what the exceptions are since the current language is broad.

O'Meara responded that the existing policy allows the Provost's Office to review any case for extraordinary circumstances, but the committee's recommendations identified two circumstances that were the most prevalent on campus. O'Meara also noted that the University is required to follow the University System of Maryland (USM) policy. The committee's recommendations allow the University to align with the USM policy but also tailor it to the needs of the campus.

Seeing no further discussion, Goodman called for a vote on the proposal. The result was 104 in favor, 7 opposed, and 4 abstentions. **The motion to approve the proposal passed.**

**Special Order of the Day  
Steven Petkas  
Chair, Joint President/Senate Sexual Assault Prevention Task Force  
*Update on Task Force Deliberations***

Steven Petkas, Chair of the Joint President/Senate Sexual Assault Prevention Task Force, provided an update on the progress that the task force has made since it was charged in October 2016.

Goodman opened the floor to questions.

Senator Moser Jones, faculty, School of Public Health, asked if the recommended programs to be implemented are evidence-based and if there would be rigorous evaluation of the effectiveness of the programs once they are in place.

Petkas asked Amelia Arria, task force member, to respond.

Arria stated that the research literature is growing and that there are a number programs that are evidence-based. The Task Force is approaching the questions with as much evidence as possible. In terms of evaluation, both process-outcome evaluations and effectiveness evaluations will be used. She added that the multi-component programs have seen the most success in the research.

Senator Knapp stated a concern about requiring student groups to have sexual assault training due to their varying sizes and regularly changing memberships. He stated his support for the training, but noted that the requirement may be a burden for some groups. He also noted a need to create a campus culture in which people are informed about the campaigns on campus, such as Rule of Thumb, and can talk about and explain them.

Petkas noted that the Task Force is still looking into how to reach student organizations and provide continued training. He added that the ideas of coordinated campaigns and a centralized website will hopefully allow for increased campus-wide understanding and communication.

Senator Best, non-exempt staff, asked for clarification on the registration block idea.

Petkas confirmed that the idea being entertained currently is that students who do not complete the required training would be blocked from registering for classes until it is completed. He noted that many peer institutions have this system in place.

Senator Best stated that this could be an issue for students who are uncomfortable with the training topics for religious, cultural, or other personal reasons.

Senator Stanley, undergraduate student, College of Behavioral and Social Sciences, stated his support for the preliminary directions and noted the importance of presenting strong recommendations. He asked how in-depth the Task Force was investigating the literature on intervention methods and how specific the final recommendations from the Task Force would be.

Petkas responded that most of the literature discussed dealt with the benefits and outcomes of prevention programs themselves as well as federal best practices. He explained that the Task Force would likely present content outlines for recommended required trainings, but most of the detailed work would be done by the collaborative team that the Task Force is considering provided that is approved by the Senate and the President.

Senator Grims, exempt staff, asked if the potential recommendation of each Dean developing a College-wide action plan would lead to inconsistencies in implementation.

Petkas stated that the College action plan idea would be that each College has a plan in place to communicate available resources provided by other units on campus. He explained that the Task Force has seen a wide disparity in the amount of information given to students and added that the academic units have to play an active role.

Goodman thanked Petkas for his report and the Task Force for its work thus far.

### **New Business**

Chair-Elect Falvey made a motion to endorse a resolution in support of the Academics Against Immigration Executive Order petition as follows:

*Be it resolved that the University of Maryland's University Senate, as the representative and elected body of the faculty, staff, and students, endorses the 'Academics Against Immigration Executive Order' petition as circulated on [notoimmigrationban.com](http://notoimmigrationban.com), which reads as follows:*

*"President Donald Trump has signed an Executive Order (EO) proposing a 90-day suspension of visas and other immigration benefits to all nationals of Iran, Iraq, Syria, Sudan, Yemen, Libya and Somalia. The unrealistic conditions required for discontinuing the suspension make it very likely that this EO will turn into a permanent ban. We, the undersigned academics and researchers from a variety of fields of study, backgrounds, and personal convictions, would like to voice our concern and strongly oppose this measure on three grounds:*

- 1. This Executive Order is discriminatory. The EO unfairly targets a large group of immigrants and non-immigrants on the basis of their countries of origin, all of which are nations with a majority Muslim population. This is a major step towards implementing the stringent racial and religious profiling promised on the campaign trail. The United States is a democratic nation, and ethnic and religious profiling are in stark contrast to the values and principles we hold.*
- 2. This Executive Order is detrimental to the national interests of the United States. The EO significantly damages American leadership in higher education and research. US research institutes host a significant number of researchers from the nations subjected to the upcoming restrictions. From Iran alone, more than 3000 students have received PhDs from American universities in the past 3 years. The proposed EO limits collaborations with researchers from these nations by restricting entry of these researchers to the US and can potentially lead to departure of many talented individuals who are current and future researchers and entrepreneurs in the US. We strongly believe the immediate and long term consequences of this EO do not serve our national interests.*
- 3. This Executive Order imposes undue burden on members of our community. The people whose status in the United States would be reconsidered under this EO are our students, friends, colleagues, and members of our communities. The implementation of this EO will necessarily tear families apart by restricting entry for family members who live outside of the US and limiting the ability to travel for those who reside and work in the US. These restrictions would be applied to nearly all individuals from these countries, regardless of their immigration status or any other circumstances. This measure is fatally disruptive to the*



*lives of these immigrants, their families, and the communities of which they form an integral part. It is inhumane, ineffective, and un-American.*

*These bans, as proposed, have consequences that reach beyond the scope of national security. The unethical and discriminatory treatment of law-abiding, hard-working, and well-integrated immigrants fundamentally contravenes the founding principles of the United States.*

*We strongly denounce this ban and urge the President to reconsider going forward with this Executive Order."*

The motion was seconded.

Goodman opened the floor to discussion of the resolution; hearing none, he called for a vote on the resolution. The result was 78 in favor, 9 opposed, and 6 abstentions. **The resolution passed.**

### **Adjournment**

Chair Goodman adjourned the meeting at 4:58 p.m.



## University Senate TRANSMITTAL FORM

<b>Senate Document #:</b>	16-17-26
<b>Title:</b>	Review of the Interim University of Maryland Equal Employment Opportunity & Affirmative Action Statement of Policy
<b>Presenter:</b>	Charles Delwiche, Chair, Senate Equity, Diversity, & Inclusion (EDI) Committee
<b>Date of SEC Review:</b>	February 20, 2017
<b>Date of Senate Review:</b>	March 8, 2017
<b>Voting (highlight one):</b>	<ol style="list-style-type: none"> <li>1. On resolutions or recommendations one by one, or</li> <li>2. <b>In a single vote</b></li> <li>3. To endorse entire report</li> <li>4. For information only</li> </ol>
<b>Statement of Issue:</b>	In spring 2016, the University adopted an interim Equal Employment Opportunity & Affirmative Action Statement of Policy (VI.1-00[A]). On February 8, 2017, the Senate Executive Committee charged the Equity, Diversity, & Inclusion (EDI) Committee with reviewing the interim policy.
<b>Relevant Policy # &amp; URL:</b>	<a href="#"><u>University of Maryland Equal Employment Opportunity &amp; Affirmative Action Statement of Policy (VI-1.00[A])</u></a>
<b>Recommendation:</b>	The EDI Committee recommends that the Senate approve the revised Equal Employment Opportunity & Affirmative Action Statement of Policy (VI.1-00[A]) which immediately follows this report.
<b>Committee Work:</b>	<p>The EDI Committee reviewed the interim and gathered and reviewed corresponding policies at peer and Big-10 institutions. The committee consulted with the Assistant Vice President of Human Resources, the University's Equal Employment Opportunity Program Manager, and a representative of the Office of General Counsel. The committee discussed several revisions proposed by the Assistant Vice President of Human Resources. The revisions were reviewed by the Office of General Counsel.</p> <p>On February 16, 2017, the EDI Committee voted unanimously in favor of the revised policy.</p>
<b>Alternatives:</b>	To not approve the EDI Committee's recommended revisions to the Equal Employment Opportunity & Affirmative Action Statement of Policy (VI.1-00[A]).
<b>Risks:</b>	There are no associated risks.
<b>Financial Implications:</b>	There are no financial implications.
<b>Further Approvals Required:</b>	Senate approval, Presidential approval.

# **Senate Equity, Diversity, & Inclusion Committee**

## **Report on Senate Document #16-17-26**

### **Review of the Interim University of Maryland Equal Employment Opportunity & Affirmative Action Statement of Policy**

**February 2017**

#### **2016-2017 ERG Committee Members**

Charles Delwiche, Chair  
Jacinta Felice, Ex-Officio VP for Student Affairs Rep  
Steve Fetter, Ex-Officio Provost's Rep  
Anne Martens, Ex-Officio VP for Administration & Finance Rep  
Shaunna Payne Gold, Ex-Officio Director of ODI Rep  
Typhanye Dyer, Faculty  
Jennifer Dindinger, Faculty  
Pradeep Kapur, Faculty  
Beth St. Jean, Faculty  
Yukako Tatsumi, Faculty  
Maya Aduba, Exempt Staff  
Phyllis Dailey, Exempt Staff  
Leon Tune, Exempt Staff  
Jordan Carter-Reich, Non-Exempt Staff  
Qing Dong, Non-Exempt Staff  
Arif Nuri, Graduate Student  
Ashlee Wilkins, Graduate Student  
Aidan Lapierre, Undergraduate Student  
Sarah Eshera, Undergraduate Student

## **BACKGROUND**

In spring 2016, the University adopted an interim Equal Employment Opportunity & Affirmative Action Statement of Policy (VI.1-00[A]). The interim policy, which replaced the Equal Employment Opportunity & Affirmative Action Plan (VI.1-00[A]), was a response to recommendations stemming from a consulting firm's review of University policies. On February 8, 2017, the Senate Executive Committee charged the Equity, Diversity, & Inclusion (EDI) Committee with reviewing the interim policy, reviewing similar policies at peer institutions, consulting with the Assistant Vice President of Human Resources and the Office of General Counsel, and proposing revisions to the policy, as necessary (Appendix 2).

## **COMMITTEE WORK**

The EDI Committee gathered and reviewed corresponding policies at peer and Big-10 institutions (Appendix 1). At its meeting on February 16, 2017, the committee consulted with the Assistant Vice President of Human Resources, the University's Equal Employment Opportunity Program Manager, and a representative of the Office of General Counsel. It learned that the interim policy was intended to address feedback provided in the course of a review, as well as to revise out-of-date provisions of the previous policy. The committee learned that the list of protected classifications contained in the policy is dictated by state and federal law, as well as by executive orders issued by the Governor of Maryland. Variations among analogous policies at peer institutions are in part a result of differences in state law.

The committee discussed and approved several revisions proposed by the Assistant Vice President of Human Resources. These changes eliminated duplicative language, added a protected classification, and removed unnecessary language describing the extent of the University's responsibility to accommodate applicants or employees with physical or mental limitations. The revisions were reviewed by the Office of General Counsel.

The EDI Committee voted unanimously in favor of the revised policy.

## **RECOMMENDATIONS**

The EDI Committee recommends that the Senate approve the revised Equal Employment Opportunity & Affirmative Action Statement of Policy (VI.1-00[A]), which immediately follows this report.

## **APPENDICES**

Appendix 1 — EDI Committee Peer EEO Policy Research

Appendix 2 — Senate Executive Committee Charge on the Review of the Interim University of Maryland Equal Employment Opportunity & Affirmative Action Statement of Policy (Senate Document #16-17-26)

**VI-1.00(A) University of Maryland Equal Employment Opportunity & Affirmative Action Statement of Policy** (Approved by the President August 1, 1991; updated May 13, 2002; updated October 15, 2014; updated and approved on an Interim Basis April 18, 2016)

It is the policy of the University of Maryland not to discriminate or allow the harassment of employees or applicants on the basis of sex, gender identity or expression, sexual orientation, race, color, religious creed, national origin, physical or mental disability, protected Veteran status, age, **genetic information**, or any other characteristic protected by law with regard to any employment practices, including recruitment, advertising, job application procedures, hiring, upgrading, training, promotion, transfer, compensation, job assignments, benefits, and/or other terms, conditions, or privileges of employment, provided the individual is qualified, with or without reasonable accommodations, to perform the essential functions of the job. This policy applies to all jobs at the University of Maryland. The University of Maryland will continue to ensure that individuals are employed, and that employees are treated during employment, without regard to ~~their sex, gender identity or expression, sexual orientation, race, color, religious creed, national origin, physical or mental disability, protected Veteran status, age~~ **any of the above characteristics** or any other characteristic protected by law in all employment practices as follows:

Employment decisions at the University of Maryland are based on legitimate job related criteria. All personnel actions or programs that affect qualified individuals, such as employment, **upgrading reclassification**, demotion, transfer, recruitment, advertising, termination, rate of pay or other forms of compensation, and selection for training, are made without discrimination ~~based upon the individual's sex, gender identity, sexual orientation, race, color, religious creed, national origin, physical or mental disability, protected Veteran status, or any other characteristic protected by law.~~

Employees may choose to voluntarily disclose their sex, race, national origin, disability, and protected Veteran status at any time by contacting University Human Resources. Such information will be maintained in a confidential manner and will not be used against an individual when making any employment decisions. Employees and applicants with disabilities ~~and disabled Veterans~~ are encouraged to inform University Human Resources if they need a reasonable accommodation to perform a job for which they are otherwise qualified. The University of Maryland makes, and will continue to make, reasonable accommodations to the known physical or mental limitations of an otherwise qualified applicant or employee to promote the employment of qualified individuals with disabilities ~~and disabled Veterans, unless such accommodations would impose an undue hardship on the University of Maryland.~~

The University of Maryland and its President are fully committed to principals of equal employment opportunity and affirmative action. The Assistant Vice President of University Human Resources in conjunction with the Chief Diversity Officer is responsible for the implementation of the University of Maryland's affirmative action program. All managers and supervisors shall take an active part in the University of Maryland's affirmative action programs to ensure all qualified employees and prospective employees are considered and treated in a nondiscriminatory manner with respect to employment decisions. Furthermore, the University of Maryland strives to solicit the cooperation and support of all employees for the University of Maryland's Equal Employment Opportunity and affirmative action programs.

The University of Maryland's affirmative action programs include an audit and reporting system, which, among other things, uses metrics and other information to measure the effectiveness of the University of Maryland's programs. The University of Maryland's Affirmative Action Officer is responsible for periodically reviewing progress in the compliance and implementation of the University's affirmative action commitment and programs. In accordance with law, the University of Maryland affirmative action programs for qualified individuals with disabilities and protected Veterans are available for inspection in the University Human Resources office, Monday through Friday from 8:30 am to 5:00 pm upon request.

In addition, employees and applicants for employment will not be subjected to harassment, intimidation, threats, coercion, or discrimination because they have engaged in, or may have engaged in, filing a complaint, assisting or participating in an investigation, compliance review or hearing, or other activity related to the administration of Section 503 of the Rehabilitation Act of 1973, the Vietnam Era Veterans' Readjustment Assistance Act of 1974, Executive Order 11246, all as amended, and/or any other federal, state, or local law or regulation regarding equal employment opportunity, opposing any act or practice made unlawful, or exercising any other right protected by such laws or regulations. The University of Maryland will not discharge or in any other manner discriminate against employees or applicants for employment because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant for employment. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions should not disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the University of Maryland's legal duty to furnish information.



### University of Illinois – Urbana Champaign

#### **Campus' commitment to diversity and Affirmative Action/Equal Employment Opportunity Policy:**

Illinois is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, sexual orientation, gender identity, age, status as a protected veteran, status as a qualified individual with a disability, or criminal conviction history. Illinois welcomes individuals with diverse backgrounds, experiences, and ideas who embrace and value diversity and inclusivity.

### Indiana University

Indiana University pledges itself to continue its commitment to the achievement of equal opportunity within the University and throughout American society as a whole. In this regard, Indiana University will recruit, hire, promote, educate, and provide services to persons based upon their individual qualifications. Indiana University prohibits discrimination based on arbitrary considerations of such characteristics as age, color, disability, ethnicity, sex, gender identity, marital status, national origin, race, religion, sexual orientation, or veteran status.

As required by Title IX of the Education Amendments of 1972, Indiana University does not discriminate on the basis of sex in its educational programs and activities, including employment and admission. Questions specific to Title IX may be referred to the Office for Civil Rights or the University Title IX Coordinator.

Indiana University shall take affirmative action, positive and extraordinary, to overcome the discriminatory effects of traditional policies and procedures with regard to the disabled, minorities, women, and veterans.

### University of Iowa

#### **8.1 Policy**

The University of Iowa is committed to the principle of equality of opportunity for all persons. The purpose of the Affirmative Action Program is to reaffirm and ensure that this principle is applied to the recruitment, appointment, and promotion of persons in all employment classifications. The University of Iowa will continue to comply with federal and state regulations and to work cooperatively with governmental and community organizations in ensuring equal employment opportunities and affirmative action.

The ultimate responsibility for equal employment opportunity and affirmative action at The University of Iowa lies with the Board of Regents, State of Iowa, and the President of the University. Implementation and day-to-day administration of the policies are responsibilities of the Assistant to the President and Director of Equal Opportunity and Diversity, the Vice President for Human Resources, the Associate Provost for Faculty, and the Associate Provost for Health Sciences. Goals and objectives are attained, however, through the full cooperation, support, and good faith efforts of all deans, directors, departmental executive officers, supervisors, and others responsible for human resources decisions.

#### **8.2 Statement on Diversity**

The University of Iowa values diversity among students, faculty, and staff, and regards Equal Employment Opportunity and Affirmative Action as tools to achieve diversity. The University believes that a rich diversity of people and the many points of view they bring serve to enhance the quality of the educational experience at The University of Iowa.

### University of Michigan

#### **EEO/Affirmative Action Policy**

##### **Article I - Purpose**

To reaffirm and restate the University's continuing commitment to the principles of equal employment opportunity; to increase effectiveness by setting forth the action being taken and to be taken by the University and its employees concerning employment opportunities; and to provide for implementation, self-monitoring, and a measure for achievement through a comprehensive affirmative action program.

##### **Article II - General Policy and Bylaw of the University**

The Regents of The University of Michigan, a constitutional corporation, through its Bylaw Section 14.06, have established the following general policy:

The University is committed to compliance with all applicable laws regarding non-discrimination. Furthermore, it shall strive to build a diverse community in which opportunity is equal for all persons regardless of race, sex, color, religion, creed, national origin or ancestry, age, marital status, handicap, or Vietnam-era veteran status. It shall exert its leadership for the achievement of this goal by all parties which it recognizes or with which students or employees of the University are involved.

The full, and extensive, policy can be found [here](#).

## Michigan State University

### Equal Opportunity & Non-Discrimination Policy

Michigan State University is committed to the principles of equal opportunity, non-discrimination and affirmative action. University programs, activities and facilities are available to all without regard to race, color, gender, religion, national origin, political persuasion, sexual orientation, marital status, disability, height, weight, veteran status, age or familial status. The University is an Affirmative Action, Equal Opportunity Employer.

In carrying out this commitment, the University is guided by the policies adopted by the Board of Trustees and by federal and state laws and regulations that may apply to the University. These may include:

- Titles VI and VII of the Civil Rights Act of 1964 prohibiting discrimination in the provision of services and employment on the basis of race, color, religion, national origin or gender.
- Title IX of the Education Amendments of 1972 prohibiting discrimination against students and employees on the basis of gender.
- Age Discrimination Act of 1975 prohibiting discrimination on the basis of age in programs or activities receiving federal financial assistance.
- Age Discrimination in Employment Act of 1967 prohibiting discrimination in employment on the basis of age.
- Equal Pay Act of 1963 prohibiting discrimination in salaries on the basis of gender.
- Title VIII of the Public Health Service Act prohibiting discrimination in the admission of students in health personnel training programs on the basis of gender.
- Sections 503 and 504 of the Rehabilitation Act of 1973 prohibiting discrimination on the basis of disability in any program or activity receiving federal financial assistance and requiring the facilitation of the employment of individuals with disabilities.
- Section 402 of the Vietnam Era Veterans Readjustment Act of 1974 requiring affirmative action in the employment of disabled and Vietnam-era veterans.
- Retirement Equity Act of 1984 requiring pension equity.
- Michigan Elliott-Larsen Civil Rights Act prohibiting discrimination on the basis of age, sex, height, weight, religion, race, color, national origin, familial status, or marital status.
- Michigan Persons with Disabilities Civil Rights Act prohibiting discrimination against persons with disabilities and prohibiting discrimination based on genetic information that is unrelated to individual's ability to perform the duties of a particular job or position.
- Americans with Disabilities Act of 1990 prohibiting discrimination against individuals with disabilities.

## University of Minnesota

The University of Minnesota shall provide equal access to and opportunity in its programs, facilities, and employment without regard to race, color, creed, religion, national origin, gender, age, marital status, disability, public assistance status, veteran status, sexual orientation, gender identity, or gender expression.

Inquiries regarding compliance may be directed to the Director, Office of Equal Opportunity and Affirmative Action, University of Minnesota, 274 McNamara Alumni Center, 200 Oak Street S.E., Minneapolis, MN 55455, (612) 624-9547, [eoaa@umn.edu](mailto:eoaa@umn.edu). Web site at [diversity.umn.edu/eoaa](http://diversity.umn.edu/eoaa).

This publication/material is available in alternative formats upon request. Please contact (name, department, address, phone number).

Additionally, there is a [Regents-level policy](#):



## **EQUITY, DIVERSITY, EQUAL OPPORTUNITY, AND AFFIRMATIVE ACTION**

### **SECTION I. GUIDING PRINCIPLES.**

The following principles shall guide the commitment of the University of Minnesota (University) to equity, diversity, equal opportunity, and affirmative action:

- (a) Consistent with its academic mission and standards, the University is committed to achieving excellence through equity and diversity.
- (b) A diverse student body enhances the academic and social environment for all students and prepares students to thrive in an increasingly diverse workforce and society.
- (c) Equal educational access is critical to preparing students for the responsibilities of citizenship and civic leadership in a heterogeneous society.
- (d) As a community of faculty, staff, and students engaged in research, scholarship, artistic activity, teaching and learning, or the activities that support them, the University seeks to foster an environment that is diverse, humane, and hospitable.
- (e) In partnership with community groups, the University is committed to serving the state, the nation, and the world through its outreach and public service.

### **SECTION II. IMPLEMENTATION.**

The University shall:

- (a) provide equal access to and opportunity in its programs, facilities, and employment without regard to race, color, creed, religion, national origin, gender, age, marital status, disability, public assistance status, veteran status, sexual orientation, gender identity, or gender expression;
- (b) advocate and practice affirmative action consistent with law, including the use of recruiting and search processes to enhance participation of racial minorities, women, persons with disabilities, and protected veterans;
- (c) establish and nurture an environment for faculty, staff, students, and visitors that actively acknowledges and values equity and diversity and is free from racism, sexism, ageism, homophobia, and other forms of prejudice, intolerance, or harassment;
- (d) provide equal educational access to members of underrepresented groups and develop affirmative action admissions programs, where appropriate, to achieve the University's educational mission; and
- (e) promote and support equity and diversity through its academic programs, its employment policies and practices, its delivery of services, and purchase of goods, materials, and services for its programs and facilities from businesses of the diverse communities it serves.

### **SECTION III. MONITORING.**

The president or delegate shall set performance goals consistent with this policy and law; remedy any discriminatory practice that deviates from this policy; and assess and reward the performance of individuals and units using the University's critical measures for the equity and diversity performance goals as part of the University's planning and budget process.

## **University of Nebraska – Lincoln**

### **Notice of Non-Discrimination**

The University of Nebraska does not discriminate based on race, color, ethnicity, national origin, sex, pregnancy, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, marital status, and/or political affiliation in its programs, activities, or employment.

## **Northwestern University**

### **Equal Opportunity**

The Office of Equal Opportunity and Access (OEOA) is committed to promoting an equitable educational and work environment that is free from discrimination and harassment in accordance with Title VII of The Civil Rights Act of 1964, the Age Discrimination in Employment Act, the Americans with Disabilities Act, and other applicable federal and state laws.

OEOA strives to support diversity and diversity initiatives to foster an inclusive campus culture that embraces the talents and achievements of all individuals regardless of race, color, religion, national origin, sex, pregnancy, sexual orientation, gender identity, gender expression, parental status, marital status, age, disability, citizenship status, veteran status, or genetic information, or any other classification protected by law in matters of admissions, employment, housing, services, or in educational programs or activities which Northwestern operates. [Read our non-discrimination policy.](#)

Northwestern University is an equal opportunity/affirmative action employer and prohibits discrimination by any member of its community against any individual in matters of admissions, employment, housing, or services or in the educational programs or activities it operates.

### **Northwestern University's Policy on Discrimination and Harassment**

Northwestern University does not discriminate or permit discrimination by any member of its community against any individual on the basis of race, color, religion, national origin, sex, pregnancy, sexual orientation, gender identity, gender expression, parental status, marital status, age, disability, citizenship status, veteran status, genetic information, or any other classification protected by law in matters of admissions, employment, housing, or services or in the educational programs or activities it operates. Further prohibited by law is discrimination against any employee and/or job applicant who chooses to inquire about, discuss, or disclose their own compensation or the compensation of another employee or applicant.

Harassment, whether verbal, physical, or visual, that is based on any of these characteristics is a form of discrimination. This includes harassing conduct affecting tangible job benefits, interfering unreasonably with an individual's academic or work performance, or creating what a reasonable person would perceive is an intimidating, hostile, or offensive environment. Prohibited sex discrimination includes sexual harassment and sexual violence.

### **Title IX Statement**

It is the policy of Northwestern University to comply with Title IX of the Education Amendments of 1972, which prohibits discrimination (including sexual harassment and sexual violence) based on sex in the University's educational programs and activities. Title IX also prohibits retaliation for asserting or otherwise participating in claims of sex discrimination. The Title IX coordinator and the deputy coordinators (listed under "Where to Get Advice and Help") have been designated to oversee Northwestern's compliance with Title IX and to respond to reports of violations. For more information about Title IX, go to Northwestern's [Title IX website](#). A person may also file a complaint with the Department of Education's Office for Civil Rights regarding an alleged violation of Title IX by visiting [the U.S. Department of Education's website](#) or calling 800-421-3481.

## **Ohio State University**

### **Policy Overview**

The Ohio State University is committed to building and maintaining a diverse community to reflect human diversity and to improve opportunities for all. The university is committed to equal opportunity, **affirmative action**, and eliminating **discrimination**. This commitment is both a moral imperative consistent with an intellectual community that celebrates individual differences and diversity, as well as a matter of law.

Ohio State does not discriminate on the basis of age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, protected veteran status, or any other bases under the law, in its activities, programs, admission, and employment.

**The full, and extensive, policy and procedures can be found [here](#).**

## **Pennsylvania State University**

### **Equal Opportunity Policy**

It is the policy of The Pennsylvania State University to provide equal opportunity in all terms and conditions of employment, for all persons, as described in the University's Affirmative Action Plan and HR01. The intent of this policy is to prohibit discrimination (including sexual harassment) and to promote the full realization of equal employment opportunity through a continuing affirmative program in each administrative unit outlined in the Plan. This policy of equal opportunity applies to, and must be an integral part of, every aspect of personnel policy and practice in the employment, development, advancement, and treatment of employees and applicants for employment at the University.

## **Purdue University**

### **Nondiscrimination Policy Statement**

Purdue University is committed to maintaining a community which recognizes and values the inherent worth and dignity of every person; fosters tolerance, sensitivity, understanding, and mutual respect among its members; and encourages each individual to strive to reach his or her own potential. In pursuit of its goal of academic excellence, the University seeks to develop and nurture diversity. The University believes that diversity among its many members strengthens the institution, stimulates creativity, promotes the exchange of ideas, and enriches campus life.

Purdue University views, evaluates, and treats all persons in any University related activity or circumstance in which they may be involved, solely as individuals on the basis of their own personal abilities, qualifications, and other relevant characteristics.

Purdue University prohibits discrimination against any member of the University community on the basis of race, religion, color, sex, age, national origin or ancestry, genetic information, marital status, parental status, sexual orientation, gender identity and expression, disability, or status as a veteran. The University will conduct its programs, services and activities consistent with applicable federal, state and local laws, regulations and orders and in conformance with the procedures and limitations as set forth in Purdue's Equal Opportunity, Equal Access and Affirmative Action policy which provides specific contractual rights and remedies. Additionally, the University promotes the full realization of equal employment opportunity for women, minorities, persons with disabilities and veterans through its affirmative action program.

Any question of interpretation regarding this Nondiscrimination Policy Statement shall be referred to the Vice President for Ethics and Compliance for final determination.

## **University of Wisconsin – Madison**

### **Affirmative Action and Equal Opportunity Policy**

True learning requires free and open debate, civil discourse and tolerance of many different individuals and ideas. We are preparing students to live and work in a world that speaks with many voices and from many cultures. Tolerance is not only essential to learning, it is an essential to be learned. The University of Wisconsin–Madison is built upon these values and will act vigorously to defend them. We will maintain an environment conducive to teaching and learning that is free from intimidation for all.

In its resolve to create this positive environment, the UW–Madison will ensure compliance with federal and state laws protecting against discrimination. In addition, the UW–Madison has adopted policies that both emphasize these existing protections and supplement them with protections against discrimination that are not available under either federal or state law.

Federal and state laws provide separate prohibitions against discrimination that is based on race, color, creed, religion, sex, national origin or ancestry, age, or disability. State law additionally prohibits discrimination that is based on sexual orientation, arrest or conviction record, marital status, pregnancy, parental status, military status, or veteran status. The application of specific state prohibitions on discrimination may be influenced by an individual's status as an employee or student.

Department of Defense personnel policies governing enlistment and commissioning of armed forces personnel and awarding of Reserve Officer Training Corps scholarships to UW–Madison students do discriminate on the basis of sexual orientation. The University of Wisconsin Board of Regents and UW–Madison faculty, staff and student governance groups have registered their strong opposition to this discrimination and urge the Department of Defense to change its policy.

University policies create additional protections that prohibit harassment on the basis of cultural background and ethnicity. Inquiries concerning this policy may be directed to the appropriate campus admitting or employing unit or to the Office for Equity and Diversity, 179A Bascom Hall, 500 Lincoln Drive, Madison, WI 53706, 608/263-2378 or (TDD) 608/263-2473.

## **Rutgers University**

### **60.1.8. EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION**

It is university policy to provide equal employment opportunity to all employees and applicants for employment regardless of their race, religion, color, national origin, ancestry, age, sex, sexual orientation, gender identity and expression, disability, genetic information, atypical hereditary cellular or blood trait, marital status, civil union status, domestic partnership status, military service, veteran status, and any other category protected by law.

The university is an equal opportunity and affirmative action employer. The Office of Employment Equity is responsible for implementation of the university's Affirmative Action Plan for Equal Employment Opportunity ("Plan") and monitors the university's progress with regard to the Plan. The Plan, which covers females, minorities, individuals with disabilities, disabled veterans, recently separated veterans or other protected veterans, is available for inspection by employees and applicants for employment on each campus.

## **UC System (Berkeley and LA)**

### **University of California Policy - Nondiscrimination in Employment Policy**

It is the policy of the University not to engage in discrimination against or harassment of any person employed by or seeking employment with the University of California on the basis of race, color, national origin, religion, sex, gender, gender expression, gender identity, pregnancy, physical or mental disability, medical condition (cancer-related or genetic characteristics), genetic information (including family medical history), ancestry, marital status, age, sexual orientation, citizenship, or service in the uniformed services. This policy is intended to be consistent with the provisions of applicable state and federal laws and University policies.

## UCLA

### **Equal Employment Opportunity**

Equal Employment Opportunity requires that all personnel decisions such as hiring, promotion, reclassification, etc., are made without any consideration of race, color, national origin, religion, sex, gender identity, pregnancy,<sup>1</sup> physical or mental disability, medical condition (cancer-related or genetic characteristics), genetic information (including family medical history), ancestry, marital status, age, sexual orientation, citizenship or service in the uniformed services (as defined by the Uniformed Services Employment and Reemployment Rights Act of 1994).<sup>2</sup>

UCLA policies prohibit discrimination against or harassment of any individual. In addition, University policy also prohibits retaliation against any employee or person seeking employment for bringing a complaint of discrimination or harassment pursuant to this policy, or against a person who assists someone with a complaint of discrimination or harassment, or who participates in any manner in an investigation or resolution of a complaint of discrimination or harassment.

For additional information on the University's nondiscrimination in employment policy, contact the Staff Diversity and AA/EEO Compliance Office at the information below. If you would like to read UCLA's Nondiscrimination Policy and Procedures, click on the related links located to the right.

1 Pregnancy includes pregnancy, childbirth, and medical conditions related to pregnancy or childbirth.

2 Service in the uniformed services includes membership, application for membership, performance of service, application for service, or obligation for service in the uniformed services.

## UNC – Chapel Hill

### **Policy Statement on Non-Discrimination**

The University is committed to providing an inclusive and welcoming environment and to ensuring that educational and employment decisions are based on individuals' abilities and qualifications. Consistent with these principles and applicable laws, it is therefore the University's policy not to discriminate on the basis of age, color, disability, gender, gender expression, gender identity, genetic information, national origin, race, religion, sex, sexual orientation or veteran status as consistent with the University's Policy on Prohibited Discrimination, Harassment and Related Misconduct. No person, on the basis of protected status, shall be excluded from participation in, be denied the benefits of, or be subjected to unlawful discrimination, harassment, or retaliation under any University program or activity, including with respect to employment terms and conditions. Such a policy ensures that only relevant factors are considered and that equitable and consistent standards of conduct and performance are applied.

### **Procedures**

Any University unit that publishes materials that contain the University's Policy Statement on Non-Discrimination should include all bases of non-discrimination (age, color, disability, gender, gender expression, gender identity, genetic information, national origin, race, religion, sex, sexual orientation, or veteran status) in that material, as follows:

#### *For educational materials:*

The University of North Carolina at Chapel Hill is committed to equality of educational opportunity. The University does not discriminate in offering access to its educational programs and activities on the basis of age, color, disability, gender, gender expression, gender identity, genetic information, national origin, race, religion, sex, sexual orientation, or veteran status. The Equal Opportunity and Compliance Office (137 E. Franklin Street, Suite 404, CB #9160, Chapel Hill, NC 27599-9160 or (919) 966-3576) has been designated to handle inquiries regarding the University's non-discrimination policies.

#### *For employment materials:*

The University is an equal opportunity, affirmative action employer and welcomes all to apply without regard to age, color, gender, gender expression, gender identity, genetic information, national origin, race, religion, sex, or sexual orientation. We also encourage protected veterans and individuals with disabilities to apply.

## Appendix 2: Charge



### University Senate CHARGE

<b>Date:</b>	February 8, 2017
<b>To:</b>	Charles Delwiche Chair, Equity, Diversity, and Inclusion Committee
<b>From:</b>	Jordan A. Goodman  Chair, University Senate
<b>Subject:</b>	Review of the Interim University of Maryland Equal Employment Opportunity & Affirmative Action Statement of Policy
<b>Senate Document #:</b>	16-17-26
<b>Deadline:</b>	May 5, 2017

The Senate Executive Committee (SEC) requests that the Equity, Diversity, and Inclusion (EDI) Committee review the interim University of Maryland Equal Employment Opportunity & Affirmative Action Statement of Policy and make recommendations on whether it is appropriate or on needed revisions. Specifically, we ask that you:

1. Review the interim University of Maryland Equal Employment Opportunity & Affirmative Action Statement of Policy ([VI-1.00\[A\]](#)).
2. Review similar policies at peer institutions and other Big 10 institutions.
3. Consult with the Assistant Vice President of University Human Resources.
4. Consult with the University's Office of General Counsel regarding the interim policy and on any proposed changes to the policy.
5. If appropriate, recommend whether the interim policy should be revised and submit recommended revisions to the interim policy for Senate consideration.

We ask that you submit your report and recommendations to the Senate Office no later than May 5, 2017. If you have any questions or need assistance, please contact Reka Montfort in the Senate Office at [301-405-5804](tel:301-405-5804) or [reka@umd.edu](mailto:reka@umd.edu).

JAG/rm



## University Senate TRANSMITTAL FORM

<b>Senate Document #:</b>	16-17-09
<b>Title:</b>	Revision to the Senate Bylaws to Provide Representation for Ombuds Officers on Senate Committees
<b>Presenter:</b>	Marc Pound, Chair, Senate Elections, Representation, & Governance (ERG) Committee
<b>Date of SEC Review:</b>	February 20, 2017
<b>Date of Senate Review:</b>	March 8, 2017
<b>Voting (highlight one):</b>	<ol style="list-style-type: none"> <li>1. On resolutions or recommendations one by one, or</li> <li>2. <b>In a single vote</b></li> <li>3. To endorse entire report</li> <li>4. For information only</li> </ol>
<b>Statement of Issue:</b>	In fall 2016, a proposal was submitted to the Senate Executive Committee (SEC) requesting that the Senate consider creating ex-officio seats for ombuds officers on appropriate Senate Committees. On September 27, 2016, the Senate Executive Committee charged the Elections, Representation, & Governance (ERG) Committee with reviewing the current ex-officio membership of Senate standing committees; consulting with the Faculty, Staff, and Undergraduate and Graduate Student Ombuds Officers; and proposing changes to committee memberships, as appropriate.
<b>Relevant Policy # &amp; URL:</b>	<a href="#">University Senate Bylaws</a>
<b>Recommendation:</b>	<p>The ERG Committee recommends that the Bylaws of the University Senate be amended to adjust the ex-officio membership of the Faculty Affairs Committee, as indicated below and in the revised Bylaws immediately following this report (new text in blue/bold).</p> <p>6.7.a Membership: The committee shall consist of an appointed presiding officer; ten (10) faculty members, of whom four (4) shall be senators including one (1) assistant professor and one (1) professional track faculty member; one (1) undergraduate student and two (2) graduate students; one (1) staff member; and the following persons or a representative of each: the President, the Senior Vice President and Provost, and the Director of Human Resources. One (1) elected Council of University System Faculty representative from the University shall serve as a voting ex officio member. <b>The</b></p>

	<p><b>Faculty Ombuds Officer shall serve as a non-voting ex officio member.</b></p>
<p><b>Committee Work:</b></p>	<p>The ERG Committee consulted with each of the ombuds officers regarding their general responsibilities, the types of cases they typically handle, and any past experience with the Senate. The Faculty Ombuds Officer shared that her work as an ombuds officer and her extensive service in the Senate have informed one another, to the advantage of each. She cited several specific examples where both the Senate and her work benefitted, such as her efforts involving professional track faculty issues. The Undergraduate Ombuds Officer echoed the Faculty Ombuds Officer, explaining that her involvement with Senate committees, specifically the APAS and Educational Affairs Committees, has benefitted her work with students and the Senate’s work on policy matters. However, she recommended that the Undergraduate Ombuds Officer not be given an ex-officio seat on either of those committees. Given the Undergraduate Ombuds Officer will always be an administrator within the Office of Undergraduate Studies (UGST), there is every reason to expect that the Dean for Undergraduate Studies will continue to appoint the Undergraduate Ombuds Officer to serve on APAS and the Educational Affairs Committees. Given this relationship, she suggested that an additional seat specifically for the ombuds officer would give the UGST excessive representation on the two committees. The Staff and Graduate Ombuds Officers each expressed skepticism regarding the value of their inclusion on a Senate committee, and both noted other campus bodies that are more relevant to their work, including University Human Resources and the Graduate Council, to which the Senate refers nearly all issues dealing with graduate students.</p> <p>After reviewing the charges of the Senate standing committees, the ERG Committee agreed that there was no single Senate committee that dealt with relevant issues extensively enough to merit the addition of either the Staff or Graduate Ombuds Officers. Given the Undergraduate Ombuds Officer is essentially a de facto member of the two relevant committees, and given the possibility of overrepresentation by UGST, ERG decided not to recommend the creation of a new ex-officio seat. The Faculty Ombuds Officer, however, has historically worked closely with the Faculty Affairs Committee, and many of the issues that come before the Faculty Ombuds Officer can be and have been addressed by policy changes that involve the Faculty Affairs Committee. As such, the ERG Committee voted to recommend creating an ex-officio seat on the Faculty Affairs Committee for the Faculty Ombuds Officer. While</p>

	<p>Senate practice is to give ex-officio committee members voting rights, the Faculty Ombuds Officer explained the importance of independence and impartiality to the work of an ombuds officer, and asked that the seat be non-voting. The committee agreed this is appropriate.</p> <p>On February 8, 2017, the ERG Committee voted by email to recommend amendments to Article 6.7 of the Bylaws.</p>
<b>Alternatives:</b>	The Senate could retain the current membership of the Faculty Affairs Committee.
<b>Risks:</b>	There are no associated risks.
<b>Financial Implications:</b>	There are no financial implications.
<b>Further Approvals Required:</b>	Senate approval, Presidential approval.



# **Senate Elections, Representation, & Governance Committee**

## **Report on Senate Document #16-17-09**

### **Revision to the Senate Bylaws to Provide Representation for Ombuds Officers on Senate Committees**

**February 2017**

#### **2016-2017 ERG Committee Members**

Marc Pound, Chair  
Deidra Adams, Ex-Officio Director of UHR Rep  
Kathleen Denz, Ex-Officio VP IRPA Rep  
Sabrina Baron, Faculty  
Qingbin Cui, Faculty  
Toby Egan, Faculty  
Andrew Horbal, Faculty  
Anne Raugh, Faculty  
Ellin Scholnick, Faculty  
Holly Ostrout, Exempt Staff  
Cliffornia Royals Pryor, Non-Exempt Staff  
Navaneeth Bodla, Graduate Student  
Christopher Martin, Graduate Student  
Ruby Chervin, Undergraduate Student  
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## **BACKGROUND**

In fall 2016, a proposal was submitted to the Senate Executive Committee (SEC) requesting that the Senate create ex-officio seats for ombuds officers on appropriate Senate committees. On September 27, 2016, the Senate Executive Committee charged the Elections, Representation, & Governance (ERG) Committee with reviewing the current ex-officio membership of Senate standing committees, consulting with the Faculty, Staff, and Undergraduate and Graduate Student Ombuds Officers, and proposing changes to committee memberships, as appropriate (Appendix 1).

## **CURRENT PRACTICE**

The Bylaws of the University Senate establish the regular and ex-officio membership of each standing committee. While all of the ombuds officers are non-voting, ex-officio members of the Senate, there are no ex-officio committee seats assigned to any ombuds officer. However, three of the current ombuds officers have recently served as ex-officio or regular members of Senate committees. The proposer—who is also the Faculty Ombuds Officer—has served on a range of Senate committees and task forces over the years, including terms as both a member and a chair of the Faculty Affairs Committee (FAC). The Undergraduate Ombuds Officer currently serves as an ex-officio member of the Educational Affairs Committee and the Academic Procedures and Standards (APAS) Committee (in both instances as the designee of the Associate Provost for Academic Affairs and Dean for Undergraduate Studies). The Graduate Ombuds Officer has served as an ex-officio member of APAS, the Educational Affairs Committee, and the Programs, Curricula, & Courses Committee (in all instances as the designee of the Associate Provost for Academic Affairs and Dean of the Graduate School).

## **COMMITTEE WORK**

The ERG Committee began its work on the charge at its October 18, 2016, meeting, when it engaged in an initial discussion with the proposer, who is currently serving on ERG in a faculty seat. The committee then consulted with the Faculty, Staff, and Graduate Ombuds Officers at its meeting on November 7. The proposer explained that her perspective is informed by extensive service in the Senate and as an ombuds officer, and she noted that her experience in each role has informed her work with the other. She cited several specific examples of cases when her experience as ombuds officer was valuable to a committee and was improved by her experiences on the committee, such as her work with professional-track faculty issues.

The other officers shared with the ERG Committee their general responsibilities, the types of cases they typically handle, and their past experiences with the Senate. The Staff Ombuds Officer was not fully aware of the Senate's role in creating policies that affect staff. While open to the idea of joining a Senate committee, she was uncertain whether such service would benefit her work as an ombuds officer, given most of staff ombuds cases involve interpersonal disputes, rather than problems with policy. She also expressed concern about confidentiality being compromised if the Staff Ombuds Officer were to serve on a Senate committee. Similarly, the Graduate Ombuds Officer, who is more familiar with the Senate and its role, was skeptical of the value of ex-officio membership on a Senate committee to someone in his position, since much graduate student ombuds work deals with individual conflicts between faculty members and students.

The committee chair consulted separately with the Undergraduate Ombuds Officer. Echoing the Faculty Ombuds Officer, she explained that her role on the Senate's APAS and Educational Affairs Committees has benefitted both her work with students and the Senate's work on related policy matters. She recommended, however, that the Undergraduate Ombuds Officer not be given an ex-officio seat on the relevant Senate committees. The Undergraduate Ombuds Officer will always be an administrator within

the Office of Undergraduate Studies, and there is every reason to expect that the Undergraduate Ombuds Officer will continue to be appointed by the Dean for Undergraduate Studies to serve on APAS and the Educational Affairs Committees. Given this relationship, she suggested that an additional seat specifically for the ombuds officer would give the Office of Undergraduate Studies too much representation on the two committees.

In considering representation for the ombuds officers, the committee reviewed the charges of the Senate standing committees. Given the responsibilities described by each ombuds officer, the ERG Committee agreed that there was no single committee that dealt with relevant issues extensively enough to merit the addition of either the Staff or Graduate Ombuds Officers, a perspective shared by the officers themselves. It noted that many aspects of the staff experience are addressed outside of the Senate and its committees, through the work of University Human Resources and in the collective bargaining agreements. Similarly, nearly all policies affecting graduate students are within the purview of the Graduate Council of the Graduate School, which the Graduate Ombuds Officer serves on in an ex-officio capacity. It further noted that the Undergraduate Ombuds Officer already is a de facto member of the two committees most relevant to the position, and agreed that creating a new ex-officio seat would lead to overrepresentation of the Office of Undergraduate Studies. The Faculty Ombuds Officer, however, has historically worked closely with the Faculty Affairs Committee, and many of the issues that come before the Faculty Ombuds Officer can be and have been addressed by policy changes that involve the FAC. As such, the committee voted to recommend creating an ex-officio seat on FAC for the Faculty Ombuds Officer.

The committee considered whether the new seat should be voting or non-voting. The Senate's parliamentary authority, *Robert's Rules of Order, Newly Revised*, indicates that ex-officio members have all the privileges of regular members unless specifically noted in an organization's bylaws. Senate practice regarding committees accords with this, and ex-officio members of committees enjoy voting privileges unless the committee's membership explicitly denotes a non-voting role (though the Senate Bylaws specify that ex-officio members of the Senate itself do not vote). The Faculty Ombuds Officer, however, explained that independence and impartiality are fundamental to the work of ombuds officers, and asked that the seat be non-voting. The committee agreed, and determined that the seat should be non-voting. Given quorum for the FAC is nine voting members, the addition of a non-voting ex-officio seat does not necessitate a reconsideration of the quorum requirement.

The ERG Committee voted to recommend Article 6.7 of the Bylaws be amended by an email vote concluding on February 8, 2017

## **RECOMMENDATIONS**

The Elections, Representation, & Governance Committee recommends that the Bylaws of the University Senate be amended to adjust the ex-officio membership of the Faculty Affairs Committee, as indicated in the revised Bylaws immediately following this report.

## **APPENDICES**

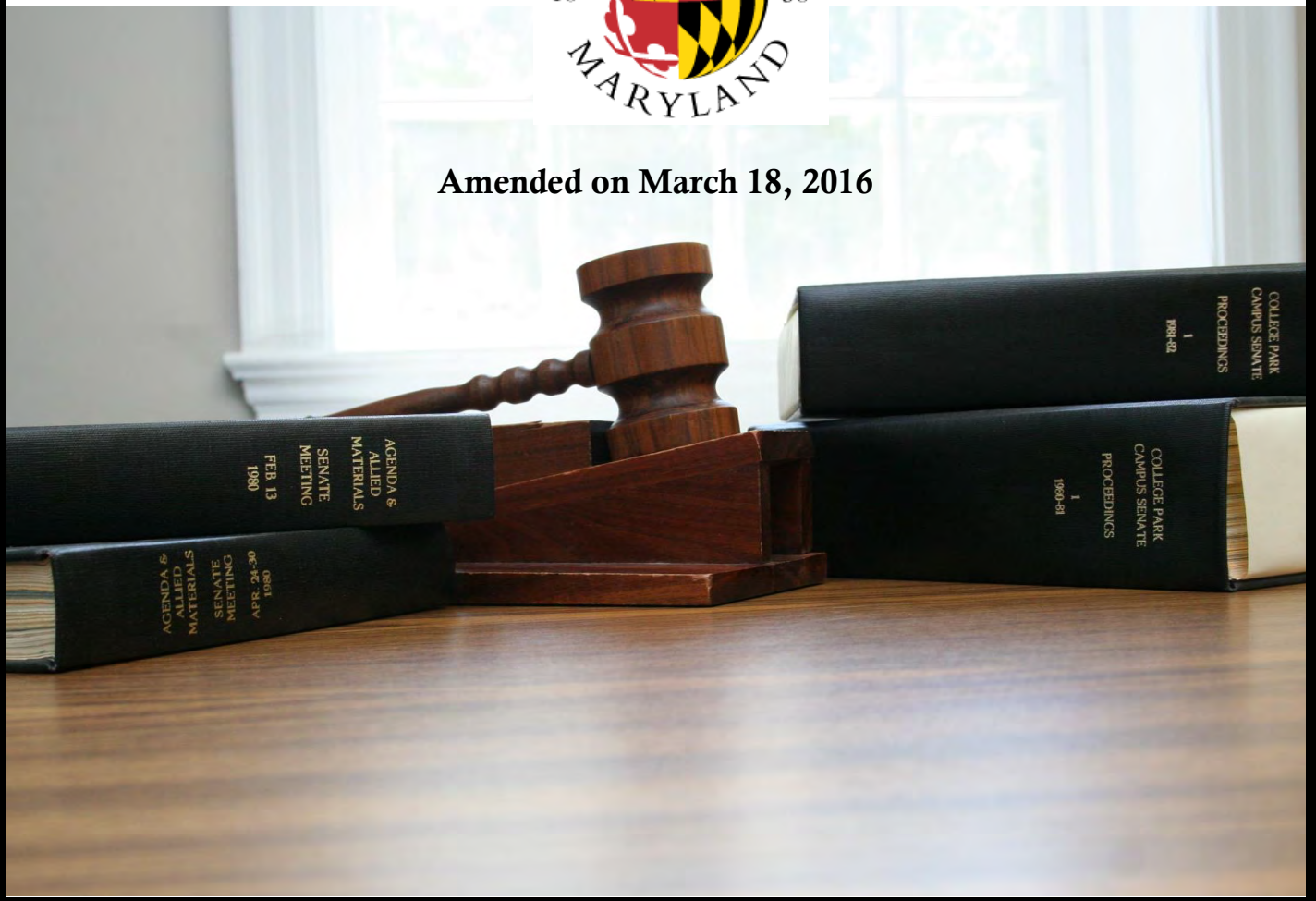
Appendix 1 — Senate Executive Committee Charge on Revision to the Senate Bylaws to Provide Representation for Ombuds Officers on Senate Committees (Senate Document #16-17-09)

Recommended Changes from the Elections, Representation, & Governance Committee  
New Text in Blue/Bold (**example**), Removed Text in Red/Strikeout (~~example~~)

**BYLAWS**  
**OF THE**  
**UNIVERSITY SENATE**  
**AT THE**  
**UNIVERSITY OF MARYLAND**



**Amended on March 18, 2016**



**BYLAWS OF THE UNIVERSITY SENATE**  
**University of Maryland, College Park**

**TABLE OF CONTENTS**

**ARTICLE 1 - AUTHORIZATION .....3**

**ARTICLE 2 - MEMBERSHIP .....3**

**ARTICLE 3 - MEETINGS .....5**

**ARTICLE 4 - EXECUTIVE COMMITTEE .....6**

**ARTICLE 5 - COMMITTEES OF THE SENATE .....8**

**ARTICLE 6 - STANDING COMMITTEE SPECIFICATIONS ..... 12**

6.1 Academic Procedures and Standards Committee ..... 12

6.2 Campus Affairs Committee ..... 12

6.3 Committee on Committees ..... 13

6.4 Educational Affairs Committee ..... 14

6.5 Elections, Representation, and Governance Committee ..... 15

6.6 Equity, Diversity, & Inclusion Committee ..... 16

6.7 Faculty Affairs Committee ..... 16

6.8 Programs, Curricula, and Courses Committee ..... 16

6.9 Staff Affairs Committee ..... 18

6.10 Student Affairs Committee ..... 19

6.11 Student Conduct Committee ..... 19

**ARTICLE 7 - UNIVERSITY COUNCILS .....20**

**ARTICLE 8 - UNIVERSITY COUNCIL SPECIFICATIONS .....23**

8.1 University Library Council ..... 23

8.2 University Research Council ..... 23

8.3 University IT Council ..... 24

**ARTICLE 9 - THE ATHLETIC COUNCIL .....25**

**ARTICLE 10 - DUTIES OF THE EXECUTIVE SECRETARY AND DIRECTOR .....26**

**ARTICLE 11 - ANNUAL TRANSITION OF THE SENATE .....27**

**APPENDIX 1 - BYLAWS OF THE UNIVERSITY LIBRARY COUNCIL .....29**

**APPENDIX 2 - BYLAWS OF THE UNIVERSITY RESEARCH COUNCIL .....33**

**APPENDIX 3 - BYLAWS OF THE UNIVERSITY IT COUNCIL .....33**

**APPENDIX 4 - CHARTER OF THE UNIVERSITY ATHLETIC COUNCIL .....33**

**APPENDIX 5 - PROCEDURES FOR ELECTIONS OF UMCP REPRESENTATIVES TO THE COUNCIL OF UNIVERSITY SYSTEM FACULTY (CUSF) .....41**

**APPENDIX 6 - PROCEDURES FOR ELECTIONS OF UMCP REPRESENTATIVES TO THE COUNCIL OF UNIVERSITY SYSTEM STAFF (CUSS) .....42**

**APPENDIX 7 - PROCEDURES FOR REVIEW OF COLLEGE AND SCHOOL PLANS OF ORGANIZATION .....42**

**Dates of Approval, Updates and Amendments to the Senate Bylaws .....44**

# BYLAWS OF THE UNIVERSITY SENATE

## The University of Maryland, College Park

### ARTICLE 1 AUTHORIZATION

- 1.1 These *Bylaws of the University Senate* (hereafter referred to as the *Bylaws*) are adopted according to Article 7 of the *University of Maryland Plan of Organization for Shared Governance* (hereafter referred to as the *Plan*), and are subject to amendment as provided for in the *Plan*.

### ARTICLE 2 MEMBERSHIP

- 2.1 The members of the Senate are as designated in Article 3 of the *Plan* and further specified in 2.1 and 2.2 below. All elected members are subject to the conditions stated in the *Plan*, including its provisions for expulsion, recall, and impeachment (Articles 4.10, 4.11, and 5.8 of the *Plan* and Article 2.3, 2.4, and 2.5 below).

#### 2.1.a Staff Senators

For the purpose of Senate representation, the Staff Constituency is divided into the following categories. Each category shall elect one Senator from among its ranks for each 200 staff members or major fraction thereof.

1. Exempt Staff with appointment in Colleges, Schools, and Academic Affairs
2. Exempt Staff with appointment in Divisions
3. Non-Exempt Staff with appointment in Colleges, Schools, and Academic Affairs
4. Non-Exempt Staff with appointment in Divisions

- 2.1.b Staff member job categories will not include the category designated for the President, vice presidents, provosts, and deans if they hold faculty rank.

- 2.1.c Any individual within the faculty member voting constituency cannot be included in the staff member voting constituency or nominated for election as a staff Senator. Staff candidates for the Senate must have been employed at the University of Maryland College Park for 12 months prior to standing as candidates for the Senate. Staff members may not stand for Senate elections while in the probationary period of employment.

- 2.1.d An ex officio member denoted in the *Plan* (Article 3.6.a.) who is not precluded from staff member categories as noted in Articles 2.1.b and 2.1.c may be elected as a voting member of the Senate by an appropriate constituency. Such ex officio members should also have been employed by the University of Maryland College Park for 12 months prior to standing as candidates for the Senate.

- 2.1.e As noted in the *Plan* (Article 3.3.c), the term of each staff Senator shall be three (3) years. Terms of staff members will be staggered in such a way that for each term, one-third of the total members from a job category are serving the first year of their term. Not every member of a specific staff job category shall be elected in the same year. However, if the University or these *Bylaws* redefine the staff job categories outside of a normal reapportionment, the staff Senate seats will be vacated. A subsequent election will be held to populate all staff Senate seats within the new categories with staggered terms as follows:

- (1) One-third of the members in a job category who received the lowest number of votes will serve a one-year term,
- (2) One-third of the members in a job category who received the second lowest number of votes will serve two-year terms,
- (3) One-third of the members in a job category who received the highest number of votes will serve three year-terms.

A person serving less than a three-year term is defined as not to have served a full term and is eligible for re-election to a full term the following year.

## 2.2 Single Member Constituencies

The Senators defined in (a)-(g) below shall be voting members of the Senate. All elections held pursuant to this section shall be organized by the Office of the University Senate.

- (a) Part-Time Research, Part-Time Teaching, Adjunct, and both Full-Time and Part-Time Visiting Faculty who are not members of the Faculty Constituency as defined in Section 3.2 of the Plan shall together elect one (1) Senator, for a term of one (1) year, renewable for up to three (3) years. When the Senate votes by constituencies, that Senator shall have the same voting rights as a faculty Senator.
- (b) Emeritus Faculty who are not members of the Faculty Constituency as defined in Section 3.2 of the *Plan* shall elect one (1) Senator from among their ranks for a term of one (1) year, renewable for up to three (3) years. When the Senate votes by constituencies, that Senator shall have the same voting rights as a Faculty Senator.
- (c) Head Coaches who are not members of the Faculty Constituency as defined in Section 3.2 of the University Plan of Organization together shall elect one Senator from among their ranks to serve for a term of one (1) year, renewable for up to three (3) years. When the Senate votes by constituencies, that Senator shall have the same voting rights as a faculty Senator.
- (d) Post-Doctoral Scholars, Post-Doctoral Associates (formerly Research Associates), Junior Lecturers, and Faculty Assistants (formerly Faculty Research Assistants) who are not members of any Senate constituency as defined in Article 3 of the *Plan* together shall elect one (1) Senator, for a term of one (1) year, renewable for up to three (3) years. When the Senate votes by constituencies, that Senator shall have the same voting rights as a Faculty Senator.
- (e) The Contingent II staff shall elect one (1) Senator from among their ranks for a term of one (1) year, renewable for up to three (3) years. When the Senate votes by constituencies, that Senator shall have the same voting rights as all other staff Senators. The Contingent II staff Senator shall have been employed by the University for twelve months prior to their election.
- (f) The part-time undergraduate students shall elect one (1) Senator from among their ranks for a term of one (1) year, renewable for up to three (3) years. When the Senate votes by constituencies, that Senator shall have the same voting rights as all other student Senators.
- (g) The part-time graduate students shall elect one (1) Senator from among their ranks for a term of one (1) year, renewable for up to three (3) years. When the Senate votes by constituencies, that Senator shall have the same voting rights as all other student Senators.

2.3 Elected Senators shall not be absent from two (2) consecutive regularly scheduled meetings of the Senate without notifying the Office of the University Senate that they will require an excused absence (Article 4.10.a of the *Plan*). Also in accordance with Article 4.10 of the *Plan*, until the member attends a meeting of the Senate, or the Senator is expelled, that Senator shall be counted in the total membership when a quorum is defined for a meeting.

2.4 If an elected Senator is no longer a member of the constituency by which he or she was elected, the seat shall be vacated and the Senator shall be replaced according to the following guidelines:

- 2.4.a If there was a runner-up in the election in which the Senator was elected, the runner-up shall replace that Senator immediately, provided he or she is still eligible.
- 2.4.b If there was no runner-up in the election in which the Senator was elected and the vacancy occurs in the spring semester, that Senator shall serve for the remainder of the Senate year and shall be replaced in the next election cycle for the remainder of the term.
- 2.4.c If there was no runner-up in the election in which the Senator was elected and the vacancy occurs prior to the spring semester, or if the Senator is unable to serve the remainder of the Senate year, the Senate Executive Committee, in consultation with the appropriate constituency, shall appoint a replacement for that Senator.

- 2.5 If an elected Senator is no longer in satisfactory standing at the University, he or she shall be replaced immediately in accordance with 2.4.a or 2.4.c above.
- 2.6 All elections shall be completed by the Transition Meeting of the Senate.

### **ARTICLE 3 MEETINGS**

#### **3.1 Regular Meetings:**

The Senate shall schedule at least four (4) regular meetings each semester. The notice, agenda, and supporting documents shall be mailed, by campus or electronic-mail, from the Office of the University Senate to the membership no later than one calendar week prior to each regular meeting unless otherwise approved by the Executive Committee.

#### **3.2 Special Meetings:**

3.2.a Special meetings of the Senate may be called in any of the following ways, with the matter(s) to be considered to be specified in the call:

- (1) By the presiding officer of the Senate;
- (2) By a majority vote of the Executive Committee of the Senate;
- (3) By written petition of a majority of the elected members of the Senate. The petition shall be delivered to the Chair or the Executive Secretary and Director of the Senate. The Chair shall give notice of arrangements for the meeting within seventy-two (72) hours of receipt of a valid petition;  
or
- (4) By resolution of the Senate.

3.2.b The notice of a special meeting shall include the agenda and shall be sent to the members of the Senate as far in advance of the meeting as possible. The agenda of a special meeting may specify a scheduled time of adjournment.

3.2.c The scheduling of a special meeting shall reflect the urgency of the matter(s) specified in the call, the requirement of reasonable notice, and the availability of the membership.

#### **3.3 Openness of Meetings and Floor Privileges:**

3.3.a Meetings of the Senate shall be open to all members of the campus community except when the meetings are being conducted in closed session.

3.3.b Representatives of the news media shall be admitted to all meetings of the Senate except when the meetings are conducted in closed session. The use of television, video, or recording equipment shall not be permitted except by express consent of the Senate.

3.3.c When a report of a committee of the Senate is being considered, members of that committee who are not members of the Senate may sit with the Senate and have a voice but not a vote in the deliberations of the Senate on that report.

3.3.d Any Senator may request the privilege of the floor for any member of the campus community to speak on the subject before the Senate. The Chair shall rule on such requests.

3.3.e By vote of the Senate, by ruling of the Chair, or by order of the Executive Committee included in the agenda of the meeting, the Senate shall go into closed session. The ruling of the Chair and the order of the Executive Committee shall be subject to appeal, but the Chair shall determine whether such appeal shall be considered in open or closed session.

3.3.f While in closed session, the meeting shall be restricted to voting members of the Senate (Article 3 in the *Plan*), to members granted a voice but not a vote (Articles 3.6, 5.2.c, and 5.5.c. of the *Plan*), to the Executive Secretary and Director, to the parliamentarian and any staff required for keeping minutes and



to other persons expressly invited by the Senate.

**3.4 Rules for Procedure:**

- 3.4.a The version of *Robert's Rules of Order* that shall govern the conduct of Senate meetings shall be *Robert's Rules of Order, Newly Revised*.
- 3.4.b A quorum for meetings shall be defined as a majority of elected Senators who have not given prior notification of absence to the Office of the University Senate, or sixty (60) Senators, whichever number is higher. For the purpose of determining a quorum, ex officio members without vote shall not be considered.

3.5 Senators must be physically present in order to participate in meetings.

**ARTICLE 4  
EXECUTIVE COMMITTEE**

**4.1 Membership and Election:**

- 4.1.a As set forth in the *Plan* (Article 8.2), the members of the Executive Committee shall include the Chair and Chair-Elect of the Senate, thirteen (13) members elected from the voting membership of the Senate, and four (4) non-voting ex officio members.
- 4.1.b The election of the Executive Committee shall be scheduled as a special order at the transition-meeting of the Senate in the Spring Semester, but in no case shall it precede the election of the Chair-Elect as provided for in the *Plan* (Article 5.3 and 5.7.a). In the event of a tie vote in the election for members of the Executive Committee, a ballot will be made available to each Senator as soon as the votes are counted and the tie discovered. Ballots are to be returned within one (1) week from the date of distribution.
- 4.1.c In the event of a vacancy on the Executive Committee, the available candidate who had received the next highest number of votes in the annual election for the Executive Committee shall fill the remainder of the unexpired term.

**4.2 Charge: The Executive Committee shall exercise the following functions:**

- 4.2.a Assist in carrying into effect the actions of the Senate;
- 4.2.b Act for the Senate as provided for by and subject to the limitations stated in Article 4.3;
- 4.2.c Act as an initiating body suggesting possible action by the Senate;
- 4.2.d Review and report to the Senate on administrative implementation of policies adopted by the Senate;
- 4.2.e Prepare the agenda for each Senate meeting as provided for by and subject to limitations stated in Article 4.4;
- 4.2.f Serve as a channel through which any member of the campus community may introduce matters for consideration by the Senate or its committees;
- 4.2.g Prepare and submit reports on the Senate's work to the President and the campus community;
- 4.2.h Review the operations of the Office of the University Senate each year, and make recommendations to the President or his or her designee for improvements in those operations and for the replacement or continuation of the Executive Secretary and Director;
- 4.2.i Serve as the channel through which the Senate and the campus community may participate in the selection of officers of the campus and the University;

- 4.2.j Perform such other functions as may be given it in other provisions of these *Bylaws* and the *Plan*; and
- 4.2.k Make recommendations on nominees for campus-wide and system-wide committees and councils requiring representatives, when necessary.

**4.3 Rules Governing Executive Committee Action for the Senate:**

- 4.3.a Where time or the availability of the membership precludes a meeting of the Senate, as, for example, during the summer or between semesters, the Executive Committee may act for the Senate.
- 4.3.b A report of all actions taken by the Executive Committee when acting for the Senate, with supporting material, shall be included with the agenda of the next regular meeting of the Senate. By written request of ten (10) Senators, received by the Chair of the Senate prior to the call to order of that meeting, any Executive Committee action on behalf of the Senate shall be vacated and the item in question placed on the agenda as a special order. If any such item is not petitioned to the floor, it shall stand as an approved action of the Senate.

**4.4 Rules Governing Preparation of the Senate Agenda:**

- 4.4.a The order of business for regular meetings shall be as follows:
  - (1) Call to order;
  - (2) Approval of the minutes of the previous regular meeting and any other intervening special meeting(s);
  - (3) Report of the Chair (including any report from the Executive Committee);
  - (4) Special orders of the day;
  - (5) Unfinished business;
  - (6) Reports of committees;
  - (7) Other new business; and
  - (8) Adjournment.
- 4.4.b For regular meetings the Executive Committee shall consider all submissions for inclusion on the Senate agenda. The Executive Committee may not alter a submission, but may delay its inclusion, may include it on the agenda of a special meeting, may submit the material directly to a committee of the Senate, or may refuse to place it on the agenda if the material is inappropriate, incomplete, or unclear. The party making a submission shall be notified of the action taken in this regard by the Executive Committee.
- 4.4.c The order of business for a special meeting shall be as follows:
  - (1) Call to order;
  - (2) Statement by the Chair of the nature and origin of the call of the meeting;
  - (3) The special order;
  - (4) Other business as determined by the Executive Committee; and
  - (5) Adjournment.
- 4.4.d For a special meeting the agenda shall include the matter(s) specified in the call of that meeting as the Special Order. Other items may be included on the agenda as the Executive Committee deems appropriate.

- 4.5 **Meetings of the Executive Committee:** A quorum of the Executive Committee shall be seven (7) voting members. Minutes of the meetings shall be kept. The agenda shall be made publicly available prior to each meeting. The Executive Committee shall meet at the call of the Chair or by petition of seven (7) voting members of the Executive Committee, or by petition of twenty-five (25) voting members of the Senate.
- 4.6 **The Senate Budget:** The Executive Secretary and Director shall be responsible for the Senate budget, shall consult with the Executive Committee on the preparation of the budget request, and shall report to the Executive Committee the funds received.
- 4.6.a The Executive Secretary and Director shall make an annual report to the Associate Vice President for Personnel and Budget on expenditure of the Senate budget.
- 4.6.b Consent of the Executive Committee shall be required before any change in the budgeted use of Senate funds involving more than ten percent (10%) of the total may be undertaken.
- 4.7 **Referral of Items to Standing Committees:** The Executive Committee shall refer items to the standing committees.
- 4.7.a The Executive Committee shall refer an item to an appropriate committee when instructed by the Senate or when requested by the President, or when petitioned by 150 members of the Senate electorate.
- 4.7.b The Executive Committee may also refer any item it deems appropriate, and the standing committee shall give due consideration to such requests from the Executive Committee.
- 4.7.c The Chair of the Senate may, as need requires, act for the Executive Committee and refer items to standing committees. All such actions shall be reported at the next meeting of the Executive Committee.
- 4.8 To the extent permitted by law and University policy, the records of the Senate shall be open.

## ARTICLE 5 COMMITTEES OF THE SENATE

- 5.1 **Standing Committees - Specifications:** The specifications of each standing committee of the Senate shall state its name, its specific charge, and any exceptions or additions to the basic charge to standing committees stated in Article 5.2. The specifications shall list all voting ex officio members and shall define committee composition.
- 5.1.a Standing Committees: In an appropriate section of Article 6 there shall be specifications for each committee.
- 5.2 **Standing Committees - Basic Charge:** In its area of responsibility, as defined in its specifications, each committee shall be an arm of the Senate with the following powers:
- (1) To formulate and review policies to be established by the Senate according to the *Plan* (Article 1);
  - (2) To review established policies and their administration and to recommend any changes in policies or their administration that may be desirable;
  - (3) To serve in an advisory capacity, upon request, regarding the administration of policies;
  - (4) To function on request of the President or of the Executive Committee as a board of appeal with reference to actions and/or decisions made in the application of policies; and
  - (5) To recommend the creation of special subcommittees (Article 5.7-5.9) when deemed necessary.
- 5.3 **Standing Committees - Committee Operation:**
- 5.3.a Agenda Determination:

- (1) A committee shall have principal responsibility for identifying matters of present and potential concern to the campus community within its area of responsibility. Such matters should be placed on the agenda of the committee.
- (2) Nonprocedural items shall be placed on the agenda of a committee by vote of that committee, by referral from the Executive Committee (Article 4.7), or by referral of policy recommendations. The committee shall determine the priorities of its agenda items.
- (3) Committee agendas shall be made publicly available prior to each meeting.

5.3.b Action minutes of the proceedings of each committee meeting shall be kept in accordance with *Robert's Rules of Order for Small Committees*.

5.3.c Rules for Procedure of Standing Committees: The version of *Robert's Rules of Order* that shall govern the conduct of Standing Committees shall be *Robert's Rules of Order for Small Committees, Newly Revised*. Standing Committees shall determine how advancing technology, such as phone and video conferencing and other electronic methods of participation, can be used for their purposes. Standing Committees may choose to conduct votes via email, and shall agree on any other mechanisms for conducting business outside of meetings, when necessary.

5.3.d Quorum Requirements of Standing Committees: Unless a quorum number is specified in the membership description of a committee, the quorum shall be a majority of voting members of the committee.

5.4 **Standing Committees - Reporting Responsibilities:** Each committee shall be responsible through its presiding officer for the timely delivery of the following reports.

5.4.a The Executive Secretary and Director shall receive an announcement of each meeting of the committee stating the time and place of the meeting with agenda items. It shall be sent as far in advance of the meeting as possible.

5.4.b The committee shall report its progress on agenda items as required by the Executive Secretary and Director or the Chair of the Senate.

5.4.c Reports providing information and/or recommendations to the Senate shall be submitted to the Executive Committee for inclusion on the Senate agenda. Reports resulting from the committee's advisory or board of appeals function shall be submitted to the appropriate Senate or campus officer, and the Executive Committee notified of the submission.

5.4.d Upon written request of at least four (4) members of a committee, the presiding officer of that committee shall include a minority statement with any committee report. Those requesting inclusion need not support the substance of the minority statement.

5.4.e An annual report shall be presented to the Chair of the Senate at the end of the academic year, or, if approved by the Chair, no later than August 16, for submission to the Executive Committee. The report shall include a list of all items placed on the committee's agenda, noting the disposition of each and a summary of the committee's deliberations. A cover sheet for each annual report, containing an outline of topics considered by the committee and their status, shall be made publicly available. In the case of committees with little activity, the committee may recommend inactive status the ensuing year until charged by the Executive Committee to address a specific matter:

- (1) A committee may be placed on inactive status with approval of the Executive Committee. No presiding officer or members shall be appointed to the committee while on inactive status.
- (2) A committee on inactive status may be reactivated by the Executive Committee when matters within its purview, as stipulated in Article 6, are brought to the Executive Committee for review. Following reactivation, the Office of the University Senate shall solicit volunteers for the committee in its annual volunteer period, and the Committee on Committees shall select members for the committee, in accordance with the provisions of 5.5 below.

- (3) A Special Committee (Article 5.9) may not be appointed to consider matters within standing committee specifications in lieu of reactivating an inactive committee.

- 5.5 **Standing Committees - Selecting Members:** Persons shall be named to standing committees in accordance with the procedures listed below.
- 5.5.a The Office of the University Senate shall provide information on the charge and membership specifications of each committee.
- 5.5.b The Office of the University Senate shall solicit volunteers for the Senate's standing committees on an annual basis through an online process. During this volunteer period, all faculty, staff, and students shall be eligible to indicate their top three preferences for any committees with vacancies in their constituency and include a candidacy statement for consideration by the Committee on Committees. The Office of the University Senate will maintain these records for potential future use.
- 5.5.c The Committee on Committees shall develop slates of nominees to fill vacancies on the standing committees and University Councils. No person shall be nominated for a committee position without consenting to serve on that committee, either through indicated preference or explicit agreement. In making nominations, the Committee on Committees shall keep in view the continuing membership of the committee to ensure that the full membership complies with specifications of the *Plan* and these *Bylaws*. Committee members shall be nominated consistent with requirements for diversity specified in Section 8.1 of the *Plan*.
- 5.5.d Ex officio members named in a committee's specifications shall be voting members unless otherwise specified in the *Bylaws*. Upon recommendation of the Committee on Committees, the Executive Committee may appoint ex officio members with particular expertise or benefit to the committee. Such members shall serve with voice, but without vote. The Executive Committee is empowered to make such changes in non-voting ex officio membership as appropriate.
- 5.5.e The Committee on Committees shall forward a slate of nominees for committee service to the Executive Committee to place on the Senate agenda for approval. Each nominee shall be identified by name and constituency. The notice of nomination shall also include the name and constituency of continuing members of the committee, and the name and office of the ex officio members, listed for information only. The nominations shall be subject to action by the Senate consistent with the *Plan* and the specifications of these *Bylaws*.
- 5.5.f Terms on standing committees shall be two (2) years for faculty and staff, and one (1) year for students. Appointments to two-year terms shall be staggered: that is, as far as practical, half of the terms from each faculty or staff constituency shall expire each year. Terms shall begin on July 1 of the appropriate year.
- 5.5.g A member of a standing committee whose term is expiring may be appointed to another term, subject to restrictions (1) and (2) below. The Committee on Committees is particularly charged to consider the reappointment of active student members.
- (1) No reappointment shall be made that would cause the appointee to serve longer than four consecutive years on the same committee.
- (2) At most, half of the non-student members of a committee whose terms are expiring in any given year may be reappointed.
- 5.5.h Terms as presiding officer of a committee shall be one year. A presiding officer may be reappointed if his/her tenure as a Senator is continuing; however, no one shall serve as presiding officer of a committee for longer than two (2) consecutive years.
- 5.5.i Appointments of the presiding officers of committees shall be made by the Chair of the Senate, designated on the annual committee slate, and shall be approved by the Senate.
- 5.6 **Standing Committees - Replacing Presiding Officers and Members:** The presiding officer and members of

any active standing committee may be replaced for cause after inquiry by the Office of the University Senate with approval of the Executive Committee.

5.6.a Cause, for presiding officers, is defined as the following:

- (1) Failure to activate the committee during the first semester after appointment in order to organize its business and determine an agenda; or
- (2) Failure to activate the committee in order to respond to communications referred from the Executive Committee; or
- (3) Failure to activate the committee in order to carry out specific charges required in Article 6 or other Senate documents.

5.6.b Cause, for members, is defined as the following:

- (1) Continual absence from committee meetings and/or lack of participation in committee activities; or
- (2) Lack of registration on campus for students or termination of employment on campus for faculty and staff.

5.6.c Procedure for replacing presiding officers and members:

- (1) The decision to replace a presiding officer rests with the Executive Committee; and
- (2) Requests for replacing a committee member shall be submitted by the presiding officer of a committee to the Executive Committee; such requests will contain a statement citing the appropriate "cause."

5.6.d When the Executive Committee decides to replace a presiding officer or committee member, it shall request the Committee on Committees to identify a suitable replacement.

5.7 **Standing Committees - Appointing Special Subcommittees:** A standing committee of the Senate may appoint special subcommittees to assist in the effective performance of its responsibilities. Persons appointed to special subcommittees who are not members of standing committees must be approved by the Executive Committee. The Chair of any special subcommittee must be a member of the standing committee making the appointment.

5.8 **Standing Committees - Appointing Special Joint Subcommittees:** Two or more standing committees of the Senate may appoint special joint subcommittees to assist in the effective review of issues that pertain to the charge of multiple committees. Persons appointed to serve who are not members of associated standing committees must be approved by the Executive Committee. The Chair of any such subcommittee must be a member of one of the associated standing committees making the appointment. Special Joint Subcommittees will report directly to the full associated standing committees for final action.

5.9 **Special Committees:** A special committee of the Senate may be established by resolution of the Senate to carry out a specified task. The empowering resolution shall also stipulate the means of selecting the committee and any restrictions on its composition. The committee shall function until the completion of its tasks or until discharged by the Senate. A final report of its work shall be presented to the Senate. Members shall serve for the duration of the committee unless otherwise specified by the Senate.

## ARTICLE 6 STANDING COMMITTEE SPECIFICATIONS

6.1 **Academic Procedures and Standards Committee:**

6.1.a **Membership:** The committee shall consist of an appointed presiding officer; ten (10) faculty members; one (1) staff member; three (3) undergraduate and one (1) graduate student; and the following persons or a representative of each: the Senior Vice President and Provost, the Director of Undergraduate

Admissions, the University Registrar, the Associate Provost for Academic Affairs and Dean for Undergraduate Studies, and the Associate Provost for Academic Affairs and Dean of the Graduate School.

- 6.1.b Quorum: A quorum of the Academic Procedures and Standards Committee shall be ten (10) voting members.
- 6.1.c Charge: The committee shall formulate and continually review policies, rules, and regulations governing the admission, readmission, academic standing, and dismissal of all students for academic deficiency.
- 6.1.d Charge: The committee shall formulate and continually review policies and procedures for academic advisement, scheduling of classes, and registration.
- 6.1.e Charge: The committee shall formulate and continually review policies to be observed by the instructional staff in conducting classes, seminars, examinations, students' research, and student evaluations.
- 6.1.f Policies, rules, and regulations exclusively governing admission, readmission, scholastic standing, and dismissal of graduate students for academic deficiency shall be reviewed by an appropriate committee of the Graduate School. Such policies, rules, and regulations will be transmitted by the Graduate School directly to the Senate through the Executive Committee. Policies, rules, and regulations that concern both graduate and undergraduate matters shall be considered by both the Academic Procedures & Standards (APAS) Committee and the appropriate committee of the Graduate School.

## **6.2 Campus Affairs Committee:**

- 6.2.a Membership:
  - (1) The committee shall consist of an appointed presiding officer; six (6) faculty members; two (2) undergraduate and two (2) graduate students; two (2) staff members, with one exempt and one non-exempt to the extent of availability; the President or a representative of the Student Government Association; the President or a representative of the Graduate Student Government; and the following persons or a representative of each: the Senior Vice President and Provost, the Vice President for Administration & Finance, the Vice President for Student Affairs, the Vice President for University Relations, the Chief Diversity Officer, and the Chair of the Coaches Council.
  - (2) When discussions of safety are on the agenda, the Chief of Police, the Office of General Counsel, the Director of Transportation Services, and other campus constituencies, as appropriate, shall be invited to participate or send a representative.
  - (3) The Chair of this committee or a faculty member designated by the Chair and approved by the Senate Executive Committee will serve as an ex officio member of the Athletic Council. The Chair, or a committee member designated by the Chair, shall also serve as an ex-officio member of the Campus Transportation Advisory Committee.
- 6.2.b Quorum: A quorum of the Campus Affairs Committee shall be nine (9) voting members.
- 6.2.c Charge: The committee shall formulate and continually review policies and regulations affecting the entire campus, its functions, its facilities, its internal operation and its external relationships, including the awarding of campus prizes and honors, and make recommendations concerning the future of the campus.
- 6.2.d Charge: The committee shall formulate and continually review policies and procedures for the periodic review of campus level administrators.
- 6.2.e Charge: The committee shall periodically gather community input on safety and security issues and shall act as a liaison between the police and the campus community.

### 6.3 Committee on Committees:

#### 6.3.a Membership and terms:

- (1) As set forth in the *Plan* (Article 8.3.a), the Committee on Committees shall be chaired by the Chair-Elect of the Senate.
- (2) The voting membership, as defined in the *Plan* (Article 8.3.a), shall consist of the Chair-Elect of the Senate, six (6) faculty members elected by faculty Senators, with no more than one (1) from any College or School; one (1) non-exempt staff member elected by non-exempt staff Senators; one (1) exempt staff member elected by exempt staff Senators; one (1) undergraduate student elected by undergraduate student Senators; and one (1) graduate student elected by graduate student Senators.
- (3) Students are elected to serve for one (1) year, faculty and staff for two (2) years, whether or not their membership in the Senate continues beyond their first year of service in the committee.
- (4) Terms of faculty and staff members are staggered in such a way that, at any time, no more than three (3) faculty members and one (1) staff member are serving the second year of their term.
- (5) In the event of a vacancy on the Committee on Committees, the available candidate who had received the next highest number of votes in the last annual election for the Committee on Committees shall fill the remainder of the unexpired term. In the event that there is no runner-up, the Executive Committee shall fill the vacant seat.
- (6) A quorum of the Committee on Committees shall be six (6) voting members.

#### 6.3.b Charge:

- (1) As set forth in the *Plan* (Article 8.3.b), responsibilities of the Committee on Committees include:
  - (a) Identification and recruitment of individuals for service on Senate committees;
  - (b) Approval of the University Library Council slate of nominees, as mandated in section 2.C of the Bylaws of the University Library Council.
  - (c) Creation of a slate of nominees for the Nominations Committee, for approval by the Senate.
- (2) Additional duties include:
  - (a) As needed, the Committee on Committees may be charged to assess effectiveness of committees, and make recommendations for improvements and changes in their operations and structure.
  - (b) Other such duties as specified by the Executive Committee.

6.3.c Operation: The Committee on Committees shall follow the procedures specified for standing committees in Article 5 above, with the exception of 5.5.



#### 6.4 Educational Affairs Committee:

- 6.4.a Membership: The committee shall consist of an appointed presiding officer; ten (10) faculty members, of whom at least two (2) must be tenured/tenure-track faculty members and at least two (2) must be professional track faculty members; two (2) staff members, with one exempt and one non-exempt to the extent of availability; two (2) undergraduate students and one (1) graduate student; the President or a representative of the Student Government Association; the President or a representative of the Graduate Student Government; the Associate Dean for General Education; a representative of the Associate Provost for Academic Affairs and Dean for Undergraduate Studies; and the following persons or a representative of each: the Senior Vice President and Provost, the Associate Provost for Academic Affairs and Dean of the Graduate School, and the Vice President of Information Technology and CIO.
- 6.4.b Quorum: A quorum of the Educational Affairs Committee shall be eleven (11) voting members.
- 6.4.c Charge: The committee shall formulate and continually review plans and policies to strengthen the educational system of the College Park campus. The committee shall receive ideas, recommendations, and plans for educational innovations from members of the campus community and others. The committee shall inform itself of conditions in the Colleges, Schools, and other academic units, and shall propose measures to make effective use of the resources of the campus for educational purposes.
- 6.4.d Charge: The committee shall exercise broad oversight and supervision of the General Education Program at the University of Maryland as described in the 2010 document Transforming General Education at the University of Maryland and the General Education Implementation Plan approved by the University Senate in February 2011. The committee shall review and make recommendations concerning the General Education Program to the Senate and the Associate Provost for Academic Affairs and Dean for Undergraduate Studies. Such recommendations shall include, as the committee deems appropriate, the program's requirements and its vision, especially with regard to evaluating trends, reviewing learning outcomes, and maintaining the balance of courses in the General Education categories.
- 6.4.e Relation of the Educational Affairs Committee to the General Education Program and the Office of the Associate Provost for Academic Affairs and Dean for Undergraduate Studies:
- (1) The Associate Provost for Academic Affairs and Dean for Undergraduate Studies will prepare an annual report on the status of the General Education Program and will send the report to the Educational Affairs Committee by October 1.
  - (2) The Associate Provost for Academic Affairs and Dean for Undergraduate Studies will meet with the Educational Affairs Committee as needed to discuss or update the report. Topics will include but not be limited to: the membership and ongoing work of the General Education Faculty Boards; the proposal and approval process for General Education courses; the learning outcomes for the different course categories; areas where additional courses or rebalancing may be needed; trends and developments that may impact the General Education Program; and informational resources for students, faculty, and advisors about the General Education Program.

- (3) The Office of the Associate Provost for Academic Affairs and Dean for Undergraduate Studies shall inform the committee of modifications in the proposal or review process, the disposition of recommendations from the committee, and any other changes regarding the implementation of the General Education Program as specifically delegated to that office.

#### **6.5 Elections, Representation, and Governance Committee:**

- 6.5.a Membership: The committee shall consist of an appointed presiding officer; six (6) faculty members; one (1) exempt staff member; one (1) non-exempt staff member; two (2) undergraduate and two (2) graduate students; and representatives of the Director of Human Resources and the Associate Vice President for Institutional Research, Planning, and Assessment.
- 6.5.b Quorum: A quorum of the Elections, Representation, and Governance Committee shall be eight (8) voting members.
- 6.5.c Charge: The committee shall review and recommend policies regarding the conduct of elections, determine correct apportionments for all constituencies, and investigate and adjudicate all charges arising from the management and results of Senate elections.
- 6.5.d Charge: The committee shall determine the correct apportionment for all constituencies every five (5) years as stipulated in Article 3.8 of the *Plan* and following any review or revision of the *Plan* as stipulated in Article 6.3 of the *Plan*.
- 6.5.e Charge: The committee shall supervise all Senatorial elections and referenda in accordance with the *Plan* (Article 4.2), and shall consult with certain constituencies in their nomination and election processes in accordance with the *Plan* (Article 4) as requested by the Executive Committee.
- 6.5.f Charge: The committee shall formulate and review procedures for the tallying and reporting of election results and shall perform other such duties as appropriate (Article 3.3.b of the *Plan*).
- 6.5.g Charge: The committee shall review the Plans of Organization of the Colleges, Schools, and other units, in accordance with the *Plan* (Article 11) and as specified in Appendix 7 of these Bylaws.
- 6.5.h Charge: The committee shall review and observe the operation and effectiveness of the University Senate and make any appropriate recommendations for improvements.
- 6.5.i Charge: The committee shall receive all petitions for impeachment of the Chair or Chair-Elect in accordance with the *Plan* (Article 5.8).
- 6.5.j Charge: The committee shall initiate procedures for expelling Senators in accordance with the *Plan* (Article 4.10).
- 6.5.k Charge: The committee shall receive all petitions for the recall of Senators in accordance with the *Plan* (Article 4.11).

## 6.6 Equity, Diversity, & Inclusion Committee:

- 6.6.a Membership: The committee shall consist of an appointed presiding officer; two (2) undergraduate and two (2) graduate students; five (5) faculty members; three (3) exempt staff members; two (2) non-exempt staff members; the Director of the Office of Diversity and Inclusion and the following persons or a representative of each: the Senior Vice President and Provost, the Vice President for Administration & Finance, and the Vice President for Student Affairs.
- 6.6.b Quorum: A quorum of the Equity, Diversity, & Inclusion Committee shall be nine (9) voting members.
- 6.6.c Charge: The committee shall carry out its responsibilities as detailed in Article 1, Section E of the University of Maryland Code on Equity, Diversity, and Inclusion, and recommend any appropriate changes in the Code.
- 6.6.d Charge: The committee shall consider programs for improving equity, diversity, and inclusiveness at the University.

## 6.7 Faculty Affairs Committee:

- 6.7.a Membership: The committee shall consist of an appointed presiding officer; ten (10) faculty members, of whom four (4) shall be senators including one (1) assistant professor and one (1) professional track faculty member; one (1) undergraduate student and two (2) graduate students; one (1) staff member; and the following persons or a representative of each: the President, the Senior Vice President and Provost, and the Director of Human Resources. One (1) elected Council of University System Faculty representative from the University shall serve as a voting ex officio member. **The Faculty Ombuds Officer shall serve as a non-voting ex officio member.**
- 6.7.b Quorum: A quorum of the Faculty Affairs Committee shall be nine (9) voting members.
- 6.7.c Charge: The committee shall formulate and continually review policies pertaining to faculty life, employment, academic freedom, morale, and perquisites.
- 6.7.d Charge: The committee shall work for the advancement of academic freedom and the protection of faculty and research interests.
- 6.7.e Charge: The committee shall, in consultation with Colleges, Schools, and other academic units, formulate and review procedures for the periodic review of academic administrators below the campus level.
- 6.7.f Charge: The committee shall review the Appointment, Promotion, and Tenure or Permanent Status section of each College, School, or the Libraries Plan of Organization in accordance with Appendix 7 of these *Bylaws*.

## 6.8 Programs, Curricula, and Courses Committee:

- 6.8.a Membership: The committee shall consist of an appointed presiding officer; ten (10) faculty members; one (1) staff member; two (2) undergraduate students and one (1) graduate student; and the following persons or a representative of each: the Senior Vice President and Provost, the Associate Provost for Academic Affairs and Dean for Undergraduate

Studies, the Associate Provost for Academic Affairs and Dean of the Graduate School, and the Dean of Libraries.

- 6.8.b Quorum: A quorum of the Programs, Curricula, and Courses Committee shall be nine (9) voting members.
- 6.8.c Charge: The committee shall formulate, review, and make recommendations to the Senate concerning policies related both (1) to the establishment, modification, or discontinuance of academic programs, curricula, and courses; and (2) to the establishment, reorganization, or abolition of colleges, schools, academic departments, or other units that offer credit-bearing programs of instruction or regularly offer courses for credit.
- 6.8.d Charge: The committee shall review and make recommendations to the Senate in at least the areas designated by (1) through (3) below. Recommendations in these areas are not subject to amendment on the Senate floor unless a detailed objection describing the area of concern has been filed with the Office of the University Senate at least forty-eight (48) hours prior to the meeting at which the recommendations will be introduced. The committee will announce proposed recommendations to the campus community sufficiently in advance of the meeting at which they are to be considered so as to allow time for concerned parties to file their objections.
  - (1) All proposals for the establishment of a new academic program, for the discontinuance of an existing academic program, for the merger or splitting of existing academic programs, or for the renaming of an existing academic program;
  - (2) All proposals for the creation, abolition, merger, splitting, or change of name of Colleges, Schools, departments of instruction, or other units that offer credit-bearing programs of instruction or regularly offer courses for credit; and
  - (3) All proposals to reassign existing units or programs to other units or programs.
- 6.8.e Charge: The committee shall review and shall directly advise the Office of Academic Planning and Programs concerning proposals to modify the curricula of existing academic programs, or to establish citation programs consistent with College rules approved by the Senate. The committee shall inform the Senate of its actions in these cases.
- 6.8.f Charge: The committee shall review, establish, and advise the Vice President's Advisory Committee concerning policies for adding, deleting, or modifying academic courses.
- 6.8.g Charge: The committee shall be especially concerned with the thoroughness and soundness of all proposals, and shall evaluate each according to the mission of the University, the justification for the proposed action, the availability of resources, the appropriateness of the sponsoring group, and the proposal's conformity with existing regulations. The committee shall be informed of any recommendations made by the Academic Planning Advisory Committee concerning resource issues, the consistency of the proposed action with the University's mission and strategic directions, or both.
- 6.8.h Operation: The committee shall follow the procedures specified for standing committees in Article 5 above, with the exception of 5.3.b.
- 6.8.i Relation of the Programs, Curricula, and Courses Committee to the Office of the Senior Vice President and Provost.

- (1) The committee, in consultation with the Office of the Senior Vice President and Provost, shall determine the requirements for supporting documentation and the procedures for review for all proposals.
- (2) The committee shall be informed by the Office of the Senior Vice President and Provost of all proposed modifications to existing programs and curricula. After consulting with the presiding officer of the committee, the Office of the Senior Vice President and Provost shall act on all minor changes that are not of a policy nature.
- (3) The committee shall be informed by the Office of the Senior Vice President and Provost of all changes made pursuant to 6.8.i(2). The committee shall be informed by the Office of the Senior Vice President and Provost of all other changes in academic curricula whose approval has been specifically delegated to that office. In particular, this includes the approval to offer existing academic programs through distance education or at a new off-campus location.

6.8.j Relationship of the Programs, Curricula, and Courses Committee to the Graduate School: Proposals concerned with graduate programs and curricula shall receive the review specified by the Graduate School, in addition to the review of the Programs, Curricula, and Courses Committee. Any such proposal whose approval has been denied by the Graduate School shall not be considered by the committee.

## **6.9 Staff Affairs Committee:**

- 6.9.a Membership: The committee shall consist of an appointed presiding officer; eight (8) staff members, with two (2) members from each of the elected staff categories; two (2) Category II contingent employees, with one exempt and one non-exempt to the extent of availability; one (1) faculty member; one (1) student; and one (1) representative each of the Senior Vice President and Provost, the Director of Human Resources, the Vice President for Administration & Finance and the Vice President for Student Affairs. The three (3) elected University representatives to the Council of University System Staff (CUSS) shall serve as voting ex officio members; the alternate University representatives to the Council of University System Staff (CUSS) shall be non-voting ex officio members.
- 6.9.b Quorum: A quorum of the Staff Affairs Committee shall be nine (9) voting members.
- 6.9.c Charge: The committee shall formulate and continually review campus policies affecting staff members, including policies regarding periodic review of campus departments and administrators that employ staff members.
- 6.9.d Charge: The committee shall assist the Office of the University Senate in soliciting nominations and encouraging participation in elections of staff Senators as specified in Article 4.5 of the *Plan*.
- 6.9.e Charge: Staff Affairs shall assist the Committee on Committees and the Senate Executive Committee in identifying and recruiting staff representatives for campus and Senate committees, including system-wide activities involving staff.
- 6.9.f Charge: The committee shall administer the Council of University System Staff (CUSS) nomination and election process. Definitions of eligible staff shall be defined by the Board of Regents and CUSS.

- 6.9.g Charge: The committee shall actively promote and provide orientation and opportunities for staff involvement in shared governance at every administrative level.
- 6.9.h Charge: The committee shall facilitate the annual nomination process for the Board of Regents' Staff Awards at the University of Maryland, College Park.

#### **6.10 Student Affairs Committee:**

- 6.10.a Membership: The committee shall consist of an appointed presiding officer; eight (8) undergraduate students, of whom four (4) must be Senators; four (4) graduate students, of whom two (2) must be Senators; two (2) faculty members; two (2) staff members with one exempt and one non-exempt to the extent of availability; the President or a representative of the Student Government Association; the President or a representative of the Graduate Student Government; two (2) representatives of the Office of the Vice President for Student Affairs; and one (1) representative each from the Graduate School, and the Department of Resident Life.
- 6.10.b Quorum: A quorum of the Student Affairs Committee shall be eleven (11) voting members.
- 6.10.c Charge: The committee shall formulate and continually review policies regarding all non-academic matters of student life including, but not limited to, student organizations, resident life, extracurricular activities, and student concerns in the campus community.
- 6.10.d Charge: The committee shall assist the Office of the University Senate and the Colleges and Schools as appropriate in soliciting nominations and encouraging participation in the election of student Senators.

#### **6.11 Student Conduct Committee:**

- 6.11.a Membership: The committee shall consist of an appointed presiding officer; four (4) faculty members; one (1) staff member; five (5) students, of whom at least three (3) must be undergraduate students and one (1) must be a graduate student; and the Director of the Office of Student Conduct, or a representative, as a non-voting ex officio member.
- 6.11.b Charge: The committee shall formulate and continually review recommendations concerning the rules and codes of student conduct, as well as means of enforcing those rules and codes.
- 6.11.c Charge: The committee acts as an appellate body for infractions of the approved Code of Student Conduct and Code of Academic Integrity. Procedures for the committee's operation in this role are to be developed and filed with the Office of Student Conduct and the Executive Secretary and Director of the Senate. The committee shall also confirm members of all judicial boards listed in the Code of Student Conduct, except conference and ad hoc boards.

## **ARTICLE 7 UNIVERSITY COUNCILS**

- 7.1 **Definition:** University Councils are established by Article 8.6 of the *Plan* to exercise an integrated advisory role over specified campus units and their associated activities. University Councils are jointly sponsored by the University Senate and the Office of the President or Provost (as appropriate). University Councils may be assigned reporting responsibilities to any member(s) of

the College Park administration at the dean level or above (hereafter referred to as the "designated administrative officer").

- 7.2 **Creation of University Councils:** Proposals to create a University Council shall be evaluated by a task force appointed jointly by the Senate Executive Committee and the designated administrative officer to whom the new Council would report. Following its deliberations, this task force shall present a report (hereafter referred to as the "Task Force Report") to the Senate, the designated administrative officer, and the director of the unit whose activities are the focus of the Council. The Task Force Report shall indicate the specifications that define the working relationship among the Senate, the designated administrative officer, and the director. The Task Force Report shall include at least the following: the scope and purpose of the new Council; a review of the current committees and advisory relationships to be superseded by the proposed Council; identification of the designated administrative officer and unit director to whom the Council reports; the charge to the Council; the size, composition, and appointment process of members of the Council; the Council's relationship to the Senate, the designated administrative officer, and the director including the responsibilities of these three sponsors to the Council and the responsibilities of the Council to these three sponsors; and principles for operation of the Council. The Task Force Report shall be reviewed by the Executive Committee, approved by the designated administrative officer, and then approved by the Senate. At the same time, the Senate shall approve appropriate revisions in its *Bylaws* to incorporate the Council into its council structure as defined in Article 8 of these *Bylaws*. The Task Force Report, as approved, shall be preserved with official Senate documents, serving as a record of the original agreements establishing the Council.
- 7.3 **Specifications in Senate Bylaws:** For each Council, Senate Bylaws shall: state its name; specify its responsibilities to the Senate; define its membership, including any voting privileges of ex officio members; and identify any exceptions or additions to the provisions of this Article particular to the Council.
- 7.4 **Basic Charge:**
- 7.4.a The Council's responsibilities to the University Senate shall include those specified for Senate committees in Article 5.2 of these *Bylaws*. In addition, each Council shall:
- (1) Sponsor hearings, as appropriate, on issues within its purview that are of concern to the Senate and the campus community.
  - (2) Provide a mechanism for communication with the campus community on major issues facing the unit and its activities.
  - (3) Respond to charges sent to the Council by the Senate Executive Committee in accordance with Article 4.7.
  - (4) Provide an annual written report to the Senate on the Council's activities including the status of unresolved issues.
- 7.4.b Responsibilities to the designated administrative officer shall be specified in the Task Force Report and may include:
- (1) To advise on the unit's budget, space, and other material resources, in addition to personnel, staffing and other human resources.
  - (2) To advise on the unit's administrative policies and practices.

- (3) To advise on the charges to be given to periodic internal and external review committees.
- (4) To respond to requests for review, analysis, and advice from the designated administrative officer.
- (5) To meet at least annually with the designated administrative officer to review the major issues facing the unit and its activities on campus.
- (6) To fulfill such other responsibilities as specified in the Task Force Report.

7.4.c Responsibilities to the unit's director shall be specified in the Task Force Report and may include:

- (1) To advise on the needs and concerns of the campus community.
- (2) To advise on opportunities, policies, and practices related to the unit's ongoing operations.
- (3) To review and advise on unit reports, studies, and proposed initiatives.
- (4) To respond to requests for review, analysis, and advice made by the director.
- (5) To meet at least annually with the director to review the major issues facing the unit and its activities on campus.
- (6) To fulfill such other responsibilities as specified in the Task Force Report.

## 7.5 **Membership and Appointment to University Councils:**

- 7.5.a Membership: Councils shall have nine (9) to thirteen (13) members as specified in the appropriate subsection of Article 8 of these *Bylaws*. In addition, each Council shall include an ex officio member designated by the administrative officer, and such other ex officio members as specified in Article 5.5.d of these *Bylaws*. These ex officio members shall have voice but no vote.
- 7.5.b Appointment: Representatives of the designated administrative officer's office and the University Senate shall agree on nominees for vacancies on the Council. These nominations shall be submitted to the designated administrative officer for approval. In addition, these nominations shall be submitted to the University Senate for approval, or for election if specified in the Council's governing documents. In exercising its powers of appointment to the Council, the Senate shall follow procedures for review and approval for Senate committee appointments specified in Article 5.5.e of these *Bylaws*.
- 7.5.c Terms: Rules governing beginning date and length of terms, and restrictions on reappointment shall be specified in the governing documents of each Council. The presiding officer shall serve a three (3) year term and cannot be reappointed, unless otherwise specified in the governing documents of the Council.
- 7.5.d Appointment of Presiding Officer: The designated administrative officer and the Senate



Executive Committee shall reach an agreement on a presiding officer, and the joint choice shall be submitted to the Senate for approval. If the presiding officer is selected from among the membership of the Council, a replacement shall be appointed to the vacated seat.

**7.6 Operational Relationship of University Councils to Sponsors:**

- 7.6.a The Office of the University Senate shall provide basic support for the activities of University Councils.
- 7.6.b The office of the designated administrative officer, through its ex officio University Council member, shall provide liaison to other administrative units as required.
- 7.6.c The unit director shall provide the University Council with internal data, reports, studies, and any other materials required to support the Council's work. In addition, the director shall also arrange for unit staff to appear before the committee as requested.
- 7.6.d Control of the University Council's agenda shall be the responsibility of the presiding officer of the University Council and the voting members of the University Council in accordance with procedures for standing committees provided in Article 5.3.a, subject to the charges provided in Article 7.4 of these *Bylaws*, the appropriate subsection of Article 8 of these *Bylaws*, and the approved Task Force Report governing the University Council.
- 7.6.e Each University Council shall develop its own bylaws, which must be approved by the designated administrative officer and by the Senate.
- 7.6.f In addition to the required annual report, the presiding officer shall keep the Chair of the Senate informed of the major issues before the University Council and shall indicate when action or information items are likely to be forwarded for Senate consideration. In submitting recommendations for Senate action, the University Council shall inform the unit director and the designated administrative officer in advance of its recommendations. For purposes of conducting Senate business, reports from the University Council and floor privileges of the Senate shall be managed in the same manner as standing committees of the Senate defined in these *Bylaws* (3.3.c, 4.4.b). In the case where the presiding officer of the University Council is not a member of the Senate, he or she may report to the Senate and participate in the deliberations of the Senate subject to the provisions of Article 3.3.c of these *Bylaws*.

**7.7 Review of University Councils:**

- 7.7.a Five (5) years after a University Council is formed, a review of the University Council shall be undertaken jointly by the Senate and administration, and a written report issued. The review may recommend continuation of the University Council in its original form and mode of operation, modification of the University Council structure and/or operations, or discontinuance of the University Council.
- 7.7.b Following the initial review, the University Council and its operations shall be reviewed in conjunction with the periodic review of the *Plan*.

**ARTICLE 8  
UNIVERSITY COUNCIL SPECIFICATIONS**

## 8.1 University Library Council

- 8.1.a Charge: The University Library Council has the responsibility to provide advice and to report on policy issues concerning the University Libraries to the University Senate, to the Senior Vice President and Provost, and to the Dean of Libraries (see Appendix 1 for additional responsibilities and the Library Council's Bylaws).
- 8.1.b Membership: The Library Council shall consist of thirteen (13) appointed members and four (4) ex officio members. The appointed members shall be: the Chair, ten (10) faculty members including at least one (1) member of the library faculty, one (1) graduate student, and one (1) undergraduate student. The four (4) ex officio members shall be a representative of the Office of the Senior Vice President and Provost, a representative of the Office of the Dean of Libraries, a representative of the Division of Information Technology, and the Chair-Elect of the Senate.
- 8.1.c The Chair shall be a tenured faculty member.
- 8.1.d Reporting Responsibilities: The University Library Council shall report to the University Senate and the Senior Vice President and Provost under the terms of responsibility defined in Article 7.4 of these *Bylaws*.

## 8.2 University Research Council:

- 8.2.a Charge: In addition to the charges specified in Articles 5.2 and 7.4 of these *Bylaws*, the Research Council shall be governed by the following: The Research Council is charged to formulate and continually review policies regarding research, its funding, its relation to graduate and undergraduate academic degree programs, and its service to the community. Also, the Research Council is charged to review the research needs of faculty, other researchers and students, and to make recommendations to facilitate the research process and productivity of the University. Further, the Research Council shall formulate and continually review policies on the establishment, naming, reorganization, or abolition of bureaus, centers, or institutes that do not offer programs of instruction or regularly offer courses for credit, including their relationship to graduate and undergraduate academic programs. Additionally, when it perceives problems, the Research Council has the power to undertake investigative studies and recommend solutions.
- 8.2.b Membership: The University Research Council shall consist of thirteen (13) appointed members and ten (10) ex officio members. The appointed members shall be the Chair and eight (8) faculty members; one (1) staff member; and three (3) students, including at least one (1) graduate and one (1) undergraduate student. Eight (8) voting ex officio members include a representative of the Vice President for Research, a representative of the Dean of the Graduate School, a representative of the Dean of Undergraduate Studies, the Director of the Office of Research Administration and Advancement, and the Chairs of four (4) subcommittees of the University Research Council as follows: Research Development and Infrastructure Enhancement Subcommittee (RDIES); Research Advancement and Administration Subcommittee (RAAS); Intellectual Property and Economic Development Subcommittee (IPEDS); and Awards and Publicity Subcommittee (APS). A representative of the President and a representative of the Senior Vice President and Provost shall serve as non-voting ex-officio members.
- 8.2.c The Chair shall be a tenured faculty member.

- 8.2.d Reporting Responsibilities: The University Research Council shall report to the University Senate and the Vice President for Research under the terms of responsibility defined in Article 7.4 of these *Bylaws* and the report establishing the University Research Council.

### 8.3 University IT Council:

- 8.3.a Charge: The IT Council shall advise and report on policy issues concerning the Division of IT to the University Senate and the Vice President for Information Technology and CIO. In addition to such responsibilities as are enumerated in Article 7 of these *Bylaws*, the IT Council shall:
- 1) Respond to requests from the Division of Information Technology, extra-divisional advisory bodies (such as the Council of Deans or the Student Technology Fee Committee), the University Senate, or other campus stakeholders for guidance on IT policy and implementation.
  - 2) Advise on the Division's budget, material resources, personnel, staffing and human resources, administrative policies and practices, and have all other responsibilities listed in 7.4 of the *Bylaws* of the University Senate.
  - 3) Initiate strategic inquiries on IT-related matters impacting or likely to impact the campus community.
- 8.3.b Membership: The IT Council shall consist of a Chair (1), the chairs of the five (5) IT Council Working Groups, the chair of the IT Security Advisory Committee, and the following members already serving on an IT Council Working Group: one (1) exempt staff member, one (1) undergraduate student, one (1) graduate student, one (1) professional track faculty member, one (1) tenured faculty member. The Vice President and CIO, or a designee, and a representative from the University Libraries, shall serve as non-voting ex officio members. Additional non-voting ex officio members may be appointed as needed, by agreement between the CIO and the Senate Executive Committee.
- 8.3.c The Chair of the IT Council shall be appointed by the Vice President for Information Technology and CIO and the Senate, as described in 7.5 of these *Bylaws*. The Chair will serve a three year term. The Chair shall normally (subject to exception by agreement of the Vice President and the Senate) also serve as a member of one of the Working Groups.
- 8.3.d Working Groups: The IT Council shall create five standing Working Groups. These groups should carry out research and make recommendations on IT issues, and shall each work with the appropriate Division of Information Technology staff member appointed by the CIO. The chair of each Working Group shall be appointed by the CIO and shall serve a two-year term. The five Working Groups shall be:
- 1) Learning @ Technology, which focuses on IT portfolio related decisions regarding technology for classroom support, learning support, and scholarly enablement;
  - 2) Enabling Research, which focuses on IT portfolio related decisions regarding tools that support research, such as collaboration tools, data storage and access, and other research computing initiatives;
  - 3) Infrastructure, which focuses on IT portfolio related decisions regarding physical hardware and investments needed to support University IT service offerings;
  - 4) Enterprise Systems, which focuses on IT portfolio related decisions regarding enterprise administrative software and systems used by faculty, staff, and students on a daily basis; and
  - 5) User Experience, which focuses on issues related to student and instructor

experiences with IT services, accessibility to users, and considers whether the needs of the campus community are being met.

- 8.3.e Reporting Responsibilities: The IT Council shall report to the Vice President and CIO of the Division of Information Technology and to the University Senate.

## **ARTICLE 9 THE ATHLETIC COUNCIL**

### 9.1 The Athletic Council

9.1.a The Athletic Council exists to help the University develop and maintain the best possible intercollegiate athletic program consistent with the academic integrity of the institution and the academic and social development of student athletes. The Athletic Council shall operate in accordance with its charter (Appendix 4), which shall specify its role, scope, responsibilities, leadership, and membership. Changes to the charter shall be approved by the President of the University.

9.1.b Membership: The charter designates its membership. The membership of the Athletic Council elected by the Senate includes:

- 1) Seven faculty members elected by the Senate at the annual Transition Meeting. Elected faculty representatives shall serve for a three-year term, and faculty who have served a full term shall for a period of one year be ineligible for re-election. The Senate should make every effort to assure diversity among the candidates for election to the Council.
- 2) One staff member elected by the Senate at the annual Transition Meeting for a three-year term. A staff member who has served a full term shall for a period of one year be ineligible for re-election.
- 3) The Chair of the Senate Campus Affairs Committee, or a faculty member designated by the Committee, shall serve as an ex-officio member.

9.1.c Relationship between the Senate and the Athletic Council:

- 1) The Council in cooperation with the Athletic Director shall submit an annual report to the Senate on the status of intercollegiate athletics at the University. This report shall at least include an analysis of admissions, academic performance, class attendance, major selection, graduation rates, budget performance, and compliance with NCAA, Conference, and campus rules.
- 2) The Council shall inform the Senate for its review of any proposed amendments to the Council's charter.

## **ARTICLE 10 DUTIES OF THE EXECUTIVE SECRETARY AND DIRECTOR**

10.1 The Executive Secretary and Director of the Senate shall be responsible for the minutes and audio recordings of all Senate meetings.

10.1.a The minutes shall include only actions and business transacted. They shall be submitted

to the Senate for approval. Copies of the approved minutes shall be made available to all chief administrative officers of Colleges, Schools, departments, and other units, and to the campus news media.

- 10.1.b A complete audio recording shall be made of each meeting and shall be maintained by the Office of the University Senate. In accordance with the University's Records Retention and Disposal Schedule, a copy of each audio recording, excluding only those parts recorded during closed sessions, shall be placed with the minutes in the University Archives for open access.
- 10.2 The Executive Secretary and Director shall also maintain the following kinds of Senate records (see Article 4.8):
  - (1) All material distributed to Senate members;
  - (2) All material received by or distributed to members of the Executive Committee;
  - (3) Any minutes of the Senate or the Executive Committee not otherwise included under (1) and (2);
  - (4) Annual reports of all committees of the Senate not otherwise included under (1) and (2);
  - (5) The audio records of Senate meetings;
  - (6) The current and all previous versions of the *Plan* and the *Bylaws*;
  - (7) Articles concerned with Senate structure and operation from campus and University publications as they come to the attention of the Executive Secretary and Director; and
  - (8) Other items deemed appropriate by the Executive Secretary and Director or the Chair of the Senate.
- 10.3 The Executive Secretary and Director shall store inactive records of the Senate in the University Archives.
- 10.4 The Executive Secretary and Director shall be responsible for the preparation of the Senate budget in accordance with Article 4.6.
- 10.5 The Executive Secretary and Director shall prepare as soon as possible after each annual senatorial election, a directory of the membership of the new Senate indicating for each member the constituency, term, office or department, and email address. A copy of this directory shall be available to all members of the new Senate.
- 10.6 The Executive Secretary and Director shall keep a list, with campus addresses and telephone numbers, of all Senate officers and of all presiding officers of all Senate committees. This information shall be available upon request to any member of the campus community.
- 10.7 The Executive Secretary and Director shall make available to each Senator, by campus mail or electronic means, a copy of the agenda and supporting material for each meeting. The receipt of

the agenda and the supporting material then available shall satisfy the notice requirements of the meeting in question (Article 3.1 and 3.2.b).

- 10.8 The Executive Secretary and Director shall prepare for the members of the Senate and its Executive Committee, as appropriate, all agendas, minutes, reports, and other documents, with the exception of proposals relating to the Programs, Curricula, and Courses (PCC) Committee. Nonetheless, the Executive Secretary and Director shall be responsible for the distribution of all items of Senate business, including PCC items to the members of the Senate and its Executive Committee, and to other such committees as necessary.
- 10.9 The Executive Secretary and Director shall inform the Executive Committee of the status of all members of the Senate in accordance with the *Plan* (Article 3.4.a(3-4), 3.4.b(3-4), and 3.7) and these *Bylaws* (Articles 2.2, 4.1, 5.5, and 5.6).
- 10.10 The Executive Secretary and Director shall have the privilege of attending the meetings of all standing committees and ad hoc committees of the Senate to assist in the coordination of Senate business.
- 10.11 The Executive Secretary and Director shall provide information or assistance as requested for revision of the undergraduate catalog.

## ARTICLE 11 ANNUAL TRANSITION OF THE SENATE

### 11.1 Preparation for Transition:

11.1.a 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. The Chair-Elect of the Senate shall serve as a non-voting, ex officio member of the Nominations Committee. The Nominations Committee shall elect its own Chair from within the membership of the committee. The Nominations Committee shall solicit nominations from the membership of the Senate and shall present to the Chair of the Senate by April 15:

- (1) A slate of at least two (2) candidates per seat from each constituency for elected membership on the Executive Committee, including those incumbent elected members who are eligible and willing to stand for reelection,
- (2) Slates of candidates to replace the outgoing members of the Committee on Committees, the Campus Transportation Advisory Committee (CTAC), the University Athletic Council, and the Council of University System Faculty (CUSF), and any other committees as required by these *Bylaws*, including at least one (1) nominee for each position to be filled, and
- (3) A minimum of two (2) candidates for the office of Chair-Elect.

Before reporting to the Chair of the Senate, the Nominations Committee shall secure the consent of all candidates in writing.

11.1.b. A brief statement of each candidate's qualifications shall be sent to the voting membership of the incoming Senate ten (10) working days before the Transition Meeting of the Senate. Any further nominations made by members of the Senate and accompanied by a brief supporting statement and the consent of the candidate must be received by the Executive Secretary and Director at least twelve (12) working days before the Transition Meeting. These additional nominations shall be sent to the voting membership of the incoming Senate ten (10) working days before the Transition Meeting.

**11.2 Transition Meeting:**

11.2.a The Transition Meeting will be the last regularly scheduled meeting of the Spring semester, and starts a new Senate session.

11.2.b Terms of office of newly elected Senators will begin, and the terms of the outgoing Senators will end, with the call to order of the Transition Meeting by the outgoing Chair.

11.2.c Election of the Chair-Elect, as provided for in section 5.7.a of the *Plan*, shall be the first order of business of the Transition Meeting, after which the outgoing Chair will pass the gavel to the previous Chair-Elect, who will assume the Chair.

11.2.d The election of the Executive Committee, election of incoming members of the Committee on Committees, Campus Transportation Advisory Committee (CTAC), Athletic Council, Council of University System Faculty (CUSF), and such other persons elected by the members of the Senate, shall be scheduled special orders of the Transition Meeting. Nominations may be received from the floor by the Chair, in addition to those provided for in Article 11.1. Any such nomination is contingent on the consent of the candidate, which must have been secured beforehand in writing if the nomination is made in the absence of the candidate. In the event of a tie vote in the election for members of the Executive Committee or the Committee on Committees, a ballot will be distributed to each Senator in the appropriate constituency. Ballots are to be returned to the Office of the University Senate within one (1) week from the date distributed.

11.2.e The elected members of the outgoing Executive Committee and the Committee on Committees shall continue to serve until the election of new members is held.

11.2.f After the conclusion of the Transition Meeting, any vacancies on standing committees will be filled by the new Committee on Committees, subject to the approval of the Executive Committee and pending confirmation by the full Senate at its next regularly scheduled meeting.

**APPENDIX 1**  
**BYLAWS OF THE UNIVERSITY LIBRARY COUNCIL**

1. **Charge to the Library Council:** The University Library Council has the responsibility to provide advice about policy issues concerning the University Libraries to the University Senate, to the Senior Vice President and Provost, and to the Dean of Libraries.

**A. The Council's Responsibilities to the University Senate:**

- (1) Make recommendations for major changes and improvements in policies, operations, and services of the Libraries that represent the concerns and interests of Senate constituencies as well as other users of the Libraries. Such recommendations should specify the resource implications. Reports and recommendations to the University Senate shall be submitted to the Senate Executive Committee for placement on the agenda of the University Senate in the same manner as reports from the Senate's standing committees. It is expected that the Library Council will also inform the Senior Vice President and Provost in advance of these legislative recommendations. In addition to the mandatory annual report, the Chair of the Library Council shall keep the Chair of the Senate informed of the major issues before the Library Council and shall indicate when action or information items are likely to be forwarded for Senate consideration.
- (2) Respond to charges sent to the Library Council by the Senate Executive Committee.
- (3) Provide an annual written report of the Library Council's activities, including the status of recommendations made by the Library Council each year, and of unresolved issues before the Library Council.

**B. The Library Council's Responsibilities to the Senior Vice President and Provost:**

- (1) Advise on the Libraries' budget, space, personnel and staffing, and other resources. It is expected that the Senior Vice President and Provost will consult the Library Council before undertaking major reviews of the Libraries with APAC and before preparing the annual budget for the Libraries.
- (2) Advise on the Libraries' administrative policies and practices.
- (3) Advise on the charges to be given to the committees to review the Dean of Libraries and to conduct the unit review of the University Libraries based on University policy
- (4) Advise on matters concerning the Libraries in conjunction with accreditation review and strategic planning.
- (5) Respond to requests for review, analysis, and advice made by the Senior Vice President and Provost.
- (6) Meet at least annually with the Senior Vice President and Provost to review the major issues facing the Libraries and its activities on campus.
- (7) The Library Council is responsible for informing the Senior Vice President and Provost of pending reports and recommendations to the University Senate.

**C. The Library Council's Responsibilities to the Dean of Libraries:**



- (1) Advise on the needs and concerns of diverse constituencies within the campus community with respect to Library policies, services, and new resources and technology.
- (2) Advise on strategies to involve Library users in the initiation, evaluation, and integration of new Library policies, practices, procedures, and technology. Such strategies might include forums for the discussion of changes, workshops for adjusting to new technologies, and ongoing programs of Library education.
- (3) Advise on operations, policies and new opportunities.
- (4) Advise on Library planning including strategic planning and other major plans for Library operation and development.
- (5) Review and advise on the Libraries' reports, studies, and proposed initiatives that have significant long-term resource implications for the Libraries.
- (6) Hold at least one (1) meeting each year at which the Dean shall review major issues and plans, summarized in a State of the Libraries report distributed in advance to the Library Council.
- (7) It is expected that the Library Council will adopt a broad campus perspective and that the Dean of the Libraries will inform the Library Council of the University Libraries' needs and concerns and seek advice about major modifications of policies and operations affecting the campus community.

**D. To Fulfill Its Responsibilities, the Library Council May:**

- (1) Undertake investigative studies in matters concerning the University Libraries and recommend solutions to the University Senate, the Senior Vice President and Provost, the Dean of Libraries, or the general campus community.
  - (2) Conduct open hearings on major issues concerning the University Libraries and their activities.
  - (3) Communicate directly with the campus community on concerns related to support for, policies of, and services provided by the University Libraries.
2. **Composition of the Library Council:** The Library Council shall consist of thirteen (13) appointed members and four (4) ex officio members. The appointed members shall be: the Chair, ten (10) faculty members including at least one (1) member of the Library faculty, one (1) graduate student, and one (1) undergraduate student. The four (4) ex officio members shall be a representative of the Office of the Senior Vice President and Provost, a representative of the Dean of the Libraries Office, a representative of the Division of Information Technology, and the Chair-Elect of the Senate.

**A. Tenure in Office:**

- (1) The Library Council Chair should be a tenured faculty member appointed for a single three-year term. Normally, the Chair shall have served as a member of the Library Council. If the Chair is serving as a regular member of the Library Council at the time of appointment, a new member shall be appointed to serve the remainder of the term the Chair has vacated. The Senior Vice President and Provost and the Senate Executive Committee shall reach an agreement on the Library Council Chair, and the joint choice shall be submitted to the University Senate for its approval.
- (2) The remaining ten (10) faculty members shall be appointed for staggered two-year terms. No

- faculty member shall serve more than two (2) terms consecutively. For this purpose, members who have served more than a year should be considered to have served a full term.
- (3) The two (2) student members shall be appointed for one-year terms. No student member should serve more than two (2) terms consecutively. For this purpose, student members who have served more than half their term should be considered to have served a full term.
  - (4) The Office of the Senior Vice President and Provost will appoint a member of the Provost's staff as an ex officio member of the Library Council who will have voice but not vote.
  - (5) The Dean of Libraries' Office will appoint an upper-level member of the Libraries' administrative staff as an ex officio member of the Library Council who will have voice but no vote.
  - (6) The Vice President for Information Technology and Chief Information Officer (CIO) will appoint a member of the Division of Information Technology's staff as an ex officio member of the Library Council who will have voice but no vote.
  - (7) The Chair-Elect of the Senate shall serve as an ex officio member of the Library Council who will have voice but no vote.
- B. Qualifications of Library Council Members:** Successful operation of the Library Council requires that the members of the Library Council understand the nature of the Libraries and represent the best interests of the campus as well as the particular interests of their specific constituencies.
1. The Library Council members should be chosen from people who can bring a campus-wide perspective to their deliberations on Library matters and who have shown interest and willingness to foster a good working relationship between the Libraries and their users.
  2. Library Council members should be selected to represent as broad a range of campus disciplines and interests as possible. Faculty members should include representatives from both the professional and arts and sciences colleges, and within these constituencies, representatives of the arts and humanities, social sciences, and physical and biological sciences.
- C. The Appointment Process:** In the spring of each year, the Chair of the University Library Council shall notify the representative of the Office of the Senior Vice President and Provost and the Chair-Elect of the Senate of the appointments required for the following academic year. The representative of the Office of the Senior Vice President and Provost and the Chair-Elect of the Senate shall draw up a slate of nominees who will agree to serve, and the slate will be submitted to the Senior Vice President and Provost and the Committee on Committees for approval. The list of nominees for Library Council membership shall be submitted to the University Senate for approval. Ordinarily, the slate will be presented at the same Senate meeting at which other committee slates are approved. Dates of appointment and beginning of terms shall correspond with those of Senate committees. Replacement of Library Council members will take place through the same consultative process as the initial appointment, with submission of names to the Senate occurring as needed.
- 3. Operation of the Library Council:** Effective and efficient Library Council operation will require adequate support and full cooperation among the Senate, the Senior Vice President and Provost, the Dean, and their offices.
- A. The Office of the University Senate or its designee will provide normal committee support to the

Council, including maintaining mailing lists, reproducing Library Council documents, keeping a copy of Library Council minutes, maintaining files for the Library Council, and arranging meeting rooms.

- B. The Office of the Senior Vice President and Provost, through its ex officio Library Council member, will provide liaison to other administrative units, such as the Office of Institutional Research, Planning and Assessment, for their reports, data, or assistance. The Office of the University Senate will also provide website space for the Library Council.
- C. The Dean of the Libraries will provide the Library Council with internal data, reports, studies, etc. as needed to support the Library Council's work. The Dean will also arrange for unit staff to present testimony concerning such reports as the Library Council finds useful in carrying out its responsibilities. The Dean's assistance to the committee shall also include providing the Library Council members with the opportunity to attend an appropriate orientation session dealing with the Libraries.
- D. Control of the Library Council's agenda will be the responsibility of the Library Council Chair and the voting members of the Library Council.
- E. While being responsive to the needs of the Senior Vice President and Provost and the Senate in a timely manner is necessary, the sponsoring parties and the Dean of the Libraries must not attempt to micro-manage the ongoing operation of the Library Council. In turn the Library Council must not attempt to micro manage the Libraries.
- F. The Library Council shall meet as necessary, but in no case less than once per semester. Meetings may be called by the Chair. In addition, upon receiving a request of any three members of the Library Council, the Chair shall call a meeting. A majority of the voting members of the Library Council shall constitute a quorum for the conducting of official business of the Library Council.

**4. Operational Relationship of the Library Council to its Sponsors:**

- A. For purposes of University Senate action, a Library Council created through Senate action will appear in essentially the same role as a standing committee of the University Senate.
- B. The Chair may present reports and recommendations to the Senate but will not have a vote in Senate proceedings, unless he or she is a member of the Senate.
- C. Since the committees of the Senior Vice President and Provost range widely in form and function, and do not operate under a formal plan of organization and bylaws, there is no need to specify the Library Council's standing in the same fashion. For other purposes, such as APAC review of the Unit, the Library Council might be consulted like a College Advisory Council (that colleges will have under the shared governance plan) could be.
- D. The Dean of Libraries will ordinarily meet with the Library Council and have a voice in its deliberations. Since one of the three main functions of the Library Council is to advise the Dean, the Dean shall not formally be a member of the Library Council. On formal reports and recommendations of the Library Council to the University Senate or to the Senior Vice President and Provost, the Dean of the Libraries may send a separate memorandum to the Senate or the Senior Vice President and Provost, as appropriate, supporting or opposing the report or the recommendations, and providing rationale for the Dean's position.

**5. Review of the Library Council:** The Library Council and its operations will be reviewed in conjunction with the periodic review of the Senate and the *Plan*.

**APPENDIX 2**  
**BYLAWS OF THE UNIVERSITY RESEARCH COUNCIL**  
*{To be inserted once available}*

**APPENDIX 3**  
**BYLAWS OF THE UNIVERSITY IT COUNCIL**  
*{To be inserted once available}*

**APPENDIX 4**  
**CHARTER OF THE UNIVERSITY ATHLETIC COUNCIL**

The University of Maryland at College Park is dedicated to higher learning, research, and public service. An intercollegiate athletic program can significantly contribute to the learning and the public service components of the Campus Mission. The operation of a successful athletic program fosters spirit, identity and a sense of pride within the campus community and provides talented student-athletes with the opportunity to enrich their collegiate experience through participation in a challenging and competitive athletic program. Excellence of the athletic program at College Park stems not only from successful competition, but more importantly, from the general involvement in the Campus milieu of student-athletes who will earn degrees and who in other respects, embody qualities with which the institution can identify. Most importantly, both athletic success and academic integrity are the crucial elements in judging the excellence of the athletic program at the University of Maryland at College Park.

The importance of faculty involvement and influence in the institutional control and operation of an excellent athletic program cannot be overestimated. Faculty advice and participation will enhance the integrity of the athletic program in terms of academic performance, rules compliance, and compatibility of athletic programs with the mission of the campus.

**PURPOSE OF THE ATHLETIC COUNCIL**

First and foremost, the Athletic Council exists to help the University develop and maintain the best possible intercollegiate athletic program consistent with the academic integrity of the institution and the academic and social development of student athletes. The Athletic Council is the primary body, which advises the President on all matters relating to intercollegiate athletics. It is responsible for formulation and recommendation of policy matters affecting intercollegiate athletics and for monitoring the implementation of such policy by the intercollegiate athletics program. The Council, on behalf of the President, provides the necessary faculty input and participation in intercollegiate athletics as required by the Big Ten Conference, National Collegiate Athletic Association and the University of Maryland at College Park. The Council does not execute policy but serves to influence policy development and administration.

This document delineates the responsibilities, processes, and membership of the Athletic Council at the University of Maryland at College Park. It is expected that the Council will be proactive in its task of preparing policy recommendations and monitoring their implementation by the intercollegiate athletics program. The Council expects to have the full support of the Campus in the responsible performance of its duties.

**FUNCTION/DUTIES OF THE ATHLETIC COUNCIL**

The major function of the Athletic Council is to assist the President and the Director of Intercollegiate Athletics in the exercise of "institutional responsibility and control of intercollegiate athletics" as required by the constitution of the Big Ten Conference, the National Collegiate Athletic Association and the

University of Maryland at College Park. The Council functions in advisory, compliance, liaison, and representative capacities. The Athletic Council shall meet at least four times each year, twice in each semester, and at such other times as needed to carry out the duties of the Council. Specific duties of the Council shall include but not be limited to the following:

1. Promote an understanding of intercollegiate athletics among faculty, students, staff, alumni and other members of the University of Maryland at College Park community.
2. Promote the adoption and implementation of appropriate policies for the admission and continuing eligibility of student athletes at the University of Maryland at College Park.
3. Monitor the preparation of the athletic budget by the Athletic Director during the regular budgetary process and make recommendations to the Athletic Director and the President concerning sources (i.e. student athletic fees) and allocations of funds.
4. Participation in the selection process for the Director of Intercollegiate Athletics and the head coaches in all sports including, if possible, informal meetings of the final candidates with the Executive Committee in the interview process. A faculty member from the Athletic Council should be included on all search committees for head coaches.
5. Establish criteria and make recommendations, with the advice of the Athletic Director, regarding which sports shall be certified as intercollegiate sports.
6. Recommend policies concerning athletic schedules, practice, the number of contests to be played each year in each sport and the NCAA category of schools with which it is desirable to compete.
7. Establish guidelines for and make recommendations regarding the acceptance of invitations to post-season events, special holiday games, or other events outside the regular season schedule.
8. Review and formulate policies concerned with substance abuse that will provide protection to the health of student-athletes and ensure that such policies have a strong educational emphasis.
9. Review and endorse policy on physical facilities necessary for the conduct of a competitive Division I-A program.
10. Review and formulate policies on recruitment and the awarding of athletic grants and scholarships to student-athletes who meet eligibility standards.
11. Review and approve the criteria for departmental awards in recognition of athletic and academic achievement.
12. Review athletic event price schedules, seating priorities and allocation of tickets to various groups.
13. Monitor the advisement, academic support and counseling services available to student-athletes.
14. Review and formulate policy concerning the conduct of home athletic contests, particularly with respect to the protection and safety of participants and spectators.
15. Review and formulate policy regarding the expectations of and behavior of coaches and student-athletes.

16. Review and formulate policy regarding the expectations of and behavior of cheerleaders and their advisors.
17. Assist with the development of official reports to be submitted by the President for filing with the conference or appropriate associations.
18. Review with appropriate authorities the financial audits of the Department of Intercollegiate Athletics.
19. Monitor the activities of the Department of Intercollegiate Athletics to make sure that they are in compliance with Conference (Big Ten) and Association (NCAA) bylaws, regulations and legislation.

In fulfilling its functions/duties, the Athletic Council

- must maintain confidentiality;
- shall have available to it complete information on all items which appear for its consideration and shall have full opportunity for discussion of each item before action is taken;
- shall have available full and current information on the financial, academic and related activities of the intercollegiate athletics program; and
- is authorized to recommend to the President the employment of experts from outside the Campus when their advice is needed.

#### **RESPONSIBILITIES OF THE CHAIR OF THE ATHLETIC COUNCIL**

The Athletic Council has a Chair who is selected by the President from the faculty. The duties of the Chair shall include:

1. Serve as a spokesperson for the Council in all contacts with the media.
2. Serve as the Faculty Representative to the Big Ten Conference and the National Collegiate Athletic Association (NCAA).
3. Chair meetings of the Athletic Council and the Executive Committee of the Council.
4. Call regular meetings of the Athletic Council and such special meetings as may be necessary.
5. Prepare the agenda for meetings of the Athletic Council and of the Executive Committee of the Council.
6. Represent the campus, as authorized by the President, at meetings of the NCAA, Big Ten, United States Intercollegiate Lacrosse Association, United States Olympic Committee, Intercollegiate Athletic Association of America, College Football Association and other groups which establish international, national and regional policies for intercollegiate athletics.
7. Advise the President and serve as spokesperson to the faculty on behalf of the President on appropriate matters.
8. Report to the President on all actions taken by the Athletic Council.

9. Work with the Director of Intercollegiate Athletics in coordinating and carrying out the functions of the Athletic Council.
10. Monitor activities of the Department of Intercollegiate Athletics and confer regularly with the President on matters which should come to the President's attention.
11. Ensure that required reports and recommendations from the Athletic Council are provided to the President.
12. Report to the President and the Athletic Director on the concerns of the Athletic Council relative to athletics and to interpret to the faculty and other groups the University's athletic policies and activities.
13. Ensure that all actions of the Chair and the Executive Committee made on behalf of the Council are properly recorded and reported to the full membership of the Council in a timely manner.
14. Coordinate with the President's Office all financial support necessary to carry out the duties of Chair, including the development of an annual budget for this support; and the approval of all requests for expenditures and expense reimbursements made for this purpose. The President's Office is the administrative unit responsible for providing appropriate financial support to the Chair of the Athletic Council/Faculty Athletic Representative, and for approving both the annual budget request for this support as well as all expenditures, and expense reimbursements made for this purpose.
15. Know, recognize, and comply with the laws, policies, rules and regulations governing the University and its employees, and the rules of the National Collegiate Athletic Association (the "NCAA") and the Big Ten. Inform the Athletic Department Compliance Officer immediately of any suspected violation. Assist, as requested, in the investigation and reporting of those violations.

#### **RESPONSIBILITIES OF THE VICE CHAIR OF THE ATHLETIC COUNCIL**

The Athletic Council has a Vice-Chair who is selected by the President from the faculty. The duties of the Vice-Chair shall include:

1. Assist the Chair of the Council with conducting the business and meeting of the Council.
2. Conduct meetings of the Council in the absence of the Chair.
3. Write periodic articles for University publications about the actions of the Council.
4. Serve on the Executive Committee of the Council.
5. Coordinate the activities of and serve as an ex officio member to standing committees of the Council.
6. Know, recognize, and comply with the laws, policies, rules and regulations governing the University and its employees, and the rules of the National Collegiate Athletic Association (the "NCAA") and the Big Ten. Inform the Athletic Department Compliance Officer immediately of any suspected violation. Assist, as requested, in the investigation and reporting of those violations.

#### **ATHLETIC COUNCIL MEMBERSHIP**

Intercollegiate Athletics plays an important role in fostering pride and spirit in the University community. The Athletic Council membership is designed to be representative of this community and shall consist of faculty, administration, staff, students and alumni. The membership shall include minorities, women and men, and thorough consideration will be given to ensure a balanced representation on the Council. The Athletic Council shall consist of twenty voting and five non-voting members appointed by the President or elected by the Senate as follows:

#### Voting Members of the Athletic Council

- The Athletic Council has a Chair who is selected by the President from the faculty. The duration of the Chair's membership on the Council is determined by the President. The initial appointment is for a five year term which may be renewed by the President.
- The Athletic Council has a Vice-Chair who is selected by the President from the faculty. The duration of the Vice-Chair's membership on the Council is determined by the President. The initial appointment is for a three year term which may be renewed by the President.
- Seven faculty members of the Athletic Council will be elected by the Senate. These elected faculty members will serve for a three year period and are not eligible to serve a second consecutive three year period. The Senate should make every effort to assure diversity among the elected members.
- The Faculty member who is Chair of the Campus Affairs Committee of the Senate or a designee from the Committee who must be a faculty member is a member of the Athletic Council.
- One Academic Dean appointed by the Provost. The appointment is for a one year term which may be renewed by the Provost.
- Two staff members, one who is appointed by the President for a three year period and one who is elected for a three year period by the Senate. These staff members will serve on a staggered basis and are not eligible to serve a second consecutive three year period.
- The Vice President for Student Affairs.
- One representative from the "M" Club. The appointment is for one year.
- One representative from the Terrapin Club. The appointment is for one year.
- One student representative from the Student Government Association. The appointment is for one year.
- One undergraduate female athlete. The appointment is for two years and the student should maintain eligibility in her sport.
- One undergraduate male athlete. The appointment is for two years and the student should maintain eligibility in his sport.
- One graduate student. The appointment is for two years and the student should maintain good standing in the Graduate School.

#### Non-Voting Members of the Athletic Council



- The Director of Intercollegiate Athletics.
- A Representative from the President's Office.
- A Representative of the Office of General Counsel.
- The Director of the Student Health Services.
- The Director of the Office of Alumni Programs for the University of Maryland at College Park.
- A current head coach selected by the coaches as their representative. This appointment will be a one-year appointment with a three year limit.

In making all non-elected appointments to the Athletic Council, the President should solicit recommendations from the following advisory groups or persons: Executive Committee of the Athletic Council, President of the Student Government Association, President of the Graduate Student Government, Dean of the Graduate School, and Director of Intercollegiate Athletics. The term of office of all members of the Council shall begin with the first meeting of the new academic year.

Vacancies occurring on the Council due to resignation or other cause will be filled as they occur. If the vacancy is one of the members of the Council elected by the Senate, the Senate will be asked to elect a replacement to fill the vacancy. For all other vacancies, the President will solicit nominations from the appropriate groups and appoint a replacement to fill the remainder of the unexpired term. Persons appointed to fill a partial term on the Council will be eligible for election or appointment to a full term as appropriate for their membership category.

#### **COMMITTEES OF THE ATHLETIC COUNCIL**

Committees of the Athletic Council shall include an Executive Committee, Standing Committees of the Council, and Ad-Hoc Committees as needed. The major responsibilities and membership of these Committees of the Athletic Council follow.

1. **Executive Committee.** The membership of the Committee is as follows: The Chair of the Athletic Council who will serve as chair, the Vice-Chair of the Athletic Council, chairs of the five standing committees of the Athletic Council, the representative from the President's office, and a staff or student member of the Athletic Council. If one or more of the Chairs of the standing committees are not faculty, the membership of the Executive Committee will be adjusted to include four faculty in addition to the Chair. Total membership of the Executive Committee will not exceed eight at any time. The responsibilities of the Executive Committee shall include the following:
  - Meet on matters calling for immediate action and at times when meetings of the full Athletic Council are not possible.
  - Identify and assign problems to standing subcommittees and ad-hoc committees for study and receive reports from these committees.
  - Serve as the personnel committee of the Council upon request of the President.
  - Review compliance reports submitted by the Department of Intercollegiate Athletics and ensure that the Department is in compliance with all Conference and Association

policies.

- Advise the President on an emergency basis.
- Recommend faculty and staff for membership on the Athletic Council.

2. **Standing Committees of the Athletic Council.** The Chair of the Athletic Council will select the Chairs of the Standing Committees and will appoint each committee and, with the exception of the Academic Committee, will appoint each committee after soliciting volunteers from the Council membership.

- a. **Academic Committee.** All faculty members of the Council are members of the committee. The general role of the Academic Committee is to ensure that appropriate academic standards are established and maintained for all student-athletes and that all participants recognize the priority of successful academic performance by all student-athletes. In fulfilling this function, the Committee shall make appropriate recommendations to the Athletic Council. In particular, the Committee shall have the following duties:
- Recommend policies and procedures regarding standards and criteria for admission of student-athletes.
  - Recommend academic policies and procedures regarding standards and criteria for continuing eligibility of student-athletes to participate in intercollegiate sports.
  - Consider and decide academic appeals of student-athletes concerned with eligibility.
  - Review every semester the academic program and progress of student-athletes.
  - Recommend policies for and monitor the activities of the academic support services provided to the student-athletes.
  - Recommend policies regarding post-season and tournament participation by athletic teams.
  - Recommend policies regarding scheduling and practice time.
- b. **Budget and Facilities Committee.** The general purpose of this Committee is to monitor but not manage those activities of the Athletic Department pertaining to budget and facilities. In fulfilling this function, the Committee shall make appropriate recommendations to the Athletic Council. More specifically, responsibilities of the Committee shall include the following:
- Monitor the preparation of the athletic budget(s) by the Director of Intercollegiate Athletics.
  - Review and analyze for the Council the final budget(s) submitted by the Director of Intercollegiate Athletics to the President.
  - Establish criteria and make recommendations, with the advice of the Director of Intercollegiate Athletics, regarding which sports shall be certified as

intercollegiate sports.

- Review policies regarding the number and distribution of athletic scholarships to be awarded annually.
- Review and recommend policies for athletic event price schedules, seating priorities and allocation of tickets to various groups.
- Review and recommend policies regarding utilization and development of intercollegiate athletic facilities.
- Monitor the financial accountability of the Department of Intercollegiate Athletics.

c. **Student Life Committee.** This Committee is concerned with all non-academic aspects of the student-athlete's involvement with the University. In fulfilling this function, the Committee shall make appropriate recommendations to the Athletic Council. More specifically, the responsibilities of the Committee shall include the following:

- Review and recommend policies concerning the nature and type of health screening and drug testing.
- Review and recommend policies regarding practice schedules.
- Review and recommend policies for determining when health and other non-academic factors will be used to restrict a student's involvement in intercollegiate athletics.
- Review and recommend policies for and monitor activities of non-academic support programs and placement services.
- Review and recommend policies regarding scholarship awards and retention of these awards.
- Review and recommend policies for housing assignments.
- Assist the Athletic Council in assuring the personal and social development of all student-athletes and their full integration into campus life.

d. **External Affairs Committee.** This Committee is concerned with external activities of the Department of Intercollegiate Athletics. In fulfilling this function, the Committee shall make appropriate recommendations to the Athletic Council. More specifically, the responsibilities of the Committee shall include the following:

- Review and endorse fundraising activities.
- Review and recommend policies for complementary distribution of tickets to athletic events.
- Review and recommend guidelines and/or policies for all sports marketing activities (i.e. sports camps, special events, endorsements, etc.)
- Review and recommend guidelines and/or policies for interactions with alumni and friends of the Athletic Department including the Terrapin Club, the "M" Club,

and the Maryland Education Foundation.

- Review and recommend policies and/or guidelines for all media interactions.
- e. **Professional Sports Counseling Panel (PSCP).** The PSCP is a committee of the Athletic Council authorized under NCAA by-law 12.3.4 to advise and assist student athletes in preparation for professional athletic careers. Consonant with its charge, the University of Maryland, College Park PSCP provides:
- Education and advice to student athletes about NCAA amateurism rules and professional sports careers.
  - Oversight to the Athletic Department's implementation of University and NCAA regulations regarding contacts between student athletes and agents.
  - Advice to the Athletic Council on matters related to its charge.
3. **Ad-Hoc Committees.** The Chair of the Athletic Council, upon advice of the Council, will appoint Ad-Hoc Committees as needed. Membership on these committees will be on a volunteer basis or by appointment by the Chair of the Council after seeking advice from the Executive Committee.

#### MEETINGS OF THE ATHLETIC COUNCIL

The Chair of the Council serves as the spokesperson for the Council. Meetings of the Council are open only to Council members and invited guests. Individuals who are not members of the Council, but who wish to attend a specific meeting should seek the prior approval of the Chair. Information provided to Council members concerning specific personnel or compliance matters will not be divulged by individual members without permission of the Chair.

### APPENDIX 5 PROCEDURES FOR ELECTIONS OF UMCP REPRESENTATIVES TO THE COUNCIL OF UNIVERSITY SYSTEM FACULTY (CUSF)

The Chair of CUSF is not a member of CUSF. Thus, if the Chair is from College Park, a replacement must be named. At the end of his/her term as Chair, if his/her term on CUSF is not finished, he/she resumes his/her position as a CUSF member.

The normal term for CUSF representatives is three (3) years, with two alternates serving three (3) year terms; if both alternates are elected at the same time, priority to be a replacement shall be in order of votes received. If a regular representative is unable to serve out his/her term, an alternate replaces him/her for the remainder of the term, and a new alternate is named. The replacement representative shall be chosen in order of number of votes received. The Office of the University Senate will identify a replacement alternate subject to confirmation by the Senate Executive Committee.

The University Senate will elect representatives to CUSF each spring. The Senate Nominations Committee will solicit candidates and will present a slate to the Chair of the Senate with at least one (1) candidate for each vacant position to be filled. At the Transitional Meeting of the Senate, faculty Senators will vote to elect representatives to CUSF. Each faculty Senator shall have as many votes as there are open positions. If there are more candidates than positions, the person(s) receiving the most votes, in order, are declared representatives. The person receiving the next most votes is declared alternate. The remaining person, in order of vote tally, will be asked to move into the alternate position if the previous paragraph comes in to play. A record of the outcome of the election will be retained by the Executive Secretary and Director of the University Senate. If there are not sufficient candidates, or the pool of candidates is exhausted,

representatives are chosen by the Executive Committee.

## **APPENDIX 6 PROCEDURES FOR ELECTIONS OF UMCP REPRESENTATIVES TO THE COUNCIL OF UNIVERSITY SYSTEM STAFF (CUSS)**

The mission of the Council of University System Staff (CUSS) is to provide a voice for Staff employee concerns in reference to basic decisions that affect the welfare of the University System of Maryland (USM) and its employees. CUSS speaks for all non-exempt and exempt staff employees on Regular and Contingent II Status, who are not represented by a union under collective bargaining.

CUSS is comprised of Staff employees representing each USM institution and the USM Office (USMO). Institution membership is proportionate to the number of Staff employees at the individual institutions, with a minimum of two (2) primary members and two (2) alternate members per institution. Representation on CUSS from each constituent institution is apportioned according to the following formula: 1 to 999 eligible employees, 2 representatives; over 1000 eligible employees, 3 representatives. Staff at each constituent institution shall also select an alternate who shall substitute for a regular member of CUSS when needed. Alternates should be selected at the same time and in the same manner as regular members. A delegation may include more than one (1) alternate who is eligible to cast a vote for an absent member provided the member has given prior notification to the Chair of CUSS. The University of Maryland, College Park is entitled to three (3) representatives, and up to three (3) alternates.

As defined in 6.10.f of the Senate *Bylaws*, the Senate Staff Affairs Committee is responsible for administering the CUSS nomination and election process. Definitions of eligible staff shall be determined by the Board of Regents and CUSS. The CUSS elections will be administered in the spring semester every other year, as the terms of the current CUSS representatives are expiring. The Staff Affairs Committee will solicit candidates from the eligible staff population and will present ballots to the same population with at least one (1) candidate for each vacant position to be filled. Eligible staff employees will vote to elect representatives to CUSS. If there are more candidates than positions, the person(s) receiving the most votes, in order, are declared representatives. The person(s) receiving the next most votes are declared alternate(s). A record of the outcome of the election will be retained by the Executive Secretary and Director of the University Senate.

New members shall begin their terms August 1. The normal term for CUSS representatives and alternates is two (2) years. If a regular representative is unable to serve out his/her term, an alternate replaces him/her for the remainder of the term, and a new alternate is named. The replacement representative shall be chosen in order of number of votes received.

## **APPENDIX 7 PROCEDURES FOR REVIEW OF COLLEGE AND SCHOOL PLANS OF ORGANIZATION**

1. In accordance with Article 11 of the Plan, each College, School, Department and other Academic Program, and the Library, shall have a Plan of Organization.
  - a. The Plan of Organization of each College, School, and the Library shall reviewed by the University Senate according to the procedures detailed in section 2 of this appendix. All revisions to such Plans of Organization must be approved by the University Senate and the President of the University prior to taking effect.
  - b. The Plan of Organization of a Department or other Academic Program shall be reviewed and revised by the Faculty Advisory Committee of the College to which it belongs. In the review and revision of such Plans, the University Senate may act in an advisory capacity if asked to do so by the College.
2. Plans of Organization should be revised by each College in accordance with 11.3 of the Plan and shall be submitted to the University Senate for review.
  - a. Revised Plans of Organization shall be reviewed by the Senate Elections, Representation, and Governance (ERG) Committee for compliance with the University's Plan of Organization, University policy, and best practices of shared governance.
  - b. The Senate Faculty Affairs Committee shall review the Appointment, Promotions, and Tenure (APT) section of each Plan and any related documentation for compliance with the University's APT Policy.
  - c. The ERG and Faculty Affairs Committees shall communicate any concerns or requested revisions to the College or School to which the Plan belongs.
  - d. Once all necessary revisions have been made, the ERG and Faculty Affairs Committees shall certify that

they find the Plan to be in compliance and the revised Plan of Organization shall be submitted to the College Assembly for approval.

- e. Upon approval of the College Assembly or equivalent, the ERG Committee shall submit the revised Plan and its accompanying report to the Senate Executive Committee for review and placement on the Senate Agenda.
  - f. The revised Plan of Organization shall require final approval by the University Senate and the President of the University.
3. During the initial implementation of a recently approved Plan of Organization, a College or School may submit additional minimal or technical amendments to the Senate within one year of final approval by the President. These revisions will undergo an expedited review process by the Senate ERG Committee, and by the Faculty Affairs Committee if appropriate. The committee(s) shall review only those amendments submitted by the College or School and shall not conduct a full review of the Plan. Upon approval by the ERG Committee, the amendments shall be submitted to the College Assembly, the Senate Executive Committee, the Senate, and the President of the University according to the procedures outlined above in section 2 d-f.
  4. Until a revised Plan of Organization is approved by the University Senate and President, the version of the Plan of Organization of each College, School, and the Library that was most recently approved by the University Senate and President remains in effect, and provides the rules under which the College must review and approve future revisions to its Plan. The University Plan of Organization supersedes any provisions in College, School, the Libraries, Department, or Academic Program Plans that are in conflict with the purpose, applicability, or intent of the University Plan.

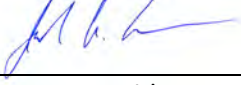
## Dates of Approval, Updates and Amendments to the Senate Bylaws

Approved, Campus Senate, October 9, 1986	Amended, October 16, 2003
Approved, Board of Regents, February 6, 1987	Amended, April 19, 2004
Updated, July 11, 1988	Amended, April 4, 2005
Amended, February 13, 1986	Amended, May 15, 2007
Amended, December 7, 1986	Amended, May 8, 2008
Amended, May 7, 1990	Amended, October 16, 2008
Amended, September 13, 1990	Amended, February 9, 2009
Amended, November 15, 1990	Amended, May 4, 2009
Amended, October 14, 1993	Amended, November 12, 2009
Amended, December 6, 1993	Amended, March 3, 2010
Amended, March 31, 1994	Amended, February 9, 2011
Amended, April 18, 1994	Amended, May 4, 2011
Amended, May 5, 1994	Amended, March 8, 2012
Amended, November 10, 1994	Amended, April 19, 2012
Amended, August 28, 1996	Amended, May 2, 2013
Amended, May 15, 1997	Amended September 18, 2013
Amended, March 5, 1998	Amended, April 15, 2015
Amended, April 2, 1998	Approved after 2015 Plan of Org Review, May 4, 2015
Amended, April 6, 2000	Amended, November 20, 2015
Amended, February 12, 2001	Amended, December 14, 2015
Amended, September 19, 2002	Amended, February 18, 2016
Amended, February 3, 2003	Amended, March 18, 2016

## Appendix 1: Charge



### University Senate CHARGE

<b>Date:</b>	September 27, 2016
<b>To:</b>	Marc Pound Chair, Elections, Representation & Governance Committee
<b>From:</b>	Jordan A. Goodman Chair, University Senate 
<b>Subject:</b>	Revision to the Senate Bylaws to Provide Representation for Ombuds Officers on Senate Committees
<b>Senate Document #:</b>	16-17-09
<b>Deadline:</b>	February 10, 2017

The Senate Executive Committee (SEC) requests that the Elections, Representation, & Governance (ERG) Committee review the attached proposal regarding representation for the University's Ombuds Officers on Senate committees.

Specifically, we ask that you:

1. Review Senate committee memberships as defined by the Bylaws of the University Senate.
2. Consult with the faculty, staff, undergraduate student, and graduate student ombuds officers.
3. Consider whether it would be appropriate or useful to include the ombuds officers on Senate committees.
4. Consider which committee each ombuds officer could serve on and whether their role should be voting or non-voting.
5. Consider whether revisions to the membership of the Senate committees to include representation for the ombuds officers is necessary.
6. If appropriate, recommend changes to the Senate Bylaws.

We ask that you submit a report to the Senate Office no later than February 10, 2017. If you have questions or need assistance, please contact Reka Montfort in the Senate Office, extension 5-5804.

Attachment

JAG/rm





## University Senate PROPOSAL FORM

<b>Name:</b>	Ellin Scholnick
<b>Date:</b>	9/13/16
<b>Title of Proposal:</b>	Revision to the Senate Bylaws to Provide Representation for Ombuds Officers on Senate Committees
<b>Phone Number:</b>	5-1901
<b>Email Address:</b>	<a href="mailto:escholni@umd.edu">escholni@umd.edu</a>
<b>Campus Address:</b>	4205D John S. Toll Physics Building
<b>Unit/Department/College:</b>	President's Office
<b>Constituency (faculty, staff, undergraduate, graduate):</b>	Faculty Ombuds Officer
<b>Description of issue/concern/policy in question:</b>	<p>The University of Maryland currently has four Ombuds Officers who provide confidential, independent, and impartial Ombuds services to members of the University community on issues specific to Faculty, Staff, Graduate Students, and Undergraduate Students. The role of the Faculty Ombuds Officer was established in 1990 in University policy II-4.00 (A) University of Maryland Policies and Procedures Governing Faculty Grievances. The policy describes the role of the Faculty Ombuds Officer as “counselor, fact-finder, mediator, and negotiator, but not as an advocate for any party in a dispute.”</p> <p>Although the Senate receives an annual report from the Faculty Ombuds Officer, there is no communication channel for discussing institutional structures that underlie complaints. As the current Faculty Ombuds Officer, I have been fortunate enough to have developed informal channels in my time in this role. The former Associate Provost for Faculty Affairs generously met with me on a regular basis. I have served on the taskforce updating the APT policy and on the Senate Faculty Affairs Committee which has addressed the structure of PTK positions. These experiences have helped to inform me about the policies and procedures that have been the sources of complaints and have helped me to advocate for change. I think such experiences have increased my effectiveness and I suggest that it would be helpful to formalize this connection between the Ombuds Officers and the Senate. I propose that the Faculty Ombuds Officer sit as a voting ex officio member on the Faculty Affairs Committee (with comparable positions for other Ombuds Officers on</p>

	<p>appropriate Senate Committees tasked with staff and student issues).</p> <p>Serving on Senate Committees will allow Ombuds Officers to make committees aware of concerns with University policy and institutional structures, but adding such representation will benefit Senate committees as well. Because of their work with University policy and campus community members, Ombuds Officers have a unique institutional perspective, a perspective that is different than that of representatives from the administration or of constituency representatives. Ombuds Officers have a holistic view of the institution, and will be able to speak to the impact of a draft recommendation both on the administration charged with implementing it and on the member of the campus community it will affect. This perspective would be a valuable addition to relevant Senate Committee discussions.</p>
<b>Description of action/changes you would like to see implemented and why:</b>	<p>Revise Senate Committee memberships to include voting ex-officio seats for the Faculty Ombuds Officer on the Senate Faculty Affairs Committee; the Staff Ombuds Officer on the Senate Staff Affairs Committee; and the Undergraduate and Graduate Student Ombuds Officers. Consideration should be given to which Senate Committee would be most appropriate for the Undergraduate and Graduate Student Ombuds Officers to serve on, depending on the types of issues they address (such as the APAS Committee, Educational Affairs Committee, or Student Affairs Committee).</p>
<b>Suggestions for how your proposal could be put into practice:</b>	<p>The Senate ERG Committee should be charged to review the proposal and propose revisions to the Senate Bylaws to include voting ex-officio membership for the Ombuds Officers on appropriate Senate Committees.</p>
<b>Additional Information:</b>	

***Please send your completed form and any supporting documents to [senate-admin@umd.edu](mailto:senate-admin@umd.edu) or University of Maryland Senate Office, 1100 Marie Mount Hall, College Park, MD 20742-7541. Thank you!***



## University Senate TRANSMITTAL FORM

<b>Senate Document #:</b>	16-17-12
<b>Title:</b>	Revision to the Membership of the Senate's Equity, Diversity, and Inclusion Committee
<b>Presenter:</b>	Marc Pound, Chair, Senate Elections, Representation, & Governance (ERG) Committee
<b>Date of SEC Review:</b>	February 20, 2017
<b>Date of Senate Review:</b>	March 8, 2017
<b>Voting (highlight one):</b>	<ol style="list-style-type: none"> <li>1. On resolutions or recommendations one by one, or</li> <li>2. <b>In a single vote</b></li> <li>3. To endorse entire report</li> <li>4. For information only</li> </ol>
<b>Statement of Issue:</b>	<p>In fall 2016, the Senate Office identified potential concerns with the current ex-officio membership of the Senate's Equity, Diversity, &amp; Inclusion (EDI) Committee. The Senate Bylaws currently include an ex-officio seat for the "Director of the Office of Diversity and Inclusion (ODI)" and a seat for a representative of the Senior Vice President and Provost. The Director title is not currently in use; the ODI is instead overseen by the Chief Diversity Officer. However, the Chief Diversity Officer does not currently serve in the ODI seat, but rather serves as the ex-officio member appointed by the Senior Vice President and Provost and appoints another individual from ODI to serve in the ODI seat, effectively giving the ODI two seats on the EDI Committee. On September 27, 2016, the Senate Executive Committee charged the ERG Committee with reviewing the membership of the EDI Committee and recommending changes to its composition, as appropriate.</p>
<b>Relevant Policy # &amp; URL:</b>	<a href="#">University Senate Bylaws</a>
<b>Recommendation:</b>	<p>The ERG Committee recommends that the Bylaws of the University Senate be amended to adjust the ex-officio membership, quorum, and charge of the EDI Committee, as indicated below and in the revised Bylaws immediately following this report (new text in blue/bold, removed text in red and struck through, moved text in green).</p>

	<p>6.6 Equity, Diversity, &amp; Inclusion Committee:</p> <p>6.6.a Membership: The committee shall consist of an appointed presiding officer; <del>two (2) undergraduate and two (2) graduate students</del>; five (5) faculty members; three (3) exempt staff members; two (2) non-exempt staff members; <b>two (2) undergraduate and two (2) graduate students</b>; the <del>Director of the Office of Diversity and Inclusion</del> <b>Chief Diversity Officer</b>; and the following persons or a representative of each: the Senior Vice President and Provost, the Vice President for Administration &amp; Finance, <del>and</del> the Vice President for Student Affairs, <b>and the Director of the Office of Civil Rights and Sexual Misconduct</b>.</p> <p>6.6.b Quorum: A quorum of the Equity, Diversity, &amp; Inclusion Committee shall be <del>nine</del> <b>ten (910)</b> voting members.</p> <p>6.6.c Charge: <del>The committee shall carry out its responsibilities as detailed in Article 1, Section E of the University of Maryland Code on Equity, Diversity, and Inclusion, and recommend any appropriate changes in the Code.</del> <b>The committee shall actively promote an equitable, diverse, and inclusive campus that is free from all forms of discrimination by formulating and continually reviewing policies and procedures pertaining to issues of equity, diversity, and inclusion. These include but are not limited to the University of Maryland Non-Discrimination Policy and Procedures and the University of Maryland Disability &amp; Accessibility Policy and Procedures.</b></p> <p>6.6.d Charge: The committee shall consider programs <b>and activities</b> for improving equity, diversity, and inclusiveness <b>on campus, and shall make recommendations to appropriate campus bodies at</b> <del>the University</del>.</p>
<p><b>Committee Work:</b></p>	<p>Beginning in November 2016, the ERG Committee reviewed the EDI Committee’s ex-officio membership and relationship with the ODI. At its December meeting, ERG consulted with the Chief Diversity Officer, and considered whether there was a need have representatives from both the ODI and the Provost’s Office. The</p>

	<p>ERG Committee and the Chief Diversity Officer agreed that both seats are valuable. Concerned that the current practice effectively permits two ex-officio members associated with the ODI, the ERG Committee decided that the Chief Diversity Officer should fill the seat currently established for the “Director of the ODI” (without the option of appointing a representative). This would make the Chief Diversity Officer ineligible for service as the Provost’s representative, given the same individual cannot serve in two ex-officio seats on a Senate committee.</p> <p>The ERG Committee also agreed to add an additional ex-officio seat for a representative of the Office of Civil Rights and Sexual Misconduct (OCRSM), given that many of the OCRSM’s responsibilities are within the EDI Committee’s purview. After considering current Senate practice and previous work to establish an optimal quorum number for each committee, the ERG Committee voted to recommend the quorum of the EDI Committee be raised from nine to ten.</p> <p>In reviewing the Bylaws, the ERG Committee discovered that the EDI Committee’s charge also needed updating. The Bylaws currently indicate that the committee’s principal responsibilities are described in the Code on Equity, Diversity, and Inclusion. That Code, however, was replaced in spring 2016 by two new policies and the language establishing the EDI Committee’s charge was not retained in either policy. After reviewing the EDI Committee’s past work, the ERG Committee crafted two new charges to be considered for inclusion in the Bylaws.</p> <p>The ERG Committee consulted with the Chief Diversity Officer, the Associate Provost for Academic Planning and Programs, the Director of the OCRSM, and the current chair of the EDI Committee on its proposed revisions; all were in support of the changes.</p> <p>On December 14, 2016, the ERG Committee voted by email to recommend amendments to Article 6.6 of the Bylaws.</p>
<b>Alternatives:</b>	The Senate could retain the current membership, charge, and quorum of the EDI Committee.
<b>Risks:</b>	There are no associated risks.
<b>Financial Implications:</b>	There are no financial implications.
<b>Further Approvals Required:</b>	Senate approval, Presidential approval

# **Senate Elections, Representation, & Governance Committee**

## **Report on Senate Document #16-17-12**

### **Revision to the Membership of the Senate's Equity, Diversity, and Inclusion Committee**

**January 2017**

#### **2016-2017 ERG Committee Members**

Marc Pound, Chair  
Deidra Adams, Ex-Officio Director of UHR Rep  
Kathleen Denz, Ex-Officio VP IRPA Rep  
Sabrina Baron, Faculty  
Qingbin Cui, Faculty  
Toby Egan, Faculty  
Andrew Horbal, Faculty  
Anne Raugh, Faculty  
Ellin Scholnick, Faculty  
Holly Ostrout, Exempt Staff  
Cliffornia Royals Pryor, Non-Exempt Staff  
Navaneeth Bodla, Graduate Student  
Christopher Martin, Graduate Student  
Ruby Chervin, Undergraduate Student  
Talatha Mah'Moud, Undergraduate Student

## **BACKGROUND**

In fall 2016, the Senate Office identified potential concerns with the ex-officio membership of the Senate's Equity, Diversity, & Inclusion (EDI) Committee, which currently includes two representatives associated with the Office of Diversity & Inclusion (ODI). On September 27, 2016, the Senate Executive Committee charged the Elections, Representation, & Governance (ERG) Committee with reviewing the membership of the EDI Committee and recommending changes to its composition, as appropriate (Appendix 1).

## **CURRENT PRACTICE**

The Bylaws of the University Senate define the composition of the EDI Committee in Article 6.6. The committee currently includes nineteen members. In addition to a chair, the committee includes five faculty members, three exempt staff members, two non-exempt staff members, two undergraduate students, two graduate students, and four ex-officio members. The ex-officio members are the Director of the Office of Diversity & Inclusion, and the following persons or a representative of each: the Senior Vice President and Provost, the Vice President for Administration and Finance, and the Vice President for Student Affairs. Quorum for the committee is set at nine members.

The title of "Director of the Office of Diversity & Inclusion (ODI)" as referenced in the Bylaws is not currently in use. In 2013, the University's Chief Diversity Officer (CDO) and Associate Vice President assumed responsibility for the ODI. The CDO did not fill the committee seat assigned to the "Director" of the ODI, however, since she was already serving on the committee as the Provost's representative, and had been since shortly after the CDO position was created in early 2012. As the functional head of the ODI, the CDO was permitted to appoint another individual to serve in the "Director" seat, though the Bylaws do not explicitly authorize a representative to serve in the seat. Since 2013, this appointee has been from the ODI or one of the units it oversees, while the CDO has represented the Provost on the committee; this has, in effect, given the ODI two seats the EDI Committee.

In reviewing the Bylaws of the University Senate, the ERG Committee also discovered that language establishing the EDI Committee's charge needed to be updated as well. The Bylaws currently indicate that the EDI Committee's principal responsibilities are described in the University of Maryland Code on Equity, Diversity, and Inclusion (VI-1.00[B]). That Code, however, was replaced in spring 2016 by two new policies: the University of Maryland Non-Discrimination Policy and Procedures (VI-1.00[B]) and the University of Maryland Disability & Accessibility Policy and Procedures (VI-1.00[D]). The language establishing the EDI Committee's charge was not retained in the replacement policies, so no information about the committee's charge currently exists in University policy or in the Bylaws.

## **COMMITTEE WORK**

The ERG Committee began its work on the charge at its November 7, 2016, meeting. It reviewed the EDI Committee's activity over the past five years, and explored the history of the ex-officio seat and its occupants. At its meeting on December 5, 2016, ERG met with the CDO about the EDI Committee's current ex-officio membership, and considered whether there was a need to retain a separate seat for the Provost or their representative. The CDO recommended that both seats be preserved. The CDO explained that there is significant value in the reciprocal communication between the EDI Committee and the Provost's Office as provided by an ex-officio member, but while the CDO reports directly to the Provost, the position also reports to the President, and the responsibilities and resources of the CDO are invaluable to the work of the EDI Committee. The committee consulted with the Associate Provost for Academic Planning and Programs, who agreed that the Provost should continue to have ex-officio representation on the EDI Committee.

The CDO also suggested that an additional ex-officio seat should be created for a representative of the Office of Civil Rights and Sexual Misconduct (OCRSM), given that two of the policies central to the work of the OCRSM—the Non-Discrimination Policy and Procedures and the Disability & Accessibility Policy and Procedures—are both within the EDI Committee’s purview. The ERG Committee agreed that an additional ex-officio seat would help ensure consistent and efficient communication between the OCRSM and the EDI Committee.

The ERG Committee agreed that perspectives from the CDO and the Provost’s Office are invaluable to the work of the EDI Committee. However, the committee remained concerned that the current practice effectively allows the ODI to have two representatives on the EDI Committee. To address this situation, the ERG Committee agreed that the ex-officio seat currently assigned to the “Director of the ODI” should instead be filled by the CDO, who should not have the option of appointing a representative. The CDO would then be ineligible for appointment as the Provost’s representative, given the same individual cannot fill two ex-officio seats on a Senate committee.

The ERG Committee considered whether the quorum of the EDI Committee should be adjusted, since creating an additional ex-officio seat would increase the membership from nineteen to twenty. In debating whether to adjust the quorum, the committee reviewed recent changes in the size and quorum of the EDI Committee. In 2010, the ERG Committee reviewed attendance on all standing Senate committees in response to concerns that Senate committees were having difficulty reaching quorum. To ensure each committee could be successful, it proposed precise quorum numbers that were adopted by the Senate in 2011 (Senate Document #09-10-41, Review of Quorum Calculations in Senate Standing Committees). The quorum for the EDI Committee, which at that time had a membership of twenty-three, was lowered from twelve to eleven. In 2015, during the review of the University of Maryland Plan of Organization for Shared Governance, the Plan of Organization Review Committee (PORC) examined the size and composition of all Senate committees and recommended a reduction in size for the larger committees, including the EDI Committee. The total membership was lowered from twenty-three to nineteen, and the quorum was reduced from eleven to nine (Senate Document #14-15-20, Revisions to the Senate Bylaws). In the course of these reviews, the Senate has ensured that quorum can never be met with only ex-officio members.

The committee considered the general principle established by the Senate’s parliamentary authority, *Robert’s Rules of Order Newly Revised*, that quorum be 50 percent of the voting members plus one. Such a principle would result in a quorum of eleven for the EDI Committee. However, in consideration of the ERG Committee’s previous efforts to carefully calibrate quorum for each committee, as well as the work of the PORC, the ERG Committee decided to only increase the quorum from nine to ten. Given the addition of the OCRSM seat would give the EDI Committee five ex-officio members, this would also uphold the practice of ensuring a committee can never make quorum solely with ex-officio members.

The committee then considered the EDI Committee’s charge, and reviewed past Senate action undertaken by the EDI Committee. While it plays an important role in creating and revising University policy, the EDI Committee has not traditionally developed programs or initiatives that deal with issues of equity, diversity, and inclusion, as is currently implied by the charge in 6.6.d of the Bylaws. Indeed, there are a variety of offices and officers across campus who assume primary responsibility for actively promoting equity, diversity, and inclusion in addition to the ODI, including the OCRSM, the Office of Multicultural Involvement and Community Advocacy, the Diversity Advisory Council, campus equity administrators, and diversity officers in every College and Division. The committee discussed specific elements of the EDI Committee’s charge contained in the old Code, and carefully considered what elements should be retained. The committee and CDO agreed that much of the charge was no longer relevant or appropriate, given that the institutional infrastructure devoted to ensuring diversity and inclusion has been rapidly expanding over the past several years, and given that the Title IX Officer and the OCRSM have assumed



many of the investigative and adjudicative functions the old Code had assigned to the EDI Committee. The ERG Committee decided not to retain language from the Code that charged the EDI Committee with serving as an “open forum” for facilitating dialogue, though the ERG Committee did agree it was appropriate and useful for the EDI Committee to consider programs and initiatives and make recommendations to appropriate campus bodies. With the assistance of the CDO, the ERG Committee developed two new, succinct charges to be added to the Bylaws.

The ERG Committee consulted with the CDO, the Associate Provost for Academic Planning and Programs, the Director of the OCRSM, and the current chair of the EDI Committee on its proposed revisions to the EDI Committee’s membership; all were in support of the changes. The ERG Committee also shared the revised EDI Committee charge with the CDO and the current chair of the EDI Committee, both of whom supported the changes. The ERG Committee voted to recommend Article 6.6 of the Bylaws be amended by an email vote concluding on December 14, 2016.

### **RECOMMENDATIONS**

The Elections, Representation, & Governance Committee recommends that the Bylaws of the University Senate be amended to adjust the ex-officio membership, quorum, and charge of the Equity, Diversity, & Inclusion Committee, as indicated in the revised Bylaws immediately following this report.

### **APPENDICES**

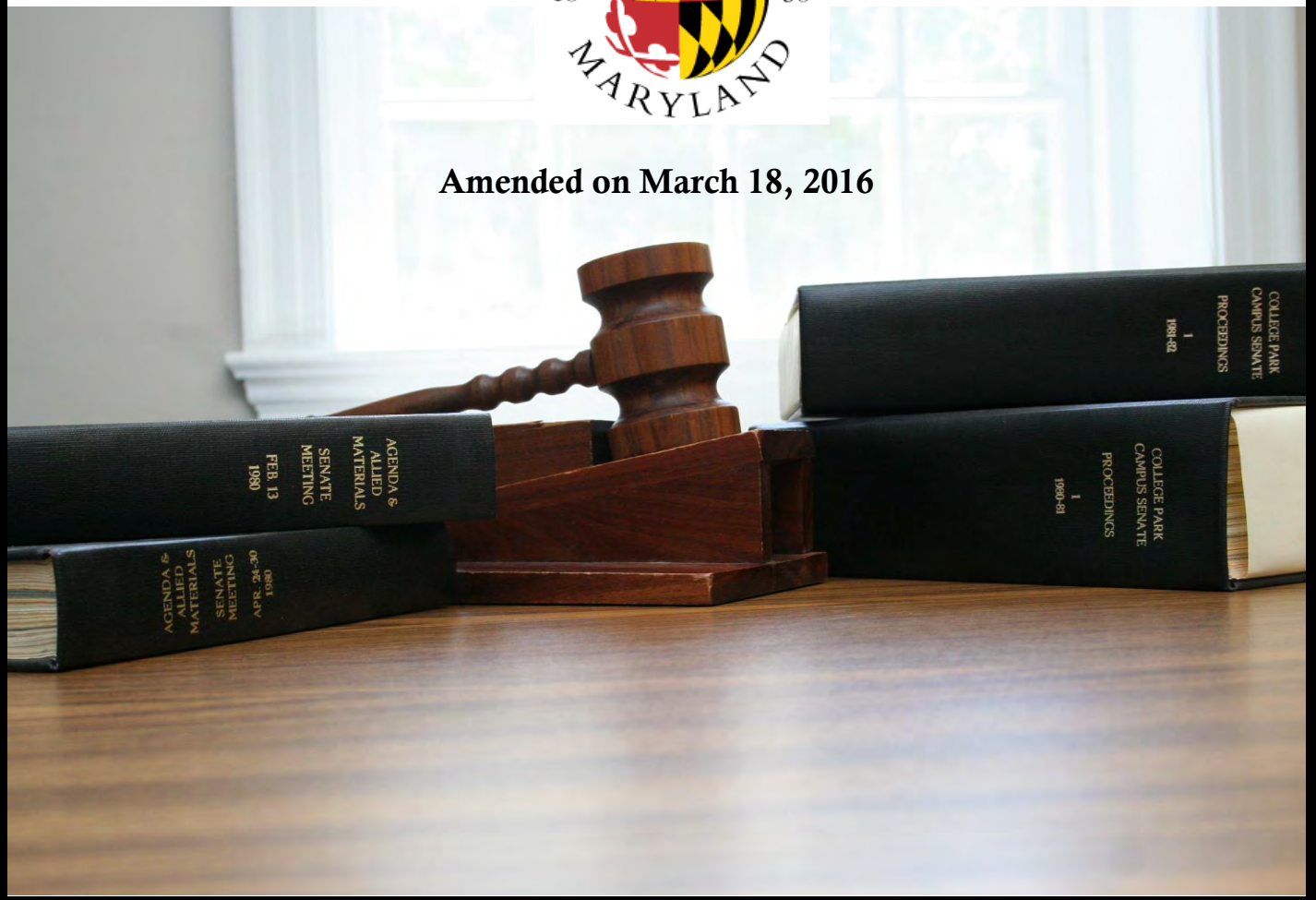
Appendix 1 — Senate Executive Committee Charge on Revision to the Membership of the Senate’s Equity, Diversity, and Inclusion Committee (Senate Document #16-17-12)

Recommended Changes from the Elections, Representation, & Governance Committee  
New Text in Blue/Bold (**example**), Removed Text in Red/Strikeout (~~example~~)

**BYLAWS**  
**OF THE**  
**UNIVERSITY SENATE**  
**AT THE**  
**UNIVERSITY OF MARYLAND**



**Amended on March 18, 2016**



**BYLAWS OF THE UNIVERSITY SENATE**  
**University of Maryland, College Park**

**TABLE OF CONTENTS**

**ARTICLE 1 - [AUTHORIZATION](#) .....3**

**ARTICLE 2 - [MEMBERSHIP](#) .....3**

**ARTICLE 3 - [MEETINGS](#) .....5**

**ARTICLE 4 - [EXECUTIVE COMMITTEE](#) .....6**

**ARTICLE 5 - [COMMITTEES OF THE SENATE](#) .....8**

**ARTICLE 6 - [STANDING COMMITTEE SPECIFICATIONS](#) ..... 12**

6.1 [Academic Procedures and Standards Committee](#) ..... 12

6.2 [Campus Affairs Committee](#) ..... 12

6.3 [Committee on Committees](#) ..... 13

6.4 [Educational Affairs Committee](#) ..... 14

6.5 [Elections, Representation, and Governance Committee](#) ..... 15

6.6 [Equity, Diversity, & Inclusion Committee](#) ..... 16

6.7 [Faculty Affairs Committee](#) ..... 16

6.8 [Programs, Curricula, and Courses Committee](#) ..... 16

6.9 [Staff Affairs Committee](#) ..... 18

6.10 [Student Affairs Committee](#) ..... 19

6.11 [Student Conduct Committee](#) ..... 19

**ARTICLE 7 - [UNIVERSITY COUNCILS](#) .....20**

**ARTICLE 8 - [UNIVERSITY COUNCIL SPECIFICATIONS](#) .....23**

8.1 [University Library Council](#) ..... 23

8.2 [University Research Council](#) ..... 23

8.3 [University IT Council](#) ..... 24

**ARTICLE 9 - [THE ATHLETIC COUNCIL](#) .....25**

**ARTICLE 10 - [DUTIES OF THE EXECUTIVE SECRETARY AND DIRECTOR](#) .....26**

**ARTICLE 11 - [ANNUAL TRANSITION OF THE SENATE](#) .....27**

**APPENDIX 1 - [BYLAWS OF THE UNIVERSITY LIBRARY COUNCIL](#) .....29**

**APPENDIX 2 - [BYLAWS OF THE UNIVERSITY RESEARCH COUNCIL](#) .....33**

**APPENDIX 3 - [BYLAWS OF THE UNIVERSITY IT COUNCIL](#) .....33**

**APPENDIX 4 - [CHARTER OF THE UNIVERSITY ATHLETIC COUNCIL](#) .....33**

**APPENDIX 5 - [PROCEDURES FOR ELECTIONS OF UMCP REPRESENTATIVES TO THE COUNCIL OF UNIVERSITY SYSTEM FACULTY \(CUSF\)](#) .....41**

**APPENDIX 6 - [PROCEDURES FOR ELECTIONS OF UMCP REPRESENTATIVES TO THE COUNCIL OF UNIVERSITY SYSTEM STAFF \(CUSS\)](#) .....42**

**APPENDIX 7 - [PROCEDURES FOR REVIEW OF COLLEGE AND SCHOOL PLANS OF ORGANIZATION](#) .....42**

**[Dates of Approval, Updates and Amendments to the Senate Bylaws](#) .....44**

# BYLAWS OF THE UNIVERSITY SENATE

## The University of Maryland, College Park

### ARTICLE 1 AUTHORIZATION

- 1.1 These *Bylaws of the University Senate* (hereafter referred to as the *Bylaws*) are adopted according to Article 7 of the *University of Maryland Plan of Organization for Shared Governance* (hereafter referred to as the *Plan*), and are subject to amendment as provided for in the *Plan*.

### ARTICLE 2 MEMBERSHIP

- 2.1 The members of the Senate are as designated in Article 3 of the *Plan* and further specified in 2.1 and 2.2 below. All elected members are subject to the conditions stated in the *Plan*, including its provisions for expulsion, recall, and impeachment (Articles 4.10, 4.11, and 5.8 of the *Plan* and Article 2.3, 2.4, and 2.5 below).

#### 2.1.a Staff Senators

For the purpose of Senate representation, the Staff Constituency is divided into the following categories. Each category shall elect one Senator from among its ranks for each 200 staff members or major fraction thereof.

1. Exempt Staff with appointment in Colleges, Schools, and Academic Affairs
2. Exempt Staff with appointment in Divisions
3. Non-Exempt Staff with appointment in Colleges, Schools, and Academic Affairs
4. Non-Exempt Staff with appointment in Divisions

- 2.1.b Staff member job categories will not include the category designated for the President, vice presidents, provosts, and deans if they hold faculty rank.

- 2.1.c Any individual within the faculty member voting constituency cannot be included in the staff member voting constituency or nominated for election as a staff Senator. Staff candidates for the Senate must have been employed at the University of Maryland College Park for 12 months prior to standing as candidates for the Senate. Staff members may not stand for Senate elections while in the probationary period of employment.

- 2.1.d An ex officio member denoted in the *Plan* (Article 3.6.a.) who is not precluded from staff member categories as noted in Articles 2.1.b and 2.1.c may be elected as a voting member of the Senate by an appropriate constituency. Such ex officio members should also have been employed by the University of Maryland College Park for 12 months prior to standing as candidates for the Senate.

- 2.1.e As noted in the *Plan* (Article 3.3.c), the term of each staff Senator shall be three (3) years. Terms of staff members will be staggered in such a way that for each term, one-third of the total members from a job category are serving the first year of their term. Not every member of a specific staff job category shall be elected in the same year. However, if the University or these *Bylaws* redefine the staff job categories outside of a normal reapportionment, the staff Senate seats will be vacated. A subsequent election will be held to populate all staff Senate seats within the new categories with staggered terms as follows:

- (1) One-third of the members in a job category who received the lowest number of votes will serve a one-year term,
- (2) One-third of the members in a job category who received the second lowest number of votes will serve two-year terms,
- (3) One-third of the members in a job category who received the highest number of votes will serve three year-terms.

A person serving less than a three-year term is defined as not to have served a full term and is eligible for re-election to a full term the following year.

## 2.2 Single Member Constituencies

The Senators defined in (a)-(g) below shall be voting members of the Senate. All elections held pursuant to this section shall be organized by the Office of the University Senate.

- (a) Part-Time Research, Part-Time Teaching, Adjunct, and both Full-Time and Part-Time Visiting Faculty who are not members of the Faculty Constituency as defined in Section 3.2 of the Plan shall together elect one (1) Senator, for a term of one (1) year, renewable for up to three (3) years. When the Senate votes by constituencies, that Senator shall have the same voting rights as a faculty Senator.
- (b) Emeritus Faculty who are not members of the Faculty Constituency as defined in Section 3.2 of the *Plan* shall elect one (1) Senator from among their ranks for a term of one (1) year, renewable for up to three (3) years. When the Senate votes by constituencies, that Senator shall have the same voting rights as a Faculty Senator.
- (c) Head Coaches who are not members of the Faculty Constituency as defined in Section 3.2 of the University Plan of Organization together shall elect one Senator from among their ranks to serve for a term of one (1) year, renewable for up to three (3) years. When the Senate votes by constituencies, that Senator shall have the same voting rights as a faculty Senator.
- (d) Post-Doctoral Scholars, Post-Doctoral Associates (formerly Research Associates), Junior Lecturers, and Faculty Assistants (formerly Faculty Research Assistants) who are not members of any Senate constituency as defined in Article 3 of the *Plan* together shall elect one (1) Senator, for a term of one (1) year, renewable for up to three (3) years. When the Senate votes by constituencies, that Senator shall have the same voting rights as a Faculty Senator.
- (e) The Contingent II staff shall elect one (1) Senator from among their ranks for a term of one (1) year, renewable for up to three (3) years. When the Senate votes by constituencies, that Senator shall have the same voting rights as all other staff Senators. The Contingent II staff Senator shall have been employed by the University for twelve months prior to their election.
- (f) The part-time undergraduate students shall elect one (1) Senator from among their ranks for a term of one (1) year, renewable for up to three (3) years. When the Senate votes by constituencies, that Senator shall have the same voting rights as all other student Senators.
- (g) The part-time graduate students shall elect one (1) Senator from among their ranks for a term of one (1) year, renewable for up to three (3) years. When the Senate votes by constituencies, that Senator shall have the same voting rights as all other student Senators.

2.3 Elected Senators shall not be absent from two (2) consecutive regularly scheduled meetings of the Senate without notifying the Office of the University Senate that they will require an excused absence (Article 4.10.a of the *Plan*). Also in accordance with Article 4.10 of the *Plan*, until the member attends a meeting of the Senate, or the Senator is expelled, that Senator shall be counted in the total membership when a quorum is defined for a meeting.

2.4 If an elected Senator is no longer a member of the constituency by which he or she was elected, the seat shall be vacated and the Senator shall be replaced according to the following guidelines:

- 2.4.a If there was a runner-up in the election in which the Senator was elected, the runner-up shall replace that Senator immediately, provided he or she is still eligible.
- 2.4.b If there was no runner-up in the election in which the Senator was elected and the vacancy occurs in the spring semester, that Senator shall serve for the remainder of the Senate year and shall be replaced in the next election cycle for the remainder of the term.
- 2.4.c If there was no runner-up in the election in which the Senator was elected and the vacancy occurs prior to the spring semester, or if the Senator is unable to serve the remainder of the Senate year, the Senate Executive Committee, in consultation with the appropriate constituency, shall appoint a replacement for that Senator.

- 2.5 If an elected Senator is no longer in satisfactory standing at the University, he or she shall be replaced immediately in accordance with 2.4.a or 2.4.c above.
- 2.6 All elections shall be completed by the Transition Meeting of the Senate.

### **ARTICLE 3 MEETINGS**

#### **3.1 Regular Meetings:**

The Senate shall schedule at least four (4) regular meetings each semester. The notice, agenda, and supporting documents shall be mailed, by campus or electronic-mail, from the Office of the University Senate to the membership no later than one calendar week prior to each regular meeting unless otherwise approved by the Executive Committee.

#### **3.2 Special Meetings:**

3.2.a Special meetings of the Senate may be called in any of the following ways, with the matter(s) to be considered to be specified in the call:

- (1) By the presiding officer of the Senate;
- (2) By a majority vote of the Executive Committee of the Senate;
- (3) By written petition of a majority of the elected members of the Senate. The petition shall be delivered to the Chair or the Executive Secretary and Director of the Senate. The Chair shall give notice of arrangements for the meeting within seventy-two (72) hours of receipt of a valid petition;  
or
- (4) By resolution of the Senate.

3.2.b The notice of a special meeting shall include the agenda and shall be sent to the members of the Senate as far in advance of the meeting as possible. The agenda of a special meeting may specify a scheduled time of adjournment.

3.2.c The scheduling of a special meeting shall reflect the urgency of the matter(s) specified in the call, the requirement of reasonable notice, and the availability of the membership.

#### **3.3 Openness of Meetings and Floor Privileges:**

3.3.a Meetings of the Senate shall be open to all members of the campus community except when the meetings are being conducted in closed session.

3.3.b Representatives of the news media shall be admitted to all meetings of the Senate except when the meetings are conducted in closed session. The use of television, video, or recording equipment shall not be permitted except by express consent of the Senate.

3.3.c When a report of a committee of the Senate is being considered, members of that committee who are not members of the Senate may sit with the Senate and have a voice but not a vote in the deliberations of the Senate on that report.

3.3.d Any Senator may request the privilege of the floor for any member of the campus community to speak on the subject before the Senate. The Chair shall rule on such requests.

3.3.e By vote of the Senate, by ruling of the Chair, or by order of the Executive Committee included in the agenda of the meeting, the Senate shall go into closed session. The ruling of the Chair and the order of the Executive Committee shall be subject to appeal, but the Chair shall determine whether such appeal shall be considered in open or closed session.

3.3.f While in closed session, the meeting shall be restricted to voting members of the Senate (Article 3 in the *Plan*), to members granted a voice but not a vote (Articles 3.6, 5.2.c, and 5.5.c. of the *Plan*), to the Executive Secretary and Director, to the parliamentarian and any staff required for keeping minutes and

to other persons expressly invited by the Senate.

**3.4 Rules for Procedure:**

- 3.4.a The version of *Robert's Rules of Order* that shall govern the conduct of Senate meetings shall be *Robert's Rules of Order, Newly Revised*.
- 3.4.b A quorum for meetings shall be defined as a majority of elected Senators who have not given prior notification of absence to the Office of the University Senate, or sixty (60) Senators, whichever number is higher. For the purpose of determining a quorum, ex officio members without vote shall not be considered.

3.5 Senators must be physically present in order to participate in meetings.

**ARTICLE 4  
EXECUTIVE COMMITTEE**

**4.1 Membership and Election:**

- 4.1.a As set forth in the *Plan* (Article 8.2), the members of the Executive Committee shall include the Chair and Chair-Elect of the Senate, thirteen (13) members elected from the voting membership of the Senate, and four (4) non-voting ex officio members.
- 4.1.b The election of the Executive Committee shall be scheduled as a special order at the transition-meeting of the Senate in the Spring Semester, but in no case shall it precede the election of the Chair-Elect as provided for in the *Plan* (Article 5.3 and 5.7.a). In the event of a tie vote in the election for members of the Executive Committee, a ballot will be made available to each Senator as soon as the votes are counted and the tie discovered. Ballots are to be returned within one (1) week from the date of distribution.
- 4.1.c In the event of a vacancy on the Executive Committee, the available candidate who had received the next highest number of votes in the annual election for the Executive Committee shall fill the remainder of the unexpired term.

**4.2 Charge: The Executive Committee shall exercise the following functions:**

- 4.2.a Assist in carrying into effect the actions of the Senate;
- 4.2.b Act for the Senate as provided for by and subject to the limitations stated in Article 4.3;
- 4.2.c Act as an initiating body suggesting possible action by the Senate;
- 4.2.d Review and report to the Senate on administrative implementation of policies adopted by the Senate;
- 4.2.e Prepare the agenda for each Senate meeting as provided for by and subject to limitations stated in Article 4.4;
- 4.2.f Serve as a channel through which any member of the campus community may introduce matters for consideration by the Senate or its committees;
- 4.2.g Prepare and submit reports on the Senate's work to the President and the campus community;
- 4.2.h Review the operations of the Office of the University Senate each year, and make recommendations to the President or his or her designee for improvements in those operations and for the replacement or continuation of the Executive Secretary and Director;
- 4.2.i Serve as the channel through which the Senate and the campus community may participate in the selection of officers of the campus and the University;

- 4.2.j Perform such other functions as may be given it in other provisions of these *Bylaws* and the *Plan*; and
- 4.2.k Make recommendations on nominees for campus-wide and system-wide committees and councils requiring representatives, when necessary.

**4.3 Rules Governing Executive Committee Action for the Senate:**

- 4.3.a Where time or the availability of the membership precludes a meeting of the Senate, as, for example, during the summer or between semesters, the Executive Committee may act for the Senate.
- 4.3.b A report of all actions taken by the Executive Committee when acting for the Senate, with supporting material, shall be included with the agenda of the next regular meeting of the Senate. By written request of ten (10) Senators, received by the Chair of the Senate prior to the call to order of that meeting, any Executive Committee action on behalf of the Senate shall be vacated and the item in question placed on the agenda as a special order. If any such item is not petitioned to the floor, it shall stand as an approved action of the Senate.

**4.4 Rules Governing Preparation of the Senate Agenda:**

- 4.4.a The order of business for regular meetings shall be as follows:
  - (1) Call to order;
  - (2) Approval of the minutes of the previous regular meeting and any other intervening special meeting(s);
  - (3) Report of the Chair (including any report from the Executive Committee);
  - (4) Special orders of the day;
  - (5) Unfinished business;
  - (6) Reports of committees;
  - (7) Other new business; and
  - (8) Adjournment.
- 4.4.b For regular meetings the Executive Committee shall consider all submissions for inclusion on the Senate agenda. The Executive Committee may not alter a submission, but may delay its inclusion, may include it on the agenda of a special meeting, may submit the material directly to a committee of the Senate, or may refuse to place it on the agenda if the material is inappropriate, incomplete, or unclear. The party making a submission shall be notified of the action taken in this regard by the Executive Committee.
- 4.4.c The order of business for a special meeting shall be as follows:
  - (1) Call to order;
  - (2) Statement by the Chair of the nature and origin of the call of the meeting;
  - (3) The special order;
  - (4) Other business as determined by the Executive Committee; and
  - (5) Adjournment.
- 4.4.d For a special meeting the agenda shall include the matter(s) specified in the call of that meeting as the Special Order. Other items may be included on the agenda as the Executive Committee deems appropriate.



- 4.5 **Meetings of the Executive Committee:** A quorum of the Executive Committee shall be seven (7) voting members. Minutes of the meetings shall be kept. The agenda shall be made publicly available prior to each meeting. The Executive Committee shall meet at the call of the Chair or by petition of seven (7) voting members of the Executive Committee, or by petition of twenty-five (25) voting members of the Senate.
- 4.6 **The Senate Budget:** The Executive Secretary and Director shall be responsible for the Senate budget, shall consult with the Executive Committee on the preparation of the budget request, and shall report to the Executive Committee the funds received.
- 4.6.a The Executive Secretary and Director shall make an annual report to the Associate Vice President for Personnel and Budget on expenditure of the Senate budget.
- 4.6.b Consent of the Executive Committee shall be required before any change in the budgeted use of Senate funds involving more than ten percent (10%) of the total may be undertaken.
- 4.7 **Referral of Items to Standing Committees:** The Executive Committee shall refer items to the standing committees.
- 4.7.a The Executive Committee shall refer an item to an appropriate committee when instructed by the Senate or when requested by the President, or when petitioned by 150 members of the Senate electorate.
- 4.7.b The Executive Committee may also refer any item it deems appropriate, and the standing committee shall give due consideration to such requests from the Executive Committee.
- 4.7.c The Chair of the Senate may, as need requires, act for the Executive Committee and refer items to standing committees. All such actions shall be reported at the next meeting of the Executive Committee.
- 4.8 To the extent permitted by law and University policy, the records of the Senate shall be open.

## ARTICLE 5 COMMITTEES OF THE SENATE

- 5.1 **Standing Committees - Specifications:** The specifications of each standing committee of the Senate shall state its name, its specific charge, and any exceptions or additions to the basic charge to standing committees stated in Article 5.2. The specifications shall list all voting ex officio members and shall define committee composition.
- 5.1.a Standing Committees: In an appropriate section of Article 6 there shall be specifications for each committee.
- 5.2 **Standing Committees - Basic Charge:** In its area of responsibility, as defined in its specifications, each committee shall be an arm of the Senate with the following powers:
- (1) To formulate and review policies to be established by the Senate according to the *Plan* (Article 1);
  - (2) To review established policies and their administration and to recommend any changes in policies or their administration that may be desirable;
  - (3) To serve in an advisory capacity, upon request, regarding the administration of policies;
  - (4) To function on request of the President or of the Executive Committee as a board of appeal with reference to actions and/or decisions made in the application of policies; and
  - (5) To recommend the creation of special subcommittees (Article 5.7-5.9) when deemed necessary.
- 5.3 **Standing Committees - Committee Operation:**
- 5.3.a Agenda Determination:

- (1) A committee shall have principal responsibility for identifying matters of present and potential concern to the campus community within its area of responsibility. Such matters should be placed on the agenda of the committee.
- (2) Nonprocedural items shall be placed on the agenda of a committee by vote of that committee, by referral from the Executive Committee (Article 4.7), or by referral of policy recommendations. The committee shall determine the priorities of its agenda items.
- (3) Committee agendas shall be made publicly available prior to each meeting.

5.3.b Action minutes of the proceedings of each committee meeting shall be kept in accordance with *Robert's Rules of Order for Small Committees*.

5.3.c Rules for Procedure of Standing Committees: The version of *Robert's Rules of Order* that shall govern the conduct of Standing Committees shall be *Robert's Rules of Order for Small Committees, Newly Revised*. Standing Committees shall determine how advancing technology, such as phone and video conferencing and other electronic methods of participation, can be used for their purposes. Standing Committees may choose to conduct votes via email, and shall agree on any other mechanisms for conducting business outside of meetings, when necessary.

5.3.d Quorum Requirements of Standing Committees: Unless a quorum number is specified in the membership description of a committee, the quorum shall be a majority of voting members of the committee.

5.4 **Standing Committees - Reporting Responsibilities:** Each committee shall be responsible through its presiding officer for the timely delivery of the following reports.

5.4.a The Executive Secretary and Director shall receive an announcement of each meeting of the committee stating the time and place of the meeting with agenda items. It shall be sent as far in advance of the meeting as possible.

5.4.b The committee shall report its progress on agenda items as required by the Executive Secretary and Director or the Chair of the Senate.

5.4.c Reports providing information and/or recommendations to the Senate shall be submitted to the Executive Committee for inclusion on the Senate agenda. Reports resulting from the committee's advisory or board of appeals function shall be submitted to the appropriate Senate or campus officer, and the Executive Committee notified of the submission.

5.4.d Upon written request of at least four (4) members of a committee, the presiding officer of that committee shall include a minority statement with any committee report. Those requesting inclusion need not support the substance of the minority statement.

5.4.e An annual report shall be presented to the Chair of the Senate at the end of the academic year, or, if approved by the Chair, no later than August 16, for submission to the Executive Committee. The report shall include a list of all items placed on the committee's agenda, noting the disposition of each and a summary of the committee's deliberations. A cover sheet for each annual report, containing an outline of topics considered by the committee and their status, shall be made publicly available. In the case of committees with little activity, the committee may recommend inactive status the ensuing year until charged by the Executive Committee to address a specific matter:

- (1) A committee may be placed on inactive status with approval of the Executive Committee. No presiding officer or members shall be appointed to the committee while on inactive status.
- (2) A committee on inactive status may be reactivated by the Executive Committee when matters within its purview, as stipulated in Article 6, are brought to the Executive Committee for review. Following reactivation, the Office of the University Senate shall solicit volunteers for the committee in its annual volunteer period, and the Committee on Committees shall select members for the committee, in accordance with the provisions of 5.5 below.

- (3) A Special Committee (Article 5.9) may not be appointed to consider matters within standing committee specifications in lieu of reactivating an inactive committee.

- 5.5 **Standing Committees - Selecting Members:** Persons shall be named to standing committees in accordance with the procedures listed below.
- 5.5.a The Office of the University Senate shall provide information on the charge and membership specifications of each committee.
- 5.5.b The Office of the University Senate shall solicit volunteers for the Senate's standing committees on an annual basis through an online process. During this volunteer period, all faculty, staff, and students shall be eligible to indicate their top three preferences for any committees with vacancies in their constituency and include a candidacy statement for consideration by the Committee on Committees. The Office of the University Senate will maintain these records for potential future use.
- 5.5.c The Committee on Committees shall develop slates of nominees to fill vacancies on the standing committees and University Councils. No person shall be nominated for a committee position without consenting to serve on that committee, either through indicated preference or explicit agreement. In making nominations, the Committee on Committees shall keep in view the continuing membership of the committee to ensure that the full membership complies with specifications of the *Plan* and these *Bylaws*. Committee members shall be nominated consistent with requirements for diversity specified in Section 8.1 of the *Plan*.
- 5.5.d Ex officio members named in a committee's specifications shall be voting members unless otherwise specified in the *Bylaws*. Upon recommendation of the Committee on Committees, the Executive Committee may appoint ex officio members with particular expertise or benefit to the committee. Such members shall serve with voice, but without vote. The Executive Committee is empowered to make such changes in non-voting ex officio membership as appropriate.
- 5.5.e The Committee on Committees shall forward a slate of nominees for committee service to the Executive Committee to place on the Senate agenda for approval. Each nominee shall be identified by name and constituency. The notice of nomination shall also include the name and constituency of continuing members of the committee, and the name and office of the ex officio members, listed for information only. The nominations shall be subject to action by the Senate consistent with the *Plan* and the specifications of these *Bylaws*.
- 5.5.f Terms on standing committees shall be two (2) years for faculty and staff, and one (1) year for students. Appointments to two-year terms shall be staggered: that is, as far as practical, half of the terms from each faculty or staff constituency shall expire each year. Terms shall begin on July 1 of the appropriate year.
- 5.5.g A member of a standing committee whose term is expiring may be appointed to another term, subject to restrictions (1) and (2) below. The Committee on Committees is particularly charged to consider the reappointment of active student members.
- (1) No reappointment shall be made that would cause the appointee to serve longer than four consecutive years on the same committee.
- (2) At most, half of the non-student members of a committee whose terms are expiring in any given year may be reappointed.
- 5.5.h Terms as presiding officer of a committee shall be one year. A presiding officer may be reappointed if his/her tenure as a Senator is continuing; however, no one shall serve as presiding officer of a committee for longer than two (2) consecutive years.
- 5.5.i Appointments of the presiding officers of committees shall be made by the Chair of the Senate, designated on the annual committee slate, and shall be approved by the Senate.
- 5.6 **Standing Committees - Replacing Presiding Officers and Members:** The presiding officer and members of

any active standing committee may be replaced for cause after inquiry by the Office of the University Senate with approval of the Executive Committee.

5.6.a Cause, for presiding officers, is defined as the following:

- (1) Failure to activate the committee during the first semester after appointment in order to organize its business and determine an agenda; or
- (2) Failure to activate the committee in order to respond to communications referred from the Executive Committee; or
- (3) Failure to activate the committee in order to carry out specific charges required in Article 6 or other Senate documents.

5.6.b Cause, for members, is defined as the following:

- (1) Continual absence from committee meetings and/or lack of participation in committee activities; or
- (2) Lack of registration on campus for students or termination of employment on campus for faculty and staff.

5.6.c Procedure for replacing presiding officers and members:

- (1) The decision to replace a presiding officer rests with the Executive Committee; and
- (2) Requests for replacing a committee member shall be submitted by the presiding officer of a committee to the Executive Committee; such requests will contain a statement citing the appropriate "cause."

5.6.d When the Executive Committee decides to replace a presiding officer or committee member, it shall request the Committee on Committees to identify a suitable replacement.

5.7 **Standing Committees - Appointing Special Subcommittees:** A standing committee of the Senate may appoint special subcommittees to assist in the effective performance of its responsibilities. Persons appointed to special subcommittees who are not members of standing committees must be approved by the Executive Committee. The Chair of any special subcommittee must be a member of the standing committee making the appointment.

5.8 **Standing Committees - Appointing Special Joint Subcommittees:** Two or more standing committees of the Senate may appoint special joint subcommittees to assist in the effective review of issues that pertain to the charge of multiple committees. Persons appointed to serve who are not members of associated standing committees must be approved by the Executive Committee. The Chair of any such subcommittee must be a member of one of the associated standing committees making the appointment. Special Joint Subcommittees will report directly to the full associated standing committees for final action.

5.9 **Special Committees:** A special committee of the Senate may be established by resolution of the Senate to carry out a specified task. The empowering resolution shall also stipulate the means of selecting the committee and any restrictions on its composition. The committee shall function until the completion of its tasks or until discharged by the Senate. A final report of its work shall be presented to the Senate. Members shall serve for the duration of the committee unless otherwise specified by the Senate.

## ARTICLE 6 STANDING COMMITTEE SPECIFICATIONS

6.1 **Academic Procedures and Standards Committee:**

6.1.a **Membership:** The committee shall consist of an appointed presiding officer; ten (10) faculty members; one (1) staff member; three (3) undergraduate and one (1) graduate student; and the following persons or a representative of each: the Senior Vice President and Provost, the Director of Undergraduate

Admissions, the University Registrar, the Associate Provost for Academic Affairs and Dean for Undergraduate Studies, and the Associate Provost for Academic Affairs and Dean of the Graduate School.

- 6.1.b Quorum: A quorum of the Academic Procedures and Standards Committee shall be ten (10) voting members.
- 6.1.c Charge: The committee shall formulate and continually review policies, rules, and regulations governing the admission, readmission, academic standing, and dismissal of all students for academic deficiency.
- 6.1.d Charge: The committee shall formulate and continually review policies and procedures for academic advisement, scheduling of classes, and registration.
- 6.1.e Charge: The committee shall formulate and continually review policies to be observed by the instructional staff in conducting classes, seminars, examinations, students' research, and student evaluations.
- 6.1.f Policies, rules, and regulations exclusively governing admission, readmission, scholastic standing, and dismissal of graduate students for academic deficiency shall be reviewed by an appropriate committee of the Graduate School. Such policies, rules, and regulations will be transmitted by the Graduate School directly to the Senate through the Executive Committee. Policies, rules, and regulations that concern both graduate and undergraduate matters shall be considered by both the Academic Procedures & Standards (APAS) Committee and the appropriate committee of the Graduate School.

## **6.2 Campus Affairs Committee:**

- 6.2.a Membership:
  - (1) The committee shall consist of an appointed presiding officer; six (6) faculty members; two (2) undergraduate and two (2) graduate students; two (2) staff members, with one exempt and one non-exempt to the extent of availability; the President or a representative of the Student Government Association; the President or a representative of the Graduate Student Government; and the following persons or a representative of each: the Senior Vice President and Provost, the Vice President for Administration & Finance, the Vice President for Student Affairs, the Vice President for University Relations, the Chief Diversity Officer, and the Chair of the Coaches Council.
  - (2) When discussions of safety are on the agenda, the Chief of Police, the Office of General Counsel, the Director of Transportation Services, and other campus constituencies, as appropriate, shall be invited to participate or send a representative.
  - (3) The Chair of this committee or a faculty member designated by the Chair and approved by the Senate Executive Committee will serve as an ex officio member of the Athletic Council. The Chair, or a committee member designated by the Chair, shall also serve as an ex-officio member of the Campus Transportation Advisory Committee.
- 6.2.b Quorum: A quorum of the Campus Affairs Committee shall be nine (9) voting members.
- 6.2.c Charge: The committee shall formulate and continually review policies and regulations affecting the entire campus, its functions, its facilities, its internal operation and its external relationships, including the awarding of campus prizes and honors, and make recommendations concerning the future of the campus.
- 6.2.d Charge: The committee shall formulate and continually review policies and procedures for the periodic review of campus level administrators.
- 6.2.e Charge: The committee shall periodically gather community input on safety and security issues and shall act as a liaison between the police and the campus community.

### 6.3 Committee on Committees:

#### 6.3.a Membership and terms:

- (1) As set forth in the *Plan* (Article 8.3.a), the Committee on Committees shall be chaired by the Chair-Elect of the Senate.
- (2) The voting membership, as defined in the *Plan* (Article 8.3.a), shall consist of the Chair-Elect of the Senate, six (6) faculty members elected by faculty Senators, with no more than one (1) from any College or School; one (1) non-exempt staff member elected by non-exempt staff Senators; one (1) exempt staff member elected by exempt staff Senators; one (1) undergraduate student elected by undergraduate student Senators; and one (1) graduate student elected by graduate student Senators.
- (3) Students are elected to serve for one (1) year, faculty and staff for two (2) years, whether or not their membership in the Senate continues beyond their first year of service in the committee.
- (4) Terms of faculty and staff members are staggered in such a way that, at any time, no more than three (3) faculty members and one (1) staff member are serving the second year of their term.
- (5) In the event of a vacancy on the Committee on Committees, the available candidate who had received the next highest number of votes in the last annual election for the Committee on Committees shall fill the remainder of the unexpired term. In the event that there is no runner-up, the Executive Committee shall fill the vacant seat.
- (6) A quorum of the Committee on Committees shall be six (6) voting members.

#### 6.3.b Charge:

- (1) As set forth in the *Plan* (Article 8.3.b), responsibilities of the Committee on Committees include:
  - (a) Identification and recruitment of individuals for service on Senate committees;
  - (b) Approval of the University Library Council slate of nominees, as mandated in section 2.C of the Bylaws of the University Library Council.
  - (c) Creation of a slate of nominees for the Nominations Committee, for approval by the Senate.
- (2) Additional duties include:
  - (a) As needed, the Committee on Committees may be charged to assess effectiveness of committees, and make recommendations for improvements and changes in their operations and structure.
  - (b) Other such duties as specified by the Executive Committee.

6.3.c Operation: The Committee on Committees shall follow the procedures specified for standing committees in Article 5 above, with the exception of 5.5.

#### 6.4 Educational Affairs Committee:

- 6.4.a Membership: The committee shall consist of an appointed presiding officer; ten (10) faculty members, of whom at least two (2) must be tenured/tenure-track faculty members and at least two (2) must be professional track faculty members; two (2) staff members, with one exempt and one non-exempt to the extent of availability; two (2) undergraduate students and one (1) graduate student; the President or a representative of the Student Government Association; the President or a representative of the Graduate Student Government; the Associate Dean for General Education; a representative of the Associate Provost for Academic Affairs and Dean for Undergraduate Studies; and the following persons or a representative of each: the Senior Vice President and Provost, the Associate Provost for Academic Affairs and Dean of the Graduate School, and the Vice President of Information Technology and CIO.
- 6.4.b Quorum: A quorum of the Educational Affairs Committee shall be eleven (11) voting members.
- 6.4.c Charge: The committee shall formulate and continually review plans and policies to strengthen the educational system of the College Park campus. The committee shall receive ideas, recommendations, and plans for educational innovations from members of the campus community and others. The committee shall inform itself of conditions in the Colleges, Schools, and other academic units, and shall propose measures to make effective use of the resources of the campus for educational purposes.
- 6.4.d Charge: The committee shall exercise broad oversight and supervision of the General Education Program at the University of Maryland as described in the 2010 document Transforming General Education at the University of Maryland and the General Education Implementation Plan approved by the University Senate in February 2011. The committee shall review and make recommendations concerning the General Education Program to the Senate and the Associate Provost for Academic Affairs and Dean for Undergraduate Studies. Such recommendations shall include, as the committee deems appropriate, the program's requirements and its vision, especially with regard to evaluating trends, reviewing learning outcomes, and maintaining the balance of courses in the General Education categories.
- 6.4.e Relation of the Educational Affairs Committee to the General Education Program and the Office of the Associate Provost for Academic Affairs and Dean for Undergraduate Studies:
- (1) The Associate Provost for Academic Affairs and Dean for Undergraduate Studies will prepare an annual report on the status of the General Education Program and will send the report to the Educational Affairs Committee by October 1.
  - (2) The Associate Provost for Academic Affairs and Dean for Undergraduate Studies will meet with the Educational Affairs Committee as needed to discuss or update the report. Topics will include but not be limited to: the membership and ongoing work of the General Education Faculty Boards; the proposal and approval process for General Education courses; the learning outcomes for the different course categories; areas where additional courses or rebalancing may be needed; trends and developments that may impact the General Education Program; and informational resources for students, faculty, and advisors about the General Education Program.

- (3) The Office of the Associate Provost for Academic Affairs and Dean for Undergraduate Studies shall inform the committee of modifications in the proposal or review process, the disposition of recommendations from the committee, and any other changes regarding the implementation of the General Education Program as specifically delegated to that office.

## **6.5 Elections, Representation, and Governance Committee:**

- 6.5.a Membership: The committee shall consist of an appointed presiding officer; six (6) faculty members; one (1) exempt staff member; one (1) non-exempt staff member; two (2) undergraduate and two (2) graduate students; and representatives of the Director of Human Resources and the Associate Vice President for Institutional Research, Planning, and Assessment.
- 6.5.b Quorum: A quorum of the Elections, Representation, and Governance Committee shall be eight (8) voting members.
- 6.5.c Charge: The committee shall review and recommend policies regarding the conduct of elections, determine correct apportionments for all constituencies, and investigate and adjudicate all charges arising from the management and results of Senate elections.
- 6.5.d Charge: The committee shall determine the correct apportionment for all constituencies every five (5) years as stipulated in Article 3.8 of the *Plan* and following any review or revision of the *Plan* as stipulated in Article 6.3 of the *Plan*.
- 6.5.e Charge: The committee shall supervise all Senatorial elections and referenda in accordance with the *Plan* (Article 4.2), and shall consult with certain constituencies in their nomination and election processes in accordance with the *Plan* (Article 4) as requested by the Executive Committee.
- 6.5.f Charge: The committee shall formulate and review procedures for the tallying and reporting of election results and shall perform other such duties as appropriate (Article 3.3.b of the *Plan*).
- 6.5.g Charge: The committee shall review the Plans of Organization of the Colleges, Schools, and other units, in accordance with the *Plan* (Article 11) and as specified in Appendix 7 of these Bylaws.
- 6.5.h Charge: The committee shall review and observe the operation and effectiveness of the University Senate and make any appropriate recommendations for improvements.
- 6.5.i Charge: The committee shall receive all petitions for impeachment of the Chair or Chair-Elect in accordance with the *Plan* (Article 5.8).
- 6.5.j Charge: The committee shall initiate procedures for expelling Senators in accordance with the *Plan* (Article 4.10).
- 6.5.k Charge: The committee shall receive all petitions for the recall of Senators in accordance with the *Plan* (Article 4.11).



## 6.6 Equity, Diversity, & Inclusion Committee:

- 6.6.a Membership: The committee shall consist of an appointed presiding officer; ~~two (2) undergraduate and two (2) graduate students;~~ five (5) faculty members; three (3) exempt staff members; two (2) non-exempt staff members; **two (2) undergraduate and two (2) graduate students;** the ~~Director of the Office of Diversity and Inclusion~~ **Chief Diversity Officer,** and the following persons or a representative of each: the Senior Vice President and Provost, the Vice President for Administration & Finance, ~~and~~ the Vice President for Student Affairs, **and the Director of the Office of Civil Rights and Sexual Misconduct.**
- 6.6.b Quorum: A quorum of the Equity, Diversity, & Inclusion Committee shall be ~~nine ten (910)~~ voting members.
- 6.6.c Charge: ~~The committee shall carry out its responsibilities as detailed in Article 1, Section E of the University of Maryland Code on Equity, Diversity, and Inclusion, and recommend any appropriate changes in the Code.~~ **The committee shall actively promote an equitable, diverse, and inclusive campus that is free from all forms of discrimination by formulating and continually reviewing policies and procedures pertaining to issues of equity, diversity, and inclusion. These include but are not limited to the University of Maryland Non-Discrimination Policy and Procedures and the University of Maryland Disability & Accessibility Policy and Procedures.**
- 6.6.d Charge: The committee shall consider programs **and activities** for improving equity, diversity, and inclusiveness **on campus, and shall make recommendations to appropriate campus bodies** ~~at the University.~~

## 6.7 Faculty Affairs Committee:

- 6.7.a Membership: The committee shall consist of an appointed presiding officer; ten (10) faculty members, of whom four (4) shall be senators including one (1) assistant professor and one (1) professional track faculty member; one (1) undergraduate student and two (2) graduate students; one (1) staff member; and the following persons or a representative of each: the President, the Senior Vice President and Provost, and the Director of Human Resources. One (1) elected Council of University System Faculty representative from the University shall serve as a voting ex officio member.
- 6.7.b Quorum: A quorum of the Faculty Affairs Committee shall be nine (9) voting members.
- 6.7.c Charge: The committee shall formulate and continually review policies pertaining to faculty life, employment, academic freedom, morale, and perquisites.
- 6.7.d Charge: The committee shall work for the advancement of academic freedom and the protection of faculty and research interests.
- 6.7.e Charge: The committee shall, in consultation with Colleges, Schools, and other academic units, formulate and review procedures for the periodic review of academic administrators below the campus level.
- 6.7.f Charge: The committee shall review the Appointment, Promotion, and Tenure or Permanent Status section of each College, School, or the Libraries Plan of Organization in accordance with Appendix 7 of these *Bylaws*.

## 6.8 Programs, Curricula, and Courses Committee:

- 6.8.a Membership: The committee shall consist of an appointed presiding officer; ten (10) faculty members; one (1) staff member; two (2) undergraduate students and one (1) graduate student; and the following persons or a representative of each: the Senior Vice President and Provost, the Associate Provost for Academic Affairs and Dean for Undergraduate Studies, the Associate Provost for Academic Affairs and Dean of the Graduate School, and the Dean of Libraries.
- 6.8.b Quorum: A quorum of the Programs, Curricula, and Courses Committee shall be nine (9) voting members.
- 6.8.c Charge: The committee shall formulate, review, and make recommendations to the Senate concerning policies related both (1) to the establishment, modification, or discontinuance of academic programs, curricula, and courses; and (2) to the establishment, reorganization, or abolition of colleges, schools, academic departments, or other units that offer credit-bearing programs of instruction or regularly offer courses for credit.
- 6.8.d Charge: The committee shall review and make recommendations to the Senate in at least the areas designated by (1) through (3) below. Recommendations in these areas are not subject to amendment on the Senate floor unless a detailed objection describing the area of concern has been filed with the Office of the University Senate at least forty-eight (48) hours prior to the meeting at which the recommendations will be introduced. The committee will announce proposed recommendations to the campus community sufficiently in advance of the meeting at which they are to be considered so as to allow time for concerned parties to file their objections.
- (1) All proposals for the establishment of a new academic program, for the discontinuance of an existing academic program, for the merger or splitting of existing academic programs, or for the renaming of an existing academic program;
  - (2) All proposals for the creation, abolition, merger, splitting, or change of name of Colleges, Schools, departments of instruction, or other units that offer credit-bearing programs of instruction or regularly offer courses for credit; and
  - (3) All proposals to reassign existing units or programs to other units or programs.
- 6.8.e Charge: The committee shall review and shall directly advise the Office of Academic Planning and Programs concerning proposals to modify the curricula of existing academic programs, or to establish citation programs consistent with College rules approved by the Senate. The committee shall inform the Senate of its actions in these cases.
- 6.8.f Charge: The committee shall review, establish, and advise the Vice President's Advisory Committee concerning policies for adding, deleting, or modifying academic courses.
- 6.8.g Charge: The committee shall be especially concerned with the thoroughness and soundness of all proposals, and shall evaluate each according to the mission of the University, the justification for the proposed action, the availability of resources, the appropriateness of the sponsoring group, and the proposal's conformity with existing regulations. The committee shall be informed of any recommendations made by the Academic Planning Advisory Committee concerning resource issues, the consistency of

the proposed action with the University's mission and strategic directions, or both.

- 6.8.h Operation: The committee shall follow the procedures specified for standing committees in Article 5 above, with the exception of 5.3.b.
- 6.8.i Relation of the Programs, Curricula, and Courses Committee to the Office of the Senior Vice President and Provost.
- (1) The committee, in consultation with the Office of the Senior Vice President and Provost, shall determine the requirements for supporting documentation and the procedures for review for all proposals.
  - (2) The committee shall be informed by the Office of the Senior Vice President and Provost of all proposed modifications to existing programs and curricula. After consulting with the presiding officer of the committee, the Office of the Senior Vice President and Provost shall act on all minor changes that are not of a policy nature.
  - (3) The committee shall be informed by the Office of the Senior Vice President and Provost of all changes made pursuant to 6.8.i(2). The committee shall be informed by the Office of the Senior Vice President and Provost of all other changes in academic curricula whose approval has been specifically delegated to that office. In particular, this includes the approval to offer existing academic programs through distance education or at a new off-campus location.
- 6.8.j Relationship of the Programs, Curricula, and Courses Committee to the Graduate School: Proposals concerned with graduate programs and curricula shall receive the review specified by the Graduate School, in addition to the review of the Programs, Curricula, and Courses Committee. Any such proposal whose approval has been denied by the Graduate School shall not be considered by the committee.

## **6.9 Staff Affairs Committee:**

- 6.9.a Membership: The committee shall consist of an appointed presiding officer; eight (8) staff members, with two (2) members from each of the elected staff categories; two (2) Category II contingent employees, with one exempt and one non-exempt to the extent of availability; one (1) faculty member; one (1) student; and one (1) representative each of the Senior Vice President and Provost, the Director of Human Resources, the Vice President for Administration & Finance and the Vice President for Student Affairs. The three (3) elected University representatives to the Council of University System Staff (CUSS) shall serve as voting ex officio members; the alternate University representatives to the Council of University System Staff (CUSS) shall be non-voting ex officio members.
- 6.9.b Quorum: A quorum of the Staff Affairs Committee shall be nine (9) voting members.
- 6.9.c Charge: The committee shall formulate and continually review campus policies affecting staff members, including policies regarding periodic review of campus departments and administrators that employ staff members.
- 6.9.d Charge: The committee shall assist the Office of the University Senate in soliciting nominations and encouraging participation in elections of staff Senators as specified in Article 4.5 of the *Plan*.
- 6.9.e Charge: Staff Affairs shall assist the Committee on Committees and the Senate Executive

Committee in identifying and recruiting staff representatives for campus and Senate committees, including system-wide activities involving staff.

- 6.9.f Charge: The committee shall administer the Council of University System Staff (CUSS) nomination and election process. Definitions of eligible staff shall be defined by the Board of Regents and CUSS.
- 6.9.g Charge: The committee shall actively promote and provide orientation and opportunities for staff involvement in shared governance at every administrative level.
- 6.9.h Charge: The committee shall facilitate the annual nomination process for the Board of Regents' Staff Awards at the University of Maryland, College Park.

#### **6.10 Student Affairs Committee:**

- 6.10.a Membership: The committee shall consist of an appointed presiding officer; eight (8) undergraduate students, of whom four (4) must be Senators; four (4) graduate students, of whom two (2) must be Senators; two (2) faculty members; two (2) staff members with one exempt and one non-exempt to the extent of availability; the President or a representative of the Student Government Association; the President or a representative of the Graduate Student Government; two (2) representatives of the Office of the Vice President for Student Affairs; and one (1) representative each from the Graduate School, and the Department of Resident Life.
- 6.10.b Quorum: A quorum of the Student Affairs Committee shall be eleven (11) voting members.
- 6.10.c Charge: The committee shall formulate and continually review policies regarding all non-academic matters of student life including, but not limited to, student organizations, resident life, extracurricular activities, and student concerns in the campus community.
- 6.10.d Charge: The committee shall assist the Office of the University Senate and the Colleges and Schools as appropriate in soliciting nominations and encouraging participation in the election of student Senators.

#### **6.11 Student Conduct Committee:**

- 6.11.a Membership: The committee shall consist of an appointed presiding officer; four (4) faculty members; one (1) staff member; five (5) students, of whom at least three (3) must be undergraduate students and one (1) must be a graduate student; and the Director of the Office of Student Conduct, or a representative, as a non-voting ex officio member.
- 6.11.b Charge: The committee shall formulate and continually review recommendations concerning the rules and codes of student conduct, as well as means of enforcing those rules and codes.
- 6.11.c Charge: The committee acts as an appellate body for infractions of the approved Code of Student Conduct and Code of Academic Integrity. Procedures for the committee's operation in this role are to be developed and filed with the Office of Student Conduct and the Executive Secretary and Director of the Senate. The committee shall also confirm members of all judicial boards listed in the Code of Student Conduct, except conference and ad hoc boards.

## ARTICLE 7 UNIVERSITY COUNCILS

- 7.1 **Definition:** University Councils are established by Article 8.6 of the *Plan* to exercise an integrated advisory role over specified campus units and their associated activities. University Councils are jointly sponsored by the University Senate and the Office of the President or Provost (as appropriate). University Councils may be assigned reporting responsibilities to any member(s) of the College Park administration at the dean level or above (hereafter referred to as the "designated administrative officer").
- 7.2 **Creation of University Councils:** Proposals to create a University Council shall be evaluated by a task force appointed jointly by the Senate Executive Committee and the designated administrative officer to whom the new Council would report. Following its deliberations, this task force shall present a report (hereafter referred to as the "Task Force Report") to the Senate, the designated administrative officer, and the director of the unit whose activities are the focus of the Council. The Task Force Report shall indicate the specifications that define the working relationship among the Senate, the designated administrative officer, and the director. The Task Force Report shall include at least the following: the scope and purpose of the new Council; a review of the current committees and advisory relationships to be superseded by the proposed Council; identification of the designated administrative officer and unit director to whom the Council reports; the charge to the Council; the size, composition, and appointment process of members of the Council; the Council's relationship to the Senate, the designated administrative officer, and the director including the responsibilities of these three sponsors to the Council and the responsibilities of the Council to these three sponsors; and principles for operation of the Council. The Task Force Report shall be reviewed by the Executive Committee, approved by the designated administrative officer, and then approved by the Senate. At the same time, the Senate shall approve appropriate revisions in its *Bylaws* to incorporate the Council into its council structure as defined in Article 8 of these *Bylaws*. The Task Force Report, as approved, shall be preserved with official Senate documents, serving as a record of the original agreements establishing the Council.
- 7.3 **Specifications in Senate Bylaws:** For each Council, Senate Bylaws shall: state its name; specify its responsibilities to the Senate; define its membership, including any voting privileges of ex officio members; and identify any exceptions or additions to the provisions of this Article particular to the Council.
- 7.4 **Basic Charge:**
- 7.4.a The Council's responsibilities to the University Senate shall include those specified for Senate committees in Article 5.2 of these *Bylaws*. In addition, each Council shall:
- (1) Sponsor hearings, as appropriate, on issues within its purview that are of concern to the Senate and the campus community.
  - (2) Provide a mechanism for communication with the campus community on major issues facing the unit and its activities.
  - (3) Respond to charges sent to the Council by the Senate Executive Committee in accordance with Article 4.7.
  - (4) Provide an annual written report to the Senate on the Council's activities including the status of unresolved issues.

- 7.4.b Responsibilities to the designated administrative officer shall be specified in the Task Force Report and may include:
- (1) To advise on the unit's budget, space, and other material resources, in addition to personnel, staffing and other human resources.
  - (2) To advise on the unit's administrative policies and practices.
  - (3) To advise on the charges to be given to periodic internal and external review committees.
  - (4) To respond to requests for review, analysis, and advice from the designated administrative officer.
  - (5) To meet at least annually with the designated administrative officer to review the major issues facing the unit and its activities on campus.
  - (6) To fulfill such other responsibilities as specified in the Task Force Report.
- 7.4.c Responsibilities to the unit's director shall be specified in the Task Force Report and may include:
- (1) To advise on the needs and concerns of the campus community.
  - (2) To advise on opportunities, policies, and practices related to the unit's ongoing operations.
  - (3) To review and advise on unit reports, studies, and proposed initiatives.
  - (4) To respond to requests for review, analysis, and advice made by the director.
  - (5) To meet at least annually with the director to review the major issues facing the unit and its activities on campus.
  - (6) To fulfill such other responsibilities as specified in the Task Force Report.

7.5 **Membership and Appointment to University Councils:**

- 7.5.a Membership: Councils shall have nine (9) to thirteen (13) members as specified in the appropriate subsection of Article 8 of these *Bylaws*. In addition, each Council shall include an ex officio member designated by the administrative officer, and such other ex officio members as specified in Article 5.5.d of these *Bylaws*. These ex officio members shall have voice but no vote.
- 7.5.b Appointment: Representatives of the designated administrative officer's office and the University Senate shall agree on nominees for vacancies on the Council. These nominations shall be submitted to the designated administrative officer for approval. In addition, these nominations shall be submitted to the University Senate for approval, or for election if specified in the Council's governing documents. In exercising its powers of appointment to the Council, the Senate shall follow procedures for review and approval for Senate committee appointments specified in Article 5.5.e of these *Bylaws*.

- 7.5.c Terms: Rules governing beginning date and length of terms, and restrictions on reappointment shall be specified in the governing documents of each Council. The presiding officer shall serve a three (3) year term and cannot be reappointed, unless otherwise specified in the governing documents of the Council.
- 7.5.d Appointment of Presiding Officer: The designated administrative officer and the Senate Executive Committee shall reach an agreement on a presiding officer, and the joint choice shall be submitted to the Senate for approval. If the presiding officer is selected from among the membership of the Council, a replacement shall be appointed to the vacated seat.

#### 7.6 **Operational Relationship of University Councils to Sponsors:**

- 7.6.a The Office of the University Senate shall provide basic support for the activities of University Councils.
- 7.6.b The office of the designated administrative officer, through its ex officio University Council member, shall provide liaison to other administrative units as required.
- 7.6.c The unit director shall provide the University Council with internal data, reports, studies, and any other materials required to support the Council's work. In addition, the director shall also arrange for unit staff to appear before the committee as requested.
- 7.6.d Control of the University Council's agenda shall be the responsibility of the presiding officer of the University Council and the voting members of the University Council in accordance with procedures for standing committees provided in Article 5.3.a, subject to the charges provided in Article 7.4 of these *Bylaws*, the appropriate subsection of Article 8 of these *Bylaws*, and the approved Task Force Report governing the University Council.
- 7.6.e Each University Council shall develop its own bylaws, which must be approved by the designated administrative officer and by the Senate.
- 7.6.f In addition to the required annual report, the presiding officer shall keep the Chair of the Senate informed of the major issues before the University Council and shall indicate when action or information items are likely to be forwarded for Senate consideration. In submitting recommendations for Senate action, the University Council shall inform the unit director and the designated administrative officer in advance of its recommendations. For purposes of conducting Senate business, reports from the University Council and floor privileges of the Senate shall be managed in the same manner as standing committees of the Senate defined in these *Bylaws* (3.3.c, 4.4.b). In the case where the presiding officer of the University Council is not a member of the Senate, he or she may report to the Senate and participate in the deliberations of the Senate subject to the provisions of Article 3.3.c of these *Bylaws*.

#### 7.7 **Review of University Councils:**

- 7.7.a Five (5) years after a University Council is formed, a review of the University Council shall be undertaken jointly by the Senate and administration, and a written report issued. The review may recommend continuation of the University Council in its original form and mode of operation, modification of the University Council structure and/or operations, or discontinuance of the University Council.
- 7.7.b Following the initial review, the University Council and its operations shall be reviewed in

conjunction with the periodic review of the *Plan*.

## **ARTICLE 8 UNIVERSITY COUNCIL SPECIFICATIONS**

### **8.1 University Library Council**

- 8.1.a Charge: The University Library Council has the responsibility to provide advice and to report on policy issues concerning the University Libraries to the University Senate, to the Senior Vice President and Provost, and to the Dean of Libraries (see Appendix 1 for additional responsibilities and the Library Council's Bylaws).
- 8.1.b Membership: The Library Council shall consist of thirteen (13) appointed members and four (4) ex officio members. The appointed members shall be: the Chair, ten (10) faculty members including at least one (1) member of the library faculty, one (1) graduate student, and one (1) undergraduate student. The four (4) ex officio members shall be a representative of the Office of the Senior Vice President and Provost, a representative of the Office of the Dean of Libraries, a representative of the Division of Information Technology, and the Chair-Elect of the Senate.
- 8.1.c The Chair shall be a tenured faculty member.
- 8.1.d Reporting Responsibilities: The University Library Council shall report to the University Senate and the Senior Vice President and Provost under the terms of responsibility defined in Article 7.4 of these *Bylaws*.

### **8.2 University Research Council:**

- 8.2.a Charge: In addition to the charges specified in Articles 5.2 and 7.4 of these *Bylaws*, the Research Council shall be governed by the following: The Research Council is charged to formulate and continually review policies regarding research, its funding, its relation to graduate and undergraduate academic degree programs, and its service to the community. Also, the Research Council is charged to review the research needs of faculty, other researchers and students, and to make recommendations to facilitate the research process and productivity of the University. Further, the Research Council shall formulate and continually review policies on the establishment, naming, reorganization, or abolition of bureaus, centers, or institutes that do not offer programs of instruction or regularly offer courses for credit, including their relationship to graduate and undergraduate academic programs. Additionally, when it perceives problems, the Research Council has the power to undertake investigative studies and recommend solutions.
- 8.2.b Membership: The University Research Council shall consist of thirteen (13) appointed members and ten (10) ex officio members. The appointed members shall be the Chair and eight (8) faculty members; one (1) staff member; and three (3) students, including at least one (1) graduate and one (1) undergraduate student. Eight (8) voting ex officio members include a representative of the Vice President for Research, a representative of the Dean of the Graduate School, a representative of the Dean of Undergraduate Studies, the Director of the Office of Research Administration and Advancement, and the Chairs of four (4) subcommittees of the University Research Council as follows: Research Development and Infrastructure Enhancement Subcommittee (RDIES); Research Advancement and Administration Subcommittee (RAAS); Intellectual Property and Economic Development Subcommittee (IPEDS); and Awards and Publicity Subcommittee (APS). A representative



of the President and a representative of the Senior Vice President and Provost shall serve as non-voting ex-officio members.

- 8.2.c The Chair shall be a tenured faculty member.
- 8.2.d Reporting Responsibilities: The University Research Council shall report to the University Senate and the Vice President for Research under the terms of responsibility defined in Article 7.4 of these *Bylaws* and the report establishing the University Research Council.

### **8.3 University IT Council:**

- 8.3.a Charge: The IT Council shall advise and report on policy issues concerning the Division of IT to the University Senate and the Vice President for Information Technology and CIO. In addition to such responsibilities as are enumerated in Article 7 of these *Bylaws*, the IT Council shall:
  - 1) Respond to requests from the Division of Information Technology, extra-divisional advisory bodies (such as the Council of Deans or the Student Technology Fee Committee), the University Senate, or other campus stakeholders for guidance on IT policy and implementation.
  - 2) Advise on the Division's budget, material resources, personnel, staffing and human resources, administrative policies and practices, and have all other responsibilities listed in 7.4 of the Bylaws of the University Senate.
  - 3) Initiate strategic inquiries on IT-related matters impacting or likely to impact the campus community.
- 8.3.b Membership: The IT Council shall consist of a Chair (1), the chairs of the five (5) IT Council Working Groups, the chair of the IT Security Advisory Committee, and the following members already serving on an IT Council Working Group: one (1) exempt staff member, one (1) undergraduate student, one (1) graduate student, one (1) professional track faculty member, one (1) tenured faculty member. The Vice President and CIO, or a designee, and a representative from the University Libraries, shall serve as non-voting ex officio members. Additional non-voting ex officio members may be appointed as needed, by agreement between the CIO and the Senate Executive Committee.
- 8.3.c The Chair of the IT Council shall be appointed by the Vice President for Information Technology and CIO and the Senate, as described in 7.5 of these *Bylaws*. The Chair will serve a three year term. The Chair shall normally (subject to exception by agreement of the Vice President and the Senate) also serve as a member of one of the Working Groups.
- 8.3.d Working Groups: The IT Council shall create five standing Working Groups. These groups should carry out research and make recommendations on IT issues, and shall each work with the appropriate Division of Information Technology staff member appointed by the CIO. The chair of each Working Group shall be appointed by the CIO and shall serve a two-year term. The five Working Groups shall be:
  - 1) Learning @ Technology, which focuses on IT portfolio related decisions regarding technology for classroom support, learning support, and scholarly enablement;
  - 2) Enabling Research, which focuses on IT portfolio related decisions regarding tools that support research, such as collaboration tools, data storage and access, and other research computing initiatives;
  - 3) Infrastructure, which focuses on IT portfolio related decisions regarding physical hardware and investments needed to support University IT service offerings;

- 4) Enterprise Systems, which focuses on IT portfolio related decisions regarding enterprise administrative software and systems used by faculty, staff, and students on a daily basis; and
  - 5) User Experience, which focuses on issues related to student and instructor experiences with IT services, accessibility to users, and considers whether the needs of the campus community are being met.
- 8.3.e Reporting Responsibilities: The IT Council shall report to the Vice President and CIO of the Division of Information Technology and to the University Senate.

## **ARTICLE 9 THE ATHLETIC COUNCIL**

### 9.1 The Athletic Council

- 9.1.a The Athletic Council exists to help the University develop and maintain the best possible intercollegiate athletic program consistent with the academic integrity of the institution and the academic and social development of student athletes. The Athletic Council shall operate in accordance with its charter (Appendix 4), which shall specify its role, scope, responsibilities, leadership, and membership. Changes to the charter shall be approved by the President of the University.
- 9.1.b Membership: The charter designates its membership. The membership of the Athletic Council elected by the Senate includes:
- 1) Seven faculty members elected by the Senate at the annual Transition Meeting. Elected faculty representatives shall serve for a three-year term, and faculty who have served a full term shall for a period of one year be ineligible for re-election. The Senate should make every effort to assure diversity among the candidates for election to the Council.
  - 2) One staff member elected by the Senate at the annual Transition Meeting for a three-year term. A staff member who has served a full term shall for a period of one year be ineligible for re-election.
  - 3) The Chair of the Senate Campus Affairs Committee, or a faculty member designated by the Committee, shall serve as an ex-officio member.
- 9.1.c Relationship between the Senate and the Athletic Council:
- 1) The Council in cooperation with the Athletic Director shall submit an annual report to the Senate on the status of intercollegiate athletics at the University. This report shall at least include an analysis of admissions, academic performance, class attendance, major selection, graduation rates, budget performance, and compliance with NCAA, Conference, and campus rules.
  - 2) The Council shall inform the Senate for its review of any proposed amendments to the Council's charter.

## **ARTICLE 10 DUTIES OF THE EXECUTIVE SECRETARY AND DIRECTOR**

- 10.1 The Executive Secretary and Director of the Senate shall be responsible for the minutes and audio recordings of all Senate meetings.
- 10.1.a The minutes shall include only actions and business transacted. They shall be submitted to the Senate for approval. Copies of the approved minutes shall be made available to all chief administrative officers of Colleges, Schools, departments, and other units, and to the campus news media.
- 10.1.b A complete audio recording shall be made of each meeting and shall be maintained by the Office of the University Senate. In accordance with the University's Records Retention and Disposal Schedule, a copy of each audio recording, excluding only those parts recorded during closed sessions, shall be placed with the minutes in the University Archives for open access.
- 10.2 The Executive Secretary and Director shall also maintain the following kinds of Senate records (see Article 4.8):
- (1) All material distributed to Senate members;
  - (2) All material received by or distributed to members of the Executive Committee;
  - (3) Any minutes of the Senate or the Executive Committee not otherwise included under (1) and (2);
  - (4) Annual reports of all committees of the Senate not otherwise included under (1) and (2);
  - (5) The audio records of Senate meetings;
  - (6) The current and all previous versions of the *Plan* and the *Bylaws*;
  - (7) Articles concerned with Senate structure and operation from campus and University publications as they come to the attention of the Executive Secretary and Director; and
  - (8) Other items deemed appropriate by the Executive Secretary and Director or the Chair of the Senate.
- 10.3 The Executive Secretary and Director shall store inactive records of the Senate in the University Archives.
- 10.4 The Executive Secretary and Director shall be responsible for the preparation of the Senate budget in accordance with Article 4.6.
- 10.5 The Executive Secretary and Director shall prepare as soon as possible after each annual senatorial election, a directory of the membership of the new Senate indicating for each member the constituency, term, office or department, and email address. A copy of this directory shall be available to all members of the new Senate.
- 10.6 The Executive Secretary and Director shall keep a list, with campus addresses and telephone numbers, of all Senate officers and of all presiding officers of all Senate committees. This

information shall be available upon request to any member of the campus community.

- 10.7 The Executive Secretary and Director shall make available to each Senator, by campus mail or electronic means, a copy of the agenda and supporting material for each meeting. The receipt of the agenda and the supporting material then available shall satisfy the notice requirements of the meeting in question (Article 3.1 and 3.2.b).
- 10.8 The Executive Secretary and Director shall prepare for the members of the Senate and its Executive Committee, as appropriate, all agendas, minutes, reports, and other documents, with the exception of proposals relating to the Programs, Curricula, and Courses (PCC) Committee. Nonetheless, the Executive Secretary and Director shall be responsible for the distribution of all items of Senate business, including PCC items to the members of the Senate and its Executive Committee, and to other such committees as necessary.
- 10.9 The Executive Secretary and Director shall inform the Executive Committee of the status of all members of the Senate in accordance with the *Plan* (Article 3.4.a(3-4), 3.4.b(3-4), and 3.7) and these *Bylaws* (Articles 2.2, 4.1, 5.5, and 5.6).
- 10.10 The Executive Secretary and Director shall have the privilege of attending the meetings of all standing committees and ad hoc committees of the Senate to assist in the coordination of Senate business.
- 10.11 The Executive Secretary and Director shall provide information or assistance as requested for revision of the undergraduate catalog.

## **ARTICLE 11 ANNUAL TRANSITION OF THE SENATE**

### **11.1 Preparation for Transition:**

- 11.1.a 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. The Chair-Elect of the Senate shall serve as a non-voting, ex officio member of the Nominations Committee. The Nominations Committee shall elect its own Chair from within the membership of the committee. The Nominations Committee shall solicit nominations from the membership of the Senate and shall present to the Chair of the Senate by April 15:
- (1) A slate of at least two (2) candidates per seat from each constituency for elected membership on the Executive Committee, including those incumbent elected members who are eligible and willing to stand for reelection,
  - (2) Slates of candidates to replace the outgoing members of the Committee on Committees, the Campus Transportation Advisory Committee (CTAC), the University Athletic Council, and the Council of University System Faculty (CUSF), and any other committees as required by these *Bylaws*, including at least one (1) nominee for each position to be filled, and

(3) A minimum of two (2) candidates for the office of Chair-Elect.

Before reporting to the Chair of the Senate, the Nominations Committee shall secure the consent of all candidates in writing.

11.1.b. A brief statement of each candidate's qualifications shall be sent to the voting membership of the incoming Senate ten (10) working days before the Transition Meeting of the Senate. Any further nominations made by members of the Senate and accompanied by a brief supporting statement and the consent of the candidate must be received by the Executive Secretary and Director at least twelve (12) working days before the Transition Meeting. These additional nominations shall be sent to the voting membership of the incoming Senate ten (10) working days before the Transition Meeting.

## 11.2 **Transition Meeting:**

11.2.a The Transition Meeting will be the last regularly scheduled meeting of the Spring semester, and starts a new Senate session.

11.2.b Terms of office of newly elected Senators will begin, and the terms of the outgoing Senators will end, with the call to order of the Transition Meeting by the outgoing Chair.

11.2.c Election of the Chair-Elect, as provided for in section 5.7.a of the *Plan*, shall be the first order of business of the Transition Meeting, after which the outgoing Chair will pass the gavel to the previous Chair-Elect, who will assume the Chair.

11.2.d The election of the Executive Committee, election of incoming members of the Committee on Committees, Campus Transportation Advisory Committee (CTAC), Athletic Council, Council of University System Faculty (CUSF), and such other persons elected by the members of the Senate, shall be scheduled special orders of the Transition Meeting. Nominations may be received from the floor by the Chair, in addition to those provided for in Article 11.1. Any such nomination is contingent on the consent of the candidate, which must have been secured beforehand in writing if the nomination is made in the absence of the candidate. In the event of a tie vote in the election for members of the Executive Committee or the Committee on Committees, a ballot will be distributed to each Senator in the appropriate constituency. Ballots are to be returned to the Office of the University Senate within one (1) week from the date distributed.

11.2.e The elected members of the outgoing Executive Committee and the Committee on Committees shall continue to serve until the election of new members is held.

11.2.f After the conclusion of the Transition Meeting, any vacancies on standing committees will be filled by the new Committee on Committees, subject to the approval of the Executive Committee and pending confirmation by the full Senate at its next regularly scheduled meeting.

**APPENDIX 1**  
**BYLAWS OF THE UNIVERSITY LIBRARY COUNCIL**

1. **Charge to the Library Council:** The University Library Council has the responsibility to provide advice about policy issues concerning the University Libraries to the University Senate, to the Senior Vice President and Provost, and to the Dean of Libraries.

**A. The Council's Responsibilities to the University Senate:**

- (1) Make recommendations for major changes and improvements in policies, operations, and services of the Libraries that represent the concerns and interests of Senate constituencies as well as other users of the Libraries. Such recommendations should specify the resource implications. Reports and recommendations to the University Senate shall be submitted to the Senate Executive Committee for placement on the agenda of the University Senate in the same manner as reports from the Senate's standing committees. It is expected that the Library Council will also inform the Senior Vice President and Provost in advance of these legislative recommendations. In addition to the mandatory annual report, the Chair of the Library Council shall keep the Chair of the Senate informed of the major issues before the Library Council and shall indicate when action or information items are likely to be forwarded for Senate consideration.
- (2) Respond to charges sent to the Library Council by the Senate Executive Committee.
- (3) Provide an annual written report of the Library Council's activities, including the status of recommendations made by the Library Council each year, and of unresolved issues before the Library Council.

**B. The Library Council's Responsibilities to the Senior Vice President and Provost:**

- (1) Advise on the Libraries' budget, space, personnel and staffing, and other resources. It is expected that the Senior Vice President and Provost will consult the Library Council before undertaking major reviews of the Libraries with APAC and before preparing the annual budget for the Libraries.
- (2) Advise on the Libraries' administrative policies and practices.
- (3) Advise on the charges to be given to the committees to review the Dean of Libraries and to conduct the unit review of the University Libraries based on University policy
- (4) Advise on matters concerning the Libraries in conjunction with accreditation review and strategic planning.
- (5) Respond to requests for review, analysis, and advice made by the Senior Vice President and Provost.
- (6) Meet at least annually with the Senior Vice President and Provost to review the major issues facing the Libraries and its activities on campus.
- (7) The Library Council is responsible for informing the Senior Vice President and Provost of pending reports and recommendations to the University Senate.

**C. The Library Council's Responsibilities to the Dean of Libraries:**

- (1) Advise on the needs and concerns of diverse constituencies within the campus community with respect to Library policies, services, and new resources and technology.
- (2) Advise on strategies to involve Library users in the initiation, evaluation, and integration of new Library policies, practices, procedures, and technology. Such strategies might include forums for the discussion of changes, workshops for adjusting to new technologies, and ongoing programs of Library education.
- (3) Advise on operations, policies and new opportunities.
- (4) Advise on Library planning including strategic planning and other major plans for Library operation and development.
- (5) Review and advise on the Libraries' reports, studies, and proposed initiatives that have significant long-term resource implications for the Libraries.
- (6) Hold at least one (1) meeting each year at which the Dean shall review major issues and plans, summarized in a State of the Libraries report distributed in advance to the Library Council.
- (7) It is expected that the Library Council will adopt a broad campus perspective and that the Dean of the Libraries will inform the Library Council of the University Libraries' needs and concerns and seek advice about major modifications of policies and operations affecting the campus community.

**D. To Fulfill Its Responsibilities, the Library Council May:**

- (1) Undertake investigative studies in matters concerning the University Libraries and recommend solutions to the University Senate, the Senior Vice President and Provost, the Dean of Libraries, or the general campus community.
  - (2) Conduct open hearings on major issues concerning the University Libraries and their activities.
  - (3) Communicate directly with the campus community on concerns related to support for, policies of, and services provided by the University Libraries.
2. **Composition of the Library Council:** The Library Council shall consist of thirteen (13) appointed members and four (4) ex officio members. The appointed members shall be: the Chair, ten (10) faculty members including at least one (1) member of the Library faculty, one (1) graduate student, and one (1) undergraduate student. The four (4) ex officio members shall be a representative of the Office of the Senior Vice President and Provost, a representative of the Dean of the Libraries Office, a representative of the Division of Information Technology, and the Chair-Elect of the Senate.

**A. Tenure in Office:**

- (1) The Library Council Chair should be a tenured faculty member appointed for a single three-year term. Normally, the Chair shall have served as a member of the Library Council. If the Chair is serving as a regular member of the Library Council at the time of appointment, a new member shall be appointed to serve the remainder of the term the Chair has vacated. The Senior Vice President and Provost and the Senate Executive Committee shall reach an agreement on the Library Council Chair, and the joint choice shall be submitted to the University Senate for its approval.
- (2) The remaining ten (10) faculty members shall be appointed for staggered two-year terms. No

- faculty member shall serve more than two (2) terms consecutively. For this purpose, members who have served more than a year should be considered to have served a full term.
- (3) The two (2) student members shall be appointed for one-year terms. No student member should serve more than two (2) terms consecutively. For this purpose, student members who have served more than half their term should be considered to have served a full term.
  - (4) The Office of the Senior Vice President and Provost will appoint a member of the Provost's staff as an ex officio member of the Library Council who will have voice but not vote.
  - (5) The Dean of Libraries' Office will appoint an upper-level member of the Libraries' administrative staff as an ex officio member of the Library Council who will have voice but no vote.
  - (6) The Vice President for Information Technology and Chief Information Officer (CIO) will appoint a member of the Division of Information Technology's staff as an ex officio member of the Library Council who will have voice but no vote.
  - (7) The Chair-Elect of the Senate shall serve as an ex officio member of the Library Council who will have voice but no vote.
- B. Qualifications of Library Council Members:** Successful operation of the Library Council requires that the members of the Library Council understand the nature of the Libraries and represent the best interests of the campus as well as the particular interests of their specific constituencies.
1. The Library Council members should be chosen from people who can bring a campus-wide perspective to their deliberations on Library matters and who have shown interest and willingness to foster a good working relationship between the Libraries and their users.
  2. Library Council members should be selected to represent as broad a range of campus disciplines and interests as possible. Faculty members should include representatives from both the professional and arts and sciences colleges, and within these constituencies, representatives of the arts and humanities, social sciences, and physical and biological sciences.
- C. The Appointment Process:** In the spring of each year, the Chair of the University Library Council shall notify the representative of the Office of the Senior Vice President and Provost and the Chair-Elect of the Senate of the appointments required for the following academic year. The representative of the Office of the Senior Vice President and Provost and the Chair-Elect of the Senate shall draw up a slate of nominees who will agree to serve, and the slate will be submitted to the Senior Vice President and Provost and the Committee on Committees for approval. The list of nominees for Library Council membership shall be submitted to the University Senate for approval. Ordinarily, the slate will be presented at the same Senate meeting at which other committee slates are approved. Dates of appointment and beginning of terms shall correspond with those of Senate committees. Replacement of Library Council members will take place through the same consultative process as the initial appointment, with submission of names to the Senate occurring as needed.
- 3. Operation of the Library Council:** Effective and efficient Library Council operation will require adequate support and full cooperation among the Senate, the Senior Vice President and Provost, the Dean, and their offices.
- A. The Office of the University Senate or its designee will provide normal committee support to the



Council, including maintaining mailing lists, reproducing Library Council documents, keeping a copy of Library Council minutes, maintaining files for the Library Council, and arranging meeting rooms.

- B. The Office of the Senior Vice President and Provost, through its ex officio Library Council member, will provide liaison to other administrative units, such as the Office of Institutional Research, Planning and Assessment, for their reports, data, or assistance. The Office of the University Senate will also provide website space for the Library Council.
- C. The Dean of the Libraries will provide the Library Council with internal data, reports, studies, etc. as needed to support the Library Council's work. The Dean will also arrange for unit staff to present testimony concerning such reports as the Library Council finds useful in carrying out its responsibilities. The Dean's assistance to the committee shall also include providing the Library Council members with the opportunity to attend an appropriate orientation session dealing with the Libraries.
- D. Control of the Library Council's agenda will be the responsibility of the Library Council Chair and the voting members of the Library Council.
- E. While being responsive to the needs of the Senior Vice President and Provost and the Senate in a timely manner is necessary, the sponsoring parties and the Dean of the Libraries must not attempt to micro-manage the ongoing operation of the Library Council. In turn the Library Council must not attempt to micro manage the Libraries.
- F. The Library Council shall meet as necessary, but in no case less than once per semester. Meetings may be called by the Chair. In addition, upon receiving a request of any three members of the Library Council, the Chair shall call a meeting. A majority of the voting members of the Library Council shall constitute a quorum for the conducting of official business of the Library Council.

**4. Operational Relationship of the Library Council to its Sponsors:**

- A. For purposes of University Senate action, a Library Council created through Senate action will appear in essentially the same role as a standing committee of the University Senate.
- B. The Chair may present reports and recommendations to the Senate but will not have a vote in Senate proceedings, unless he or she is a member of the Senate.
- C. Since the committees of the Senior Vice President and Provost range widely in form and function, and do not operate under a formal plan of organization and bylaws, there is no need to specify the Library Council's standing in the same fashion. For other purposes, such as APAC review of the Unit, the Library Council might be consulted like a College Advisory Council (that colleges will have under the shared governance plan) could be.
- D. The Dean of Libraries will ordinarily meet with the Library Council and have a voice in its deliberations. Since one of the three main functions of the Library Council is to advise the Dean, the Dean shall not formally be a member of the Library Council. On formal reports and recommendations of the Library Council to the University Senate or to the Senior Vice President and Provost, the Dean of the Libraries may send a separate memorandum to the Senate or the Senior Vice President and Provost, as appropriate, supporting or opposing the report or the recommendations, and providing rationale for the Dean's position.

**5. Review of the Library Council:** The Library Council and its operations will be reviewed in conjunction with the periodic review of the Senate and the *Plan*.

**APPENDIX 2**  
**BYLAWS OF THE UNIVERSITY RESEARCH COUNCIL**  
*{To be inserted once available}*

**APPENDIX 3**  
**BYLAWS OF THE UNIVERSITY IT COUNCIL**  
*{To be inserted once available}*

**APPENDIX 4**  
**CHARTER OF THE UNIVERSITY ATHLETIC COUNCIL**

The University of Maryland at College Park is dedicated to higher learning, research, and public service. An intercollegiate athletic program can significantly contribute to the learning and the public service components of the Campus Mission. The operation of a successful athletic program fosters spirit, identity and a sense of pride within the campus community and provides talented student-athletes with the opportunity to enrich their collegiate experience through participation in a challenging and competitive athletic program. Excellence of the athletic program at College Park stems not only from successful competition, but more importantly, from the general involvement in the Campus milieu of student-athletes who will earn degrees and who in other respects, embody qualities with which the institution can identify. Most importantly, both athletic success and academic integrity are the crucial elements in judging the excellence of the athletic program at the University of Maryland at College Park.

The importance of faculty involvement and influence in the institutional control and operation of an excellent athletic program cannot be overestimated. Faculty advice and participation will enhance the integrity of the athletic program in terms of academic performance, rules compliance, and compatibility of athletic programs with the mission of the campus.

**PURPOSE OF THE ATHLETIC COUNCIL**

First and foremost, the Athletic Council exists to help the University develop and maintain the best possible intercollegiate athletic program consistent with the academic integrity of the institution and the academic and social development of student athletes. The Athletic Council is the primary body, which advises the President on all matters relating to intercollegiate athletics. It is responsible for formulation and recommendation of policy matters affecting intercollegiate athletics and for monitoring the implementation of such policy by the intercollegiate athletics program. The Council, on behalf of the President, provides the necessary faculty input and participation in intercollegiate athletics as required by the Big Ten Conference, National Collegiate Athletic Association and the University of Maryland at College Park. The Council does not execute policy but serves to influence policy development and administration.

This document delineates the responsibilities, processes, and membership of the Athletic Council at the University of Maryland at College Park. It is expected that the Council will be proactive in its task of preparing policy recommendations and monitoring their implementation by the intercollegiate athletics program. The Council expects to have the full support of the Campus in the responsible performance of its duties.

**FUNCTION/DUTIES OF THE ATHLETIC COUNCIL**

The major function of the Athletic Council is to assist the President and the Director of Intercollegiate Athletics in the exercise of "institutional responsibility and control of intercollegiate athletics" as required by the constitution of the Big Ten Conference, the National Collegiate Athletic Association and the

University of Maryland at College Park. The Council functions in advisory, compliance, liaison, and representative capacities. The Athletic Council shall meet at least four times each year, twice in each semester, and at such other times as needed to carry out the duties of the Council. Specific duties of the Council shall include but not be limited to the following:

1. Promote an understanding of intercollegiate athletics among faculty, students, staff, alumni and other members of the University of Maryland at College Park community.
2. Promote the adoption and implementation of appropriate policies for the admission and continuing eligibility of student athletes at the University of Maryland at College Park.
3. Monitor the preparation of the athletic budget by the Athletic Director during the regular budgetary process and make recommendations to the Athletic Director and the President concerning sources (i.e. student athletic fees) and allocations of funds.
4. Participation in the selection process for the Director of Intercollegiate Athletics and the head coaches in all sports including, if possible, informal meetings of the final candidates with the Executive Committee in the interview process. A faculty member from the Athletic Council should be included on all search committees for head coaches.
5. Establish criteria and make recommendations, with the advice of the Athletic Director, regarding which sports shall be certified as intercollegiate sports.
6. Recommend policies concerning athletic schedules, practice, the number of contests to be played each year in each sport and the NCAA category of schools with which it is desirable to compete.
7. Establish guidelines for and make recommendations regarding the acceptance of invitations to post-season events, special holiday games, or other events outside the regular season schedule.
8. Review and formulate policies concerned with substance abuse that will provide protection to the health of student-athletes and ensure that such policies have a strong educational emphasis.
9. Review and endorse policy on physical facilities necessary for the conduct of a competitive Division I-A program.
10. Review and formulate policies on recruitment and the awarding of athletic grants and scholarships to student-athletes who meet eligibility standards.
11. Review and approve the criteria for departmental awards in recognition of athletic and academic achievement.
12. Review athletic event price schedules, seating priorities and allocation of tickets to various groups.
13. Monitor the advisement, academic support and counseling services available to student-athletes.
14. Review and formulate policy concerning the conduct of home athletic contests, particularly with respect to the protection and safety of participants and spectators.
15. Review and formulate policy regarding the expectations of and behavior of coaches and student-athletes.

16. Review and formulate policy regarding the expectations of and behavior of cheerleaders and their advisors.
17. Assist with the development of official reports to be submitted by the President for filing with the conference or appropriate associations.
18. Review with appropriate authorities the financial audits of the Department of Intercollegiate Athletics.
19. Monitor the activities of the Department of Intercollegiate Athletics to make sure that they are in compliance with Conference (Big Ten) and Association (NCAA) bylaws, regulations and legislation.

In fulfilling its functions/duties, the Athletic Council

- must maintain confidentiality;
- shall have available to it complete information on all items which appear for its consideration and shall have full opportunity for discussion of each item before action is taken;
- shall have available full and current information on the financial, academic and related activities of the intercollegiate athletics program; and
- is authorized to recommend to the President the employment of experts from outside the Campus when their advice is needed.

#### **RESPONSIBILITIES OF THE CHAIR OF THE ATHLETIC COUNCIL**

The Athletic Council has a Chair who is selected by the President from the faculty. The duties of the Chair shall include:

1. Serve as a spokesperson for the Council in all contacts with the media.
2. Serve as the Faculty Representative to the Big Ten Conference and the National Collegiate Athletic Association (NCAA).
3. Chair meetings of the Athletic Council and the Executive Committee of the Council.
4. Call regular meetings of the Athletic Council and such special meetings as may be necessary.
5. Prepare the agenda for meetings of the Athletic Council and of the Executive Committee of the Council.
6. Represent the campus, as authorized by the President, at meetings of the NCAA, Big Ten, United States Intercollegiate Lacrosse Association, United States Olympic Committee, Intercollegiate Athletic Association of America, College Football Association and other groups which establish international, national and regional policies for intercollegiate athletics.
7. Advise the President and serve as spokesperson to the faculty on behalf of the President on appropriate matters.
8. Report to the President on all actions taken by the Athletic Council.

9. Work with the Director of Intercollegiate Athletics in coordinating and carrying out the functions of the Athletic Council.
10. Monitor activities of the Department of Intercollegiate Athletics and confer regularly with the President on matters which should come to the President's attention.
11. Ensure that required reports and recommendations from the Athletic Council are provided to the President.
12. Report to the President and the Athletic Director on the concerns of the Athletic Council relative to athletics and to interpret to the faculty and other groups the University's athletic policies and activities.
13. Ensure that all actions of the Chair and the Executive Committee made on behalf of the Council are properly recorded and reported to the full membership of the Council in a timely manner.
14. Coordinate with the President's Office all financial support necessary to carry out the duties of Chair, including the development of an annual budget for this support; and the approval of all requests for expenditures and expense reimbursements made for this purpose. The President's Office is the administrative unit responsible for providing appropriate financial support to the Chair of the Athletic Council/Faculty Athletic Representative, and for approving both the annual budget request for this support as well as all expenditures, and expense reimbursements made for this purpose.
15. Know, recognize, and comply with the laws, policies, rules and regulations governing the University and its employees, and the rules of the National Collegiate Athletic Association (the "NCAA") and the Big Ten. Inform the Athletic Department Compliance Officer immediately of any suspected violation. Assist, as requested, in the investigation and reporting of those violations.

#### **RESPONSIBILITIES OF THE VICE CHAIR OF THE ATHLETIC COUNCIL**

The Athletic Council has a Vice-Chair who is selected by the President from the faculty. The duties of the Vice-Chair shall include:

1. Assist the Chair of the Council with conducting the business and meeting of the Council.
2. Conduct meetings of the Council in the absence of the Chair.
3. Write periodic articles for University publications about the actions of the Council.
4. Serve on the Executive Committee of the Council.
5. Coordinate the activities of and serve as an ex officio member to standing committees of the Council.
6. Know, recognize, and comply with the laws, policies, rules and regulations governing the University and its employees, and the rules of the National Collegiate Athletic Association (the "NCAA") and the Big Ten. Inform the Athletic Department Compliance Officer immediately of any suspected violation. Assist, as requested, in the investigation and reporting of those violations.

#### **ATHLETIC COUNCIL MEMBERSHIP**

Intercollegiate Athletics plays an important role in fostering pride and spirit in the University community. The Athletic Council membership is designed to be representative of this community and shall consist of faculty, administration, staff, students and alumni. The membership shall include minorities, women and men, and thorough consideration will be given to ensure a balanced representation on the Council. The Athletic Council shall consist of twenty voting and five non-voting members appointed by the President or elected by the Senate as follows:

#### Voting Members of the Athletic Council

- The Athletic Council has a Chair who is selected by the President from the faculty. The duration of the Chair's membership on the Council is determined by the President. The initial appointment is for a five year term which may be renewed by the President.
- The Athletic Council has a Vice-Chair who is selected by the President from the faculty. The duration of the Vice-Chair's membership on the Council is determined by the President. The initial appointment is for a three year term which may be renewed by the President.
- Seven faculty members of the Athletic Council will be elected by the Senate. These elected faculty members will serve for a three year period and are not eligible to serve a second consecutive three year period. The Senate should make every effort to assure diversity among the elected members.
- The Faculty member who is Chair of the Campus Affairs Committee of the Senate or a designee from the Committee who must be a faculty member is a member of the Athletic Council.
- One Academic Dean appointed by the Provost. The appointment is for a one year term which may be renewed by the Provost.
- Two staff members, one who is appointed by the President for a three year period and one who is elected for a three year period by the Senate. These staff members will serve on a staggered basis and are not eligible to serve a second consecutive three year period.
- The Vice President for Student Affairs.
- One representative from the "M" Club. The appointment is for one year.
- One representative from the Terrapin Club. The appointment is for one year.
- One student representative from the Student Government Association. The appointment is for one year.
- One undergraduate female athlete. The appointment is for two years and the student should maintain eligibility in her sport.
- One undergraduate male athlete. The appointment is for two years and the student should maintain eligibility in his sport.
- One graduate student. The appointment is for two years and the student should maintain good standing in the Graduate School.

#### Non-Voting Members of the Athletic Council

- The Director of Intercollegiate Athletics.
- A Representative from the President's Office.
- A Representative of the Office of General Counsel.
- The Director of the Student Health Services.
- The Director of the Office of Alumni Programs for the University of Maryland at College Park.
- A current head coach selected by the coaches as their representative. This appointment will be a one-year appointment with a three year limit.

In making all non-elected appointments to the Athletic Council, the President should solicit recommendations from the following advisory groups or persons: Executive Committee of the Athletic Council, President of the Student Government Association, President of the Graduate Student Government, Dean of the Graduate School, and Director of Intercollegiate Athletics. The term of office of all members of the Council shall begin with the first meeting of the new academic year.

Vacancies occurring on the Council due to resignation or other cause will be filled as they occur. If the vacancy is one of the members of the Council elected by the Senate, the Senate will be asked to elect a replacement to fill the vacancy. For all other vacancies, the President will solicit nominations from the appropriate groups and appoint a replacement to fill the remainder of the unexpired term. Persons appointed to fill a partial term on the Council will be eligible for election or appointment to a full term as appropriate for their membership category.

#### **COMMITTEES OF THE ATHLETIC COUNCIL**

Committees of the Athletic Council shall include an Executive Committee, Standing Committees of the Council, and Ad-Hoc Committees as needed. The major responsibilities and membership of these Committees of the Athletic Council follow.

1. **Executive Committee.** The membership of the Committee is as follows: The Chair of the Athletic Council who will serve as chair, the Vice-Chair of the Athletic Council, chairs of the five standing committees of the Athletic Council, the representative from the President's office, and a staff or student member of the Athletic Council. If one or more of the Chairs of the standing committees are not faculty, the membership of the Executive Committee will be adjusted to include four faculty in addition to the Chair. Total membership of the Executive Committee will not exceed eight at any time. The responsibilities of the Executive Committee shall include the following:
  - Meet on matters calling for immediate action and at times when meetings of the full Athletic Council are not possible.
  - Identify and assign problems to standing subcommittees and ad-hoc committees for study and receive reports from these committees.
  - Serve as the personnel committee of the Council upon request of the President.
  - Review compliance reports submitted by the Department of Intercollegiate Athletics and ensure that the Department is in compliance with all Conference and Association

policies.

- Advise the President on an emergency basis.
- Recommend faculty and staff for membership on the Athletic Council.

2. **Standing Committees of the Athletic Council.** The Chair of the Athletic Council will select the Chairs of the Standing Committees and will appoint each committee and, with the exception of the Academic Committee, will appoint each committee after soliciting volunteers from the Council membership.

- a. **Academic Committee.** All faculty members of the Council are members of the committee. The general role of the Academic Committee is to ensure that appropriate academic standards are established and maintained for all student-athletes and that all participants recognize the priority of successful academic performance by all student-athletes. In fulfilling this function, the Committee shall make appropriate recommendations to the Athletic Council. In particular, the Committee shall have the following duties:
- Recommend policies and procedures regarding standards and criteria for admission of student-athletes.
  - Recommend academic policies and procedures regarding standards and criteria for continuing eligibility of student-athletes to participate in intercollegiate sports.
  - Consider and decide academic appeals of student-athletes concerned with eligibility.
  - Review every semester the academic program and progress of student-athletes.
  - Recommend policies for and monitor the activities of the academic support services provided to the student-athletes.
  - Recommend policies regarding post-season and tournament participation by athletic teams.
  - Recommend policies regarding scheduling and practice time.
- b. **Budget and Facilities Committee.** The general purpose of this Committee is to monitor but not manage those activities of the Athletic Department pertaining to budget and facilities. In fulfilling this function, the Committee shall make appropriate recommendations to the Athletic Council. More specifically, responsibilities of the Committee shall include the following:
- Monitor the preparation of the athletic budget(s) by the Director of Intercollegiate Athletics.
  - Review and analyze for the Council the final budget(s) submitted by the Director of Intercollegiate Athletics to the President.
  - Establish criteria and make recommendations, with the advice of the Director of Intercollegiate Athletics, regarding which sports shall be certified as



intercollegiate sports.

- Review policies regarding the number and distribution of athletic scholarships to be awarded annually.
- Review and recommend policies for athletic event price schedules, seating priorities and allocation of tickets to various groups.
- Review and recommend policies regarding utilization and development of intercollegiate athletic facilities.
- Monitor the financial accountability of the Department of Intercollegiate Athletics.

c. **Student Life Committee.** This Committee is concerned with all non-academic aspects of the student-athlete's involvement with the University. In fulfilling this function, the Committee shall make appropriate recommendations to the Athletic Council. More specifically, the responsibilities of the Committee shall include the following:

- Review and recommend policies concerning the nature and type of health screening and drug testing.
- Review and recommend policies regarding practice schedules.
- Review and recommend policies for determining when health and other non-academic factors will be used to restrict a student's involvement in intercollegiate athletics.
- Review and recommend policies for and monitor activities of non-academic support programs and placement services.
- Review and recommend policies regarding scholarship awards and retention of these awards.
- Review and recommend policies for housing assignments.
- Assist the Athletic Council in assuring the personal and social development of all student-athletes and their full integration into campus life.

d. **External Affairs Committee.** This Committee is concerned with external activities of the Department of Intercollegiate Athletics. In fulfilling this function, the Committee shall make appropriate recommendations to the Athletic Council. More specifically, the responsibilities of the Committee shall include the following:

- Review and endorse fundraising activities.
- Review and recommend policies for complementary distribution of tickets to athletic events.
- Review and recommend guidelines and/or policies for all sports marketing activities (i.e. sports camps, special events, endorsements, etc.)
- Review and recommend guidelines and/or policies for interactions with alumni and friends of the Athletic Department including the Terrapin Club, the "M" Club,

and the Maryland Education Foundation.

- Review and recommend policies and/or guidelines for all media interactions.
- e. **Professional Sports Counseling Panel (PSCP).** The PSCP is a committee of the Athletic Council authorized under NCAA by-law 12.3.4 to advise and assist student athletes in preparation for professional athletic careers. Consonant with its charge, the University of Maryland, College Park PSCP provides:
- Education and advice to student athletes about NCAA amateurism rules and professional sports careers.
  - Oversight to the Athletic Department's implementation of University and NCAA regulations regarding contacts between student athletes and agents.
  - Advice to the Athletic Council on matters related to its charge.
3. **Ad-Hoc Committees.** The Chair of the Athletic Council, upon advice of the Council, will appoint Ad-Hoc Committees as needed. Membership on these committees will be on a volunteer basis or by appointment by the Chair of the Council after seeking advice from the Executive Committee.

#### MEETINGS OF THE ATHLETIC COUNCIL

The Chair of the Council serves as the spokesperson for the Council. Meetings of the Council are open only to Council members and invited guests. Individuals who are not members of the Council, but who wish to attend a specific meeting should seek the prior approval of the Chair. Information provided to Council members concerning specific personnel or compliance matters will not be divulged by individual members without permission of the Chair.

### APPENDIX 5 PROCEDURES FOR ELECTIONS OF UMCP REPRESENTATIVES TO THE COUNCIL OF UNIVERSITY SYSTEM FACULTY (CUSF)

The Chair of CUSF is not a member of CUSF. Thus, if the Chair is from College Park, a replacement must be named. At the end of his/her term as Chair, if his/her term on CUSF is not finished, he/she resumes his/her position as a CUSF member.

The normal term for CUSF representatives is three (3) years, with two alternates serving three (3) year terms; if both alternates are elected at the same time, priority to be a replacement shall be in order of votes received. If a regular representative is unable to serve out his/her term, an alternate replaces him/her for the remainder of the term, and a new alternate is named. The replacement representative shall be chosen in order of number of votes received. The Office of the University Senate will identify a replacement alternate subject to confirmation by the Senate Executive Committee.

The University Senate will elect representatives to CUSF each spring. The Senate Nominations Committee will solicit candidates and will present a slate to the Chair of the Senate with at least one (1) candidate for each vacant position to be filled. At the Transitional Meeting of the Senate, faculty Senators will vote to elect representatives to CUSF. Each faculty Senator shall have as many votes as there are open positions. If there are more candidates than positions, the person(s) receiving the most votes, in order, are declared representatives. The person receiving the next most votes is declared alternate. The remaining person, in order of vote tally, will be asked to move into the alternate position if the previous paragraph comes in to play. A record of the outcome of the election will be retained by the Executive Secretary and Director of the University Senate. If there are not sufficient candidates, or the pool of candidates is exhausted,

representatives are chosen by the Executive Committee.

## **APPENDIX 6 PROCEDURES FOR ELECTIONS OF UMCP REPRESENTATIVES TO THE COUNCIL OF UNIVERSITY SYSTEM STAFF (CUSS)**

The mission of the Council of University System Staff (CUSS) is to provide a voice for Staff employee concerns in reference to basic decisions that affect the welfare of the University System of Maryland (USM) and its employees. CUSS speaks for all non-exempt and exempt staff employees on Regular and Contingent II Status, who are not represented by a union under collective bargaining.

CUSS is comprised of Staff employees representing each USM institution and the USM Office (USMO). Institution membership is proportionate to the number of Staff employees at the individual institutions, with a minimum of two (2) primary members and two (2) alternate members per institution. Representation on CUSS from each constituent institution is apportioned according to the following formula: 1 to 999 eligible employees, 2 representatives; over 1000 eligible employees, 3 representatives. Staff at each constituent institution shall also select an alternate who shall substitute for a regular member of CUSS when needed. Alternates should be selected at the same time and in the same manner as regular members. A delegation may include more than one (1) alternate who is eligible to cast a vote for an absent member provided the member has given prior notification to the Chair of CUSS. The University of Maryland, College Park is entitled to three (3) representatives, and up to three (3) alternates.

As defined in 6.10.f of the Senate *Bylaws*, the Senate Staff Affairs Committee is responsible for administering the CUSS nomination and election process. Definitions of eligible staff shall be determined by the Board of Regents and CUSS. The CUSS elections will be administered in the spring semester every other year, as the terms of the current CUSS representatives are expiring. The Staff Affairs Committee will solicit candidates from the eligible staff population and will present ballots to the same population with at least one (1) candidate for each vacant position to be filled. Eligible staff employees will vote to elect representatives to CUSS. If there are more candidates than positions, the person(s) receiving the most votes, in order, are declared representatives. The person(s) receiving the next most votes are declared alternate(s). A record of the outcome of the election will be retained by the Executive Secretary and Director of the University Senate.

New members shall begin their terms August 1. The normal term for CUSS representatives and alternates is two (2) years. If a regular representative is unable to serve out his/her term, an alternate replaces him/her for the remainder of the term, and a new alternate is named. The replacement representative shall be chosen in order of number of votes received.

## **APPENDIX 7 PROCEDURES FOR REVIEW OF COLLEGE AND SCHOOL PLANS OF ORGANIZATION**

1. In accordance with Article 11 of the Plan, each College, School, Department and other Academic Program, and the Library, shall have a Plan of Organization.
  - a. The Plan of Organization of each College, School, and the Library shall reviewed by the University Senate according to the procedures detailed in section 2 of this appendix. All revisions to such Plans of Organization must be approved by the University Senate and the President of the University prior to taking effect.
  - b. The Plan of Organization of a Department or other Academic Program shall be reviewed and revised by the Faculty Advisory Committee of the College to which it belongs. In the review and revision of such Plans, the University Senate may act in an advisory capacity if asked to do so by the College.
2. Plans of Organization should be revised by each College in accordance with 11.3 of the Plan and shall be submitted to the University Senate for review.
  - a. Revised Plans of Organization shall be reviewed by the Senate Elections, Representation, and Governance (ERG) Committee for compliance with the University's Plan of Organization, University policy, and best practices of shared governance.
  - b. The Senate Faculty Affairs Committee shall review the Appointment, Promotions, and Tenure (APT) section of each Plan and any related documentation for compliance with the University's APT Policy.
  - c. The ERG and Faculty Affairs Committees shall communicate any concerns or requested revisions to the College or School to which the Plan belongs.
  - d. Once all necessary revisions have been made, the ERG and Faculty Affairs Committees shall certify that

they find the Plan to be in compliance and the revised Plan of Organization shall be submitted to the College Assembly for approval.

- e. Upon approval of the College Assembly or equivalent, the ERG Committee shall submit the revised Plan and its accompanying report to the Senate Executive Committee for review and placement on the Senate Agenda.
  - f. The revised Plan of Organization shall require final approval by the University Senate and the President of the University.
3. During the initial implementation of a recently approved Plan of Organization, a College or School may submit additional minimal or technical amendments to the Senate within one year of final approval by the President. These revisions will undergo an expedited review process by the Senate ERG Committee, and by the Faculty Affairs Committee if appropriate. The committee(s) shall review only those amendments submitted by the College or School and shall not conduct a full review of the Plan. Upon approval by the ERG Committee, the amendments shall be submitted to the College Assembly, the Senate Executive Committee, the Senate, and the President of the University according to the procedures outlined above in section 2 d-f.
  4. Until a revised Plan of Organization is approved by the University Senate and President, the version of the Plan of Organization of each College, School, and the Library that was most recently approved by the University Senate and President remains in effect, and provides the rules under which the College must review and approve future revisions to its Plan. The University Plan of Organization supersedes any provisions in College, School, the Libraries, Department, or Academic Program Plans that are in conflict with the purpose, applicability, or intent of the University Plan.

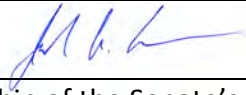
## Dates of Approval, Updates and Amendments to the Senate Bylaws

Approved, Campus Senate, October 9, 1986	Amended, October 16, 2003
Approved, Board of Regents, February 6, 1987	Amended, April 19, 2004
Updated, July 11, 1988	Amended, April 4, 2005
Amended, February 13, 1986	Amended, May 15, 2007
Amended, December 7, 1986	Amended, May 8, 2008
Amended, May 7, 1990	Amended, October 16, 2008
Amended, September 13, 1990	Amended, February 9, 2009
Amended, November 15, 1990	Amended, May 4, 2009
Amended, October 14, 1993	Amended, November 12, 2009
Amended, December 6, 1993	Amended, March 3, 2010
Amended, March 31, 1994	Amended, February 9, 2011
Amended, April 18, 1994	Amended, May 4, 2011
Amended, May 5, 1994	Amended, March 8, 2012
Amended, November 10, 1994	Amended, April 19, 2012
Amended, August 28, 1996	Amended, May 2, 2013
Amended, May 15, 1997	Amended September 18, 2013
Amended, March 5, 1998	Amended, April 15, 2015
Amended, April 2, 1998	Approved after 2015 Plan of Org Review, May 4, 2015
Amended, April 6, 2000	Amended, November 20, 2015
Amended, February 12, 2001	Amended, December 14, 2015
Amended, September 19, 2002	Amended, February 18, 2016
Amended, February 3, 2003	Amended, March 18, 2016

## Appendix 1: Charge



### University Senate CHARGE

<b>Date:</b>	September 27, 2016
<b>To:</b>	Marc Pound Chair, Elections, Representation & Governance Committee
<b>From:</b>	Jordan A. Goodman Chair, University Senate 
<b>Subject:</b>	Revision to the Membership of the Senate's Equity, Diversity, and Inclusion Committee
<b>Senate Document #:</b>	16-17-12
<b>Deadline:</b>	February 10, 2017

The Senate Executive Committee (SEC) requests that the Elections, Representation, & Governance (ERG) Committee review the membership guidelines for the Senate Equity, Diversity, & Inclusion (EDI) Committee.

Specifically, we ask that you:

1. Review the specifications for the EDI Committee as outlined in the Bylaws of the University Senate, including the composition of ex-officio membership.
2. Consult with the Chief Diversity Officer regarding representation on the committee from the Office of Diversity & Inclusion, given its current organizational structure.
3. Consult with a representative of the Office of the Senior Vice President & Provost regarding representation on the committee from that office.
4. Consider whether revisions to the membership of the Senate EDI Committee are necessary.
5. If appropriate, recommend changes to the Senate Bylaws.

We ask that you submit a report to the Senate Office no later than February 10, 2017. If you have questions or need assistance, please contact Reka Montfort in the Senate Office, extension 5-5804.

Attachment

JAG/rm

**EXCERPT FROM ARTICLE 6 OF THE SENATE BYLAWS  
STANDING COMMITTEE SPECIFICATIONS**

**6.6 Equity, Diversity, & Inclusion Committee:**

- 6.6.a Membership: The committee shall consist of an appointed presiding officer; two (2) undergraduate and two (2) graduate students; five (5) faculty members; three (3) exempt staff members; two (2) non-exempt staff members; the Director of the Office of Diversity and Inclusion and the following persons or a representative of each: the Senior Vice President and Provost, the Vice President for Administration & Finance, and the Vice President for Student Affairs.
- 6.6.b Quorum: A quorum of the Equity, Diversity, & Inclusion Committee shall be nine (9) voting members.
- 6.6.c Charge: The committee shall carry out its responsibilities as detailed in Article 1, Section E of the University of Maryland Code on Equity, Diversity, and Inclusion, and recommend any appropriate changes in the Code.
- 6.6.d Charge: The committee shall consider programs for improving equity, diversity, and inclusiveness at the University.



## University Senate TRANSMITTAL FORM

<b>Senate Document #:</b>	16-17-15
<b>Title:</b>	Review of the Senate Student Affairs Committee Specifications
<b>Presenter:</b>	Marc Pound, Chair, Senate Elections, Representation, & Governance (ERG) Committee
<b>Date of SEC Review:</b>	February 20, 2017
<b>Date of Senate Review:</b>	March 8, 2017
<b>Voting (highlight one):</b>	<ol style="list-style-type: none"> <li>1. On resolutions or recommendations one by one, or</li> <li>2. <b>In a single vote</b></li> <li>3. To endorse entire report</li> <li>4. For information only</li> </ol>
<b>Statement of Issue:</b>	<p>In fall 2016, a proposal was submitted to the Senate Executive Committee (SEC) requesting that the Senate review both the charge and quorum of the Student Affairs Committee (SAC). Submitted by the chair of the SAC, the proposal noted that the committee has increasingly served as a conduit through which other Senate committees assess the student perspective on a range of issues, a function not explicitly charged to the SAC in the Senate Bylaws. Additionally, the proposer explained that the committee has struggled to regularly achieve quorum, and requested that the committee's current quorum requirement be re-evaluated. On October 27, 2016, the SEC charged the Elections, Representation, &amp; Governance (ERG) Committee with a review of the SAC's specifications.</p>
<b>Relevant Policy # &amp; URL:</b>	<a href="#">University Senate Bylaws</a>
<b>Recommendation:</b>	<p>The ERG Committee recommends that the Bylaws of the University Senate be amended to adjust the charge and quorum of the Student Affairs Committee, as indicated below and in the revised Bylaws immediately following this report (new text in blue/bold, removed text in red and struck through).</p> <p style="padding-left: 40px;">6.10.b Quorum: A quorum of the Student Affairs Committee shall be <del>eleven</del> <b>ten</b> (<del>11</del><b>10</b>) voting members.</p> <p style="padding-left: 40px;"><b>6.10.d Charge: The committee shall support the work of other Senate committees by assessing and communicating the student perspective on a range of issues affecting students, including matters outside the purview described in 6.10.c.</b></p>



	<p>6.10. Charge: The committee shall assist the Office of the University Senate and the Colleges and Schools as appropriate in soliciting nominations and encouraging participation in the election of student Senators.</p>
<b>Committee Work:</b>	<p>The ERG Committee consulted with the proposer and reviewed the work of the SAC since 2011, nearly all of which has involved gathering input on student views and experiences. Of the ten tasks it has worked on, only half have been charged to the SAC itself. The five charges assigned to other committees involve a range of issues affecting both academic and non-academic aspects of the student experience. Given much of the SAC’s work involves collaborations not currently described in the Bylaws, the ERG Committee voted to recommend adding an additional item to the SAC’s charge.</p> <p>The ERG Committee also reviewed attendance at SAC meetings since 2011. It learned that attaining quorum has only been a significant issue since the start of the 2015-2016 academic year. Of the various constituencies, undergraduate student committee members have had the lowest average attendance. However, the ERG Committee noted wide variations in attendance across the various constituencies over the relevant time period, suggesting that attendance may be largely dependent on the schedules and commitment of the particular individuals serving in a given year.</p> <p>After consulting with the Director of the Senate, the committee reviewed previous Senate actions on committee size and quorum levels, the most recent of which (in 2015) significantly reduced the size of the SAC. While the ERG Committee considered recommending a further reduction in the SAC’s membership, it decided against it, noting that there is insufficient attendance data to adequately assess the impact of the 2015 changes. The ERG Committee did, however, vote to recommend the SAC’s quorum be reduced from eleven to ten, which would bring the percentage of the committee required for quorum closer to its pre-2015 level.</p> <p>On February 8, 2017, the ERG Committee voted by email to recommend amendments to Article 6.10 of the Bylaws.</p>
<b>Alternatives:</b>	The Senate could retain the current charge and quorum of the Student Affairs Committee.
<b>Risks:</b>	There are no associated risks.
<b>Financial Implications:</b>	There are no financial implications.
<b>Further Approvals Required:</b>	Senate approval, Presidential approval

# **Senate Elections, Representation, & Governance Committee**

## **Report on Senate Document #16-17-15**

### **Review of the Senate Student Affairs Committee Specifications**

**February 2017**

#### **2016-2017 ERG Committee Members**

Marc Pound, Chair  
Deidra Adams, Ex-Officio Director of UHR Rep  
Kathleen Denz, Ex-Officio VP IRPA Rep  
Sabrina Baron, Faculty  
Qingbin Cui, Faculty  
Toby Egan, Faculty  
Andrew Horbal, Faculty  
Anne Raugh, Faculty  
Ellin Scholnick, Faculty  
Holly Ostrou, Exempt Staff  
Cliffornia Royals Pryor, Non-Exempt Staff  
Navaneeth Bodla, Graduate Student  
Christopher Martin, Graduate Student  
Ruby Chervin, Undergraduate Student  
Talatha Mah'Moud, Undergraduate Student

## **BACKGROUND**

In fall 2016, a proposal was submitted to the Senate Executive Committee (SEC) requesting that the Senate review both the charge and the quorum of the Student Affairs Committee (SAC). Submitted by the chair of the SAC, the proposal noted that the committee has increasingly served as a conduit through which other Senate committees assess the student perspective on a range of issues, a function not explicitly charged to the SAC in the Senate Bylaws. Additionally, the proposer explained that the committee has struggled to regularly achieve quorum, and requested that the committee's current quorum requirement be re-evaluated. On October 27, 2016, the SEC charged the Elections, Representation, & Governance (ERG) Committee with a review of the SAC's specifications (Appendix 3).

## **CURRENT PRACTICE**

Article 6.10 of the Senate Bylaws establishes the regular and ex-officio membership of the SAC. Currently, the committee has twenty-three members: an appointed presiding officer; eight undergraduate students; four graduate students; two faculty members; two staff members; the President or a representative of the Student Government Association; the President or a representative of the Graduate Student Government; two representatives of the Office of the Vice President for Student Affairs; and one representative each from the Graduate School and the Department of Resident Life. Quorum is eleven committee members.

The Bylaws currently charge the SAC with formulating and reviewing policies dealing with non-academic aspects of student life, and assisting the Senate Office with soliciting nominations and encouraging participation in the election of student Senators.

## **COMMITTEE WORK**

The ERG Committee began its work on the charge at its meeting on February 1, 2017, when it spoke with the proposer. He provided an overview of the SAC's work over the last several years, noting it has primarily focused on gathering and reviewing student feedback for other Senate committees. He also described the committee's difficulties in making quorum since he joined the committee as chair in 2015.

The ERG Committee reviewed the work of the SAC since 2011. Nearly all of the committee's work has involved gathering input on student views and experiences. Of the ten tasks it has worked on, only half have been charged to the SAC itself (Appendix 1). The five charges assigned to other committees involve a range of issues affecting both academic and non-academic aspects of the student experience, among them revisions to the *Code of Student Conduct*, changes to the University of Maryland Policy on the Conduct of Undergraduate Courses and Student Grievance Procedure, and the creation of a social media policy. Given much of the SAC's work involves collaborations not currently established in the Bylaws, the committee voted to add an additional charge item to the SAC's description in Article 6.10 to codify this role.

The committee also reviewed attendance at SAC meetings since 2011 (Appendix 2). It learned that attaining quorum has really only been a significant issue since the start of the 2015-2016 academic year. Of the various constituencies, undergraduate student committee members had the lowest average attendance. However, there are wide variations in attendance across the constituencies over the relevant time period, suggesting that attendance may be largely dependent on the particular individuals serving in a given year. Two past Senate actions are important to contextualizing the committee's attendance, as well:

- In 2010, the ERG Committee was charged with a review of the quorum requirements of the Senate standing committees ([Review of Quorum Calculation in Senate Standing Committees, Senate Document #09-10-41](#)). ERG reviewed previous attempts to develop an ideal method for setting quorum, and determined there was no single formula that would work across the Senate's committees. It

proposed, and the Senate adopted, specific quorum levels for each committee; the quorum of the SAC was lowered from fifteen to twelve.

- In the course of the recent Plan of Organization review process, which concluded in early 2015, the Senate Office recommended to the Plan of Organization Review Committee (PORC) that the sizes of several large committees, among them the SAC, be adjusted (Appendix 3). As a result of this process, SAC membership was reduced from twenty-nine to twenty-three members by removing three ex-officio seats, two undergraduate student seats, and one faculty seat. Quorum was accordingly reduced to eleven. The 2015-2016 SAC was the first one convened under the new membership model.

The ERG Committee considered further reduction in the size of the SAC, but decided against it, noting that there was relatively little attendance data (three semesters' worth) to assess the potential impact of the changes made in 2015. Additionally, there were two vacancies on the 2015-2016 SAC that further exacerbated the attendance issues. Given participation can vary significantly from year to year based on the specific individuals who volunteer and are placed on the committee, the ERG Committee decided not to recommend a change in the SAC membership at this time.

The ERG Committee did, however, decide to reduce the quorum from eleven to ten so as to assist the SAC in being able to conduct its work. The committee noted during its review that a revised quorum level would be more in line with the percentage of attendance requirement that existed before the committee was reduced in size in 2015.

	Total Membership	Quorum	% attendance for quorum
Pre-2015 Reduction	29	12	41
Post-2015 Reduction	23	11	48
Proposed	23	10	43

In the course of its review, the ERG Committee discussed at length the difficulty that many Senate committees have historically had regularly achieving quorum. Various changes in the way the Senate communicates with volunteers and in the way that chairs engage with truant committee members were discussed. The ERG Committee felt that this broader topic is important enough that it merits further examination outside the context of this charge, and the committee plans to make suggestions for improvements to the Senate Office.

The ERG Committee voted to recommend that Article 6.10 of the Bylaws be amended by an email vote concluding on February 8, 2017.

## **RECOMMENDATIONS**

The Elections, Representation, & Governance Committee recommends that the Bylaws of the University Senate be amended to adjust the charge and quorum of the Student Affairs Committee, as indicated in the revised Bylaws immediately following this report.

## **APPENDICES**

Appendix 1 — Student Affairs Committee Recent Work

Appendix 2 — Student Affairs Committee Attendance, 2011-2017

Appendix 3 — Senate Office Memo on Committee Size

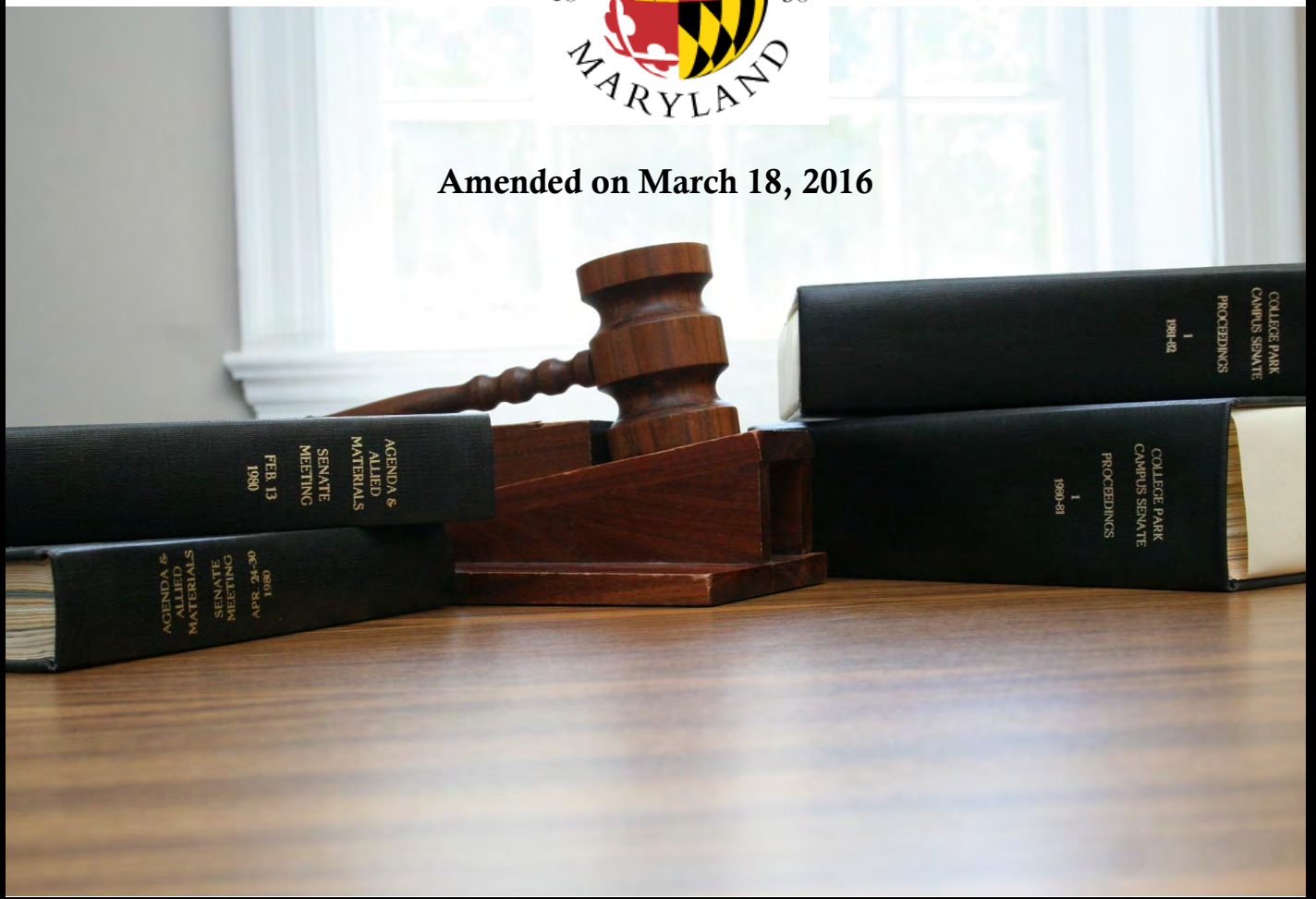
Appendix 4 — Senate Executive Committee Charge on the Review of the Senate Student Affairs Committee Specifications (Senate Document #16-17-15)

Recommended Changes from the Elections, Representation, & Governance Committee  
New Text in Blue/Bold (**example**), Removed Text in Red/Strikeout (~~example~~)

**BYLAWS**  
**OF THE**  
**UNIVERSITY SENATE**  
**AT THE**  
**UNIVERSITY OF MARYLAND**



**Amended on March 18, 2016**



**BYLAWS OF THE UNIVERSITY SENATE**  
**University of Maryland, College Park**

**TABLE OF CONTENTS**

**ARTICLE 1 - AUTHORIZATION .....3**

**ARTICLE 2 - MEMBERSHIP .....3**

**ARTICLE 3 - MEETINGS .....5**

**ARTICLE 4 - EXECUTIVE COMMITTEE .....6**

**ARTICLE 5 - COMMITTEES OF THE SENATE .....8**

**ARTICLE 6 - STANDING COMMITTEE SPECIFICATIONS ..... 12**

6.1 Academic Procedures and Standards Committee ..... 12

6.2 Campus Affairs Committee ..... 12

6.3 Committee on Committees ..... 13

6.4 Educational Affairs Committee ..... 14

6.5 Elections, Representation, and Governance Committee ..... 15

6.6 Equity, Diversity, & Inclusion Committee ..... 16

6.7 Faculty Affairs Committee ..... 16

6.8 Programs, Curricula, and Courses Committee ..... 16

6.9 Staff Affairs Committee ..... 18

6.10 Student Affairs Committee ..... 19

6.11 Student Conduct Committee ..... 19

**ARTICLE 7 - UNIVERSITY COUNCILS .....20**

**ARTICLE 8 - UNIVERSITY COUNCIL SPECIFICATIONS .....23**

8.1 University Library Council ..... 23

8.2 University Research Council ..... 23

8.3 University IT Council ..... 24

**ARTICLE 9 - THE ATHLETIC COUNCIL .....25**

**ARTICLE 10 - DUTIES OF THE EXECUTIVE SECRETARY AND DIRECTOR .....26**

**ARTICLE 11 - ANNUAL TRANSITION OF THE SENATE .....27**

**APPENDIX 1 - BYLAWS OF THE UNIVERSITY LIBRARY COUNCIL .....29**

**APPENDIX 2 - BYLAWS OF THE UNIVERSITY RESEARCH COUNCIL .....33**

**APPENDIX 3 - BYLAWS OF THE UNIVERSITY IT COUNCIL .....33**

**APPENDIX 4 - CHARTER OF THE UNIVERSITY ATHLETIC COUNCIL .....33**

**APPENDIX 5 - PROCEDURES FOR ELECTIONS OF UMCP REPRESENTATIVES TO THE COUNCIL OF UNIVERSITY SYSTEM FACULTY (CUSF) .....41**

**APPENDIX 6 - PROCEDURES FOR ELECTIONS OF UMCP REPRESENTATIVES TO THE COUNCIL OF UNIVERSITY SYSTEM STAFF (CUSS) .....42**

**APPENDIX 7 - PROCEDURES FOR REVIEW OF COLLEGE AND SCHOOL PLANS OF ORGANIZATION .....42**

**Dates of Approval, Updates and Amendments to the Senate Bylaws .....44**

# BYLAWS OF THE UNIVERSITY SENATE

## The University of Maryland, College Park

### ARTICLE 1 AUTHORIZATION

- 1.1 These *Bylaws of the University Senate* (hereafter referred to as the *Bylaws*) are adopted according to Article 7 of the *University of Maryland Plan of Organization for Shared Governance* (hereafter referred to as the *Plan*), and are subject to amendment as provided for in the *Plan*.

### ARTICLE 2 MEMBERSHIP

- 2.1 The members of the Senate are as designated in Article 3 of the *Plan* and further specified in 2.1 and 2.2 below. All elected members are subject to the conditions stated in the *Plan*, including its provisions for expulsion, recall, and impeachment (Articles 4.10, 4.11, and 5.8 of the *Plan* and Article 2.3, 2.4, and 2.5 below).

#### 2.1.a Staff Senators

For the purpose of Senate representation, the Staff Constituency is divided into the following categories. Each category shall elect one Senator from among its ranks for each 200 staff members or major fraction thereof.

1. Exempt Staff with appointment in Colleges, Schools, and Academic Affairs
2. Exempt Staff with appointment in Divisions
3. Non-Exempt Staff with appointment in Colleges, Schools, and Academic Affairs
4. Non-Exempt Staff with appointment in Divisions

- 2.1.b Staff member job categories will not include the category designated for the President, vice presidents, provosts, and deans if they hold faculty rank.

- 2.1.c Any individual within the faculty member voting constituency cannot be included in the staff member voting constituency or nominated for election as a staff Senator. Staff candidates for the Senate must have been employed at the University of Maryland College Park for 12 months prior to standing as candidates for the Senate. Staff members may not stand for Senate elections while in the probationary period of employment.

- 2.1.d An ex officio member denoted in the *Plan* (Article 3.6.a.) who is not precluded from staff member categories as noted in Articles 2.1.b and 2.1.c may be elected as a voting member of the Senate by an appropriate constituency. Such ex officio members should also have been employed by the University of Maryland College Park for 12 months prior to standing as candidates for the Senate.

- 2.1.e As noted in the *Plan* (Article 3.3.c), the term of each staff Senator shall be three (3) years. Terms of staff members will be staggered in such a way that for each term, one-third of the total members from a job category are serving the first year of their term. Not every member of a specific staff job category shall be elected in the same year. However, if the University or these *Bylaws* redefine the staff job categories outside of a normal reapportionment, the staff Senate seats will be vacated. A subsequent election will be held to populate all staff Senate seats within the new categories with staggered terms as follows:

- (1) One-third of the members in a job category who received the lowest number of votes will serve a one-year term,
- (2) One-third of the members in a job category who received the second lowest number of votes will serve two-year terms,
- (3) One-third of the members in a job category who received the highest number of votes will serve three year-terms.

A person serving less than a three-year term is defined as not to have served a full term and is eligible for re-election to a full term the following year.

## 2.2 Single Member Constituencies

The Senators defined in (a)-(g) below shall be voting members of the Senate. All elections held pursuant to this section shall be organized by the Office of the University Senate.

- (a) Part-Time Research, Part-Time Teaching, Adjunct, and both Full-Time and Part-Time Visiting Faculty who are not members of the Faculty Constituency as defined in Section 3.2 of the Plan shall together elect one (1) Senator, for a term of one (1) year, renewable for up to three (3) years. When the Senate votes by constituencies, that Senator shall have the same voting rights as a faculty Senator.
- (b) Emeritus Faculty who are not members of the Faculty Constituency as defined in Section 3.2 of the *Plan* shall elect one (1) Senator from among their ranks for a term of one (1) year, renewable for up to three (3) years. When the Senate votes by constituencies, that Senator shall have the same voting rights as a Faculty Senator.
- (c) Head Coaches who are not members of the Faculty Constituency as defined in Section 3.2 of the University Plan of Organization together shall elect one Senator from among their ranks to serve for a term of one (1) year, renewable for up to three (3) years. When the Senate votes by constituencies, that Senator shall have the same voting rights as a faculty Senator.
- (d) Post-Doctoral Scholars, Post-Doctoral Associates (formerly Research Associates), Junior Lecturers, and Faculty Assistants (formerly Faculty Research Assistants) who are not members of any Senate constituency as defined in Article 3 of the *Plan* together shall elect one (1) Senator, for a term of one (1) year, renewable for up to three (3) years. When the Senate votes by constituencies, that Senator shall have the same voting rights as a Faculty Senator.
- (e) The Contingent II staff shall elect one (1) Senator from among their ranks for a term of one (1) year, renewable for up to three (3) years. When the Senate votes by constituencies, that Senator shall have the same voting rights as all other staff Senators. The Contingent II staff Senator shall have been employed by the University for twelve months prior to their election.
- (f) The part-time undergraduate students shall elect one (1) Senator from among their ranks for a term of one (1) year, renewable for up to three (3) years. When the Senate votes by constituencies, that Senator shall have the same voting rights as all other student Senators.
- (g) The part-time graduate students shall elect one (1) Senator from among their ranks for a term of one (1) year, renewable for up to three (3) years. When the Senate votes by constituencies, that Senator shall have the same voting rights as all other student Senators.

2.3 Elected Senators shall not be absent from two (2) consecutive regularly scheduled meetings of the Senate without notifying the Office of the University Senate that they will require an excused absence (Article 4.10.a of the *Plan*). Also in accordance with Article 4.10 of the *Plan*, until the member attends a meeting of the Senate, or the Senator is expelled, that Senator shall be counted in the total membership when a quorum is defined for a meeting.

2.4 If an elected Senator is no longer a member of the constituency by which he or she was elected, the seat shall be vacated and the Senator shall be replaced according to the following guidelines:

- 2.4.a If there was a runner-up in the election in which the Senator was elected, the runner-up shall replace that Senator immediately, provided he or she is still eligible.
- 2.4.b If there was no runner-up in the election in which the Senator was elected and the vacancy occurs in the spring semester, that Senator shall serve for the remainder of the Senate year and shall be replaced in the next election cycle for the remainder of the term.
- 2.4.c If there was no runner-up in the election in which the Senator was elected and the vacancy occurs prior to the spring semester, or if the Senator is unable to serve the remainder of the Senate year, the Senate Executive Committee, in consultation with the appropriate constituency, shall appoint a replacement for that Senator.



- 2.5 If an elected Senator is no longer in satisfactory standing at the University, he or she shall be replaced immediately in accordance with 2.4.a or 2.4.c above.
- 2.6 All elections shall be completed by the Transition Meeting of the Senate.

### **ARTICLE 3 MEETINGS**

#### **3.1 Regular Meetings:**

The Senate shall schedule at least four (4) regular meetings each semester. The notice, agenda, and supporting documents shall be mailed, by campus or electronic-mail, from the Office of the University Senate to the membership no later than one calendar week prior to each regular meeting unless otherwise approved by the Executive Committee.

#### **3.2 Special Meetings:**

3.2.a Special meetings of the Senate may be called in any of the following ways, with the matter(s) to be considered to be specified in the call:

- (1) By the presiding officer of the Senate;
- (2) By a majority vote of the Executive Committee of the Senate;
- (3) By written petition of a majority of the elected members of the Senate. The petition shall be delivered to the Chair or the Executive Secretary and Director of the Senate. The Chair shall give notice of arrangements for the meeting within seventy-two (72) hours of receipt of a valid petition;  
or
- (4) By resolution of the Senate.

3.2.b The notice of a special meeting shall include the agenda and shall be sent to the members of the Senate as far in advance of the meeting as possible. The agenda of a special meeting may specify a scheduled time of adjournment.

3.2.c The scheduling of a special meeting shall reflect the urgency of the matter(s) specified in the call, the requirement of reasonable notice, and the availability of the membership.

#### **3.3 Openness of Meetings and Floor Privileges:**

3.3.a Meetings of the Senate shall be open to all members of the campus community except when the meetings are being conducted in closed session.

3.3.b Representatives of the news media shall be admitted to all meetings of the Senate except when the meetings are conducted in closed session. The use of television, video, or recording equipment shall not be permitted except by express consent of the Senate.

3.3.c When a report of a committee of the Senate is being considered, members of that committee who are not members of the Senate may sit with the Senate and have a voice but not a vote in the deliberations of the Senate on that report.

3.3.d Any Senator may request the privilege of the floor for any member of the campus community to speak on the subject before the Senate. The Chair shall rule on such requests.

3.3.e By vote of the Senate, by ruling of the Chair, or by order of the Executive Committee included in the agenda of the meeting, the Senate shall go into closed session. The ruling of the Chair and the order of the Executive Committee shall be subject to appeal, but the Chair shall determine whether such appeal shall be considered in open or closed session.

3.3.f While in closed session, the meeting shall be restricted to voting members of the Senate (Article 3 in the *Plan*), to members granted a voice but not a vote (Articles 3.6, 5.2.c, and 5.5.c. of the *Plan*), to the Executive Secretary and Director, to the parliamentarian and any staff required for keeping minutes and

to other persons expressly invited by the Senate.

#### 3.4 **Rules for Procedure:**

- 3.4.a The version of *Robert's Rules of Order* that shall govern the conduct of Senate meetings shall be *Robert's Rules of Order, Newly Revised*.
- 3.4.b A quorum for meetings shall be defined as a majority of elected Senators who have not given prior notification of absence to the Office of the University Senate, or sixty (60) Senators, whichever number is higher. For the purpose of determining a quorum, ex officio members without vote shall not be considered.

3.5 Senators must be physically present in order to participate in meetings.

### **ARTICLE 4 EXECUTIVE COMMITTEE**

#### 4.1 **Membership and Election:**

- 4.1.a As set forth in the *Plan* (Article 8.2), the members of the Executive Committee shall include the Chair and Chair-Elect of the Senate, thirteen (13) members elected from the voting membership of the Senate, and four (4) non-voting ex officio members.
- 4.1.b The election of the Executive Committee shall be scheduled as a special order at the transition-meeting of the Senate in the Spring Semester, but in no case shall it precede the election of the Chair-Elect as provided for in the *Plan* (Article 5.3 and 5.7.a). In the event of a tie vote in the election for members of the Executive Committee, a ballot will be made available to each Senator as soon as the votes are counted and the tie discovered. Ballots are to be returned within one (1) week from the date of distribution.
- 4.1.c In the event of a vacancy on the Executive Committee, the available candidate who had received the next highest number of votes in the annual election for the Executive Committee shall fill the remainder of the unexpired term.

#### 4.2 **Charge: The Executive Committee shall exercise the following functions:**

- 4.2.a Assist in carrying into effect the actions of the Senate;
- 4.2.b Act for the Senate as provided for by and subject to the limitations stated in Article 4.3;
- 4.2.c Act as an initiating body suggesting possible action by the Senate;
- 4.2.d Review and report to the Senate on administrative implementation of policies adopted by the Senate;
- 4.2.e Prepare the agenda for each Senate meeting as provided for by and subject to limitations stated in Article 4.4;
- 4.2.f Serve as a channel through which any member of the campus community may introduce matters for consideration by the Senate or its committees;
- 4.2.g Prepare and submit reports on the Senate's work to the President and the campus community;
- 4.2.h Review the operations of the Office of the University Senate each year, and make recommendations to the President or his or her designee for improvements in those operations and for the replacement or continuation of the Executive Secretary and Director;
- 4.2.i Serve as the channel through which the Senate and the campus community may participate in the selection of officers of the campus and the University;

- 4.2.j Perform such other functions as may be given it in other provisions of these *Bylaws* and the *Plan*; and
- 4.2.k Make recommendations on nominees for campus-wide and system-wide committees and councils requiring representatives, when necessary.

**4.3 Rules Governing Executive Committee Action for the Senate:**

- 4.3.a Where time or the availability of the membership precludes a meeting of the Senate, as, for example, during the summer or between semesters, the Executive Committee may act for the Senate.
- 4.3.b A report of all actions taken by the Executive Committee when acting for the Senate, with supporting material, shall be included with the agenda of the next regular meeting of the Senate. By written request of ten (10) Senators, received by the Chair of the Senate prior to the call to order of that meeting, any Executive Committee action on behalf of the Senate shall be vacated and the item in question placed on the agenda as a special order. If any such item is not petitioned to the floor, it shall stand as an approved action of the Senate.

**4.4 Rules Governing Preparation of the Senate Agenda:**

- 4.4.a The order of business for regular meetings shall be as follows:
  - (1) Call to order;
  - (2) Approval of the minutes of the previous regular meeting and any other intervening special meeting(s);
  - (3) Report of the Chair (including any report from the Executive Committee);
  - (4) Special orders of the day;
  - (5) Unfinished business;
  - (6) Reports of committees;
  - (7) Other new business; and
  - (8) Adjournment.
- 4.4.b For regular meetings the Executive Committee shall consider all submissions for inclusion on the Senate agenda. The Executive Committee may not alter a submission, but may delay its inclusion, may include it on the agenda of a special meeting, may submit the material directly to a committee of the Senate, or may refuse to place it on the agenda if the material is inappropriate, incomplete, or unclear. The party making a submission shall be notified of the action taken in this regard by the Executive Committee.
- 4.4.c The order of business for a special meeting shall be as follows:
  - (1) Call to order;
  - (2) Statement by the Chair of the nature and origin of the call of the meeting;
  - (3) The special order;
  - (4) Other business as determined by the Executive Committee; and
  - (5) Adjournment.
- 4.4.d For a special meeting the agenda shall include the matter(s) specified in the call of that meeting as the Special Order. Other items may be included on the agenda as the Executive Committee deems appropriate.

- 4.5 **Meetings of the Executive Committee:** A quorum of the Executive Committee shall be seven (7) voting members. Minutes of the meetings shall be kept. The agenda shall be made publicly available prior to each meeting. The Executive Committee shall meet at the call of the Chair or by petition of seven (7) voting members of the Executive Committee, or by petition of twenty-five (25) voting members of the Senate.
- 4.6 **The Senate Budget:** The Executive Secretary and Director shall be responsible for the Senate budget, shall consult with the Executive Committee on the preparation of the budget request, and shall report to the Executive Committee the funds received.
- 4.6.a The Executive Secretary and Director shall make an annual report to the Associate Vice President for Personnel and Budget on expenditure of the Senate budget.
- 4.6.b Consent of the Executive Committee shall be required before any change in the budgeted use of Senate funds involving more than ten percent (10%) of the total may be undertaken.
- 4.7 **Referral of Items to Standing Committees:** The Executive Committee shall refer items to the standing committees.
- 4.7.a The Executive Committee shall refer an item to an appropriate committee when instructed by the Senate or when requested by the President, or when petitioned by 150 members of the Senate electorate.
- 4.7.b The Executive Committee may also refer any item it deems appropriate, and the standing committee shall give due consideration to such requests from the Executive Committee.
- 4.7.c The Chair of the Senate may, as need requires, act for the Executive Committee and refer items to standing committees. All such actions shall be reported at the next meeting of the Executive Committee.
- 4.8 To the extent permitted by law and University policy, the records of the Senate shall be open.

## ARTICLE 5 COMMITTEES OF THE SENATE

- 5.1 **Standing Committees - Specifications:** The specifications of each standing committee of the Senate shall state its name, its specific charge, and any exceptions or additions to the basic charge to standing committees stated in Article 5.2. The specifications shall list all voting ex officio members and shall define committee composition.
- 5.1.a Standing Committees: In an appropriate section of Article 6 there shall be specifications for each committee.
- 5.2 **Standing Committees - Basic Charge:** In its area of responsibility, as defined in its specifications, each committee shall be an arm of the Senate with the following powers:
- (1) To formulate and review policies to be established by the Senate according to the *Plan* (Article 1);
  - (2) To review established policies and their administration and to recommend any changes in policies or their administration that may be desirable;
  - (3) To serve in an advisory capacity, upon request, regarding the administration of policies;
  - (4) To function on request of the President or of the Executive Committee as a board of appeal with reference to actions and/or decisions made in the application of policies; and
  - (5) To recommend the creation of special subcommittees (Article 5.7-5.9) when deemed necessary.
- 5.3 **Standing Committees - Committee Operation:**
- 5.3.a Agenda Determination:

- (1) A committee shall have principal responsibility for identifying matters of present and potential concern to the campus community within its area of responsibility. Such matters should be placed on the agenda of the committee.
- (2) Nonprocedural items shall be placed on the agenda of a committee by vote of that committee, by referral from the Executive Committee (Article 4.7), or by referral of policy recommendations. The committee shall determine the priorities of its agenda items.
- (3) Committee agendas shall be made publicly available prior to each meeting.

5.3.b Action minutes of the proceedings of each committee meeting shall be kept in accordance with *Robert's Rules of Order for Small Committees*.

5.3.c Rules for Procedure of Standing Committees: The version of *Robert's Rules of Order* that shall govern the conduct of Standing Committees shall be *Robert's Rules of Order for Small Committees, Newly Revised*. Standing Committees shall determine how advancing technology, such as phone and video conferencing and other electronic methods of participation, can be used for their purposes. Standing Committees may choose to conduct votes via email, and shall agree on any other mechanisms for conducting business outside of meetings, when necessary.

5.3.d Quorum Requirements of Standing Committees: Unless a quorum number is specified in the membership description of a committee, the quorum shall be a majority of voting members of the committee.

5.4 **Standing Committees - Reporting Responsibilities:** Each committee shall be responsible through its presiding officer for the timely delivery of the following reports.

5.4.a The Executive Secretary and Director shall receive an announcement of each meeting of the committee stating the time and place of the meeting with agenda items. It shall be sent as far in advance of the meeting as possible.

5.4.b The committee shall report its progress on agenda items as required by the Executive Secretary and Director or the Chair of the Senate.

5.4.c Reports providing information and/or recommendations to the Senate shall be submitted to the Executive Committee for inclusion on the Senate agenda. Reports resulting from the committee's advisory or board of appeals function shall be submitted to the appropriate Senate or campus officer, and the Executive Committee notified of the submission.

5.4.d Upon written request of at least four (4) members of a committee, the presiding officer of that committee shall include a minority statement with any committee report. Those requesting inclusion need not support the substance of the minority statement.

5.4.e An annual report shall be presented to the Chair of the Senate at the end of the academic year, or, if approved by the Chair, no later than August 16, for submission to the Executive Committee. The report shall include a list of all items placed on the committee's agenda, noting the disposition of each and a summary of the committee's deliberations. A cover sheet for each annual report, containing an outline of topics considered by the committee and their status, shall be made publicly available. In the case of committees with little activity, the committee may recommend inactive status the ensuing year until charged by the Executive Committee to address a specific matter:

- (1) A committee may be placed on inactive status with approval of the Executive Committee. No presiding officer or members shall be appointed to the committee while on inactive status.
- (2) A committee on inactive status may be reactivated by the Executive Committee when matters within its purview, as stipulated in Article 6, are brought to the Executive Committee for review. Following reactivation, the Office of the University Senate shall solicit volunteers for the committee in its annual volunteer period, and the Committee on Committees shall select members for the committee, in accordance with the provisions of 5.5 below.

- (3) A Special Committee (Article 5.9) may not be appointed to consider matters within standing committee specifications in lieu of reactivating an inactive committee.

- 5.5 **Standing Committees - Selecting Members:** Persons shall be named to standing committees in accordance with the procedures listed below.
- 5.5.a The Office of the University Senate shall provide information on the charge and membership specifications of each committee.
- 5.5.b The Office of the University Senate shall solicit volunteers for the Senate's standing committees on an annual basis through an online process. During this volunteer period, all faculty, staff, and students shall be eligible to indicate their top three preferences for any committees with vacancies in their constituency and include a candidacy statement for consideration by the Committee on Committees. The Office of the University Senate will maintain these records for potential future use.
- 5.5.c The Committee on Committees shall develop slates of nominees to fill vacancies on the standing committees and University Councils. No person shall be nominated for a committee position without consenting to serve on that committee, either through indicated preference or explicit agreement. In making nominations, the Committee on Committees shall keep in view the continuing membership of the committee to ensure that the full membership complies with specifications of the *Plan* and these *Bylaws*. Committee members shall be nominated consistent with requirements for diversity specified in Section 8.1 of the *Plan*.
- 5.5.d Ex officio members named in a committee's specifications shall be voting members unless otherwise specified in the *Bylaws*. Upon recommendation of the Committee on Committees, the Executive Committee may appoint ex officio members with particular expertise or benefit to the committee. Such members shall serve with voice, but without vote. The Executive Committee is empowered to make such changes in non-voting ex officio membership as appropriate.
- 5.5.e The Committee on Committees shall forward a slate of nominees for committee service to the Executive Committee to place on the Senate agenda for approval. Each nominee shall be identified by name and constituency. The notice of nomination shall also include the name and constituency of continuing members of the committee, and the name and office of the ex officio members, listed for information only. The nominations shall be subject to action by the Senate consistent with the *Plan* and the specifications of these *Bylaws*.
- 5.5.f Terms on standing committees shall be two (2) years for faculty and staff, and one (1) year for students. Appointments to two-year terms shall be staggered: that is, as far as practical, half of the terms from each faculty or staff constituency shall expire each year. Terms shall begin on July 1 of the appropriate year.
- 5.5.g A member of a standing committee whose term is expiring may be appointed to another term, subject to restrictions (1) and (2) below. The Committee on Committees is particularly charged to consider the reappointment of active student members.
- (1) No reappointment shall be made that would cause the appointee to serve longer than four consecutive years on the same committee.
- (2) At most, half of the non-student members of a committee whose terms are expiring in any given year may be reappointed.
- 5.5.h Terms as presiding officer of a committee shall be one year. A presiding officer may be reappointed if his/her tenure as a Senator is continuing; however, no one shall serve as presiding officer of a committee for longer than two (2) consecutive years.
- 5.5.i Appointments of the presiding officers of committees shall be made by the Chair of the Senate, designated on the annual committee slate, and shall be approved by the Senate.
- 5.6 **Standing Committees - Replacing Presiding Officers and Members:** The presiding officer and members of

any active standing committee may be replaced for cause after inquiry by the Office of the University Senate with approval of the Executive Committee.

5.6.a Cause, for presiding officers, is defined as the following:

- (1) Failure to activate the committee during the first semester after appointment in order to organize its business and determine an agenda; or
- (2) Failure to activate the committee in order to respond to communications referred from the Executive Committee; or
- (3) Failure to activate the committee in order to carry out specific charges required in Article 6 or other Senate documents.

5.6.b Cause, for members, is defined as the following:

- (1) Continual absence from committee meetings and/or lack of participation in committee activities; or
- (2) Lack of registration on campus for students or termination of employment on campus for faculty and staff.

5.6.c Procedure for replacing presiding officers and members:

- (1) The decision to replace a presiding officer rests with the Executive Committee; and
- (2) Requests for replacing a committee member shall be submitted by the presiding officer of a committee to the Executive Committee; such requests will contain a statement citing the appropriate "cause."

5.6.d When the Executive Committee decides to replace a presiding officer or committee member, it shall request the Committee on Committees to identify a suitable replacement.

5.7 **Standing Committees - Appointing Special Subcommittees:** A standing committee of the Senate may appoint special subcommittees to assist in the effective performance of its responsibilities. Persons appointed to special subcommittees who are not members of standing committees must be approved by the Executive Committee. The Chair of any special subcommittee must be a member of the standing committee making the appointment.

5.8 **Standing Committees - Appointing Special Joint Subcommittees:** Two or more standing committees of the Senate may appoint special joint subcommittees to assist in the effective review of issues that pertain to the charge of multiple committees. Persons appointed to serve who are not members of associated standing committees must be approved by the Executive Committee. The Chair of any such subcommittee must be a member of one of the associated standing committees making the appointment. Special Joint Subcommittees will report directly to the full associated standing committees for final action.

5.9 **Special Committees:** A special committee of the Senate may be established by resolution of the Senate to carry out a specified task. The empowering resolution shall also stipulate the means of selecting the committee and any restrictions on its composition. The committee shall function until the completion of its tasks or until discharged by the Senate. A final report of its work shall be presented to the Senate. Members shall serve for the duration of the committee unless otherwise specified by the Senate.

## ARTICLE 6 STANDING COMMITTEE SPECIFICATIONS

6.1 **Academic Procedures and Standards Committee:**

6.1.a **Membership:** The committee shall consist of an appointed presiding officer; ten (10) faculty members; one (1) staff member; three (3) undergraduate and one (1) graduate student; and the following persons or a representative of each: the Senior Vice President and Provost, the Director of Undergraduate

Admissions, the University Registrar, the Associate Provost for Academic Affairs and Dean for Undergraduate Studies, and the Associate Provost for Academic Affairs and Dean of the Graduate School.

- 6.1.b Quorum: A quorum of the Academic Procedures and Standards Committee shall be ten (10) voting members.
- 6.1.c Charge: The committee shall formulate and continually review policies, rules, and regulations governing the admission, readmission, academic standing, and dismissal of all students for academic deficiency.
- 6.1.d Charge: The committee shall formulate and continually review policies and procedures for academic advisement, scheduling of classes, and registration.
- 6.1.e Charge: The committee shall formulate and continually review policies to be observed by the instructional staff in conducting classes, seminars, examinations, students' research, and student evaluations.
- 6.1.f Policies, rules, and regulations exclusively governing admission, readmission, scholastic standing, and dismissal of graduate students for academic deficiency shall be reviewed by an appropriate committee of the Graduate School. Such policies, rules, and regulations will be transmitted by the Graduate School directly to the Senate through the Executive Committee. Policies, rules, and regulations that concern both graduate and undergraduate matters shall be considered by both the Academic Procedures & Standards (APAS) Committee and the appropriate committee of the Graduate School.

## **6.2 Campus Affairs Committee:**

- 6.2.a Membership:
  - (1) The committee shall consist of an appointed presiding officer; six (6) faculty members; two (2) undergraduate and two (2) graduate students; two (2) staff members, with one exempt and one non-exempt to the extent of availability; the President or a representative of the Student Government Association; the President or a representative of the Graduate Student Government; and the following persons or a representative of each: the Senior Vice President and Provost, the Vice President for Administration & Finance, the Vice President for Student Affairs, the Vice President for University Relations, the Chief Diversity Officer, and the Chair of the Coaches Council.
  - (2) When discussions of safety are on the agenda, the Chief of Police, the Office of General Counsel, the Director of Transportation Services, and other campus constituencies, as appropriate, shall be invited to participate or send a representative.
  - (3) The Chair of this committee or a faculty member designated by the Chair and approved by the Senate Executive Committee will serve as an ex officio member of the Athletic Council. The Chair, or a committee member designated by the Chair, shall also serve as an ex-officio member of the Campus Transportation Advisory Committee.
- 6.2.b Quorum: A quorum of the Campus Affairs Committee shall be nine (9) voting members.
- 6.2.c Charge: The committee shall formulate and continually review policies and regulations affecting the entire campus, its functions, its facilities, its internal operation and its external relationships, including the awarding of campus prizes and honors, and make recommendations concerning the future of the campus.
- 6.2.d Charge: The committee shall formulate and continually review policies and procedures for the periodic review of campus level administrators.
- 6.2.e Charge: The committee shall periodically gather community input on safety and security issues and shall act as a liaison between the police and the campus community.



### 6.3 Committee on Committees:

#### 6.3.a Membership and terms:

- (1) As set forth in the *Plan* (Article 8.3.a), the Committee on Committees shall be chaired by the Chair-Elect of the Senate.
- (2) The voting membership, as defined in the *Plan* (Article 8.3.a), shall consist of the Chair-Elect of the Senate, six (6) faculty members elected by faculty Senators, with no more than one (1) from any College or School; one (1) non-exempt staff member elected by non-exempt staff Senators; one (1) exempt staff member elected by exempt staff Senators; one (1) undergraduate student elected by undergraduate student Senators; and one (1) graduate student elected by graduate student Senators.
- (3) Students are elected to serve for one (1) year, faculty and staff for two (2) years, whether or not their membership in the Senate continues beyond their first year of service in the committee.
- (4) Terms of faculty and staff members are staggered in such a way that, at any time, no more than three (3) faculty members and one (1) staff member are serving the second year of their term.
- (5) In the event of a vacancy on the Committee on Committees, the available candidate who had received the next highest number of votes in the last annual election for the Committee on Committees shall fill the remainder of the unexpired term. In the event that there is no runner-up, the Executive Committee shall fill the vacant seat.
- (6) A quorum of the Committee on Committees shall be six (6) voting members.

#### 6.3.b Charge:

- (1) As set forth in the *Plan* (Article 8.3.b), responsibilities of the Committee on Committees include:
  - (a) Identification and recruitment of individuals for service on Senate committees;
  - (b) Approval of the University Library Council slate of nominees, as mandated in section 2.C of the Bylaws of the University Library Council.
  - (c) Creation of a slate of nominees for the Nominations Committee, for approval by the Senate.
- (2) Additional duties include:
  - (a) As needed, the Committee on Committees may be charged to assess effectiveness of committees, and make recommendations for improvements and changes in their operations and structure.
  - (b) Other such duties as specified by the Executive Committee.

6.3.c Operation: The Committee on Committees shall follow the procedures specified for standing committees in Article 5 above, with the exception of 5.5.

#### 6.4 Educational Affairs Committee:

- 6.4.a Membership: The committee shall consist of an appointed presiding officer; ten (10) faculty members, of whom at least two (2) must be tenured/tenure-track faculty members and at least two (2) must be professional track faculty members; two (2) staff members, with one exempt and one non-exempt to the extent of availability; two (2) undergraduate students and one (1) graduate student; the President or a representative of the Student Government Association; the President or a representative of the Graduate Student Government; the Associate Dean for General Education; a representative of the Associate Provost for Academic Affairs and Dean for Undergraduate Studies; and the following persons or a representative of each: the Senior Vice President and Provost, the Associate Provost for Academic Affairs and Dean of the Graduate School, and the Vice President of Information Technology and CIO.
- 6.4.b Quorum: A quorum of the Educational Affairs Committee shall be eleven (11) voting members.
- 6.4.c Charge: The committee shall formulate and continually review plans and policies to strengthen the educational system of the College Park campus. The committee shall receive ideas, recommendations, and plans for educational innovations from members of the campus community and others. The committee shall inform itself of conditions in the Colleges, Schools, and other academic units, and shall propose measures to make effective use of the resources of the campus for educational purposes.
- 6.4.d Charge: The committee shall exercise broad oversight and supervision of the General Education Program at the University of Maryland as described in the 2010 document Transforming General Education at the University of Maryland and the General Education Implementation Plan approved by the University Senate in February 2011. The committee shall review and make recommendations concerning the General Education Program to the Senate and the Associate Provost for Academic Affairs and Dean for Undergraduate Studies. Such recommendations shall include, as the committee deems appropriate, the program's requirements and its vision, especially with regard to evaluating trends, reviewing learning outcomes, and maintaining the balance of courses in the General Education categories.
- 6.4.e Relation of the Educational Affairs Committee to the General Education Program and the Office of the Associate Provost for Academic Affairs and Dean for Undergraduate Studies:
- (1) The Associate Provost for Academic Affairs and Dean for Undergraduate Studies will prepare an annual report on the status of the General Education Program and will send the report to the Educational Affairs Committee by October 1.
  - (2) The Associate Provost for Academic Affairs and Dean for Undergraduate Studies will meet with the Educational Affairs Committee as needed to discuss or update the report. Topics will include but not be limited to: the membership and ongoing work of the General Education Faculty Boards; the proposal and approval process for General Education courses; the learning outcomes for the different course categories; areas where additional courses or rebalancing may be needed; trends and developments that may impact the General Education Program; and informational resources for students, faculty, and advisors about the General Education Program.

- (3) The Office of the Associate Provost for Academic Affairs and Dean for Undergraduate Studies shall inform the committee of modifications in the proposal or review process, the disposition of recommendations from the committee, and any other changes regarding the implementation of the General Education Program as specifically delegated to that office.

#### **6.5 Elections, Representation, and Governance Committee:**

- 6.5.a Membership: The committee shall consist of an appointed presiding officer; six (6) faculty members; one (1) exempt staff member; one (1) non-exempt staff member; two (2) undergraduate and two (2) graduate students; and representatives of the Director of Human Resources and the Associate Vice President for Institutional Research, Planning, and Assessment.
- 6.5.b Quorum: A quorum of the Elections, Representation, and Governance Committee shall be eight (8) voting members.
- 6.5.c Charge: The committee shall review and recommend policies regarding the conduct of elections, determine correct apportionments for all constituencies, and investigate and adjudicate all charges arising from the management and results of Senate elections.
- 6.5.d Charge: The committee shall determine the correct apportionment for all constituencies every five (5) years as stipulated in Article 3.8 of the *Plan* and following any review or revision of the *Plan* as stipulated in Article 6.3 of the *Plan*.
- 6.5.e Charge: The committee shall supervise all Senatorial elections and referenda in accordance with the *Plan* (Article 4.2), and shall consult with certain constituencies in their nomination and election processes in accordance with the *Plan* (Article 4) as requested by the Executive Committee.
- 6.5.f Charge: The committee shall formulate and review procedures for the tallying and reporting of election results and shall perform other such duties as appropriate (Article 3.3.b of the *Plan*).
- 6.5.g Charge: The committee shall review the Plans of Organization of the Colleges, Schools, and other units, in accordance with the *Plan* (Article 11) and as specified in Appendix 7 of these Bylaws.
- 6.5.h Charge: The committee shall review and observe the operation and effectiveness of the University Senate and make any appropriate recommendations for improvements.
- 6.5.i Charge: The committee shall receive all petitions for impeachment of the Chair or Chair-Elect in accordance with the *Plan* (Article 5.8).
- 6.5.j Charge: The committee shall initiate procedures for expelling Senators in accordance with the *Plan* (Article 4.10).
- 6.5.k Charge: The committee shall receive all petitions for the recall of Senators in accordance with the *Plan* (Article 4.11).

**6.6 Equity, Diversity, & Inclusion Committee:**

- 6.6.a Membership: The committee shall consist of an appointed presiding officer; two (2) undergraduate and two (2) graduate students; five (5) faculty members; three (3) exempt staff members; two (2) non-exempt staff members; the Director of the Office of Diversity and Inclusion and the following persons or a representative of each: the Senior Vice President and Provost, the Vice President for Administration & Finance, and the Vice President for Student Affairs.
- 6.6.b Quorum: A quorum of the Equity, Diversity, & Inclusion Committee shall be nine (9) voting members.
- 6.6.c Charge: The committee shall carry out its responsibilities as detailed in Article 1, Section E of the University of Maryland Code on Equity, Diversity, and Inclusion, and recommend any appropriate changes in the Code.
- 6.6.d Charge: The committee shall consider programs for improving equity, diversity, and inclusiveness at the University.

**6.7 Faculty Affairs Committee:**

- 6.7.a Membership: The committee shall consist of an appointed presiding officer; ten (10) faculty members, of whom four (4) shall be senators including one (1) assistant professor and one (1) professional track faculty member; one (1) undergraduate student and two (2) graduate students; one (1) staff member; and the following persons or a representative of each: the President, the Senior Vice President and Provost, and the Director of Human Resources. One (1) elected Council of University System Faculty representative from the University shall serve as a voting ex officio member.
- 6.7.b Quorum: A quorum of the Faculty Affairs Committee shall be nine (9) voting members.
- 6.7.c Charge: The committee shall formulate and continually review policies pertaining to faculty life, employment, academic freedom, morale, and perquisites.
- 6.7.d Charge: The committee shall work for the advancement of academic freedom and the protection of faculty and research interests.
- 6.7.e Charge: The committee shall, in consultation with Colleges, Schools, and other academic units, formulate and review procedures for the periodic review of academic administrators below the campus level.
- 6.7.f Charge: The committee shall review the Appointment, Promotion, and Tenure or Permanent Status section of each College, School, or the Libraries Plan of Organization in accordance with Appendix 7 of these *Bylaws*.

**6.8 Programs, Curricula, and Courses Committee:**

- 6.8.a Membership: The committee shall consist of an appointed presiding officer; ten (10) faculty members; one (1) staff member; two (2) undergraduate students and one (1) graduate student; and the following persons or a representative of each: the Senior Vice President and Provost, the Associate Provost for Academic Affairs and Dean for Undergraduate Studies, the Associate Provost for Academic Affairs and Dean of the Graduate School, and

the Dean of Libraries.

- 6.8.b Quorum: A quorum of the Programs, Curricula, and Courses Committee shall be nine (9) voting members.
- 6.8.c Charge: The committee shall formulate, review, and make recommendations to the Senate concerning policies related both (1) to the establishment, modification, or discontinuance of academic programs, curricula, and courses; and (2) to the establishment, reorganization, or abolition of colleges, schools, academic departments, or other units that offer credit-bearing programs of instruction or regularly offer courses for credit.
- 6.8.d Charge: The committee shall review and make recommendations to the Senate in at least the areas designated by (1) through (3) below. Recommendations in these areas are not subject to amendment on the Senate floor unless a detailed objection describing the area of concern has been filed with the Office of the University Senate at least forty-eight (48) hours prior to the meeting at which the recommendations will be introduced. The committee will announce proposed recommendations to the campus community sufficiently in advance of the meeting at which they are to be considered so as to allow time for concerned parties to file their objections.
- (1) All proposals for the establishment of a new academic program, for the discontinuance of an existing academic program, for the merger or splitting of existing academic programs, or for the renaming of an existing academic program;
  - (2) All proposals for the creation, abolition, merger, splitting, or change of name of Colleges, Schools, departments of instruction, or other units that offer credit-bearing programs of instruction or regularly offer courses for credit; and
  - (3) All proposals to reassign existing units or programs to other units or programs.
- 6.8.e Charge: The committee shall review and shall directly advise the Office of Academic Planning and Programs concerning proposals to modify the curricula of existing academic programs, or to establish citation programs consistent with College rules approved by the Senate. The committee shall inform the Senate of its actions in these cases.
- 6.8.f Charge: The committee shall review, establish, and advise the Vice President's Advisory Committee concerning policies for adding, deleting, or modifying academic courses.
- 6.8.g Charge: The committee shall be especially concerned with the thoroughness and soundness of all proposals, and shall evaluate each according to the mission of the University, the justification for the proposed action, the availability of resources, the appropriateness of the sponsoring group, and the proposal's conformity with existing regulations. The committee shall be informed of any recommendations made by the Academic Planning Advisory Committee concerning resource issues, the consistency of the proposed action with the University's mission and strategic directions, or both.
- 6.8.h Operation: The committee shall follow the procedures specified for standing committees in Article 5 above, with the exception of 5.3.b.
- 6.8.i Relation of the Programs, Curricula, and Courses Committee to the Office of the Senior Vice President and Provost.

- (1) The committee, in consultation with the Office of the Senior Vice President and Provost, shall determine the requirements for supporting documentation and the procedures for review for all proposals.
- (2) The committee shall be informed by the Office of the Senior Vice President and Provost of all proposed modifications to existing programs and curricula. After consulting with the presiding officer of the committee, the Office of the Senior Vice President and Provost shall act on all minor changes that are not of a policy nature.
- (3) The committee shall be informed by the Office of the Senior Vice President and Provost of all changes made pursuant to 6.8.i(2). The committee shall be informed by the Office of the Senior Vice President and Provost of all other changes in academic curricula whose approval has been specifically delegated to that office. In particular, this includes the approval to offer existing academic programs through distance education or at a new off-campus location.

6.8.j Relationship of the Programs, Curricula, and Courses Committee to the Graduate School: Proposals concerned with graduate programs and curricula shall receive the review specified by the Graduate School, in addition to the review of the Programs, Curricula, and Courses Committee. Any such proposal whose approval has been denied by the Graduate School shall not be considered by the committee.

#### **6.9 Staff Affairs Committee:**

- 6.9.a Membership: The committee shall consist of an appointed presiding officer; eight (8) staff members, with two (2) members from each of the elected staff categories; two (2) Category II contingent employees, with one exempt and one non-exempt to the extent of availability; one (1) faculty member; one (1) student; and one (1) representative each of the Senior Vice President and Provost, the Director of Human Resources, the Vice President for Administration & Finance and the Vice President for Student Affairs. The three (3) elected University representatives to the Council of University System Staff (CUSS) shall serve as voting ex officio members; the alternate University representatives to the Council of University System Staff (CUSS) shall be non-voting ex officio members.
- 6.9.b Quorum: A quorum of the Staff Affairs Committee shall be nine (9) voting members.
- 6.9.c Charge: The committee shall formulate and continually review campus policies affecting staff members, including policies regarding periodic review of campus departments and administrators that employ staff members.
- 6.9.d Charge: The committee shall assist the Office of the University Senate in soliciting nominations and encouraging participation in elections of staff Senators as specified in Article 4.5 of the *Plan*.
- 6.9.e Charge: Staff Affairs shall assist the Committee on Committees and the Senate Executive Committee in identifying and recruiting staff representatives for campus and Senate committees, including system-wide activities involving staff.
- 6.9.f Charge: The committee shall administer the Council of University System Staff (CUSS) nomination and election process. Definitions of eligible staff shall be defined by the Board of Regents and CUSS.
- 6.9.g Charge: The committee shall actively promote and provide orientation and opportunities

for staff involvement in shared governance at every administrative level.

- 6.9.h Charge: The committee shall facilitate the annual nomination process for the Board of Regents' Staff Awards at the University of Maryland, College Park.

#### **6.10 Student Affairs Committee:**

- 6.10.a Membership: The committee shall consist of an appointed presiding officer; eight (8) undergraduate students, of whom four (4) must be Senators; four (4) graduate students, of whom two (2) must be Senators; two (2) faculty members; two (2) staff members with one exempt and one non-exempt to the extent of availability; the President or a representative of the Student Government Association; the President or a representative of the Graduate Student Government; two (2) representatives of the Office of the Vice President for Student Affairs; and one (1) representative each from the Graduate School, and the Department of Resident Life.

- 6.10.b Quorum: A quorum of the Student Affairs Committee shall be ~~eleven~~ **ten** (~~11~~**10**) voting members.

- 6.10.c Charge: The committee shall formulate and continually review policies regarding all non-academic matters of student life including, but not limited to, student organizations, resident life, extracurricular activities, and student concerns in the campus community.

- 6.10.d Charge: The committee shall support the work of other Senate committees by assessing and communicating the student perspective on a range of issues affecting students, including matters outside the purview described in 6.10.c.**

- 6.10.de Charge: The committee shall assist the Office of the University Senate and the Colleges and Schools as appropriate in soliciting nominations and encouraging participation in the election of student Senators.

#### **6.11 Student Conduct Committee:**

- 6.11.a Membership: The committee shall consist of an appointed presiding officer; four (4) faculty members; one (1) staff member; five (5) students, of whom at least three (3) must be undergraduate students and one (1) must be a graduate student; and the Director of the Office of Student Conduct, or a representative, as a non-voting ex officio member.

- 6.11.b Charge: The committee shall formulate and continually review recommendations concerning the rules and codes of student conduct, as well as means of enforcing those rules and codes.

- 6.11.c Charge: The committee acts as an appellate body for infractions of the approved Code of Student Conduct and Code of Academic Integrity. Procedures for the committee's operation in this role are to be developed and filed with the Office of Student Conduct and the Executive Secretary and Director of the Senate. The committee shall also confirm members of all judicial boards listed in the Code of Student Conduct, except conference and ad hoc boards.

## **ARTICLE 7 UNIVERSITY COUNCILS**

- 7.1 **Definition:** University Councils are established by Article 8.6 of the *Plan* to exercise an integrated advisory role over specified campus units and their associated activities. University Councils are jointly sponsored by the University Senate and the Office of the President or Provost (as appropriate). University Councils may be assigned reporting responsibilities to any member(s) of the College Park administration at the dean level or above (hereafter referred to as the "designated administrative officer").
- 7.2 **Creation of University Councils:** Proposals to create a University Council shall be evaluated by a task force appointed jointly by the Senate Executive Committee and the designated administrative officer to whom the new Council would report. Following its deliberations, this task force shall present a report (hereafter referred to as the "Task Force Report") to the Senate, the designated administrative officer, and the director of the unit whose activities are the focus of the Council. The Task Force Report shall indicate the specifications that define the working relationship among the Senate, the designated administrative officer, and the director. The Task Force Report shall include at least the following: the scope and purpose of the new Council; a review of the current committees and advisory relationships to be superseded by the proposed Council; identification of the designated administrative officer and unit director to whom the Council reports; the charge to the Council; the size, composition, and appointment process of members of the Council; the Council's relationship to the Senate, the designated administrative officer, and the director including the responsibilities of these three sponsors to the Council and the responsibilities of the Council to these three sponsors; and principles for operation of the Council. The Task Force Report shall be reviewed by the Executive Committee, approved by the designated administrative officer, and then approved by the Senate. At the same time, the Senate shall approve appropriate revisions in its *Bylaws* to incorporate the Council into its council structure as defined in Article 8 of these *Bylaws*. The Task Force Report, as approved, shall be preserved with official Senate documents, serving as a record of the original agreements establishing the Council.
- 7.3 **Specifications in Senate Bylaws:** For each Council, Senate Bylaws shall: state its name; specify its responsibilities to the Senate; define its membership, including any voting privileges of ex officio members; and identify any exceptions or additions to the provisions of this Article particular to the Council.
- 7.4 **Basic Charge:**
- 7.4.a The Council's responsibilities to the University Senate shall include those specified for Senate committees in Article 5.2 of these *Bylaws*. In addition, each Council shall:
- (1) Sponsor hearings, as appropriate, on issues within its purview that are of concern to the Senate and the campus community.
  - (2) Provide a mechanism for communication with the campus community on major issues facing the unit and its activities.
  - (3) Respond to charges sent to the Council by the Senate Executive Committee in accordance with Article 4.7.
  - (4) Provide an annual written report to the Senate on the Council's activities including the status of unresolved issues.
- 7.4.b Responsibilities to the designated administrative officer shall be specified in the Task Force Report and may include:



- (1) To advise on the unit's budget, space, and other material resources, in addition to personnel, staffing and other human resources.
- (2) To advise on the unit's administrative policies and practices.
- (3) To advise on the charges to be given to periodic internal and external review committees.
- (4) To respond to requests for review, analysis, and advice from the designated administrative officer.
- (5) To meet at least annually with the designated administrative officer to review the major issues facing the unit and its activities on campus.
- (6) To fulfill such other responsibilities as specified in the Task Force Report.

7.4.c Responsibilities to the unit's director shall be specified in the Task Force Report and may include:

- (1) To advise on the needs and concerns of the campus community.
- (2) To advise on opportunities, policies, and practices related to the unit's ongoing operations.
- (3) To review and advise on unit reports, studies, and proposed initiatives.
- (4) To respond to requests for review, analysis, and advice made by the director.
- (5) To meet at least annually with the director to review the major issues facing the unit and its activities on campus.
- (6) To fulfill such other responsibilities as specified in the Task Force Report.

## 7.5 **Membership and Appointment to University Councils:**

7.5.a **Membership:** Councils shall have nine (9) to thirteen (13) members as specified in the appropriate subsection of Article 8 of these *Bylaws*. In addition, each Council shall include an ex officio member designated by the administrative officer, and such other ex officio members as specified in Article 5.5.d of these *Bylaws*. These ex officio members shall have voice but no vote.

7.5.b **Appointment:** Representatives of the designated administrative officer's office and the University Senate shall agree on nominees for vacancies on the Council. These nominations shall be submitted to the designated administrative officer for approval. In addition, these nominations shall be submitted to the University Senate for approval, or for election if specified in the Council's governing documents. In exercising its powers of appointment to the Council, the Senate shall follow procedures for review and approval for Senate committee appointments specified in Article 5.5.e of these *Bylaws*.

7.5.c **Terms:** Rules governing beginning date and length of terms, and restrictions on reappointment shall be specified in the governing documents of each Council. The

presiding officer shall serve a three (3) year term and cannot be reappointed, unless otherwise specified in the governing documents of the Council.

- 7.5.d Appointment of Presiding Officer: The designated administrative officer and the Senate Executive Committee shall reach an agreement on a presiding officer, and the joint choice shall be submitted to the Senate for approval. If the presiding officer is selected from among the membership of the Council, a replacement shall be appointed to the vacated seat.

**7.6 Operational Relationship of University Councils to Sponsors:**

- 7.6.a The Office of the University Senate shall provide basic support for the activities of University Councils.
- 7.6.b The office of the designated administrative officer, through its ex officio University Council member, shall provide liaison to other administrative units as required.
- 7.6.c The unit director shall provide the University Council with internal data, reports, studies, and any other materials required to support the Council's work. In addition, the director shall also arrange for unit staff to appear before the committee as requested.
- 7.6.d Control of the University Council's agenda shall be the responsibility of the presiding officer of the University Council and the voting members of the University Council in accordance with procedures for standing committees provided in Article 5.3.a, subject to the charges provided in Article 7.4 of these *Bylaws*, the appropriate subsection of Article 8 of these *Bylaws*, and the approved Task Force Report governing the University Council.
- 7.6.e Each University Council shall develop its own bylaws, which must be approved by the designated administrative officer and by the Senate.
- 7.6.f In addition to the required annual report, the presiding officer shall keep the Chair of the Senate informed of the major issues before the University Council and shall indicate when action or information items are likely to be forwarded for Senate consideration. In submitting recommendations for Senate action, the University Council shall inform the unit director and the designated administrative officer in advance of its recommendations. For purposes of conducting Senate business, reports from the University Council and floor privileges of the Senate shall be managed in the same manner as standing committees of the Senate defined in these *Bylaws* (3.3.c, 4.4.b). In the case where the presiding officer of the University Council is not a member of the Senate, he or she may report to the Senate and participate in the deliberations of the Senate subject to the provisions of Article 3.3.c of these *Bylaws*.

**7.7 Review of University Councils:**

- 7.7.a Five (5) years after a University Council is formed, a review of the University Council shall be undertaken jointly by the Senate and administration, and a written report issued. The review may recommend continuation of the University Council in its original form and mode of operation, modification of the University Council structure and/or operations, or discontinuance of the University Council.
- 7.7.b Following the initial review, the University Council and its operations shall be reviewed in conjunction with the periodic review of the *Plan*.

## ARTICLE 8 UNIVERSITY COUNCIL SPECIFICATIONS

### 8.1 University Library Council

- 8.1.a Charge: The University Library Council has the responsibility to provide advice and to report on policy issues concerning the University Libraries to the University Senate, to the Senior Vice President and Provost, and to the Dean of Libraries (see Appendix 1 for additional responsibilities and the Library Council's Bylaws).
- 8.1.b Membership: The Library Council shall consist of thirteen (13) appointed members and four (4) ex officio members. The appointed members shall be: the Chair, ten (10) faculty members including at least one (1) member of the library faculty, one (1) graduate student, and one (1) undergraduate student. The four (4) ex officio members shall be a representative of the Office of the Senior Vice President and Provost, a representative of the Office of the Dean of Libraries, a representative of the Division of Information Technology, and the Chair-Elect of the Senate.
- 8.1.c The Chair shall be a tenured faculty member.
- 8.1.d Reporting Responsibilities: The University Library Council shall report to the University Senate and the Senior Vice President and Provost under the terms of responsibility defined in Article 7.4 of these *Bylaws*.

### 8.2 University Research Council:

- 8.2.a Charge: In addition to the charges specified in Articles 5.2 and 7.4 of these *Bylaws*, the Research Council shall be governed by the following: The Research Council is charged to formulate and continually review policies regarding research, its funding, its relation to graduate and undergraduate academic degree programs, and its service to the community. Also, the Research Council is charged to review the research needs of faculty, other researchers and students, and to make recommendations to facilitate the research process and productivity of the University. Further, the Research Council shall formulate and continually review policies on the establishment, naming, reorganization, or abolition of bureaus, centers, or institutes that do not offer programs of instruction or regularly offer courses for credit, including their relationship to graduate and undergraduate academic programs. Additionally, when it perceives problems, the Research Council has the power to undertake investigative studies and recommend solutions.
- 8.2.b Membership: The University Research Council shall consist of thirteen (13) appointed members and ten (10) ex officio members. The appointed members shall be the Chair and eight (8) faculty members; one (1) staff member; and three (3) students, including at least one (1) graduate and one (1) undergraduate student. Eight (8) voting ex officio members include a representative of the Vice President for Research, a representative of the Dean of the Graduate School, a representative of the Dean of Undergraduate Studies, the Director of the Office of Research Administration and Advancement, and the Chairs of four (4) subcommittees of the University Research Council as follows: Research Development and Infrastructure Enhancement Subcommittee (RDIES); Research Advancement and Administration Subcommittee (RAAS); Intellectual Property and Economic Development Subcommittee (IPEDS); and Awards and Publicity Subcommittee (APS). A representative of the President and a representative of the Senior Vice President and Provost shall serve as non-voting ex-officio members.

- 8.2.c The Chair shall be a tenured faculty member.
- 8.2.d Reporting Responsibilities: The University Research Council shall report to the University Senate and the Vice President for Research under the terms of responsibility defined in Article 7.4 of these *Bylaws* and the report establishing the University Research Council.

### 8.3 University IT Council:

- 8.3.a Charge: The IT Council shall advise and report on policy issues concerning the Division of IT to the University Senate and the Vice President for Information Technology and CIO. In addition to such responsibilities as are enumerated in Article 7 of these *Bylaws*, the IT Council shall:
- 1) Respond to requests from the Division of Information Technology, extra-divisional advisory bodies (such as the Council of Deans or the Student Technology Fee Committee), the University Senate, or other campus stakeholders for guidance on IT policy and implementation.
  - 2) Advise on the Division's budget, material resources, personnel, staffing and human resources, administrative policies and practices, and have all other responsibilities listed in 7.4 of the Bylaws of the University Senate.
  - 3) Initiate strategic inquiries on IT-related matters impacting or likely to impact the campus community.
- 8.3.b Membership: The IT Council shall consist of a Chair (1), the chairs of the five (5) IT Council Working Groups, the chair of the IT Security Advisory Committee, and the following members already serving on an IT Council Working Group: one (1) exempt staff member, one (1) undergraduate student, one (1) graduate student, one (1) professional track faculty member, one (1) tenured faculty member. The Vice President and CIO, or a designee, and a representative from the University Libraries, shall serve as non-voting ex officio members. Additional non-voting ex officio members may be appointed as needed, by agreement between the CIO and the Senate Executive Committee.
- 8.3.c The Chair of the IT Council shall be appointed by the Vice President for Information Technology and CIO and the Senate, as described in 7.5 of these *Bylaws*. The Chair will serve a three year term. The Chair shall normally (subject to exception by agreement of the Vice President and the Senate) also serve as a member of one of the Working Groups.
- 8.3.d Working Groups: The IT Council shall create five standing Working Groups. These groups should carry out research and make recommendations on IT issues, and shall each work with the appropriate Division of Information Technology staff member appointed by the CIO. The chair of each Working Group shall be appointed by the CIO and shall serve a two-year term. The five Working Groups shall be:
- 1) Learning @ Technology, which focuses on IT portfolio related decisions regarding technology for classroom support, learning support, and scholarly enablement;
  - 2) Enabling Research, which focuses on IT portfolio related decisions regarding tools that support research, such as collaboration tools, data storage and access, and other research computing initiatives;
  - 3) Infrastructure, which focuses on IT portfolio related decisions regarding physical hardware and investments needed to support University IT service offerings;
  - 4) Enterprise Systems, which focuses on IT portfolio related decisions regarding enterprise administrative software and systems used by faculty, staff, and students

- on a daily basis; and
- 5) User Experience, which focuses on issues related to student and instructor experiences with IT services, accessibility to users, and considers whether the needs of the campus community are being met.

8.3.e Reporting Responsibilities: The IT Council shall report to the Vice President and CIO of the Division of Information Technology and to the University Senate.

## **ARTICLE 9 THE ATHLETIC COUNCIL**

### 9.1 The Athletic Council

9.1.a The Athletic Council exists to help the University develop and maintain the best possible intercollegiate athletic program consistent with the academic integrity of the institution and the academic and social development of student athletes. The Athletic Council shall operate in accordance with its charter (Appendix 4), which shall specify its role, scope, responsibilities, leadership, and membership. Changes to the charter shall be approved by the President of the University.

9.1.b Membership: The charter designates its membership. The membership of the Athletic Council elected by the Senate includes:

- 1) Seven faculty members elected by the Senate at the annual Transition Meeting. Elected faculty representatives shall serve for a three-year term, and faculty who have served a full term shall for a period of one year be ineligible for re-election. The Senate should make every effort to assure diversity among the candidates for election to the Council.
- 2) One staff member elected by the Senate at the annual Transition Meeting for a three-year term. A staff member who has served a full term shall for a period of one year be ineligible for re-election.
- 3) The Chair of the Senate Campus Affairs Committee, or a faculty member designated by the Committee, shall serve as an ex-officio member.

9.1.c Relationship between the Senate and the Athletic Council:

- 1) The Council in cooperation with the Athletic Director shall submit an annual report to the Senate on the status of intercollegiate athletics at the University. This report shall at least include an analysis of admissions, academic performance, class attendance, major selection, graduation rates, budget performance, and compliance with NCAA, Conference, and campus rules.
- 2) The Council shall inform the Senate for its review of any proposed amendments to the Council's charter.

## **ARTICLE 10 DUTIES OF THE EXECUTIVE SECRETARY AND DIRECTOR**

10.1 The Executive Secretary and Director of the Senate shall be responsible for the minutes and audio recordings of all Senate meetings.

- 10.1.a The minutes shall include only actions and business transacted. They shall be submitted to the Senate for approval. Copies of the approved minutes shall be made available to all chief administrative officers of Colleges, Schools, departments, and other units, and to the campus news media.
- 10.1.b A complete audio recording shall be made of each meeting and shall be maintained by the Office of the University Senate. In accordance with the University's Records Retention and Disposal Schedule, a copy of each audio recording, excluding only those parts recorded during closed sessions, shall be placed with the minutes in the University Archives for open access.
- 10.2 The Executive Secretary and Director shall also maintain the following kinds of Senate records (see Article 4.8):
- (1) All material distributed to Senate members;
  - (2) All material received by or distributed to members of the Executive Committee;
  - (3) Any minutes of the Senate or the Executive Committee not otherwise included under (1) and (2);
  - (4) Annual reports of all committees of the Senate not otherwise included under (1) and (2);
  - (5) The audio records of Senate meetings;
  - (6) The current and all previous versions of the *Plan* and the *Bylaws*;
  - (7) Articles concerned with Senate structure and operation from campus and University publications as they come to the attention of the Executive Secretary and Director; and
  - (8) Other items deemed appropriate by the Executive Secretary and Director or the Chair of the Senate.
- 10.3 The Executive Secretary and Director shall store inactive records of the Senate in the University Archives.
- 10.4 The Executive Secretary and Director shall be responsible for the preparation of the Senate budget in accordance with Article 4.6.
- 10.5 The Executive Secretary and Director shall prepare as soon as possible after each annual senatorial election, a directory of the membership of the new Senate indicating for each member the constituency, term, office or department, and email address. A copy of this directory shall be available to all members of the new Senate.
- 10.6 The Executive Secretary and Director shall keep a list, with campus addresses and telephone numbers, of all Senate officers and of all presiding officers of all Senate committees. This information shall be available upon request to any member of the campus community.

- 10.7 The Executive Secretary and Director shall make available to each Senator, by campus mail or electronic means, a copy of the agenda and supporting material for each meeting. The receipt of the agenda and the supporting material then available shall satisfy the notice requirements of the meeting in question (Article 3.1 and 3.2.b).
- 10.8 The Executive Secretary and Director shall prepare for the members of the Senate and its Executive Committee, as appropriate, all agendas, minutes, reports, and other documents, with the exception of proposals relating to the Programs, Curricula, and Courses (PCC) Committee. Nonetheless, the Executive Secretary and Director shall be responsible for the distribution of all items of Senate business, including PCC items to the members of the Senate and its Executive Committee, and to other such committees as necessary.
- 10.9 The Executive Secretary and Director shall inform the Executive Committee of the status of all members of the Senate in accordance with the *Plan* (Article 3.4.a(3-4), 3.4.b(3-4), and 3.7) and these *Bylaws* (Articles 2.2, 4.1, 5.5, and 5.6).
- 10.10 The Executive Secretary and Director shall have the privilege of attending the meetings of all standing committees and ad hoc committees of the Senate to assist in the coordination of Senate business.
- 10.11 The Executive Secretary and Director shall provide information or assistance as requested for revision of the undergraduate catalog.

## **ARTICLE 11 ANNUAL TRANSITION OF THE SENATE**

### **11.1 Preparation for Transition:**

- 11.1.a 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. The Chair-Elect of the Senate shall serve as a non-voting, ex officio member of the Nominations Committee. The Nominations Committee shall elect its own Chair from within the membership of the committee. The Nominations Committee shall solicit nominations from the membership of the Senate and shall present to the Chair of the Senate by April 15:
- (1) A slate of at least two (2) candidates per seat from each constituency for elected membership on the Executive Committee, including those incumbent elected members who are eligible and willing to stand for reelection,
  - (2) Slates of candidates to replace the outgoing members of the Committee on Committees, the Campus Transportation Advisory Committee (CTAC), the University Athletic Council, and the Council of University System Faculty (CUSF), and any other committees as required by these *Bylaws*, including at least one (1) nominee for each position to be filled, and
  - (3) A minimum of two (2) candidates for the office of Chair-Elect.

Before reporting to the Chair of the Senate, the Nominations Committee shall secure the consent of all candidates in writing.

- 11.1.b. A brief statement of each candidate's qualifications shall be sent to the voting membership of the incoming Senate ten (10) working days before the Transition Meeting of the Senate. Any further nominations made by members of the Senate and accompanied by a brief supporting statement and the consent of the candidate must be received by the Executive Secretary and Director at least twelve (12) working days before the Transition Meeting. These additional nominations shall be sent to the voting membership of the incoming Senate ten (10) working days before the Transition Meeting.

## 11.2 **Transition Meeting:**

- 11.2.a The Transition Meeting will be the last regularly scheduled meeting of the Spring semester, and starts a new Senate session.
- 11.2.b Terms of office of newly elected Senators will begin, and the terms of the outgoing Senators will end, with the call to order of the Transition Meeting by the outgoing Chair.
- 11.2.c Election of the Chair-Elect, as provided for in section 5.7.a of the *Plan*, shall be the first order of business of the Transition Meeting, after which the outgoing Chair will pass the gavel to the previous Chair-Elect, who will assume the Chair.
- 11.2.d The election of the Executive Committee, election of incoming members of the Committee on Committees, Campus Transportation Advisory Committee (CTAC), Athletic Council, Council of University System Faculty (CUSF), and such other persons elected by the members of the Senate, shall be scheduled special orders of the Transition Meeting. Nominations may be received from the floor by the Chair, in addition to those provided for in Article 11.1. Any such nomination is contingent on the consent of the candidate, which must have been secured beforehand in writing if the nomination is made in the absence of the candidate. In the event of a tie vote in the election for members of the Executive Committee or the Committee on Committees, a ballot will be distributed to each Senator in the appropriate constituency. Ballots are to be returned to the Office of the University Senate within one (1) week from the date distributed.
- 11.2.e The elected members of the outgoing Executive Committee and the Committee on Committees shall continue to serve until the election of new members is held.
- 11.2.f After the conclusion of the Transition Meeting, any vacancies on standing committees will be filled by the new Committee on Committees, subject to the approval of the Executive Committee and pending confirmation by the full Senate at its next regularly scheduled meeting.



**APPENDIX 1**  
**BYLAWS OF THE UNIVERSITY LIBRARY COUNCIL**

1. **Charge to the Library Council:** The University Library Council has the responsibility to provide advice about policy issues concerning the University Libraries to the University Senate, to the Senior Vice President and Provost, and to the Dean of Libraries.

**A. The Council's Responsibilities to the University Senate:**

- (1) Make recommendations for major changes and improvements in policies, operations, and services of the Libraries that represent the concerns and interests of Senate constituencies as well as other users of the Libraries. Such recommendations should specify the resource implications. Reports and recommendations to the University Senate shall be submitted to the Senate Executive Committee for placement on the agenda of the University Senate in the same manner as reports from the Senate's standing committees. It is expected that the Library Council will also inform the Senior Vice President and Provost in advance of these legislative recommendations. In addition to the mandatory annual report, the Chair of the Library Council shall keep the Chair of the Senate informed of the major issues before the Library Council and shall indicate when action or information items are likely to be forwarded for Senate consideration.
- (2) Respond to charges sent to the Library Council by the Senate Executive Committee.
- (3) Provide an annual written report of the Library Council's activities, including the status of recommendations made by the Library Council each year, and of unresolved issues before the Library Council.

**B. The Library Council's Responsibilities to the Senior Vice President and Provost:**

- (1) Advise on the Libraries' budget, space, personnel and staffing, and other resources. It is expected that the Senior Vice President and Provost will consult the Library Council before undertaking major reviews of the Libraries with APAC and before preparing the annual budget for the Libraries.
- (2) Advise on the Libraries' administrative policies and practices.
- (3) Advise on the charges to be given to the committees to review the Dean of Libraries and to conduct the unit review of the University Libraries based on University policy
- (4) Advise on matters concerning the Libraries in conjunction with accreditation review and strategic planning.
- (5) Respond to requests for review, analysis, and advice made by the Senior Vice President and Provost.
- (6) Meet at least annually with the Senior Vice President and Provost to review the major issues facing the Libraries and its activities on campus.
- (7) The Library Council is responsible for informing the Senior Vice President and Provost of pending reports and recommendations to the University Senate.

**C. The Library Council's Responsibilities to the Dean of Libraries:**

- (1) Advise on the needs and concerns of diverse constituencies within the campus community with respect to Library policies, services, and new resources and technology.
- (2) Advise on strategies to involve Library users in the initiation, evaluation, and integration of new Library policies, practices, procedures, and technology. Such strategies might include forums for the discussion of changes, workshops for adjusting to new technologies, and ongoing programs of Library education.
- (3) Advise on operations, policies and new opportunities.
- (4) Advise on Library planning including strategic planning and other major plans for Library operation and development.
- (5) Review and advise on the Libraries' reports, studies, and proposed initiatives that have significant long-term resource implications for the Libraries.
- (6) Hold at least one (1) meeting each year at which the Dean shall review major issues and plans, summarized in a State of the Libraries report distributed in advance to the Library Council.
- (7) It is expected that the Library Council will adopt a broad campus perspective and that the Dean of the Libraries will inform the Library Council of the University Libraries' needs and concerns and seek advice about major modifications of policies and operations affecting the campus community.

**D. To Fulfill Its Responsibilities, the Library Council May:**

- (1) Undertake investigative studies in matters concerning the University Libraries and recommend solutions to the University Senate, the Senior Vice President and Provost, the Dean of Libraries, or the general campus community.
  - (2) Conduct open hearings on major issues concerning the University Libraries and their activities.
  - (3) Communicate directly with the campus community on concerns related to support for, policies of, and services provided by the University Libraries.
2. **Composition of the Library Council:** The Library Council shall consist of thirteen (13) appointed members and four (4) ex officio members. The appointed members shall be: the Chair, ten (10) faculty members including at least one (1) member of the Library faculty, one (1) graduate student, and one (1) undergraduate student. The four (4) ex officio members shall be a representative of the Office of the Senior Vice President and Provost, a representative of the Dean of the Libraries Office, a representative of the Division of Information Technology, and the Chair-Elect of the Senate.

**A. Tenure in Office:**

- (1) The Library Council Chair should be a tenured faculty member appointed for a single three-year term. Normally, the Chair shall have served as a member of the Library Council. If the Chair is serving as a regular member of the Library Council at the time of appointment, a new member shall be appointed to serve the remainder of the term the Chair has vacated. The Senior Vice President and Provost and the Senate Executive Committee shall reach an agreement on the Library Council Chair, and the joint choice shall be submitted to the University Senate for its approval.

- (2) The remaining ten (10) faculty members shall be appointed for staggered two-year terms. No faculty member shall serve more than two (2) terms consecutively. For this purpose, members who have served more than a year should be considered to have served a full term.
  - (3) The two (2) student members shall be appointed for one-year terms. No student member should serve more than two (2) terms consecutively. For this purpose, student members who have served more than half their term should be considered to have served a full term.
  - (4) The Office of the Senior Vice President and Provost will appoint a member of the Provost's staff as an ex officio member of the Library Council who will have voice but not vote.
  - (5) The Dean of Libraries' Office will appoint an upper-level member of the Libraries' administrative staff as an ex officio member of the Library Council who will have voice but no vote.
  - (6) The Vice President for Information Technology and Chief Information Officer (CIO) will appoint a member of the Division of Information Technology's staff as an ex officio member of the Library Council who will have voice but no vote.
  - (7) The Chair-Elect of the Senate shall serve as an ex officio member of the Library Council who will have voice but no vote.
- B. **Qualifications of Library Council Members:** Successful operation of the Library Council requires that the members of the Library Council understand the nature of the Libraries and represent the best interests of the campus as well as the particular interests of their specific constituencies.
1. The Library Council members should be chosen from people who can bring a campus-wide perspective to their deliberations on Library matters and who have shown interest and willingness to foster a good working relationship between the Libraries and their users.
  2. Library Council members should be selected to represent as broad a range of campus disciplines and interests as possible. Faculty members should include representatives from both the professional and arts and sciences colleges, and within these constituencies, representatives of the arts and humanities, social sciences, and physical and biological sciences.
- C. **The Appointment Process:** In the spring of each year, the Chair of the University Library Council shall notify the representative of the Office of the Senior Vice President and Provost and the Chair-Elect of the Senate of the appointments required for the following academic year. The representative of the Office of the Senior Vice President and Provost and the Chair-Elect of the Senate shall draw up a slate of nominees who will agree to serve, and the slate will be submitted to the Senior Vice President and Provost and the Committee on Committees for approval. The list of nominees for Library Council membership shall be submitted to the University Senate for approval. Ordinarily, the slate will be presented at the same Senate meeting at which other committee slates are approved. Dates of appointment and beginning of terms shall correspond with those of Senate committees. Replacement of Library Council members will take place through the same consultative process as the initial appointment, with submission of names to the Senate occurring as needed.
3. **Operation of the Library Council:** Effective and efficient Library Council operation will require adequate support and full cooperation among the Senate, the Senior Vice President and Provost, the Dean, and their offices.

- A. The Office of the University Senate or its designee will provide normal committee support to the Council, including maintaining mailing lists, reproducing Library Council documents, keeping a copy of Library Council minutes, maintaining files for the Library Council, and arranging meeting rooms.
  - B. The Office of the Senior Vice President and Provost, through its ex officio Library Council member, will provide liaison to other administrative units, such as the Office of Institutional Research, Planning and Assessment, for their reports, data, or assistance. The Office of the University Senate will also provide website space for the Library Council.
  - C. The Dean of the Libraries will provide the Library Council with internal data, reports, studies, etc. as needed to support the Library Council's work. The Dean will also arrange for unit staff to present testimony concerning such reports as the Library Council finds useful in carrying out its responsibilities. The Dean's assistance to the committee shall also include providing the Library Council members with the opportunity to attend an appropriate orientation session dealing with the Libraries.
  - D. Control of the Library Council's agenda will be the responsibility of the Library Council Chair and the voting members of the Library Council.
  - E. While being responsive to the needs of the Senior Vice President and Provost and the Senate in a timely manner is necessary, the sponsoring parties and the Dean of the Libraries must not attempt to micro-manage the ongoing operation of the Library Council. In turn the Library Council must not attempt to micro manage the Libraries.
  - F. The Library Council shall meet as necessary, but in no case less than once per semester. Meetings may be called by the Chair. In addition, upon receiving a request of any three members of the Library Council, the Chair shall call a meeting. A majority of the voting members of the Library Council shall constitute a quorum for the conducting of official business of the Library Council.
4. **Operational Relationship of the Library Council to its Sponsors:**
- A. For purposes of University Senate action, a Library Council created through Senate action will appear in essentially the same role as a standing committee of the University Senate.
  - B. The Chair may present reports and recommendations to the Senate but will not have a vote in Senate proceedings, unless he or she is a member of the Senate.
  - C. Since the committees of the Senior Vice President and Provost range widely in form and function, and do not operate under a formal plan of organization and bylaws, there is no need to specify the Library Council's standing in the same fashion. For other purposes, such as APAC review of the Unit, the Library Council might be consulted like a College Advisory Council (that colleges will have under the shared governance plan) could be.
  - D. The Dean of Libraries will ordinarily meet with the Library Council and have a voice in its deliberations. Since one of the three main functions of the Library Council is to advise the Dean, the Dean shall not formally be a member of the Library Council. On formal reports and recommendations of the Library Council to the University Senate or to the Senior Vice President and Provost, the Dean of the Libraries may send a separate memorandum to the Senate or the Senior Vice President and Provost, as appropriate, supporting or opposing the report or the recommendations, and providing rationale for the Dean's position.
5. **Review of the Library Council:** The Library Council and its operations will be reviewed in conjunction with the periodic review of the Senate and the *Plan*.

**APPENDIX 2**  
**BYLAWS OF THE UNIVERSITY RESEARCH COUNCIL**  
*{To be inserted once available}*

**APPENDIX 3**  
**BYLAWS OF THE UNIVERSITY IT COUNCIL**  
*{To be inserted once available}*

**APPENDIX 4**  
**CHARTER OF THE UNIVERSITY ATHLETIC COUNCIL**

The University of Maryland at College Park is dedicated to higher learning, research, and public service. An intercollegiate athletic program can significantly contribute to the learning and the public service components of the Campus Mission. The operation of a successful athletic program fosters spirit, identity and a sense of pride within the campus community and provides talented student-athletes with the opportunity to enrich their collegiate experience through participation in a challenging and competitive athletic program. Excellence of the athletic program at College Park stems not only from successful competition, but more importantly, from the general involvement in the Campus milieu of student-athletes who will earn degrees and who in other respects, embody qualities with which the institution can identify. Most importantly, both athletic success and academic integrity are the crucial elements in judging the excellence of the athletic program at the University of Maryland at College Park.

The importance of faculty involvement and influence in the institutional control and operation of an excellent athletic program cannot be overestimated. Faculty advice and participation will enhance the integrity of the athletic program in terms of academic performance, rules compliance, and compatibility of athletic programs with the mission of the campus.

**PURPOSE OF THE ATHLETIC COUNCIL**

First and foremost, the Athletic Council exists to help the University develop and maintain the best possible intercollegiate athletic program consistent with the academic integrity of the institution and the academic and social development of student athletes. The Athletic Council is the primary body, which advises the President on all matters relating to intercollegiate athletics. It is responsible for formulation and recommendation of policy matters affecting intercollegiate athletics and for monitoring the implementation of such policy by the intercollegiate athletics program. The Council, on behalf of the President, provides the necessary faculty input and participation in intercollegiate athletics as required by the Big Ten Conference, National Collegiate Athletic Association and the University of Maryland at College Park. The Council does not execute policy but serves to influence policy development and administration.

This document delineates the responsibilities, processes, and membership of the Athletic Council at the University of Maryland at College Park. It is expected that the Council will be proactive in its task of preparing policy recommendations and monitoring their implementation by the intercollegiate athletics program. The Council expects to have the full support of the Campus in the responsible performance of its duties.

**FUNCTION/DUTIES OF THE ATHLETIC COUNCIL**

The major function of the Athletic Council is to assist the President and the Director of Intercollegiate Athletics in the exercise of "institutional responsibility and control of intercollegiate athletics" as required by the constitution of the Big Ten Conference, the National Collegiate Athletic Association and the

University of Maryland at College Park. The Council functions in advisory, compliance, liaison, and representative capacities. The Athletic Council shall meet at least four times each year, twice in each semester, and at such other times as needed to carry out the duties of the Council. Specific duties of the Council shall include but not be limited to the following:

1. Promote an understanding of intercollegiate athletics among faculty, students, staff, alumni and other members of the University of Maryland at College Park community.
2. Promote the adoption and implementation of appropriate policies for the admission and continuing eligibility of student athletes at the University of Maryland at College Park.
3. Monitor the preparation of the athletic budget by the Athletic Director during the regular budgetary process and make recommendations to the Athletic Director and the President concerning sources (i.e. student athletic fees) and allocations of funds.
4. Participation in the selection process for the Director of Intercollegiate Athletics and the head coaches in all sports including, if possible, informal meetings of the final candidates with the Executive Committee in the interview process. A faculty member from the Athletic Council should be included on all search committees for head coaches.
5. Establish criteria and make recommendations, with the advice of the Athletic Director, regarding which sports shall be certified as intercollegiate sports.
6. Recommend policies concerning athletic schedules, practice, the number of contests to be played each year in each sport and the NCAA category of schools with which it is desirable to compete.
7. Establish guidelines for and make recommendations regarding the acceptance of invitations to post-season events, special holiday games, or other events outside the regular season schedule.
8. Review and formulate policies concerned with substance abuse that will provide protection to the health of student-athletes and ensure that such policies have a strong educational emphasis.
9. Review and endorse policy on physical facilities necessary for the conduct of a competitive Division I-A program.
10. Review and formulate policies on recruitment and the awarding of athletic grants and scholarships to student-athletes who meet eligibility standards.
11. Review and approve the criteria for departmental awards in recognition of athletic and academic achievement.
12. Review athletic event price schedules, seating priorities and allocation of tickets to various groups.
13. Monitor the advisement, academic support and counseling services available to student-athletes.
14. Review and formulate policy concerning the conduct of home athletic contests, particularly with respect to the protection and safety of participants and spectators.
15. Review and formulate policy regarding the expectations of and behavior of coaches and student-athletes.

16. Review and formulate policy regarding the expectations of and behavior of cheerleaders and their advisors.
17. Assist with the development of official reports to be submitted by the President for filing with the conference or appropriate associations.
18. Review with appropriate authorities the financial audits of the Department of Intercollegiate Athletics.
19. Monitor the activities of the Department of Intercollegiate Athletics to make sure that they are in compliance with Conference (Big Ten) and Association (NCAA) bylaws, regulations and legislation.

In fulfilling its functions/duties, the Athletic Council

- must maintain confidentiality;
- shall have available to it complete information on all items which appear for its consideration and shall have full opportunity for discussion of each item before action is taken;
- shall have available full and current information on the financial, academic and related activities of the intercollegiate athletics program; and
- is authorized to recommend to the President the employment of experts from outside the Campus when their advice is needed.

#### **RESPONSIBILITIES OF THE CHAIR OF THE ATHLETIC COUNCIL**

The Athletic Council has a Chair who is selected by the President from the faculty. The duties of the Chair shall include:

1. Serve as a spokesperson for the Council in all contacts with the media.
2. Serve as the Faculty Representative to the Big Ten Conference and the National Collegiate Athletic Association (NCAA).
3. Chair meetings of the Athletic Council and the Executive Committee of the Council.
4. Call regular meetings of the Athletic Council and such special meetings as may be necessary.
5. Prepare the agenda for meetings of the Athletic Council and of the Executive Committee of the Council.
6. Represent the campus, as authorized by the President, at meetings of the NCAA, Big Ten, United States Intercollegiate Lacrosse Association, United States Olympic Committee, Intercollegiate Athletic Association of America, College Football Association and other groups which establish international, national and regional policies for intercollegiate athletics.
7. Advise the President and serve as spokesperson to the faculty on behalf of the President on appropriate matters.
8. Report to the President on all actions taken by the Athletic Council.

9. Work with the Director of Intercollegiate Athletics in coordinating and carrying out the functions of the Athletic Council.
10. Monitor activities of the Department of Intercollegiate Athletics and confer regularly with the President on matters which should come to the President's attention.
11. Ensure that required reports and recommendations from the Athletic Council are provided to the President.
12. Report to the President and the Athletic Director on the concerns of the Athletic Council relative to athletics and to interpret to the faculty and other groups the University's athletic policies and activities.
13. Ensure that all actions of the Chair and the Executive Committee made on behalf of the Council are properly recorded and reported to the full membership of the Council in a timely manner.
14. Coordinate with the President's Office all financial support necessary to carry out the duties of Chair, including the development of an annual budget for this support; and the approval of all requests for expenditures and expense reimbursements made for this purpose. The President's Office is the administrative unit responsible for providing appropriate financial support to the Chair of the Athletic Council/Faculty Athletic Representative, and for approving both the annual budget request for this support as well as all expenditures, and expense reimbursements made for this purpose.
15. Know, recognize, and comply with the laws, policies, rules and regulations governing the University and its employees, and the rules of the National Collegiate Athletic Association (the "NCAA") and the Big Ten. Inform the Athletic Department Compliance Officer immediately of any suspected violation. Assist, as requested, in the investigation and reporting of those violations.

#### **RESPONSIBILITIES OF THE VICE CHAIR OF THE ATHLETIC COUNCIL**

The Athletic Council has a Vice-Chair who is selected by the President from the faculty. The duties of the Vice-Chair shall include:

1. Assist the Chair of the Council with conducting the business and meeting of the Council.
2. Conduct meetings of the Council in the absence of the Chair.
3. Write periodic articles for University publications about the actions of the Council.
4. Serve on the Executive Committee of the Council.
5. Coordinate the activities of and serve as an ex officio member to standing committees of the Council.
6. Know, recognize, and comply with the laws, policies, rules and regulations governing the University and its employees, and the rules of the National Collegiate Athletic Association (the "NCAA") and the Big Ten. Inform the Athletic Department Compliance Officer immediately of any suspected violation. Assist, as requested, in the investigation and reporting of those violations.

#### **ATHLETIC COUNCIL MEMBERSHIP**



Intercollegiate Athletics plays an important role in fostering pride and spirit in the University community. The Athletic Council membership is designed to be representative of this community and shall consist of faculty, administration, staff, students and alumni. The membership shall include minorities, women and men, and thorough consideration will be given to ensure a balanced representation on the Council. The Athletic Council shall consist of twenty voting and five non-voting members appointed by the President or elected by the Senate as follows:

#### Voting Members of the Athletic Council

- The Athletic Council has a Chair who is selected by the President from the faculty. The duration of the Chair's membership on the Council is determined by the President. The initial appointment is for a five year term which may be renewed by the President.
- The Athletic Council has a Vice-Chair who is selected by the President from the faculty. The duration of the Vice-Chair's membership on the Council is determined by the President. The initial appointment is for a three year term which may be renewed by the President.
- Seven faculty members of the Athletic Council will be elected by the Senate. These elected faculty members will serve for a three year period and are not eligible to serve a second consecutive three year period. The Senate should make every effort to assure diversity among the elected members.
- The Faculty member who is Chair of the Campus Affairs Committee of the Senate or a designee from the Committee who must be a faculty member is a member of the Athletic Council.
- One Academic Dean appointed by the Provost. The appointment is for a one year term which may be renewed by the Provost.
- Two staff members, one who is appointed by the President for a three year period and one who is elected for a three year period by the Senate. These staff members will serve on a staggered basis and are not eligible to serve a second consecutive three year period.
- The Vice President for Student Affairs.
- One representative from the "M" Club. The appointment is for one year.
- One representative from the Terrapin Club. The appointment is for one year.
- One student representative from the Student Government Association. The appointment is for one year.
- One undergraduate female athlete. The appointment is for two years and the student should maintain eligibility in her sport.
- One undergraduate male athlete. The appointment is for two years and the student should maintain eligibility in his sport.
- One graduate student. The appointment is for two years and the student should maintain good standing in the Graduate School.

#### Non-Voting Members of the Athletic Council

- The Director of Intercollegiate Athletics.
- A Representative from the President's Office.
- A Representative of the Office of General Counsel.
- The Director of the Student Health Services.
- The Director of the Office of Alumni Programs for the University of Maryland at College Park.
- A current head coach selected by the coaches as their representative. This appointment will be a one-year appointment with a three year limit.

In making all non-elected appointments to the Athletic Council, the President should solicit recommendations from the following advisory groups or persons: Executive Committee of the Athletic Council, President of the Student Government Association, President of the Graduate Student Government, Dean of the Graduate School, and Director of Intercollegiate Athletics. The term of office of all members of the Council shall begin with the first meeting of the new academic year.

Vacancies occurring on the Council due to resignation or other cause will be filled as they occur. If the vacancy is one of the members of the Council elected by the Senate, the Senate will be asked to elect a replacement to fill the vacancy. For all other vacancies, the President will solicit nominations from the appropriate groups and appoint a replacement to fill the remainder of the unexpired term. Persons appointed to fill a partial term on the Council will be eligible for election or appointment to a full term as appropriate for their membership category.

#### **COMMITTEES OF THE ATHLETIC COUNCIL**

Committees of the Athletic Council shall include an Executive Committee, Standing Committees of the Council, and Ad-Hoc Committees as needed. The major responsibilities and membership of these Committees of the Athletic Council follow.

1. **Executive Committee.** The membership of the Committee is as follows: The Chair of the Athletic Council who will serve as chair, the Vice-Chair of the Athletic Council, chairs of the five standing committees of the Athletic Council, the representative from the President's office, and a staff or student member of the Athletic Council. If one or more of the Chairs of the standing committees are not faculty, the membership of the Executive Committee will be adjusted to include four faculty in addition to the Chair. Total membership of the Executive Committee will not exceed eight at any time. The responsibilities of the Executive Committee shall include the following:
  - Meet on matters calling for immediate action and at times when meetings of the full Athletic Council are not possible.
  - Identify and assign problems to standing subcommittees and ad-hoc committees for study and receive reports from these committees.
  - Serve as the personnel committee of the Council upon request of the President.
  - Review compliance reports submitted by the Department of Intercollegiate Athletics and ensure that the Department is in compliance with all Conference and Association

policies.

- Advise the President on an emergency basis.
- Recommend faculty and staff for membership on the Athletic Council.

2. **Standing Committees of the Athletic Council.** The Chair of the Athletic Council will select the Chairs of the Standing Committees and will appoint each committee and, with the exception of the Academic Committee, will appoint each committee after soliciting volunteers from the Council membership.

- a. **Academic Committee.** All faculty members of the Council are members of the committee. The general role of the Academic Committee is to ensure that appropriate academic standards are established and maintained for all student-athletes and that all participants recognize the priority of successful academic performance by all student-athletes. In fulfilling this function, the Committee shall make appropriate recommendations to the Athletic Council. In particular, the Committee shall have the following duties:
- Recommend policies and procedures regarding standards and criteria for admission of student-athletes.
  - Recommend academic policies and procedures regarding standards and criteria for continuing eligibility of student-athletes to participate in intercollegiate sports.
  - Consider and decide academic appeals of student-athletes concerned with eligibility.
  - Review every semester the academic program and progress of student-athletes.
  - Recommend policies for and monitor the activities of the academic support services provided to the student-athletes.
  - Recommend policies regarding post-season and tournament participation by athletic teams.
  - Recommend policies regarding scheduling and practice time.
- b. **Budget and Facilities Committee.** The general purpose of this Committee is to monitor but not manage those activities of the Athletic Department pertaining to budget and facilities. In fulfilling this function, the Committee shall make appropriate recommendations to the Athletic Council. More specifically, responsibilities of the Committee shall include the following:
- Monitor the preparation of the athletic budget(s) by the Director of Intercollegiate Athletics.
  - Review and analyze for the Council the final budget(s) submitted by the Director of Intercollegiate Athletics to the President.
  - Establish criteria and make recommendations, with the advice of the Director of Intercollegiate Athletics, regarding which sports shall be certified as

intercollegiate sports.

- Review policies regarding the number and distribution of athletic scholarships to be awarded annually.
- Review and recommend policies for athletic event price schedules, seating priorities and allocation of tickets to various groups.
- Review and recommend policies regarding utilization and development of intercollegiate athletic facilities.
- Monitor the financial accountability of the Department of Intercollegiate Athletics.

c. **Student Life Committee.** This Committee is concerned with all non-academic aspects of the student-athlete's involvement with the University. In fulfilling this function, the Committee shall make appropriate recommendations to the Athletic Council. More specifically, the responsibilities of the Committee shall include the following:

- Review and recommend policies concerning the nature and type of health screening and drug testing.
- Review and recommend policies regarding practice schedules.
- Review and recommend policies for determining when health and other non-academic factors will be used to restrict a student's involvement in intercollegiate athletics.
- Review and recommend policies for and monitor activities of non-academic support programs and placement services.
- Review and recommend policies regarding scholarship awards and retention of these awards.
- Review and recommend policies for housing assignments.
- Assist the Athletic Council in assuring the personal and social development of all student-athletes and their full integration into campus life.

d. **External Affairs Committee.** This Committee is concerned with external activities of the Department of Intercollegiate Athletics. In fulfilling this function, the Committee shall make appropriate recommendations to the Athletic Council. More specifically, the responsibilities of the Committee shall include the following:

- Review and endorse fundraising activities.
- Review and recommend policies for complementary distribution of tickets to athletic events.
- Review and recommend guidelines and/or policies for all sports marketing activities (i.e. sports camps, special events, endorsements, etc.)
- Review and recommend guidelines and/or policies for interactions with alumni and friends of the Athletic Department including the Terrapin Club, the "M" Club,

and the Maryland Education Foundation.

- Review and recommend policies and/or guidelines for all media interactions.
- e. **Professional Sports Counseling Panel (PSCP).** The PSCP is a committee of the Athletic Council authorized under NCAA by-law 12.3.4 to advise and assist student athletes in preparation for professional athletic careers. Consonant with its charge, the University of Maryland, College Park PSCP provides:
- Education and advice to student athletes about NCAA amateurism rules and professional sports careers.
  - Oversight to the Athletic Department's implementation of University and NCAA regulations regarding contacts between student athletes and agents.
  - Advice to the Athletic Council on matters related to its charge.
3. **Ad-Hoc Committees.** The Chair of the Athletic Council, upon advice of the Council, will appoint Ad-Hoc Committees as needed. Membership on these committees will be on a volunteer basis or by appointment by the Chair of the Council after seeking advice from the Executive Committee.

#### MEETINGS OF THE ATHLETIC COUNCIL

The Chair of the Council serves as the spokesperson for the Council. Meetings of the Council are open only to Council members and invited guests. Individuals who are not members of the Council, but who wish to attend a specific meeting should seek the prior approval of the Chair. Information provided to Council members concerning specific personnel or compliance matters will not be divulged by individual members without permission of the Chair.

### APPENDIX 5 PROCEDURES FOR ELECTIONS OF UMCP REPRESENTATIVES TO THE COUNCIL OF UNIVERSITY SYSTEM FACULTY (CUSF)

The Chair of CUSF is not a member of CUSF. Thus, if the Chair is from College Park, a replacement must be named. At the end of his/her term as Chair, if his/her term on CUSF is not finished, he/she resumes his/her position as a CUSF member.

The normal term for CUSF representatives is three (3) years, with two alternates serving three (3) year terms; if both alternates are elected at the same time, priority to be a replacement shall be in order of votes received. If a regular representative is unable to serve out his/her term, an alternate replaces him/her for the remainder of the term, and a new alternate is named. The replacement representative shall be chosen in order of number of votes received. The Office of the University Senate will identify a replacement alternate subject to confirmation by the Senate Executive Committee.

The University Senate will elect representatives to CUSF each spring. The Senate Nominations Committee will solicit candidates and will present a slate to the Chair of the Senate with at least one (1) candidate for each vacant position to be filled. At the Transitional Meeting of the Senate, faculty Senators will vote to elect representatives to CUSF. Each faculty Senator shall have as many votes as there are open positions. If there are more candidates than positions, the person(s) receiving the most votes, in order, are declared representatives. The person receiving the next most votes is declared alternate. The remaining person, in order of vote tally, will be asked to move into the alternate position if the previous paragraph comes in to play. A record of the outcome of the election will be retained by the Executive Secretary and Director of the University Senate. If there are not sufficient candidates, or the pool of candidates is exhausted,

representatives are chosen by the Executive Committee.

## **APPENDIX 6 PROCEDURES FOR ELECTIONS OF UMCP REPRESENTATIVES TO THE COUNCIL OF UNIVERSITY SYSTEM STAFF (CUSS)**

The mission of the Council of University System Staff (CUSS) is to provide a voice for Staff employee concerns in reference to basic decisions that affect the welfare of the University System of Maryland (USM) and its employees. CUSS speaks for all non-exempt and exempt staff employees on Regular and Contingent II Status, who are not represented by a union under collective bargaining.

CUSS is comprised of Staff employees representing each USM institution and the USM Office (USMO). Institution membership is proportionate to the number of Staff employees at the individual institutions, with a minimum of two (2) primary members and two (2) alternate members per institution. Representation on CUSS from each constituent institution is apportioned according to the following formula: 1 to 999 eligible employees, 2 representatives; over 1000 eligible employees, 3 representatives. Staff at each constituent institution shall also select an alternate who shall substitute for a regular member of CUSS when needed. Alternates should be selected at the same time and in the same manner as regular members. A delegation may include more than one (1) alternate who is eligible to cast a vote for an absent member provided the member has given prior notification to the Chair of CUSS. The University of Maryland, College Park is entitled to three (3) representatives, and up to three (3) alternates.

As defined in 6.10.f of the Senate *Bylaws*, the Senate Staff Affairs Committee is responsible for administering the CUSS nomination and election process. Definitions of eligible staff shall be determined by the Board of Regents and CUSS. The CUSS elections will be administered in the spring semester every other year, as the terms of the current CUSS representatives are expiring. The Staff Affairs Committee will solicit candidates from the eligible staff population and will present ballots to the same population with at least one (1) candidate for each vacant position to be filled. Eligible staff employees will vote to elect representatives to CUSS. If there are more candidates than positions, the person(s) receiving the most votes, in order, are declared representatives. The person(s) receiving the next most votes are declared alternate(s). A record of the outcome of the election will be retained by the Executive Secretary and Director of the University Senate.

New members shall begin their terms August 1. The normal term for CUSS representatives and alternates is two (2) years. If a regular representative is unable to serve out his/her term, an alternate replaces him/her for the remainder of the term, and a new alternate is named. The replacement representative shall be chosen in order of number of votes received.

## **APPENDIX 7 PROCEDURES FOR REVIEW OF COLLEGE AND SCHOOL PLANS OF ORGANIZATION**

1. In accordance with Article 11 of the Plan, each College, School, Department and other Academic Program, and the Library, shall have a Plan of Organization.
  - a. The Plan of Organization of each College, School, and the Library shall reviewed by the University Senate according to the procedures detailed in section 2 of this appendix. All revisions to such Plans of Organization must be approved by the University Senate and the President of the University prior to taking effect.
  - b. The Plan of Organization of a Department or other Academic Program shall be reviewed and revised by the Faculty Advisory Committee of the College to which it belongs. In the review and revision of such Plans, the University Senate may act in an advisory capacity if asked to do so by the College.
2. Plans of Organization should be revised by each College in accordance with 11.3 of the Plan and shall be submitted to the University Senate for review.
  - a. Revised Plans of Organization shall be reviewed by the Senate Elections, Representation, and Governance (ERG) Committee for compliance with the University's Plan of Organization, University policy, and best practices of shared governance.
  - b. The Senate Faculty Affairs Committee shall review the Appointment, Promotions, and Tenure (APT) section of each Plan and any related documentation for compliance with the University's APT Policy.
  - c. The ERG and Faculty Affairs Committees shall communicate any concerns or requested revisions to the College or School to which the Plan belongs.
  - d. Once all necessary revisions have been made, the ERG and Faculty Affairs Committees shall certify that

they find the Plan to be in compliance and the revised Plan of Organization shall be submitted to the College Assembly for approval.

- e. Upon approval of the College Assembly or equivalent, the ERG Committee shall submit the revised Plan and its accompanying report to the Senate Executive Committee for review and placement on the Senate Agenda.
  - f. The revised Plan of Organization shall require final approval by the University Senate and the President of the University.
3. During the initial implementation of a recently approved Plan of Organization, a College or School may submit additional minimal or technical amendments to the Senate within one year of final approval by the President. These revisions will undergo an expedited review process by the Senate ERG Committee, and by the Faculty Affairs Committee if appropriate. The committee(s) shall review only those amendments submitted by the College or School and shall not conduct a full review of the Plan. Upon approval by the ERG Committee, the amendments shall be submitted to the College Assembly, the Senate Executive Committee, the Senate, and the President of the University according to the procedures outlined above in section 2 d-f.
  4. Until a revised Plan of Organization is approved by the University Senate and President, the version of the Plan of Organization of each College, School, and the Library that was most recently approved by the University Senate and President remains in effect, and provides the rules under which the College must review and approve future revisions to its Plan. The University Plan of Organization supersedes any provisions in College, School, the Libraries, Department, or Academic Program Plans that are in conflict with the purpose, applicability, or intent of the University Plan.

## Dates of Approval, Updates and Amendments to the Senate Bylaws

Approved, Campus Senate, October 9, 1986	Amended, October 16, 2003
Approved, Board of Regents, February 6, 1987	Amended, April 19, 2004
Updated, July 11, 1988	Amended, April 4, 2005
Amended, February 13, 1986	Amended, May 15, 2007
Amended, December 7, 1986	Amended, May 8, 2008
Amended, May 7, 1990	Amended, October 16, 2008
Amended, September 13, 1990	Amended, February 9, 2009
Amended, November 15, 1990	Amended, May 4, 2009
Amended, October 14, 1993	Amended, November 12, 2009
Amended, December 6, 1993	Amended, March 3, 2010
Amended, March 31, 1994	Amended, February 9, 2011
Amended, April 18, 1994	Amended, May 4, 2011
Amended, May 5, 1994	Amended, March 8, 2012
Amended, November 10, 1994	Amended, April 19, 2012
Amended, August 28, 1996	Amended, May 2, 2013
Amended, May 15, 1997	Amended September 18, 2013
Amended, March 5, 1998	Amended, April 15, 2015
Amended, April 2, 1998	Approved after 2015 Plan of Org Review, May 4, 2015
Amended, April 6, 2000	Amended, November 20, 2015
Amended, February 12, 2001	Amended, December 14, 2015
Amended, September 19, 2002	Amended, February 18, 2016
Amended, February 3, 2003	Amended, March 18, 2016





### Elections, Representation, & Governance Committee

Student Affairs Committee Recent Work | February 2017

#### 2016-2017

- Provided the student perspective on and experiences with the Honor Pledge for **Clarification and Codification on Declining Honor Pledge** (Senate Document #16-16-31), charged to the Educational Affairs Committee (EAC).
- Will review and provide the student perspective on proposed revisions to **Code of Student Conduct Revision** (Senate Document #16-17-08), charged to the Student Conduct Committee (SCC).
- Will review and provide the student perspective on a campus social media policy (charge to the EAC pending).

#### 2015-2016

- Reviewed and provided the student perspective on an additional aspect of **Proposed Policy on Excused Absence** (Senate Document #14-15-21), charged jointly to the SAC and Academic Procedures and Standards (APAS) Committee (it was first reviewed by the SAC the previous academic year).
- Reviewed and provided the student perspective on **Revision of the University of Maryland Undergraduate Student Grievance Procedure** (Senate Document #14-15-22), charged to the EAC.
- Provided feedback on a proposed syllabi repository being considered by the Associate Provost of Learning Initiatives and Executive Director of the Teaching & Learning Transformation Center.

#### 2014-2015

- Reviewed current University and peer institution procedures for designating a preferred name for use on University documents, rosters, etc. for **Policies and Procedures Governing Preferred/Primary Names and Sex/Gender Markers in University Databases** (Senate Document #14-15-03), charged primarily to the Equity, Diversity, & Inclusion (EDI) Committee, with a sub-charge to the SAC.
- Reviewed and provided the student perspective on **Proposed Policy on Excused Absence** (Senate Document #14-15-21), charged jointly to the SAC and APAS.

#### 2013-2014

- Submitted names of students to serve on the Plan of Organization Review Committee being formed by the Senate Executive Committee.
- The committee considered current information sharing resources utilized by the University and decided there was no need for additional methods at this time.
- The committee discussed classroom safety and the importance of adding door locks to facilitate sheltering in place if necessary.

#### 2012-2013

- The committee reviewed and made recommendations on **Proposal to Change the Committee on the Review of Student Fees (CRSF) Operating Procedure** (Senate Document #11-12-12), charged to the SAC (the committee began work on the charge in the 2011-2012 academic year).
- The committee reviewed and provided feedback on the **Code of Student Conduct Expansion of Jurisdiction** (Senate Document #12-13-26), charged to the SCC.
- The committee discussed ways to improve student participation with and awareness of the Senate, and forwarded their recommendations to the Senate Office.

#### 2011-2012

- The committee began its review of a **Proposal to Change the Committee on the Review of Student Fees (CRSF) Operating Procedure** (Senate Document #11-12-12), charged to the SAC.
- The committee reviewed the EDI Committee's recommendations associated with **Request to Review Domestic Partner Benefits** (Senate Document #10-11-34), charged to the EDI committee.

## Appendix 2: Student Affairs Committee Attendance, 2011-2017

Student Affairs Committee	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	
<b>Membership</b>	3 Faculty 2 Staff 10 Undergrads 4 Grads 7 Ex-Officios 1 SGA Ex-Officio 1 GSG Ex-Officio	3 Faculty 2 Staff 10 Undergrads 4 Grads 7 Ex-Officios 1 SGA Ex-Officio 1 GSG Ex-Officio	3 Faculty 2 Staff 10 Undergrads 4 Grads 7 Ex-Officios 1 SGA Ex-Officio 1 GSG Ex-Officio	3 Faculty 2 Staff 10 Undergrads 4 Grads 7 Ex-Officios 1 SGA Ex-Officio 1 GSG Ex-Officio	3 Faculty 2 Staff 10 Undergrads 4 Grads 7 Ex-Officios 1 SGA Ex-Officio 1 GSG Ex-Officio	2 Faculty 2 Staff 8 Undergrads* 4 Grads* 4 Ex-Officios 1 SGA Ex-Officio 1 GSG Ex-Officio	2 Faculty 2 Staff 8 Undergrads* 4 Grads* 4 Ex-Officios 1 SGA Ex-Officio 1 GSG Ex-Officio
<b>Quorum</b>	12	12	12	12	11	11	
<b>Number of meetings</b>	8	6	5	8	5	4	
<b># of Meetings w/o Quorum</b>	2	1	1	1	4	3	
<b>Faculty</b>							
Total Attendance	7	10	7	11	7	3	
Total Opportunities	24	18	15	24	10	8	
Percentage in Attendance	29%	56%	47%	46%	70%	38%	
<b>Staff</b>							
Total Attendance	8	5	5	10	5	5	
Total Opportunities	16	12	15	16	10	8	
Percentage in Attendance	50%	42%	33%	63%	50%	63%	
<b>Graduate Students</b>							
Total Attendance	11	15	5	11	7	4	
Total Opportunities	32	24	20	32	15	8	
Percentage in Attendance	34%	63%	25%	34%	47%	50%	
<b>Undergraduate Students</b>							
Total Attendance	22	31	16	21	9	9	
Total Opportunities	80	60	50	80	35	16	
Percentage in Attendance	28%	52%	32%	26%	26%	56%	
<b>Total Ex-Officios</b>							
Total Attendance	52	36	24	37	14	16	
Total Opportunities	72	54	45	72	30	24	
Percentage in Attendance	72%	67%	53%	51%	47%	67%	
<b>SGA Ex-Officios</b>							
Total Attendance	7	4	5	1	3	0	
Total Opportunities	8	6	5	8	5	4	
Percentage in Attendance	88%	67%	100%	13%	60%	0%	
<b>GSG Ex-Officios</b>							
Total Attendance	6	4	3	0	0	1	
Total Opportunities	8	6	5	8	5	4	
Percentage in Attendance	75%	67%	60%	0%	0%	25%	
<b>University Relations Ex-Officios</b>							
Total Attendance	5	3	1	7	n/a	n/a	
Total Opportunities	8	6	5	8	n/a	n/a	
Percentage in Attendance	63%	50%	20%	88%	n/a	n/a	
<b>VP Student Affairs Ex-Officios (2)</b>							
Total Attendance	13	10	7	12	6	8	
Total Opportunities	16	12	10	16	10	8	
Percentage in Attendance	81%	83%	70%	75%	60%	100%	
<b>Grad School Ex-Officios</b>							
Total Attendance	5	5	0	0	2	4	
Total Opportunities	8	6	5	8	5	4	
Percentage in Attendance	63%	83%	0%	0%	40%	100%	
<b>VPAF Ex-Officios</b>							
Total Attendance	4	2	3	6	n/a	n/a	
Total Opportunities	8	6	5	8	n/a	n/a	
Percentage in Attendance	50%	33%	60%	75%	n/a	n/a	
<b>Resident Life Ex-Officios</b>							
Total Attendance	8	6	5	8	5	3	
Total Opportunities	8	6	5	8	5	4	
Percentage in Attendance	100%	100%	100%	100%	100%	75%	
<b>Provost Ex-Officios</b>							
Total Attendance	4	2	0	3	n/a	n/a	
Total Opportunities	8	6	5	8	n/a	n/a	
Percentage in Attendance	50%	33%	0%	38%	n/a	n/a	

\*There was a graduate student and an undergraduate student vacancy for the 2015-2016 year which lowers the number of opportunities for graduate and undergraduate students by 5 each.

## Appendix 3: Senate Office Memo on Committee Size



UNIVERSITY OF  
MARYLAND  
UNIVERSITY SENATE

1100 Marie Mount Hall  
College Park, Maryland 20742-4111  
Tel: (301) 405-5805 Fax: (301) 405-5749  
<http://www.senate.umd.edu>

### MEMORANDUM

TO: Plan of Organization Review Committee

FROM: The Senate Office

SUBJECT: Consideration of Senate Committee Size

The Senate Office has concerns about the overall size of some of the Senate committees. The Elections, Representation, and Governance (ERG) Committee may be charged with considering Senate committee membership changes on an ad hoc basis as representation issues arise. While the ERG Committee does an excellent job of addressing specific issues, we believe that the Plan of Organization Review Committee should conduct a holistic review of all Senate committee memberships. Specifically, the total membership of large committees should be reconsidered because our experience shows that they historically have scheduling and participation issues. If you look at the overall committee sizes, there are a few committees that have between 23 and 31 members, which has proven to be difficult to manage for the following reasons:

1. Large committees are hard to schedule. It is easier to get a consistent and larger majority with a somewhat smaller committee size.
2. Committee members on large committees are more apt to not show up to meetings because they may feel like there are enough members to make up for their absence.
3. Committee members on large committees do not have as many opportunities to speak in committee meetings and as a result may feel less engaged in the committee's work.
4. Large committees have a difficult time coming to consensus on issues because there are so many voices in the discussion.

A spreadsheet of the attendance/participation in all of our committees over the last two years is included for your reference. We believe that the ideal committee size is somewhere in the range of 18-21 members. There are four committees that are larger than that with 23, 27, 29, and 31 members. We think that lowering the overall size of these committees could be beneficial. There are opportunities for the Equity, Diversity, and Inclusion (EDI) Committee, the Staff Affairs Committee, the Student Affairs Committee, and the Educational Affairs Committee to be downsized. We believe that slightly downsizing these committees will not drastically affect representation but will allow the committees to be more effective. We propose the following changes that we hope can be discussed when reviewing the committee memberships in the Bylaws:

EDI: Currently this committee has 23 members. We propose removing 2 undergrads and potentially 1 staff and 1 faculty member bringing the total to 19. The undergrads are

historically at the lower attendance rates and this change would align this committee with student representation on other committees like Campus Affairs and ERG, which have 2 graduate students and 2 undergraduates.

Staff Affairs: Currently this committee has 31 members. We already removed 2 staff seats because of the new Senate categories, switched the alternate members of CUSS to be non-voting ex-officios, and removed the University Relations Ex-Officio, so that makes the new total 25. We propose also removing 2 faculty from the committee to align with representation on Faculty Affairs, which only has 1 staff member; we also propose removing 1 student from the committee, leaving 1 student seat (students and faculty typically tend to have less interest in this committee in terms of volunteer rates). That brings the total down to 22, which is closer to our ideal window. This would allow the main constituent groups on the Faculty Affairs and Staff Affairs Committees to be better aligned.

Student Affairs: Currently this committee has 29 members. We already agreed to remove the University Relations Ex-Officio so our new total is 28. We propose that we reduce the undergrads from 10 to 8 for a total of 12 student members, which is still two more than Faculty Affairs and Staff Affairs have in their main constituency representation. We also propose reducing the faculty from 3 to 2, removing the ex-officio rep for the Provost (because they already have a Grad School rep that could help with graduate life issues, and since academic issues are not typically handled in this committee and would go to APAS, PCC, or Ed Affairs, which all have a Provost's rep already), and removing the Administration and Finance ex-officio rep because they are already represented on the Campus Affairs Committee. That brings our total to 23, which is closer to our ideal window without drastically cutting the committee size or reducing representation.

In addition, we propose that PORC consider revisions involving the General Education Committee and the Educational Affairs Committee. The General Education Committee was developed in place of the CORE Committee when the new General Education Program was developed. While the committee serves an important role by providing oversight, the committee has not had much else to do since the implementation of the program, and it cancels the large majority of its meetings. The Educational Affairs and Academic Procedures and Standards Committees are charged to consider other academic issues so there is not much for the Gen Ed Committee to do. One option is to fold the Gen Ed oversight responsibility into the Educational Affairs Committee's charge. If PORC decides to merge Ed Affairs and Gen Ed, our proposal for membership would bring that committee to 28 total members, which is much larger than we would like. Our only suggestion is to remove the Dean for Undergraduate Studies from the membership because the committee would have a different relationship with the Dean once it incorporates the Gen Ed responsibilities and he/she is already represented by three other reps (Honors/Scholars/Gen Ed). Because this merger is a relatively new concept, it is more reasonable to start with a larger committee and reevaluate the membership during the next PORC review.


2013-2014	Staff Affairs	Student Affairs	Ed Affairs	EDI	APAS	Campus Affairs	Gen Ed	FAC	PCC	ERG	Student Conduct
Committee Size (Voting Members)	31	29	25	23	21	21	21	18	18	16	10
Quorum	12	12	11	11	10	9	11	8	9	8	6
Total Members:	3 Faculty 12 Staff 0 Graduate 2 Undergrad 13 Ex-Officios	3 Faculty 2 Staff 5 Graduate 10 Undergrad 7 Ex-Officios 1 SGA Ex-Officio GSG Ex-Officio	12 Faculty 2 Staff 1 Graduate 2 Undergrad 7 Ex-Officios (2 non-voting) 1 SGA Ex-Officio GSG Ex-Officio	6 Faculty 6 Staff 2 Graduate 4 Undergrad 4 Ex-Officios	10 Faculty 0 Staff 2 Graduate 3 Undergrad 4 Ex-Officios	6 Faculty 2 Staff 2 Graduate 2 Undergrad 6 Ex-Officios 1 SGA Ex-Officio GSG Ex-Officio	12 Faculty 0 Staff 1 Graduate 3 Undergrad 4 Ex-Officios	10 Faculty 1 Staff 2 Graduate 1 Undergrad 3 Ex-Officios	10 Faculty 0 Staff 1 Graduate 2 Undergrad 4 Ex-Officios	7 Faculty 2 Staff 2 Graduate 2 Undergrad 2 Ex-Officios	4 Faculty 0 Staff 1 Graduate 4 Undergrad 1 Ex-Officio (non-voting)
2013-2014											
Number of meetings:	7	5	8	9	0	9	2	10	8	9	8
<b>Faculty</b>											
Total Attendance	16	7	49	14	n/a	24	12	63	49	29	26
Total Opportunities	18	15	96	54	n/a	54	24	100	70	63	36
Percentage in Attendance	89%	47%	51%	26%		44%	50%	63%	70%	46%	72%
<b>Staff</b>											
Total Attendance	44	5	11	39	n/a	11	n/a	7	n/a	14	n/a
Total Opportunities	72	15	16	54	n/a	18	n/a	10	n/a	18	n/a
Percentage in Attendance	61%	33%	69%	72%		61%		70%		78%	
<b>Graduate Students</b>											
Total Attendance	n/a	5	4	5	n/a	5	1	17	4	8	4
Total Opportunities	n/a	20	8	28	n/a	18	2	20	8	18	8
Percentage in Attendance		25%	50%	18%		28%	50%	85%	50%	44%	50%
<b>Undergraduate Students</b>											
Total Attendance	2	16	6	8	n/a	5	2	4	9	11	13
Total Opportunities	14	50	16	36	n/a	18	6	10	16	18	32
Percentage in Attendance	14%	32%	38%	22%		28%	33%	40%	56%	61%	41%
<b>Ex-Officios</b>											
Total Attendance	39	14	41	29	n/a	28	8	19	23	11	8
Total Opportunities	78	35	56	36	n/a	54	8	30	28	18	9
Percentage in Attendance	50%	40%	73%	81%		52%	100%	63%	82%	61%	89%
<b>SGA Ex-Officios</b>											
Total Attendance	n/a	5	2	n/a	n/a	7	n/a	n/a	n/a	n/a	n/a
Total Opportunities	n/a	5	8	n/a	n/a	9	n/a	n/a	n/a	n/a	n/a
Percentage in Attendance		100%	25%			78%					
<b>GSG Ex-Officios</b>											
Total Attendance	n/a	3	6	n/a	n/a	9	n/a	n/a	n/a	n/a	n/a
Total Opportunities	n/a	5	8	n/a	n/a	9	n/a	n/a	n/a	n/a	n/a
Percentage in Attendance		60%	75%			100%					

2012-2013	Staff Affairs	Student Affairs	Ed Affairs	EDI	APAS	Campus Affairs	Gen Ed	FAC	PCC	ERG	Student Conduct
Committee Size (Voting Members)	31	29	27	23	21	21	21	18	18	16	11
Quorum	12	12	11	11	10	9	11	8	9	8	6
Total Members:	3 Faculty 12 Staff 0 Graduate 2 Undergrad 13 Ex-Officios	3 Faculty 2 Staff 5 Graduate 10 Undergrad 7 Ex-Officios 1 SGA Ex-Officio GSG Ex-Officio	12 Faculty 2 Staff 1 Graduate 2 Undergrad 7 Ex-Officios (2 non-voting) 1 SGA Ex-Officio GSG Ex-Officio	6 Faculty 6 Staff 2 Graduate 4 Undergrad 4 Ex-Officios	10 Faculty 0 Staff 2 Graduate 3 Undergrad 4 Ex-Officios	6 Faculty 2 Staff 2 Graduate 6 Ex-Officios 1 SGA Ex-Officio 1 GSG Ex-Officio	12 Faculty 0 Staff 1 Graduate 3 Undergrad 4 Ex-Officios	10 Faculty 1 Staff 2 Graduate 1 Undergrad 3 Ex-Officios	10 Faculty 0 Staff 1 Graduate 2 Undergrad 4 Ex-Officios	7 Faculty 2 Staff 2 Graduate 2 Undergrad 2 Ex-Officios	4 Faculty 0 Staff 1 Graduate 4 Undergrad 1 Ex-Officio (non-voting)
2012-2013											
Number of meetings:	8	6	8	8	6	10	4	10	7	11	9
<b>Faculty</b>											
Total Attendance	5	10	53	16	35	27	29	55	56	55	23
Total Opportunities	14	18	96	48	60	60	48	100	70	77	36
Percentage in Attendance	36%	56%	55%	33%	58%	45%	60%	55%	80%	71%	64%
<b>Staff</b>											
Total Attendance	51	5	14	32	n/a	15	n/a	10	n/a	15	9
Total Opportunities	96	12	16	48	n/a	20	n/a	10	n/a	22	9
Percentage in Attendance	53%	42%	88%	67%		75%		100%		68%	100%
<b>Graduate Students</b>											
Total Attendance	n/a	15	0	8	7	9	1	4	4	15	9
Total Opportunities	n/a	24	8	16	12	20	4	20	7	22	9
Percentage in Attendance		63%	0%	50%	58%	45%	25%	20%	57%	68%	100%
<b>Undergraduate Students</b>											
Total Attendance	4	31	5	6	10	11	6	2	5	4	22
Total Opportunities	16	60	16	32	18	20	12	10	14	22	36
Percentage in Attendance	25%	52%	31%	19%	56%	55%	50%	20%	36%	18%	61%
<b>Ex-Officios</b>											
Total Attendance	54	27	32	24	19	31	12	23	20	13	9
Total Opportunities	104	42	52	32	24	60	16	30	28	22	9
Percentage in Attendance	52%	64%	62%	75%	79%	52%	75%	77%	71%	59%	100%
<b>SGA Ex-Officios</b>											
Total Attendance	n/a	4	5	n/a	n/a	4	n/a	n/a	n/a	n/a	n/a
Total Opportunities	n/a	6	8	n/a	n/a	10	n/a	n/a	n/a	n/a	n/a
Percentage in Attendance		67%	63%			40%					
<b>GSG Ex-Officios</b>											
Total Attendance	n/a	4	4	n/a	n/a	5	n/a	n/a	n/a	n/a	n/a
Total Opportunities	n/a	6	8	n/a	n/a	10	n/a	n/a	n/a	n/a	n/a
Percentage in Attendance		67%	50%			50%					

## Appendix 4: Charge



### University Senate CHARGE

<b>Date:</b>	October 27, 2016
<b>To:</b>	Marc Pound Chair, Elections, Representation & Governance Committee
<b>From:</b>	Jordan A. Goodman  Chair, University Senate
<b>Subject:</b>	Review of the Senate Student Affairs Committee Specifications
<b>Senate Document #:</b>	16-17-15
<b>Deadline:</b>	February 10, 2017

The Senate Executive Committee (SEC) requests that the Elections, Representation, & Governance (ERG) Committee review the specifications for the Senate Student Affairs Committee.

Specifically, we ask that you:

1. Review the overall specifications of the Student Affairs Committee as outlined in the Bylaws of the University Senate.
2. Review recent data on attendance, membership, and charges to the committee.
3. Consult with the Director of the University Senate.
4. Consult with the Chair of the Student Affairs Committee.
5. Consider whether revisions to the charge of the Senate Student Affairs Committee are necessary.
6. Consider whether revisions to the membership of the Senate Student Affairs Committee are necessary.
7. Consider whether a revision to the quorum of the Senate Student Affairs Committee is necessary.
8. If appropriate, recommend changes to the Senate Bylaws.

We ask that you submit a report to the Senate Office no later than February 10, 2017. If you have questions or need assistance, please contact Reka Montfort in the Senate Office, extension 5-5804.

Attachment

JAG/rm





## University Senate PROPOSAL FORM

<b>Name:</b>	Adam Berger, Chair, Senate Student Affairs Committee
<b>Date:</b>	27 September 2016
<b>Title of Proposal:</b>	Review of the Senate Student Affairs Committee Specifications
<b>Phone Number:</b>	240-481-4009
<b>Email Address:</b>	<a href="mailto:agberger@umd.edu">agberger@umd.edu</a>
<b>Campus Address:</b>	1113 Montgomery Hall
<b>Unit/Department/College:</b>	Bioengineering/Clark School of Engineering
<b>Constituency (faculty, staff, undergraduate, graduate):</b>	Undergraduate
<b>Description of issue/concern/policy in question:</b>	<p>The Senate bylaws do not currently reflect the full scope of what the Senate Student Affairs Committee (SAC) does. The current Senate Bylaws specify the committee’s charge as: “formulate and continually review policies regarding all non-academic matters of student life including, but not limited to, student organizations, resident life, extracurricular activities, and student concerns in the campus community.” In addition to this charge, the SAC has been doing quite a bit of work the past few years in advising other committees on policies that affect the lives of students. Although this is not codified in the Senate bylaws, this is something that has become the norm.</p> <p>The SAC is unique in that it is the only committee where a majority of its members are students rather than faculty/staff/ex-officio, as is true with the other Senate committees. Other committees may only have one or two students that can give input on policies, even when the policies directly impact the lives of students. By consulting with the SAC, committees can and have bypassed this limitation in their representation when considering certain policies. For example, last year, the SAC advised on the Student Grievance Procedures and the Policy on Excused Absence. While both of these policies were more academically focused and charged to other committees, the input provided by the SAC was critical in shaping the revised policies. At an institution of higher education such as the University of Maryland, the academic and non-academic aspects of student life are often interwoven, and this close relationship has made the SAC a valuable partner in the Senate’s efforts to improve the student experience at</p>

	<p>Maryland.</p> <p>Secondly, the Student Affairs Committee has historically had difficulties achieving a quorum at its meetings. Currently, the Senate Bylaws establish quorum as 11 voting members. Last year alone, only one of the SAC meetings had a quorum of its members. Based on conversations with the Director of the Senate and Senior Coordinator, it seems that this has been an issue for many years and no good solution has been found to date.</p>
<p><b>Description of action/changes you would like to see implemented and why:</b></p>	<p>The Senate should revise the SAC's current charge to codify what has historically been one of the committee's most valuable roles: advising other committees on policies that directly affect student life, whether academic or non-academic.</p> <p>The Senate should also reconsider the committee's quorum requirements, given that achieving quorum has been a perennial problem for the SAC.</p>
<p><b>Suggestions for how your proposal could be put into practice:</b></p>	<p>Charge the Elections, Representation, &amp; Governance Committee with reviewing the charge and quorum requirements of the Student Affairs Committee and proposing revisions to the Senate Bylaws.</p>
<p><b>Additional Information:</b></p>	

***Please send your completed form and any supporting documents to [senate-admin@umd.edu](mailto:senate-admin@umd.edu) or University of Maryland Senate Office, 1100 Marie Mount Hall, College Park, MD 20742-7541. Thank you!***



## University Senate TRANSMITTAL FORM

<b>Senate Document #:</b>	16-17-25
<b>Title:</b>	Revisions to the Charge of the Faculty Affairs Committee and Plan of Organization Review Procedures
<b>Presenter:</b>	Marc Pound, Chair, Senate Elections, Representation, & Governance (ERG) Committee
<b>Date of SEC Review:</b>	February 20, 2017
<b>Date of Senate Review:</b>	March 8, 2017
<b>Voting (highlight one):</b>	<ol style="list-style-type: none"> <li>1. On resolutions or recommendations one by one, or</li> <li>2. <b>In a single vote</b></li> <li>3. To endorse entire report</li> <li>4. For information only</li> </ol>
<b>Statement of Issue:</b>	<p>In fall 2015, the Senate, the President, and the Chancellor approved the University of Maryland Guidelines for Appointment, Evaluation, and Promotion of Professional Track Faculty (<a href="#">Senate Document #14-15-09</a>). These guidelines require Colleges, Schools, and the Library to create policies and procedures for the Appointment, Evaluation, and Promotion (AEP) of professional track faculty. These policies and procedures are currently being created and reviewed by the Senate’s Faculty Affairs Committee (FAC). The FAC and the ERG Committee intend for AEP policies to be reviewed by the FAC in the same manner that Appointment, Promotion, and Tenure or Permanent Status Policies are reviewed. This duty is not currently reflected in the Senate Bylaws.</p>
<b>Relevant Policy # &amp; URL:</b>	<a href="#">University Senate Bylaws</a>
<b>Recommendation:</b>	The ERG Committee recommends that Article 6.7 and Appendix 7 of the Bylaws of the University Senate be amended to adjust the charge of the FAC and the Procedures for the Review of College and School Plans of Organization, as indicated the revised Bylaws immediately following this report.
<b>Committee Work:</b>	After consulting with the Senate Office, the ERG Committee formulated revised language for the Bylaws at its meeting on February 1, 2017. The proposed revisions would bring the Bylaws into accord with both current practice and the duties of the FAC as described in the UM Guidelines for Appointment, Evaluation, and Promotion of Professional Track Faculty. In addition to the FAC’s charge established in Article 6.7 and Appendix 7, the Procedures for

	<p>the Review of College and School Plans of Organization (Appendix 7) were also updated to ensure AEP Policy reviews align with the periodic reviews of the Appointment, Promotion, and Tenure or Permanent Status section of each College, School, or the Library. The chair of the ERG Committee consulted with the chair of the FAC and the Senate Parliamentarian, both of whom support these changes. The ERG Committee also took the opportunity to propose additional edits to align terminology and phrasing in the relevant sections with the conventions established elsewhere in the Bylaws and Plan.</p> <p>On February 8, 2017, the ERG Committee voted by email to recommend amendments to Article 6.7 and Appendix 7 of the Bylaws.</p>
<b>Alternatives:</b>	The Senate could retain the current charge of the FAC and the existing Plan of Organization Procedures for the Review of College and School Plans of Organization.
<b>Risks:</b>	There are no associated risks.
<b>Financial Implications:</b>	There are no financial implications.
<b>Further Approvals Required:</b>	Senate approval, Presidential approval

# **Senate Elections, Representation, & Governance Committee**

## **Report on Senate Document #16-17-25**

### **Revisions to the Charge of the Faculty Affairs Committee and Plan of Organization Review Procedures**

**February 2017**

#### **2016-2017 ERG Committee Members**

Marc Pound, Chair  
Deidra Adams, Ex-Officio Director of UHR Rep  
Kathleen Denz, Ex-Officio VP IRPA Rep  
Sabrina Baron, Faculty  
Qingbin Cui, Faculty  
Toby Egan, Faculty  
Andrew Horbal, Faculty  
Anne Raugh, Faculty  
Ellin Scholnick, Faculty  
Holly Ostrout, Exempt Staff  
Cliffornia Royals Pryor, Non-Exempt Staff  
Navaneeth Bodla, Graduate Student  
Christopher Martin, Graduate Student  
Ruby Chervin, Undergraduate Student  
Talatha Mah'Moud, Undergraduate Student

## **BACKGROUND**

In fall 2015, the Senate, the President, and the Chancellor approved the University of Maryland Guidelines for Appointment, Evaluation, and Promotion of Professional Track Faculty (Senate Document #14-15-09). These guidelines require Colleges, Schools, and the Library to create policies and procedures for the Appointment, Evaluation, and Promotion (AEP) of professional track faculty. These policies and procedures are currently being created by each College, and College AEP policies are being reviewed by the Senate's Faculty Affairs Committee (FAC). In the future, the FAC and the ERG Committee intend for College AEP policies to be reviewed by the FAC in the same manner that Appointment, Promotion, and Tenure or Permanent Status policies (APT or APPS) are reviewed. This duty is not currently reflected in the Senate Bylaws.

## **CURRENT PRACTICE**

The Faculty Affairs Committee has reviewed or is reviewing the AEP policy of each College, School, and the Library, as is stipulated in the UM Guidelines for Appointment, Evaluation, and Promotion of Professional Track Faculty. This duty, however, is not currently reflected in the committee's charge contained in Article 6.7 of the Senate Bylaws. The Bylaws do charge the committee with reviewing the Appointment, Promotion, and Tenure or Permanent Status section of each Plan of Organization in conjunction with the periodic College Plan reviews required by the University Plan of Organization.

## **COMMITTEE WORK**

After consulting with the Senate Office, the ERG Committee formulated revised language for the Bylaws at its meeting on February 1, 2017. The proposed revisions would bring the Bylaws into accord with both current practice and the duties of the Faculty Affairs Committee as outlined in the UM Guidelines for Appointment, Evaluation, and Promotion of Professional Track Faculty. In addition to the Faculty Affairs Committee's charge established in Article 6.7, the Procedures for the Review of College and School Plans of Organization (Appendix 7 of the Senate Bylaws) also needed to be updated to ensure AEP policy reviews align with the periodic reviews of the APT or APPS section for each College, School, or the Library. The chair of the ERG Committee consulted with the chair of the Faculty Affairs Committee and the Senate Parliamentarian, both of whom support the proposed revisions. The ERG Committee also took the opportunity to propose additional edits to align terminology and phrasing in the relevant sections with the conventions established elsewhere in the Bylaws and Plan.

The ERG Committee voted to recommend amendments to Article 6.7 and Appendix 7 of the Bylaws by an email vote concluding on February 8, 2017.

## **RECOMMENDATIONS**

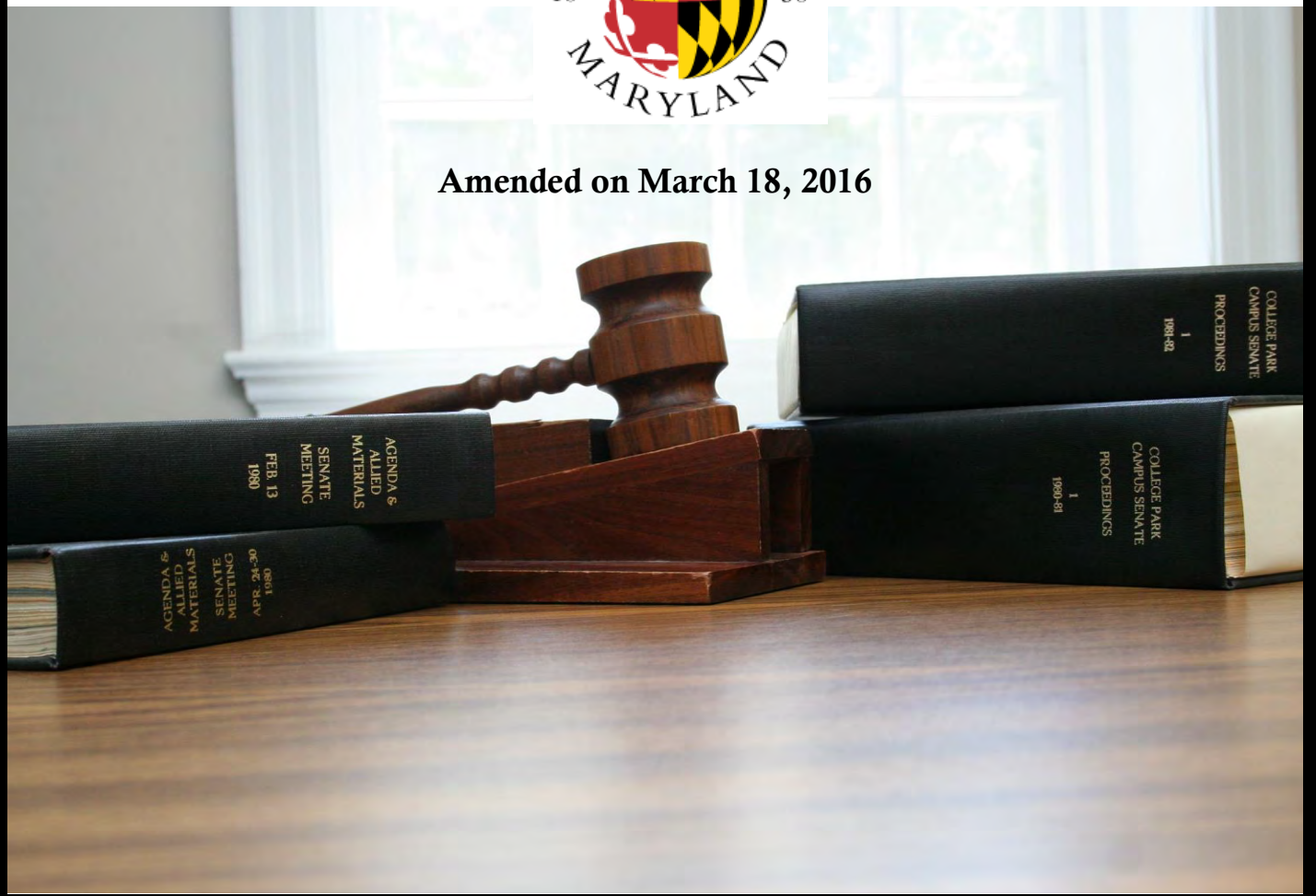
The Elections, Representation, & Governance Committee recommends that Article 6.7 and Appendix 7 of the Bylaws of the University Senate be amended to adjust the charge of the Faculty Affairs Committee and the Procedures for the Review of College and School Plans of Organization, as indicated in the revised Bylaws immediately following this report.

Recommended Changes from the Elections, Representation, & Governance Committee  
New Text in Blue/Bold (**example**), Removed Text in Red/Strikeout (~~example~~)

**BYLAWS**  
**OF THE**  
**UNIVERSITY SENATE**  
**AT THE**  
**UNIVERSITY OF MARYLAND**



**Amended on March 18, 2016**



**BYLAWS OF THE UNIVERSITY SENATE**  
**University of Maryland, College Park**

**TABLE OF CONTENTS**

**ARTICLE 1 - AUTHORIZATION .....3**

**ARTICLE 2 - MEMBERSHIP .....3**

**ARTICLE 3 - MEETINGS .....5**

**ARTICLE 4 - EXECUTIVE COMMITTEE .....6**

**ARTICLE 5 - COMMITTEES OF THE SENATE .....8**

**ARTICLE 6 - STANDING COMMITTEE SPECIFICATIONS ..... 12**

6.1 Academic Procedures and Standards Committee ..... 12

6.2 Campus Affairs Committee ..... 12

6.3 Committee on Committees ..... 13

6.4 Educational Affairs Committee ..... 14

6.5 Elections, Representation, and Governance Committee ..... 15

6.6 Equity, Diversity, & Inclusion Committee ..... 16

6.7 Faculty Affairs Committee ..... 16

6.8 Programs, Curricula, and Courses Committee ..... 16

6.9 Staff Affairs Committee ..... 18

6.10 Student Affairs Committee ..... 19

6.11 Student Conduct Committee ..... 19

**ARTICLE 7 - UNIVERSITY COUNCILS .....20**

**ARTICLE 8 - UNIVERSITY COUNCIL SPECIFICATIONS .....23**

8.1 University Library Council ..... 23

8.2 University Research Council ..... 23

8.3 University IT Council ..... 24

**ARTICLE 9 - THE ATHLETIC COUNCIL .....25**

**ARTICLE 10 - DUTIES OF THE EXECUTIVE SECRETARY AND DIRECTOR .....26**

**ARTICLE 11 - ANNUAL TRANSITION OF THE SENATE .....27**

**APPENDIX 1 - BYLAWS OF THE UNIVERSITY LIBRARY COUNCIL .....29**

**APPENDIX 2 - BYLAWS OF THE UNIVERSITY RESEARCH COUNCIL .....33**

**APPENDIX 3 - BYLAWS OF THE UNIVERSITY IT COUNCIL .....33**

**APPENDIX 4 - CHARTER OF THE UNIVERSITY ATHLETIC COUNCIL .....33**

**APPENDIX 5 - PROCEDURES FOR ELECTIONS OF UMCP REPRESENTATIVES TO THE COUNCIL OF UNIVERSITY SYSTEM FACULTY (CUSF) .....41**

**APPENDIX 6 - PROCEDURES FOR ELECTIONS OF UMCP REPRESENTATIVES TO THE COUNCIL OF UNIVERSITY SYSTEM STAFF (CUSS) .....42**

**APPENDIX 7 - PROCEDURES FOR REVIEW OF COLLEGE AND SCHOOL PLANS OF ORGANIZATION .....42**

**Dates of Approval, Updates and Amendments to the Senate Bylaws .....44**



# BYLAWS OF THE UNIVERSITY SENATE

## The University of Maryland, College Park

### ARTICLE 1 AUTHORIZATION

- 1.1 These *Bylaws of the University Senate* (hereafter referred to as the *Bylaws*) are adopted according to Article 7 of the *University of Maryland Plan of Organization for Shared Governance* (hereafter referred to as the *Plan*), and are subject to amendment as provided for in the *Plan*.

### ARTICLE 2 MEMBERSHIP

- 2.1 The members of the Senate are as designated in Article 3 of the *Plan* and further specified in 2.1 and 2.2 below. All elected members are subject to the conditions stated in the *Plan*, including its provisions for expulsion, recall, and impeachment (Articles 4.10, 4.11, and 5.8 of the *Plan* and Article 2.3, 2.4, and 2.5 below).

#### 2.1.a Staff Senators

For the purpose of Senate representation, the Staff Constituency is divided into the following categories. Each category shall elect one Senator from among its ranks for each 200 staff members or major fraction thereof.

1. Exempt Staff with appointment in Colleges, Schools, and Academic Affairs
2. Exempt Staff with appointment in Divisions
3. Non-Exempt Staff with appointment in Colleges, Schools, and Academic Affairs
4. Non-Exempt Staff with appointment in Divisions

- 2.1.b Staff member job categories will not include the category designated for the President, vice presidents, provosts, and deans if they hold faculty rank.

- 2.1.c Any individual within the faculty member voting constituency cannot be included in the staff member voting constituency or nominated for election as a staff Senator. Staff candidates for the Senate must have been employed at the University of Maryland College Park for 12 months prior to standing as candidates for the Senate. Staff members may not stand for Senate elections while in the probationary period of employment.

- 2.1.d An ex officio member denoted in the *Plan* (Article 3.6.a.) who is not precluded from staff member categories as noted in Articles 2.1.b and 2.1.c may be elected as a voting member of the Senate by an appropriate constituency. Such ex officio members should also have been employed by the University of Maryland College Park for 12 months prior to standing as candidates for the Senate.

- 2.1.e As noted in the *Plan* (Article 3.3.c), the term of each staff Senator shall be three (3) years. Terms of staff members will be staggered in such a way that for each term, one-third of the total members from a job category are serving the first year of their term. Not every member of a specific staff job category shall be elected in the same year. However, if the University or these *Bylaws* redefine the staff job categories outside of a normal reapportionment, the staff Senate seats will be vacated. A subsequent election will be held to populate all staff Senate seats within the new categories with staggered terms as follows:

- (1) One-third of the members in a job category who received the lowest number of votes will serve a one-year term,
- (2) One-third of the members in a job category who received the second lowest number of votes will serve two-year terms,
- (3) One-third of the members in a job category who received the highest number of votes will serve three year-terms.

A person serving less than a three-year term is defined as not to have served a full term and is eligible for re-election to a full term the following year.

## 2.2 Single Member Constituencies

The Senators defined in (a)-(g) below shall be voting members of the Senate. All elections held pursuant to this section shall be organized by the Office of the University Senate.

- (a) Part-Time Research, Part-Time Teaching, Adjunct, and both Full-Time and Part-Time Visiting Faculty who are not members of the Faculty Constituency as defined in Section 3.2 of the Plan shall together elect one (1) Senator, for a term of one (1) year, renewable for up to three (3) years. When the Senate votes by constituencies, that Senator shall have the same voting rights as a faculty Senator.
- (b) Emeritus Faculty who are not members of the Faculty Constituency as defined in Section 3.2 of the *Plan* shall elect one (1) Senator from among their ranks for a term of one (1) year, renewable for up to three (3) years. When the Senate votes by constituencies, that Senator shall have the same voting rights as a Faculty Senator.
- (c) Head Coaches who are not members of the Faculty Constituency as defined in Section 3.2 of the University Plan of Organization together shall elect one Senator from among their ranks to serve for a term of one (1) year, renewable for up to three (3) years. When the Senate votes by constituencies, that Senator shall have the same voting rights as a faculty Senator.
- (d) Post-Doctoral Scholars, Post-Doctoral Associates (formerly Research Associates), Junior Lecturers, and Faculty Assistants (formerly Faculty Research Assistants) who are not members of any Senate constituency as defined in Article 3 of the *Plan* together shall elect one (1) Senator, for a term of one (1) year, renewable for up to three (3) years. When the Senate votes by constituencies, that Senator shall have the same voting rights as a Faculty Senator.
- (e) The Contingent II staff shall elect one (1) Senator from among their ranks for a term of one (1) year, renewable for up to three (3) years. When the Senate votes by constituencies, that Senator shall have the same voting rights as all other staff Senators. The Contingent II staff Senator shall have been employed by the University for twelve months prior to their election.
- (f) The part-time undergraduate students shall elect one (1) Senator from among their ranks for a term of one (1) year, renewable for up to three (3) years. When the Senate votes by constituencies, that Senator shall have the same voting rights as all other student Senators.
- (g) The part-time graduate students shall elect one (1) Senator from among their ranks for a term of one (1) year, renewable for up to three (3) years. When the Senate votes by constituencies, that Senator shall have the same voting rights as all other student Senators.

2.3 Elected Senators shall not be absent from two (2) consecutive regularly scheduled meetings of the Senate without notifying the Office of the University Senate that they will require an excused absence (Article 4.10.a of the *Plan*). Also in accordance with Article 4.10 of the *Plan*, until the member attends a meeting of the Senate, or the Senator is expelled, that Senator shall be counted in the total membership when a quorum is defined for a meeting.

2.4 If an elected Senator is no longer a member of the constituency by which he or she was elected, the seat shall be vacated and the Senator shall be replaced according to the following guidelines:

- 2.4.a If there was a runner-up in the election in which the Senator was elected, the runner-up shall replace that Senator immediately, provided he or she is still eligible.
- 2.4.b If there was no runner-up in the election in which the Senator was elected and the vacancy occurs in the spring semester, that Senator shall serve for the remainder of the Senate year and shall be replaced in the next election cycle for the remainder of the term.
- 2.4.c If there was no runner-up in the election in which the Senator was elected and the vacancy occurs prior to the spring semester, or if the Senator is unable to serve the remainder of the Senate year, the Senate Executive Committee, in consultation with the appropriate constituency, shall appoint a replacement for that Senator.

- 2.5 If an elected Senator is no longer in satisfactory standing at the University, he or she shall be replaced immediately in accordance with 2.4.a or 2.4.c above.
- 2.6 All elections shall be completed by the Transition Meeting of the Senate.

### **ARTICLE 3 MEETINGS**

#### **3.1 Regular Meetings:**

The Senate shall schedule at least four (4) regular meetings each semester. The notice, agenda, and supporting documents shall be mailed, by campus or electronic-mail, from the Office of the University Senate to the membership no later than one calendar week prior to each regular meeting unless otherwise approved by the Executive Committee.

#### **3.2 Special Meetings:**

3.2.a Special meetings of the Senate may be called in any of the following ways, with the matter(s) to be considered to be specified in the call:

- (1) By the presiding officer of the Senate;
- (2) By a majority vote of the Executive Committee of the Senate;
- (3) By written petition of a majority of the elected members of the Senate. The petition shall be delivered to the Chair or the Executive Secretary and Director of the Senate. The Chair shall give notice of arrangements for the meeting within seventy-two (72) hours of receipt of a valid petition;  
or
- (4) By resolution of the Senate.

3.2.b The notice of a special meeting shall include the agenda and shall be sent to the members of the Senate as far in advance of the meeting as possible. The agenda of a special meeting may specify a scheduled time of adjournment.

3.2.c The scheduling of a special meeting shall reflect the urgency of the matter(s) specified in the call, the requirement of reasonable notice, and the availability of the membership.

#### **3.3 Openness of Meetings and Floor Privileges:**

3.3.a Meetings of the Senate shall be open to all members of the campus community except when the meetings are being conducted in closed session.

3.3.b Representatives of the news media shall be admitted to all meetings of the Senate except when the meetings are conducted in closed session. The use of television, video, or recording equipment shall not be permitted except by express consent of the Senate.

3.3.c When a report of a committee of the Senate is being considered, members of that committee who are not members of the Senate may sit with the Senate and have a voice but not a vote in the deliberations of the Senate on that report.

3.3.d Any Senator may request the privilege of the floor for any member of the campus community to speak on the subject before the Senate. The Chair shall rule on such requests.

3.3.e By vote of the Senate, by ruling of the Chair, or by order of the Executive Committee included in the agenda of the meeting, the Senate shall go into closed session. The ruling of the Chair and the order of the Executive Committee shall be subject to appeal, but the Chair shall determine whether such appeal shall be considered in open or closed session.

3.3.f While in closed session, the meeting shall be restricted to voting members of the Senate (Article 3 in the *Plan*), to members granted a voice but not a vote (Articles 3.6, 5.2.c, and 5.5.c. of the *Plan*), to the Executive Secretary and Director, to the parliamentarian and any staff required for keeping minutes and

to other persons expressly invited by the Senate.

#### 3.4 **Rules for Procedure:**

- 3.4.a The version of *Robert's Rules of Order* that shall govern the conduct of Senate meetings shall be *Robert's Rules of Order, Newly Revised*.
- 3.4.b A quorum for meetings shall be defined as a majority of elected Senators who have not given prior notification of absence to the Office of the University Senate, or sixty (60) Senators, whichever number is higher. For the purpose of determining a quorum, ex officio members without vote shall not be considered.

3.5 Senators must be physically present in order to participate in meetings.

### **ARTICLE 4 EXECUTIVE COMMITTEE**

#### 4.1 **Membership and Election:**

- 4.1.a As set forth in the *Plan* (Article 8.2), the members of the Executive Committee shall include the Chair and Chair-Elect of the Senate, thirteen (13) members elected from the voting membership of the Senate, and four (4) non-voting ex officio members.
- 4.1.b The election of the Executive Committee shall be scheduled as a special order at the transition-meeting of the Senate in the Spring Semester, but in no case shall it precede the election of the Chair-Elect as provided for in the *Plan* (Article 5.3 and 5.7.a). In the event of a tie vote in the election for members of the Executive Committee, a ballot will be made available to each Senator as soon as the votes are counted and the tie discovered. Ballots are to be returned within one (1) week from the date of distribution.
- 4.1.c In the event of a vacancy on the Executive Committee, the available candidate who had received the next highest number of votes in the annual election for the Executive Committee shall fill the remainder of the unexpired term.

#### 4.2 **Charge: The Executive Committee shall exercise the following functions:**

- 4.2.a Assist in carrying into effect the actions of the Senate;
- 4.2.b Act for the Senate as provided for by and subject to the limitations stated in Article 4.3;
- 4.2.c Act as an initiating body suggesting possible action by the Senate;
- 4.2.d Review and report to the Senate on administrative implementation of policies adopted by the Senate;
- 4.2.e Prepare the agenda for each Senate meeting as provided for by and subject to limitations stated in Article 4.4;
- 4.2.f Serve as a channel through which any member of the campus community may introduce matters for consideration by the Senate or its committees;
- 4.2.g Prepare and submit reports on the Senate's work to the President and the campus community;
- 4.2.h Review the operations of the Office of the University Senate each year, and make recommendations to the President or his or her designee for improvements in those operations and for the replacement or continuation of the Executive Secretary and Director;
- 4.2.i Serve as the channel through which the Senate and the campus community may participate in the selection of officers of the campus and the University;

- 4.2.j Perform such other functions as may be given it in other provisions of these *Bylaws* and the *Plan*; and
- 4.2.k Make recommendations on nominees for campus-wide and system-wide committees and councils requiring representatives, when necessary.

**4.3 Rules Governing Executive Committee Action for the Senate:**

- 4.3.a Where time or the availability of the membership precludes a meeting of the Senate, as, for example, during the summer or between semesters, the Executive Committee may act for the Senate.
- 4.3.b A report of all actions taken by the Executive Committee when acting for the Senate, with supporting material, shall be included with the agenda of the next regular meeting of the Senate. By written request of ten (10) Senators, received by the Chair of the Senate prior to the call to order of that meeting, any Executive Committee action on behalf of the Senate shall be vacated and the item in question placed on the agenda as a special order. If any such item is not petitioned to the floor, it shall stand as an approved action of the Senate.

**4.4 Rules Governing Preparation of the Senate Agenda:**

- 4.4.a The order of business for regular meetings shall be as follows:
  - (1) Call to order;
  - (2) Approval of the minutes of the previous regular meeting and any other intervening special meeting(s);
  - (3) Report of the Chair (including any report from the Executive Committee);
  - (4) Special orders of the day;
  - (5) Unfinished business;
  - (6) Reports of committees;
  - (7) Other new business; and
  - (8) Adjournment.
- 4.4.b For regular meetings the Executive Committee shall consider all submissions for inclusion on the Senate agenda. The Executive Committee may not alter a submission, but may delay its inclusion, may include it on the agenda of a special meeting, may submit the material directly to a committee of the Senate, or may refuse to place it on the agenda if the material is inappropriate, incomplete, or unclear. The party making a submission shall be notified of the action taken in this regard by the Executive Committee.
- 4.4.c The order of business for a special meeting shall be as follows:
  - (1) Call to order;
  - (2) Statement by the Chair of the nature and origin of the call of the meeting;
  - (3) The special order;
  - (4) Other business as determined by the Executive Committee; and
  - (5) Adjournment.
- 4.4.d For a special meeting the agenda shall include the matter(s) specified in the call of that meeting as the Special Order. Other items may be included on the agenda as the Executive Committee deems appropriate.

- 4.5 **Meetings of the Executive Committee:** A quorum of the Executive Committee shall be seven (7) voting members. Minutes of the meetings shall be kept. The agenda shall be made publicly available prior to each meeting. The Executive Committee shall meet at the call of the Chair or by petition of seven (7) voting members of the Executive Committee, or by petition of twenty-five (25) voting members of the Senate.
- 4.6 **The Senate Budget:** The Executive Secretary and Director shall be responsible for the Senate budget, shall consult with the Executive Committee on the preparation of the budget request, and shall report to the Executive Committee the funds received.
- 4.6.a The Executive Secretary and Director shall make an annual report to the Associate Vice President for Personnel and Budget on expenditure of the Senate budget.
- 4.6.b Consent of the Executive Committee shall be required before any change in the budgeted use of Senate funds involving more than ten percent (10%) of the total may be undertaken.
- 4.7 **Referral of Items to Standing Committees:** The Executive Committee shall refer items to the standing committees.
- 4.7.a The Executive Committee shall refer an item to an appropriate committee when instructed by the Senate or when requested by the President, or when petitioned by 150 members of the Senate electorate.
- 4.7.b The Executive Committee may also refer any item it deems appropriate, and the standing committee shall give due consideration to such requests from the Executive Committee.
- 4.7.c The Chair of the Senate may, as need requires, act for the Executive Committee and refer items to standing committees. All such actions shall be reported at the next meeting of the Executive Committee.
- 4.8 To the extent permitted by law and University policy, the records of the Senate shall be open.

## ARTICLE 5 COMMITTEES OF THE SENATE

- 5.1 **Standing Committees - Specifications:** The specifications of each standing committee of the Senate shall state its name, its specific charge, and any exceptions or additions to the basic charge to standing committees stated in Article 5.2. The specifications shall list all voting ex officio members and shall define committee composition.
- 5.1.a Standing Committees: In an appropriate section of Article 6 there shall be specifications for each committee.
- 5.2 **Standing Committees - Basic Charge:** In its area of responsibility, as defined in its specifications, each committee shall be an arm of the Senate with the following powers:
- (1) To formulate and review policies to be established by the Senate according to the *Plan* (Article 1);
  - (2) To review established policies and their administration and to recommend any changes in policies or their administration that may be desirable;
  - (3) To serve in an advisory capacity, upon request, regarding the administration of policies;
  - (4) To function on request of the President or of the Executive Committee as a board of appeal with reference to actions and/or decisions made in the application of policies; and
  - (5) To recommend the creation of special subcommittees (Article 5.7-5.9) when deemed necessary.
- 5.3 **Standing Committees - Committee Operation:**
- 5.3.a Agenda Determination:

- (1) A committee shall have principal responsibility for identifying matters of present and potential concern to the campus community within its area of responsibility. Such matters should be placed on the agenda of the committee.
- (2) Nonprocedural items shall be placed on the agenda of a committee by vote of that committee, by referral from the Executive Committee (Article 4.7), or by referral of policy recommendations. The committee shall determine the priorities of its agenda items.
- (3) Committee agendas shall be made publicly available prior to each meeting.

5.3.b Action minutes of the proceedings of each committee meeting shall be kept in accordance with *Robert's Rules of Order for Small Committees*.

5.3.c Rules for Procedure of Standing Committees: The version of *Robert's Rules of Order* that shall govern the conduct of Standing Committees shall be *Robert's Rules of Order for Small Committees, Newly Revised*. Standing Committees shall determine how advancing technology, such as phone and video conferencing and other electronic methods of participation, can be used for their purposes. Standing Committees may choose to conduct votes via email, and shall agree on any other mechanisms for conducting business outside of meetings, when necessary.

5.3.d Quorum Requirements of Standing Committees: Unless a quorum number is specified in the membership description of a committee, the quorum shall be a majority of voting members of the committee.

5.4 **Standing Committees - Reporting Responsibilities:** Each committee shall be responsible through its presiding officer for the timely delivery of the following reports.

5.4.a The Executive Secretary and Director shall receive an announcement of each meeting of the committee stating the time and place of the meeting with agenda items. It shall be sent as far in advance of the meeting as possible.

5.4.b The committee shall report its progress on agenda items as required by the Executive Secretary and Director or the Chair of the Senate.

5.4.c Reports providing information and/or recommendations to the Senate shall be submitted to the Executive Committee for inclusion on the Senate agenda. Reports resulting from the committee's advisory or board of appeals function shall be submitted to the appropriate Senate or campus officer, and the Executive Committee notified of the submission.

5.4.d Upon written request of at least four (4) members of a committee, the presiding officer of that committee shall include a minority statement with any committee report. Those requesting inclusion need not support the substance of the minority statement.

5.4.e An annual report shall be presented to the Chair of the Senate at the end of the academic year, or, if approved by the Chair, no later than August 16, for submission to the Executive Committee. The report shall include a list of all items placed on the committee's agenda, noting the disposition of each and a summary of the committee's deliberations. A cover sheet for each annual report, containing an outline of topics considered by the committee and their status, shall be made publicly available. In the case of committees with little activity, the committee may recommend inactive status the ensuing year until charged by the Executive Committee to address a specific matter:

- (1) A committee may be placed on inactive status with approval of the Executive Committee. No presiding officer or members shall be appointed to the committee while on inactive status.
- (2) A committee on inactive status may be reactivated by the Executive Committee when matters within its purview, as stipulated in Article 6, are brought to the Executive Committee for review. Following reactivation, the Office of the University Senate shall solicit volunteers for the committee in its annual volunteer period, and the Committee on Committees shall select members for the committee, in accordance with the provisions of 5.5 below.

- (3) A Special Committee (Article 5.9) may not be appointed to consider matters within standing committee specifications in lieu of reactivating an inactive committee.

**5.5 Standing Committees - Selecting Members:** Persons shall be named to standing committees in accordance with the procedures listed below.

- 5.5.a The Office of the University Senate shall provide information on the charge and membership specifications of each committee.
- 5.5.b The Office of the University Senate shall solicit volunteers for the Senate's standing committees on an annual basis through an online process. During this volunteer period, all faculty, staff, and students shall be eligible to indicate their top three preferences for any committees with vacancies in their constituency and include a candidacy statement for consideration by the Committee on Committees. The Office of the University Senate will maintain these records for potential future use.
- 5.5.c The Committee on Committees shall develop slates of nominees to fill vacancies on the standing committees and University Councils. No person shall be nominated for a committee position without consenting to serve on that committee, either through indicated preference or explicit agreement. In making nominations, the Committee on Committees shall keep in view the continuing membership of the committee to ensure that the full membership complies with specifications of the *Plan* and these *Bylaws*. Committee members shall be nominated consistent with requirements for diversity specified in Section 8.1 of the *Plan*.
- 5.5.d Ex officio members named in a committee's specifications shall be voting members unless otherwise specified in the *Bylaws*. Upon recommendation of the Committee on Committees, the Executive Committee may appoint ex officio members with particular expertise or benefit to the committee. Such members shall serve with voice, but without vote. The Executive Committee is empowered to make such changes in non-voting ex officio membership as appropriate.
- 5.5.e The Committee on Committees shall forward a slate of nominees for committee service to the Executive Committee to place on the Senate agenda for approval. Each nominee shall be identified by name and constituency. The notice of nomination shall also include the name and constituency of continuing members of the committee, and the name and office of the ex officio members, listed for information only. The nominations shall be subject to action by the Senate consistent with the *Plan* and the specifications of these *Bylaws*.
- 5.5.f Terms on standing committees shall be two (2) years for faculty and staff, and one (1) year for students. Appointments to two-year terms shall be staggered: that is, as far as practical, half of the terms from each faculty or staff constituency shall expire each year. Terms shall begin on July 1 of the appropriate year.
- 5.5.g A member of a standing committee whose term is expiring may be appointed to another term, subject to restrictions (1) and (2) below. The Committee on Committees is particularly charged to consider the reappointment of active student members.
- (1) No reappointment shall be made that would cause the appointee to serve longer than four consecutive years on the same committee.
- (2) At most, half of the non-student members of a committee whose terms are expiring in any given year may be reappointed.
- 5.5.h Terms as presiding officer of a committee shall be one year. A presiding officer may be reappointed if his/her tenure as a Senator is continuing; however, no one shall serve as presiding officer of a committee for longer than two (2) consecutive years.
- 5.5.i Appointments of the presiding officers of committees shall be made by the Chair of the Senate, designated on the annual committee slate, and shall be approved by the Senate.

**5.6 Standing Committees - Replacing Presiding Officers and Members:** The presiding officer and members of



any active standing committee may be replaced for cause after inquiry by the Office of the University Senate with approval of the Executive Committee.

5.6.a Cause, for presiding officers, is defined as the following:

- (1) Failure to activate the committee during the first semester after appointment in order to organize its business and determine an agenda; or
- (2) Failure to activate the committee in order to respond to communications referred from the Executive Committee; or
- (3) Failure to activate the committee in order to carry out specific charges required in Article 6 or other Senate documents.

5.6.b Cause, for members, is defined as the following:

- (1) Continual absence from committee meetings and/or lack of participation in committee activities; or
- (2) Lack of registration on campus for students or termination of employment on campus for faculty and staff.

5.6.c Procedure for replacing presiding officers and members:

- (1) The decision to replace a presiding officer rests with the Executive Committee; and
- (2) Requests for replacing a committee member shall be submitted by the presiding officer of a committee to the Executive Committee; such requests will contain a statement citing the appropriate "cause."

5.6.d When the Executive Committee decides to replace a presiding officer or committee member, it shall request the Committee on Committees to identify a suitable replacement.

5.7 **Standing Committees - Appointing Special Subcommittees:** A standing committee of the Senate may appoint special subcommittees to assist in the effective performance of its responsibilities. Persons appointed to special subcommittees who are not members of standing committees must be approved by the Executive Committee. The Chair of any special subcommittee must be a member of the standing committee making the appointment.

5.8 **Standing Committees - Appointing Special Joint Subcommittees:** Two or more standing committees of the Senate may appoint special joint subcommittees to assist in the effective review of issues that pertain to the charge of multiple committees. Persons appointed to serve who are not members of associated standing committees must be approved by the Executive Committee. The Chair of any such subcommittee must be a member of one of the associated standing committees making the appointment. Special Joint Subcommittees will report directly to the full associated standing committees for final action.

5.9 **Special Committees:** A special committee of the Senate may be established by resolution of the Senate to carry out a specified task. The empowering resolution shall also stipulate the means of selecting the committee and any restrictions on its composition. The committee shall function until the completion of its tasks or until discharged by the Senate. A final report of its work shall be presented to the Senate. Members shall serve for the duration of the committee unless otherwise specified by the Senate.

## ARTICLE 6 STANDING COMMITTEE SPECIFICATIONS

6.1 **Academic Procedures and Standards Committee:**

6.1.a **Membership:** The committee shall consist of an appointed presiding officer; ten (10) faculty members; one (1) staff member; three (3) undergraduate and one (1) graduate student; and the following persons or a representative of each: the Senior Vice President and Provost, the Director of Undergraduate

Admissions, the University Registrar, the Associate Provost for Academic Affairs and Dean for Undergraduate Studies, and the Associate Provost for Academic Affairs and Dean of the Graduate School.

- 6.1.b Quorum: A quorum of the Academic Procedures and Standards Committee shall be ten (10) voting members.
- 6.1.c Charge: The committee shall formulate and continually review policies, rules, and regulations governing the admission, readmission, academic standing, and dismissal of all students for academic deficiency.
- 6.1.d Charge: The committee shall formulate and continually review policies and procedures for academic advisement, scheduling of classes, and registration.
- 6.1.e Charge: The committee shall formulate and continually review policies to be observed by the instructional staff in conducting classes, seminars, examinations, students' research, and student evaluations.
- 6.1.f Policies, rules, and regulations exclusively governing admission, readmission, scholastic standing, and dismissal of graduate students for academic deficiency shall be reviewed by an appropriate committee of the Graduate School. Such policies, rules, and regulations will be transmitted by the Graduate School directly to the Senate through the Executive Committee. Policies, rules, and regulations that concern both graduate and undergraduate matters shall be considered by both the Academic Procedures & Standards (APAS) Committee and the appropriate committee of the Graduate School.

## **6.2 Campus Affairs Committee:**

- 6.2.a Membership:
  - (1) The committee shall consist of an appointed presiding officer; six (6) faculty members; two (2) undergraduate and two (2) graduate students; two (2) staff members, with one exempt and one non-exempt to the extent of availability; the President or a representative of the Student Government Association; the President or a representative of the Graduate Student Government; and the following persons or a representative of each: the Senior Vice President and Provost, the Vice President for Administration & Finance, the Vice President for Student Affairs, the Vice President for University Relations, the Chief Diversity Officer, and the Chair of the Coaches Council.
  - (2) When discussions of safety are on the agenda, the Chief of Police, the Office of General Counsel, the Director of Transportation Services, and other campus constituencies, as appropriate, shall be invited to participate or send a representative.
  - (3) The Chair of this committee or a faculty member designated by the Chair and approved by the Senate Executive Committee will serve as an ex officio member of the Athletic Council. The Chair, or a committee member designated by the Chair, shall also serve as an ex-officio member of the Campus Transportation Advisory Committee.
- 6.2.b Quorum: A quorum of the Campus Affairs Committee shall be nine (9) voting members.
- 6.2.c Charge: The committee shall formulate and continually review policies and regulations affecting the entire campus, its functions, its facilities, its internal operation and its external relationships, including the awarding of campus prizes and honors, and make recommendations concerning the future of the campus.
- 6.2.d Charge: The committee shall formulate and continually review policies and procedures for the periodic review of campus level administrators.
- 6.2.e Charge: The committee shall periodically gather community input on safety and security issues and shall act as a liaison between the police and the campus community.

### 6.3 Committee on Committees:

#### 6.3.a Membership and terms:

- (1) As set forth in the *Plan* (Article 8.3.a), the Committee on Committees shall be chaired by the Chair-Elect of the Senate.
- (2) The voting membership, as defined in the *Plan* (Article 8.3.a), shall consist of the Chair-Elect of the Senate, six (6) faculty members elected by faculty Senators, with no more than one (1) from any College or School; one (1) non-exempt staff member elected by non-exempt staff Senators; one (1) exempt staff member elected by exempt staff Senators; one (1) undergraduate student elected by undergraduate student Senators; and one (1) graduate student elected by graduate student Senators.
- (3) Students are elected to serve for one (1) year, faculty and staff for two (2) years, whether or not their membership in the Senate continues beyond their first year of service in the committee.
- (4) Terms of faculty and staff members are staggered in such a way that, at any time, no more than three (3) faculty members and one (1) staff member are serving the second year of their term.
- (5) In the event of a vacancy on the Committee on Committees, the available candidate who had received the next highest number of votes in the last annual election for the Committee on Committees shall fill the remainder of the unexpired term. In the event that there is no runner-up, the Executive Committee shall fill the vacant seat.
- (6) A quorum of the Committee on Committees shall be six (6) voting members.

#### 6.3.b Charge:

- (1) As set forth in the *Plan* (Article 8.3.b), responsibilities of the Committee on Committees include:
  - (a) Identification and recruitment of individuals for service on Senate committees;
  - (b) Approval of the University Library Council slate of nominees, as mandated in section 2.C of the Bylaws of the University Library Council.
  - (c) Creation of a slate of nominees for the Nominations Committee, for approval by the Senate.
- (2) Additional duties include:
  - (a) As needed, the Committee on Committees may be charged to assess effectiveness of committees, and make recommendations for improvements and changes in their operations and structure.
  - (b) Other such duties as specified by the Executive Committee.

6.3.c Operation: The Committee on Committees shall follow the procedures specified for standing committees in Article 5 above, with the exception of 5.5.

#### 6.4 Educational Affairs Committee:

- 6.4.a Membership: The committee shall consist of an appointed presiding officer; ten (10) faculty members, of whom at least two (2) must be tenured/tenure-track faculty members and at least two (2) must be professional track faculty members; two (2) staff members, with one exempt and one non-exempt to the extent of availability; two (2) undergraduate students and one (1) graduate student; the President or a representative of the Student Government Association; the President or a representative of the Graduate Student Government; the Associate Dean for General Education; a representative of the Associate Provost for Academic Affairs and Dean for Undergraduate Studies; and the following persons or a representative of each: the Senior Vice President and Provost, the Associate Provost for Academic Affairs and Dean of the Graduate School, and the Vice President of Information Technology and CIO.
- 6.4.b Quorum: A quorum of the Educational Affairs Committee shall be eleven (11) voting members.
- 6.4.c Charge: The committee shall formulate and continually review plans and policies to strengthen the educational system of the College Park campus. The committee shall receive ideas, recommendations, and plans for educational innovations from members of the campus community and others. The committee shall inform itself of conditions in the Colleges, Schools, and other academic units, and shall propose measures to make effective use of the resources of the campus for educational purposes.
- 6.4.d Charge: The committee shall exercise broad oversight and supervision of the General Education Program at the University of Maryland as described in the 2010 document Transforming General Education at the University of Maryland and the General Education Implementation Plan approved by the University Senate in February 2011. The committee shall review and make recommendations concerning the General Education Program to the Senate and the Associate Provost for Academic Affairs and Dean for Undergraduate Studies. Such recommendations shall include, as the committee deems appropriate, the program's requirements and its vision, especially with regard to evaluating trends, reviewing learning outcomes, and maintaining the balance of courses in the General Education categories.
- 6.4.e Relation of the Educational Affairs Committee to the General Education Program and the Office of the Associate Provost for Academic Affairs and Dean for Undergraduate Studies:
- (1) The Associate Provost for Academic Affairs and Dean for Undergraduate Studies will prepare an annual report on the status of the General Education Program and will send the report to the Educational Affairs Committee by October 1.
  - (2) The Associate Provost for Academic Affairs and Dean for Undergraduate Studies will meet with the Educational Affairs Committee as needed to discuss or update the report. Topics will include but not be limited to: the membership and ongoing work of the General Education Faculty Boards; the proposal and approval process for General Education courses; the learning outcomes for the different course categories; areas where additional courses or rebalancing may be needed; trends and developments that may impact the General Education Program; and informational resources for students, faculty, and advisors about the General Education Program.

- (3) The Office of the Associate Provost for Academic Affairs and Dean for Undergraduate Studies shall inform the committee of modifications in the proposal or review process, the disposition of recommendations from the committee, and any other changes regarding the implementation of the General Education Program as specifically delegated to that office.

## **6.5 Elections, Representation, and Governance Committee:**

- 6.5.a Membership: The committee shall consist of an appointed presiding officer; six (6) faculty members; one (1) exempt staff member; one (1) non-exempt staff member; two (2) undergraduate and two (2) graduate students; and representatives of the Director of Human Resources and the Associate Vice President for Institutional Research, Planning, and Assessment.
- 6.5.b Quorum: A quorum of the Elections, Representation, and Governance Committee shall be eight (8) voting members.
- 6.5.c Charge: The committee shall review and recommend policies regarding the conduct of elections, determine correct apportionments for all constituencies, and investigate and adjudicate all charges arising from the management and results of Senate elections.
- 6.5.d Charge: The committee shall determine the correct apportionment for all constituencies every five (5) years as stipulated in Article 3.8 of the *Plan* and following any review or revision of the *Plan* as stipulated in Article 6.3 of the *Plan*.
- 6.5.e Charge: The committee shall supervise all Senatorial elections and referenda in accordance with the *Plan* (Article 4.2), and shall consult with certain constituencies in their nomination and election processes in accordance with the *Plan* (Article 4) as requested by the Executive Committee.
- 6.5.f Charge: The committee shall formulate and review procedures for the tallying and reporting of election results and shall perform other such duties as appropriate (Article 3.3.b of the *Plan*).
- 6.5.g Charge: The committee shall review the Plans of Organization of the Colleges, Schools, and other units, in accordance with the *Plan* (Article 11) and as specified in Appendix 7 of these Bylaws.
- 6.5.h Charge: The committee shall review and observe the operation and effectiveness of the University Senate and make any appropriate recommendations for improvements.
- 6.5.i Charge: The committee shall receive all petitions for impeachment of the Chair or Chair-Elect in accordance with the *Plan* (Article 5.8).
- 6.5.j Charge: The committee shall initiate procedures for expelling Senators in accordance with the *Plan* (Article 4.10).
- 6.5.k Charge: The committee shall receive all petitions for the recall of Senators in accordance with the *Plan* (Article 4.11).

**6.6 Equity, Diversity, & Inclusion Committee:**

- 6.6.a Membership: The committee shall consist of an appointed presiding officer; two (2) undergraduate and two (2) graduate students; five (5) faculty members; three (3) exempt staff members; two (2) non-exempt staff members; the Director of the Office of Diversity and Inclusion and the following persons or a representative of each: the Senior Vice President and Provost, the Vice President for Administration & Finance, and the Vice President for Student Affairs.
- 6.6.b Quorum: A quorum of the Equity, Diversity, & Inclusion Committee shall be nine (9) voting members.
- 6.6.c Charge: The committee shall carry out its responsibilities as detailed in Article 1, Section E of the University of Maryland Code on Equity, Diversity, and Inclusion, and recommend any appropriate changes in the Code.
- 6.6.d Charge: The committee shall consider programs for improving equity, diversity, and inclusiveness at the University.

**6.7 Faculty Affairs Committee:**

- 6.7.a Membership: The committee shall consist of an appointed presiding officer; ten (10) faculty members, of whom four (4) shall be **S**enators including one (1) assistant professor and one (1) professional track faculty member; one (1) undergraduate student and two (2) graduate students; one (1) staff member; and the following persons or a representative of each: the President, the Senior Vice President and Provost, and the Director of Human Resources. One (1) elected Council of University System Faculty representative from the University shall serve as a voting ex officio member.
- 6.7.b Quorum: A quorum of the Faculty Affairs Committee shall be nine (9) voting members.
- 6.7.c Charge: The committee shall formulate and continually review policies pertaining to faculty life, employment, academic freedom, morale, and perquisites.
- 6.7.d Charge: The committee shall work for the advancement of academic freedom and the protection of faculty and research interests.
- 6.7.e Charge: The committee shall, in consultation with Colleges, Schools, and other academic units, formulate and review procedures for the periodic review of academic administrators below the campus level.
- 6.7.f Charge: The committee shall review the Appointment, Promotion, and Tenure or Permanent Status section of each College, School, or the **Library Libraries** Plan of Organization in accordance with Appendix 7 of these *Bylaws*. **In conjunction with this review, the committee shall also review the professional track faculty Appointment, Evaluation, and Promotion Policy of each College, School, or the Library.**

**6.8 Programs, Curricula, and Courses Committee:**

- 6.8.a Membership: The committee shall consist of an appointed presiding officer; ten (10) faculty members; one (1) staff member; two (2) undergraduate students and one (1) graduate

student; and the following persons or a representative of each: the Senior Vice President and Provost, the Associate Provost for Academic Affairs and Dean for Undergraduate Studies, the Associate Provost for Academic Affairs and Dean of the Graduate School, and the Dean of Libraries.

- 6.8.b Quorum: A quorum of the Programs, Curricula, and Courses Committee shall be nine (9) voting members.
- 6.8.c Charge: The committee shall formulate, review, and make recommendations to the Senate concerning policies related both (1) to the establishment, modification, or discontinuance of academic programs, curricula, and courses; and (2) to the establishment, reorganization, or abolition of colleges, schools, academic departments, or other units that offer credit-bearing programs of instruction or regularly offer courses for credit.
- 6.8.d Charge: The committee shall review and make recommendations to the Senate in at least the areas designated by (1) through (3) below. Recommendations in these areas are not subject to amendment on the Senate floor unless a detailed objection describing the area of concern has been filed with the Office of the University Senate at least forty-eight (48) hours prior to the meeting at which the recommendations will be introduced. The committee will announce proposed recommendations to the campus community sufficiently in advance of the meeting at which they are to be considered so as to allow time for concerned parties to file their objections.
- (1) All proposals for the establishment of a new academic program, for the discontinuance of an existing academic program, for the merger or splitting of existing academic programs, or for the renaming of an existing academic program;
  - (2) All proposals for the creation, abolition, merger, splitting, or change of name of Colleges, Schools, departments of instruction, or other units that offer credit-bearing programs of instruction or regularly offer courses for credit; and
  - (3) All proposals to reassign existing units or programs to other units or programs.
- 6.8.e Charge: The committee shall review and shall directly advise the Office of Academic Planning and Programs concerning proposals to modify the curricula of existing academic programs, or to establish citation programs consistent with College rules approved by the Senate. The committee shall inform the Senate of its actions in these cases.
- 6.8.f Charge: The committee shall review, establish, and advise the Vice President's Advisory Committee concerning policies for adding, deleting, or modifying academic courses.
- 6.8.g Charge: The committee shall be especially concerned with the thoroughness and soundness of all proposals, and shall evaluate each according to the mission of the University, the justification for the proposed action, the availability of resources, the appropriateness of the sponsoring group, and the proposal's conformity with existing regulations. The committee shall be informed of any recommendations made by the Academic Planning Advisory Committee concerning resource issues, the consistency of the proposed action with the University's mission and strategic directions, or both.
- 6.8.h Operation: The committee shall follow the procedures specified for standing committees in Article 5 above, with the exception of 5.3.b.

- 6.8.i Relation of the Programs, Curricula, and Courses Committee to the Office of the Senior Vice President and Provost.
- (1) The committee, in consultation with the Office of the Senior Vice President and Provost, shall determine the requirements for supporting documentation and the procedures for review for all proposals.
  - (2) The committee shall be informed by the Office of the Senior Vice President and Provost of all proposed modifications to existing programs and curricula. After consulting with the presiding officer of the committee, the Office of the Senior Vice President and Provost shall act on all minor changes that are not of a policy nature.
  - (3) The committee shall be informed by the Office of the Senior Vice President and Provost of all changes made pursuant to 6.8.i(2). The committee shall be informed by the Office of the Senior Vice President and Provost of all other changes in academic curricula whose approval has been specifically delegated to that office. In particular, this includes the approval to offer existing academic programs through distance education or at a new off-campus location.
- 6.8.j Relationship of the Programs, Curricula, and Courses Committee to the Graduate School: Proposals concerned with graduate programs and curricula shall receive the review specified by the Graduate School, in addition to the review of the Programs, Curricula, and Courses Committee. Any such proposal whose approval has been denied by the Graduate School shall not be considered by the committee.

## **6.9 Staff Affairs Committee:**

- 6.9.a Membership: The committee shall consist of an appointed presiding officer; eight (8) staff members, with two (2) members from each of the elected staff categories; two (2) Category II contingent employees, with one exempt and one non-exempt to the extent of availability; one (1) faculty member; one (1) student; and one (1) representative each of the Senior Vice President and Provost, the Director of Human Resources, the Vice President for Administration & Finance and the Vice President for Student Affairs. The three (3) elected University representatives to the Council of University System Staff (CUSS) shall serve as voting ex officio members; the alternate University representatives to the Council of University System Staff (CUSS) shall be non-voting ex officio members.
- 6.9.b Quorum: A quorum of the Staff Affairs Committee shall be nine (9) voting members.
- 6.9.c Charge: The committee shall formulate and continually review campus policies affecting staff members, including policies regarding periodic review of campus departments and administrators that employ staff members.
- 6.9.d Charge: The committee shall assist the Office of the University Senate in soliciting nominations and encouraging participation in elections of staff Senators as specified in Article 4.5 of the *Plan*.
- 6.9.e Charge: Staff Affairs shall assist the Committee on Committees and the Senate Executive Committee in identifying and recruiting staff representatives for campus and Senate committees, including system-wide activities involving staff.
- 6.9.f Charge: The committee shall administer the Council of University System Staff (CUSS) nomination and election process. Definitions of eligible staff shall be defined by the Board



of Regents and CUSS.

- 6.9.g Charge: The committee shall actively promote and provide orientation and opportunities for staff involvement in shared governance at every administrative level.
- 6.9.h Charge: The committee shall facilitate the annual nomination process for the Board of Regents' Staff Awards at the University of Maryland, College Park.

#### **6.10 Student Affairs Committee:**

- 6.10.a Membership: The committee shall consist of an appointed presiding officer; eight (8) undergraduate students, of whom four (4) must be Senators; four (4) graduate students, of whom two (2) must be Senators; two (2) faculty members; two (2) staff members with one exempt and one non-exempt to the extent of availability; the President or a representative of the Student Government Association; the President or a representative of the Graduate Student Government; two (2) representatives of the Office of the Vice President for Student Affairs; and one (1) representative each from the Graduate School, and the Department of Resident Life.
- 6.10.b Quorum: A quorum of the Student Affairs Committee shall be eleven (11) voting members.
- 6.10.c Charge: The committee shall formulate and continually review policies regarding all non-academic matters of student life including, but not limited to, student organizations, resident life, extracurricular activities, and student concerns in the campus community.
- 6.10.d Charge: The committee shall assist the Office of the University Senate and the Colleges and Schools as appropriate in soliciting nominations and encouraging participation in the election of student Senators.

#### **6.11 Student Conduct Committee:**

- 6.11.a Membership: The committee shall consist of an appointed presiding officer; four (4) faculty members; one (1) staff member; five (5) students, of whom at least three (3) must be undergraduate students and one (1) must be a graduate student; and the Director of the Office of Student Conduct, or a representative, as a non-voting ex officio member.
- 6.11.b Charge: The committee shall formulate and continually review recommendations concerning the rules and codes of student conduct, as well as means of enforcing those rules and codes.
- 6.11.c Charge: The committee acts as an appellate body for infractions of the approved Code of Student Conduct and Code of Academic Integrity. Procedures for the committee's operation in this role are to be developed and filed with the Office of Student Conduct and the Executive Secretary and Director of the Senate. The committee shall also confirm members of all judicial boards listed in the Code of Student Conduct, except conference and ad hoc boards.

## **ARTICLE 7 UNIVERSITY COUNCILS**

- 7.1 **Definition:** University Councils are established by Article 8.6 of the *Plan* to exercise an integrated advisory role over specified campus units and their associated activities. University Councils are

jointly sponsored by the University Senate and the Office of the President or Provost (as appropriate). University Councils may be assigned reporting responsibilities to any member(s) of the College Park administration at the dean level or above (hereafter referred to as the "designated administrative officer").

- 7.2 **Creation of University Councils:** Proposals to create a University Council shall be evaluated by a task force appointed jointly by the Senate Executive Committee and the designated administrative officer to whom the new Council would report. Following its deliberations, this task force shall present a report (hereafter referred to as the "Task Force Report") to the Senate, the designated administrative officer, and the director of the unit whose activities are the focus of the Council. The Task Force Report shall indicate the specifications that define the working relationship among the Senate, the designated administrative officer, and the director. The Task Force Report shall include at least the following: the scope and purpose of the new Council; a review of the current committees and advisory relationships to be superseded by the proposed Council; identification of the designated administrative officer and unit director to whom the Council reports; the charge to the Council; the size, composition, and appointment process of members of the Council; the Council's relationship to the Senate, the designated administrative officer, and the director including the responsibilities of these three sponsors to the Council and the responsibilities of the Council to these three sponsors; and principles for operation of the Council. The Task Force Report shall be reviewed by the Executive Committee, approved by the designated administrative officer, and then approved by the Senate. At the same time, the Senate shall approve appropriate revisions in its *Bylaws* to incorporate the Council into its council structure as defined in Article 8 of these *Bylaws*. The Task Force Report, as approved, shall be preserved with official Senate documents, serving as a record of the original agreements establishing the Council.
- 7.3 **Specifications in Senate Bylaws:** For each Council, Senate Bylaws shall: state its name; specify its responsibilities to the Senate; define its membership, including any voting privileges of ex officio members; and identify any exceptions or additions to the provisions of this Article particular to the Council.
- 7.4 **Basic Charge:**
- 7.4.a The Council's responsibilities to the University Senate shall include those specified for Senate committees in Article 5.2 of these *Bylaws*. In addition, each Council shall:
- (1) Sponsor hearings, as appropriate, on issues within its purview that are of concern to the Senate and the campus community.
  - (2) Provide a mechanism for communication with the campus community on major issues facing the unit and its activities.
  - (3) Respond to charges sent to the Council by the Senate Executive Committee in accordance with Article 4.7.
  - (4) Provide an annual written report to the Senate on the Council's activities including the status of unresolved issues.
- 7.4.b Responsibilities to the designated administrative officer shall be specified in the Task Force Report and may include:
- (1) To advise on the unit's budget, space, and other material resources, in addition to personnel, staffing and other human resources.

- (2) To advise on the unit's administrative policies and practices.
- (3) To advise on the charges to be given to periodic internal and external review committees.
- (4) To respond to requests for review, analysis, and advice from the designated administrative officer.
- (5) To meet at least annually with the designated administrative officer to review the major issues facing the unit and its activities on campus.
- (6) To fulfill such other responsibilities as specified in the Task Force Report.

7.4.c Responsibilities to the unit's director shall be specified in the Task Force Report and may include:

- (1) To advise on the needs and concerns of the campus community.
- (2) To advise on opportunities, policies, and practices related to the unit's ongoing operations.
- (3) To review and advise on unit reports, studies, and proposed initiatives.
- (4) To respond to requests for review, analysis, and advice made by the director.
- (5) To meet at least annually with the director to review the major issues facing the unit and its activities on campus.
- (6) To fulfill such other responsibilities as specified in the Task Force Report.

## 7.5 **Membership and Appointment to University Councils:**

- 7.5.a **Membership:** Councils shall have nine (9) to thirteen (13) members as specified in the appropriate subsection of Article 8 of these *Bylaws*. In addition, each Council shall include an ex officio member designated by the administrative officer, and such other ex officio members as specified in Article 5.5.d of these *Bylaws*. These ex officio members shall have voice but no vote.
- 7.5.b **Appointment:** Representatives of the designated administrative officer's office and the University Senate shall agree on nominees for vacancies on the Council. These nominations shall be submitted to the designated administrative officer for approval. In addition, these nominations shall be submitted to the University Senate for approval, or for election if specified in the Council's governing documents. In exercising its powers of appointment to the Council, the Senate shall follow procedures for review and approval for Senate committee appointments specified in Article 5.5.e of these *Bylaws*.
- 7.5.c **Terms:** Rules governing beginning date and length of terms, and restrictions on reappointment shall be specified in the governing documents of each Council. The presiding officer shall serve a three (3) year term and cannot be reappointed, unless otherwise specified in the governing documents of the Council.

- 7.5.d Appointment of Presiding Officer: The designated administrative officer and the Senate Executive Committee shall reach an agreement on a presiding officer, and the joint choice shall be submitted to the Senate for approval. If the presiding officer is selected from among the membership of the Council, a replacement shall be appointed to the vacated seat.

**7.6 Operational Relationship of University Councils to Sponsors:**

- 7.6.a The Office of the University Senate shall provide basic support for the activities of University Councils.
- 7.6.b The office of the designated administrative officer, through its ex officio University Council member, shall provide liaison to other administrative units as required.
- 7.6.c The unit director shall provide the University Council with internal data, reports, studies, and any other materials required to support the Council's work. In addition, the director shall also arrange for unit staff to appear before the committee as requested.
- 7.6.d Control of the University Council's agenda shall be the responsibility of the presiding officer of the University Council and the voting members of the University Council in accordance with procedures for standing committees provided in Article 5.3.a, subject to the charges provided in Article 7.4 of these *Bylaws*, the appropriate subsection of Article 8 of these *Bylaws*, and the approved Task Force Report governing the University Council.
- 7.6.e Each University Council shall develop its own bylaws, which must be approved by the designated administrative officer and by the Senate.
- 7.6.f In addition to the required annual report, the presiding officer shall keep the Chair of the Senate informed of the major issues before the University Council and shall indicate when action or information items are likely to be forwarded for Senate consideration. In submitting recommendations for Senate action, the University Council shall inform the unit director and the designated administrative officer in advance of its recommendations. For purposes of conducting Senate business, reports from the University Council and floor privileges of the Senate shall be managed in the same manner as standing committees of the Senate defined in these *Bylaws* (3.3.c, 4.4.b). In the case where the presiding officer of the University Council is not a member of the Senate, he or she may report to the Senate and participate in the deliberations of the Senate subject to the provisions of Article 3.3.c of these *Bylaws*.

**7.7 Review of University Councils:**

- 7.7.a Five (5) years after a University Council is formed, a review of the University Council shall be undertaken jointly by the Senate and administration, and a written report issued. The review may recommend continuation of the University Council in its original form and mode of operation, modification of the University Council structure and/or operations, or discontinuance of the University Council.
- 7.7.b Following the initial review, the University Council and its operations shall be reviewed in conjunction with the periodic review of the *Plan*.

## ARTICLE 8 UNIVERSITY COUNCIL SPECIFICATIONS

### 8.1 University Library Council

- 8.1.a Charge: The University Library Council has the responsibility to provide advice and to report on policy issues concerning the University Libraries to the University Senate, to the Senior Vice President and Provost, and to the Dean of Libraries (see Appendix 1 for additional responsibilities and the Library Council's Bylaws).
- 8.1.b Membership: The Library Council shall consist of thirteen (13) appointed members and four (4) ex officio members. The appointed members shall be: the Chair, ten (10) faculty members including at least one (1) member of the library faculty, one (1) graduate student, and one (1) undergraduate student. The four (4) ex officio members shall be a representative of the Office of the Senior Vice President and Provost, a representative of the Office of the Dean of Libraries, a representative of the Division of Information Technology, and the Chair-Elect of the Senate.
- 8.1.c The Chair shall be a tenured faculty member.
- 8.1.d Reporting Responsibilities: The University Library Council shall report to the University Senate and the Senior Vice President and Provost under the terms of responsibility defined in Article 7.4 of these *Bylaws*.

### 8.2 University Research Council:

- 8.2.a Charge: In addition to the charges specified in Articles 5.2 and 7.4 of these *Bylaws*, the Research Council shall be governed by the following: The Research Council is charged to formulate and continually review policies regarding research, its funding, its relation to graduate and undergraduate academic degree programs, and its service to the community. Also, the Research Council is charged to review the research needs of faculty, other researchers and students, and to make recommendations to facilitate the research process and productivity of the University. Further, the Research Council shall formulate and continually review policies on the establishment, naming, reorganization, or abolition of bureaus, centers, or institutes that do not offer programs of instruction or regularly offer courses for credit, including their relationship to graduate and undergraduate academic programs. Additionally, when it perceives problems, the Research Council has the power to undertake investigative studies and recommend solutions.
- 8.2.b Membership: The University Research Council shall consist of thirteen (13) appointed members and ten (10) ex officio members. The appointed members shall be the Chair and eight (8) faculty members; one (1) staff member; and three (3) students, including at least one (1) graduate and one (1) undergraduate student. Eight (8) voting ex officio members include a representative of the Vice President for Research, a representative of the Dean of the Graduate School, a representative of the Dean of Undergraduate Studies, the Director of the Office of Research Administration and Advancement, and the Chairs of four (4) subcommittees of the University Research Council as follows: Research Development and Infrastructure Enhancement Subcommittee (RDIES); Research Advancement and Administration Subcommittee (RAAS); Intellectual Property and Economic Development Subcommittee (IPEDS); and Awards and Publicity Subcommittee (APS). A representative of the President and a representative of the Senior Vice President and Provost shall serve as non-voting ex-officio members.

- 8.2.c The Chair shall be a tenured faculty member.
- 8.2.d Reporting Responsibilities: The University Research Council shall report to the University Senate and the Vice President for Research under the terms of responsibility defined in Article 7.4 of these *Bylaws* and the report establishing the University Research Council.

### 8.3 University IT Council:

- 8.3.a Charge: The IT Council shall advise and report on policy issues concerning the Division of IT to the University Senate and the Vice President for Information Technology and CIO. In addition to such responsibilities as are enumerated in Article 7 of these *Bylaws*, the IT Council shall:
- 1) Respond to requests from the Division of Information Technology, extra-divisional advisory bodies (such as the Council of Deans or the Student Technology Fee Committee), the University Senate, or other campus stakeholders for guidance on IT policy and implementation.
  - 2) Advise on the Division's budget, material resources, personnel, staffing and human resources, administrative policies and practices, and have all other responsibilities listed in 7.4 of the Bylaws of the University Senate.
  - 3) Initiate strategic inquiries on IT-related matters impacting or likely to impact the campus community.
- 8.3.b Membership: The IT Council shall consist of a Chair (1), the chairs of the five (5) IT Council Working Groups, the chair of the IT Security Advisory Committee, and the following members already serving on an IT Council Working Group: one (1) exempt staff member, one (1) undergraduate student, one (1) graduate student, one (1) professional track faculty member, one (1) tenured faculty member. The Vice President and CIO, or a designee, and a representative from the University Libraries, shall serve as non-voting ex officio members. Additional non-voting ex officio members may be appointed as needed, by agreement between the CIO and the Senate Executive Committee.
- 8.3.c The Chair of the IT Council shall be appointed by the Vice President for Information Technology and CIO and the Senate, as described in 7.5 of these *Bylaws*. The Chair will serve a three year term. The Chair shall normally (subject to exception by agreement of the Vice President and the Senate) also serve as a member of one of the Working Groups.
- 8.3.d Working Groups: The IT Council shall create five standing Working Groups. These groups should carry out research and make recommendations on IT issues, and shall each work with the appropriate Division of Information Technology staff member appointed by the CIO. The chair of each Working Group shall be appointed by the CIO and shall serve a two-year term. The five Working Groups shall be:
- 1) Learning @ Technology, which focuses on IT portfolio related decisions regarding technology for classroom support, learning support, and scholarly enablement;
  - 2) Enabling Research, which focuses on IT portfolio related decisions regarding tools that support research, such as collaboration tools, data storage and access, and other research computing initiatives;
  - 3) Infrastructure, which focuses on IT portfolio related decisions regarding physical hardware and investments needed to support University IT service offerings;
  - 4) Enterprise Systems, which focuses on IT portfolio related decisions regarding enterprise administrative software and systems used by faculty, staff, and students

- on a daily basis; and
- 5) User Experience, which focuses on issues related to student and instructor experiences with IT services, accessibility to users, and considers whether the needs of the campus community are being met.

8.3.e Reporting Responsibilities: The IT Council shall report to the Vice President and CIO of the Division of Information Technology and to the University Senate.

## **ARTICLE 9 THE ATHLETIC COUNCIL**

### 9.1 The Athletic Council

9.1.a The Athletic Council exists to help the University develop and maintain the best possible intercollegiate athletic program consistent with the academic integrity of the institution and the academic and social development of student athletes. The Athletic Council shall operate in accordance with its charter (Appendix 4), which shall specify its role, scope, responsibilities, leadership, and membership. Changes to the charter shall be approved by the President of the University.

9.1.b Membership: The charter designates its membership. The membership of the Athletic Council elected by the Senate includes:

- 1) Seven faculty members elected by the Senate at the annual Transition Meeting. Elected faculty representatives shall serve for a three-year term, and faculty who have served a full term shall for a period of one year be ineligible for re-election. The Senate should make every effort to assure diversity among the candidates for election to the Council.
- 2) One staff member elected by the Senate at the annual Transition Meeting for a three-year term. A staff member who has served a full term shall for a period of one year be ineligible for re-election.
- 3) The Chair of the Senate Campus Affairs Committee, or a faculty member designated by the Committee, shall serve as an ex-officio member.

9.1.c Relationship between the Senate and the Athletic Council:

- 1) The Council in cooperation with the Athletic Director shall submit an annual report to the Senate on the status of intercollegiate athletics at the University. This report shall at least include an analysis of admissions, academic performance, class attendance, major selection, graduation rates, budget performance, and compliance with NCAA, Conference, and campus rules.
- 2) The Council shall inform the Senate for its review of any proposed amendments to the Council's charter.

## **ARTICLE 10 DUTIES OF THE EXECUTIVE SECRETARY AND DIRECTOR**

10.1 The Executive Secretary and Director of the Senate shall be responsible for the minutes and audio recordings of all Senate meetings.

- 10.1.a The minutes shall include only actions and business transacted. They shall be submitted to the Senate for approval. Copies of the approved minutes shall be made available to all chief administrative officers of Colleges, Schools, departments, and other units, and to the campus news media.
- 10.1.b A complete audio recording shall be made of each meeting and shall be maintained by the Office of the University Senate. In accordance with the University's Records Retention and Disposal Schedule, a copy of each audio recording, excluding only those parts recorded during closed sessions, shall be placed with the minutes in the University Archives for open access.
- 10.2 The Executive Secretary and Director shall also maintain the following kinds of Senate records (see Article 4.8):
- (1) All material distributed to Senate members;
  - (2) All material received by or distributed to members of the Executive Committee;
  - (3) Any minutes of the Senate or the Executive Committee not otherwise included under (1) and (2);
  - (4) Annual reports of all committees of the Senate not otherwise included under (1) and (2);
  - (5) The audio records of Senate meetings;
  - (6) The current and all previous versions of the *Plan* and the *Bylaws*;
  - (7) Articles concerned with Senate structure and operation from campus and University publications as they come to the attention of the Executive Secretary and Director; and
  - (8) Other items deemed appropriate by the Executive Secretary and Director or the Chair of the Senate.
- 10.3 The Executive Secretary and Director shall store inactive records of the Senate in the University Archives.
- 10.4 The Executive Secretary and Director shall be responsible for the preparation of the Senate budget in accordance with Article 4.6.
- 10.5 The Executive Secretary and Director shall prepare as soon as possible after each annual senatorial election, a directory of the membership of the new Senate indicating for each member the constituency, term, office or department, and email address. A copy of this directory shall be available to all members of the new Senate.
- 10.6 The Executive Secretary and Director shall keep a list, with campus addresses and telephone numbers, of all Senate officers and of all presiding officers of all Senate committees. This information shall be available upon request to any member of the campus community.



- 10.7 The Executive Secretary and Director shall make available to each Senator, by campus mail or electronic means, a copy of the agenda and supporting material for each meeting. The receipt of the agenda and the supporting material then available shall satisfy the notice requirements of the meeting in question (Article 3.1 and 3.2.b).
- 10.8 The Executive Secretary and Director shall prepare for the members of the Senate and its Executive Committee, as appropriate, all agendas, minutes, reports, and other documents, with the exception of proposals relating to the Programs, Curricula, and Courses (PCC) Committee. Nonetheless, the Executive Secretary and Director shall be responsible for the distribution of all items of Senate business, including PCC items to the members of the Senate and its Executive Committee, and to other such committees as necessary.
- 10.9 The Executive Secretary and Director shall inform the Executive Committee of the status of all members of the Senate in accordance with the *Plan* (Article 3.4.a(3-4), 3.4.b(3-4), and 3.7) and these *Bylaws* (Articles 2.2, 4.1, 5.5, and 5.6).
- 10.10 The Executive Secretary and Director shall have the privilege of attending the meetings of all standing committees and ad hoc committees of the Senate to assist in the coordination of Senate business.
- 10.11 The Executive Secretary and Director shall provide information or assistance as requested for revision of the undergraduate catalog.

## **ARTICLE 11 ANNUAL TRANSITION OF THE SENATE**

### **11.1 Preparation for Transition:**

- 11.1.a 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. The Chair-Elect of the Senate shall serve as a non-voting, ex officio member of the Nominations Committee. The Nominations Committee shall elect its own Chair from within the membership of the committee. The Nominations Committee shall solicit nominations from the membership of the Senate and shall present to the Chair of the Senate by April 15:
- (1) A slate of at least two (2) candidates per seat from each constituency for elected membership on the Executive Committee, including those incumbent elected members who are eligible and willing to stand for reelection,
  - (2) Slates of candidates to replace the outgoing members of the Committee on Committees, the Campus Transportation Advisory Committee (CTAC), the University Athletic Council, and the Council of University System Faculty (CUSF), and any other committees as required by these *Bylaws*, including at least one (1) nominee for each position to be filled, and
  - (3) A minimum of two (2) candidates for the office of Chair-Elect.

Before reporting to the Chair of the Senate, the Nominations Committee shall secure the consent of all candidates in writing.

- 11.1.b. A brief statement of each candidate's qualifications shall be sent to the voting membership of the incoming Senate ten (10) working days before the Transition Meeting of the Senate. Any further nominations made by members of the Senate and accompanied by a brief supporting statement and the consent of the candidate must be received by the Executive Secretary and Director at least twelve (12) working days before the Transition Meeting. These additional nominations shall be sent to the voting membership of the incoming Senate ten (10) working days before the Transition Meeting.

## 11.2 **Transition Meeting:**

- 11.2.a The Transition Meeting will be the last regularly scheduled meeting of the Spring semester, and starts a new Senate session.
- 11.2.b Terms of office of newly elected Senators will begin, and the terms of the outgoing Senators will end, with the call to order of the Transition Meeting by the outgoing Chair.
- 11.2.c Election of the Chair-Elect, as provided for in section 5.7.a of the *Plan*, shall be the first order of business of the Transition Meeting, after which the outgoing Chair will pass the gavel to the previous Chair-Elect, who will assume the Chair.
- 11.2.d The election of the Executive Committee, election of incoming members of the Committee on Committees, Campus Transportation Advisory Committee (CTAC), Athletic Council, Council of University System Faculty (CUSF), and such other persons elected by the members of the Senate, shall be scheduled special orders of the Transition Meeting. Nominations may be received from the floor by the Chair, in addition to those provided for in Article 11.1. Any such nomination is contingent on the consent of the candidate, which must have been secured beforehand in writing if the nomination is made in the absence of the candidate. In the event of a tie vote in the election for members of the Executive Committee or the Committee on Committees, a ballot will be distributed to each Senator in the appropriate constituency. Ballots are to be returned to the Office of the University Senate within one (1) week from the date distributed.
- 11.2.e The elected members of the outgoing Executive Committee and the Committee on Committees shall continue to serve until the election of new members is held.
- 11.2.f After the conclusion of the Transition Meeting, any vacancies on standing committees will be filled by the new Committee on Committees, subject to the approval of the Executive Committee and pending confirmation by the full Senate at its next regularly scheduled meeting.

**APPENDIX 1**  
**BYLAWS OF THE UNIVERSITY LIBRARY COUNCIL**

1. **Charge to the Library Council:** The University Library Council has the responsibility to provide advice about policy issues concerning the University Libraries to the University Senate, to the Senior Vice President and Provost, and to the Dean of Libraries.

**A. The Council's Responsibilities to the University Senate:**

- (1) Make recommendations for major changes and improvements in policies, operations, and services of the Libraries that represent the concerns and interests of Senate constituencies as well as other users of the Libraries. Such recommendations should specify the resource implications. Reports and recommendations to the University Senate shall be submitted to the Senate Executive Committee for placement on the agenda of the University Senate in the same manner as reports from the Senate's standing committees. It is expected that the Library Council will also inform the Senior Vice President and Provost in advance of these legislative recommendations. In addition to the mandatory annual report, the Chair of the Library Council shall keep the Chair of the Senate informed of the major issues before the Library Council and shall indicate when action or information items are likely to be forwarded for Senate consideration.
- (2) Respond to charges sent to the Library Council by the Senate Executive Committee.
- (3) Provide an annual written report of the Library Council's activities, including the status of recommendations made by the Library Council each year, and of unresolved issues before the Library Council.

**B. The Library Council's Responsibilities to the Senior Vice President and Provost:**

- (1) Advise on the Libraries' budget, space, personnel and staffing, and other resources. It is expected that the Senior Vice President and Provost will consult the Library Council before undertaking major reviews of the Libraries with APAC and before preparing the annual budget for the Libraries.
- (2) Advise on the Libraries' administrative policies and practices.
- (3) Advise on the charges to be given to the committees to review the Dean of Libraries and to conduct the unit review of the University Libraries based on University policy
- (4) Advise on matters concerning the Libraries in conjunction with accreditation review and strategic planning.
- (5) Respond to requests for review, analysis, and advice made by the Senior Vice President and Provost.
- (6) Meet at least annually with the Senior Vice President and Provost to review the major issues facing the Libraries and its activities on campus.
- (7) The Library Council is responsible for informing the Senior Vice President and Provost of pending reports and recommendations to the University Senate.

**C. The Library Council's Responsibilities to the Dean of Libraries:**

- (1) Advise on the needs and concerns of diverse constituencies within the campus community with respect to Library policies, services, and new resources and technology.
- (2) Advise on strategies to involve Library users in the initiation, evaluation, and integration of new Library policies, practices, procedures, and technology. Such strategies might include forums for the discussion of changes, workshops for adjusting to new technologies, and ongoing programs of Library education.
- (3) Advise on operations, policies and new opportunities.
- (4) Advise on Library planning including strategic planning and other major plans for Library operation and development.
- (5) Review and advise on the Libraries' reports, studies, and proposed initiatives that have significant long-term resource implications for the Libraries.
- (6) Hold at least one (1) meeting each year at which the Dean shall review major issues and plans, summarized in a State of the Libraries report distributed in advance to the Library Council.
- (7) It is expected that the Library Council will adopt a broad campus perspective and that the Dean of the Libraries will inform the Library Council of the University Libraries' needs and concerns and seek advice about major modifications of policies and operations affecting the campus community.

**D. To Fulfill Its Responsibilities, the Library Council May:**

- (1) Undertake investigative studies in matters concerning the University Libraries and recommend solutions to the University Senate, the Senior Vice President and Provost, the Dean of Libraries, or the general campus community.
  - (2) Conduct open hearings on major issues concerning the University Libraries and their activities.
  - (3) Communicate directly with the campus community on concerns related to support for, policies of, and services provided by the University Libraries.
2. **Composition of the Library Council:** The Library Council shall consist of thirteen (13) appointed members and four (4) ex officio members. The appointed members shall be: the Chair, ten (10) faculty members including at least one (1) member of the Library faculty, one (1) graduate student, and one (1) undergraduate student. The four (4) ex officio members shall be a representative of the Office of the Senior Vice President and Provost, a representative of the Dean of the Libraries Office, a representative of the Division of Information Technology, and the Chair-Elect of the Senate.

**A. Tenure in Office:**

- (1) The Library Council Chair should be a tenured faculty member appointed for a single three-year term. Normally, the Chair shall have served as a member of the Library Council. If the Chair is serving as a regular member of the Library Council at the time of appointment, a new member shall be appointed to serve the remainder of the term the Chair has vacated. The Senior Vice President and Provost and the Senate Executive Committee shall reach an agreement on the Library Council Chair, and the joint choice shall be submitted to the University Senate for its approval.
- (2) The remaining ten (10) faculty members shall be appointed for staggered two-year terms. No

- faculty member shall serve more than two (2) terms consecutively. For this purpose, members who have served more than a year should be considered to have served a full term.
- (3) The two (2) student members shall be appointed for one-year terms. No student member should serve more than two (2) terms consecutively. For this purpose, student members who have served more than half their term should be considered to have served a full term.
  - (4) The Office of the Senior Vice President and Provost will appoint a member of the Provost's staff as an ex officio member of the Library Council who will have voice but not vote.
  - (5) The Dean of Libraries' Office will appoint an upper-level member of the Libraries' administrative staff as an ex officio member of the Library Council who will have voice but no vote.
  - (6) The Vice President for Information Technology and Chief Information Officer (CIO) will appoint a member of the Division of Information Technology's staff as an ex officio member of the Library Council who will have voice but no vote.
  - (7) The Chair-Elect of the Senate shall serve as an ex officio member of the Library Council who will have voice but no vote.
- B. Qualifications of Library Council Members:** Successful operation of the Library Council requires that the members of the Library Council understand the nature of the Libraries and represent the best interests of the campus as well as the particular interests of their specific constituencies.
1. The Library Council members should be chosen from people who can bring a campus-wide perspective to their deliberations on Library matters and who have shown interest and willingness to foster a good working relationship between the Libraries and their users.
  2. Library Council members should be selected to represent as broad a range of campus disciplines and interests as possible. Faculty members should include representatives from both the professional and arts and sciences colleges, and within these constituencies, representatives of the arts and humanities, social sciences, and physical and biological sciences.
- C. The Appointment Process:** In the spring of each year, the Chair of the University Library Council shall notify the representative of the Office of the Senior Vice President and Provost and the Chair-Elect of the Senate of the appointments required for the following academic year. The representative of the Office of the Senior Vice President and Provost and the Chair-Elect of the Senate shall draw up a slate of nominees who will agree to serve, and the slate will be submitted to the Senior Vice President and Provost and the Committee on Committees for approval. The list of nominees for Library Council membership shall be submitted to the University Senate for approval. Ordinarily, the slate will be presented at the same Senate meeting at which other committee slates are approved. Dates of appointment and beginning of terms shall correspond with those of Senate committees. Replacement of Library Council members will take place through the same consultative process as the initial appointment, with submission of names to the Senate occurring as needed.
- 3. Operation of the Library Council:** Effective and efficient Library Council operation will require adequate support and full cooperation among the Senate, the Senior Vice President and Provost, the Dean, and their offices.
- A. The Office of the University Senate or its designee will provide normal committee support to the

Council, including maintaining mailing lists, reproducing Library Council documents, keeping a copy of Library Council minutes, maintaining files for the Library Council, and arranging meeting rooms.

- B. The Office of the Senior Vice President and Provost, through its ex officio Library Council member, will provide liaison to other administrative units, such as the Office of Institutional Research, Planning and Assessment, for their reports, data, or assistance. The Office of the University Senate will also provide website space for the Library Council.
- C. The Dean of the Libraries will provide the Library Council with internal data, reports, studies, etc. as needed to support the Library Council's work. The Dean will also arrange for unit staff to present testimony concerning such reports as the Library Council finds useful in carrying out its responsibilities. The Dean's assistance to the committee shall also include providing the Library Council members with the opportunity to attend an appropriate orientation session dealing with the Libraries.
- D. Control of the Library Council's agenda will be the responsibility of the Library Council Chair and the voting members of the Library Council.
- E. While being responsive to the needs of the Senior Vice President and Provost and the Senate in a timely manner is necessary, the sponsoring parties and the Dean of the Libraries must not attempt to micro-manage the ongoing operation of the Library Council. In turn the Library Council must not attempt to micro manage the Libraries.
- F. The Library Council shall meet as necessary, but in no case less than once per semester. Meetings may be called by the Chair. In addition, upon receiving a request of any three members of the Library Council, the Chair shall call a meeting. A majority of the voting members of the Library Council shall constitute a quorum for the conducting of official business of the Library Council.

**4. Operational Relationship of the Library Council to its Sponsors:**

- A. For purposes of University Senate action, a Library Council created through Senate action will appear in essentially the same role as a standing committee of the University Senate.
- B. The Chair may present reports and recommendations to the Senate but will not have a vote in Senate proceedings, unless he or she is a member of the Senate.
- C. Since the committees of the Senior Vice President and Provost range widely in form and function, and do not operate under a formal plan of organization and bylaws, there is no need to specify the Library Council's standing in the same fashion. For other purposes, such as APAC review of the Unit, the Library Council might be consulted like a College Advisory Council (that colleges will have under the shared governance plan) could be.
- D. The Dean of Libraries will ordinarily meet with the Library Council and have a voice in its deliberations. Since one of the three main functions of the Library Council is to advise the Dean, the Dean shall not formally be a member of the Library Council. On formal reports and recommendations of the Library Council to the University Senate or to the Senior Vice President and Provost, the Dean of the Libraries may send a separate memorandum to the Senate or the Senior Vice President and Provost, as appropriate, supporting or opposing the report or the recommendations, and providing rationale for the Dean's position.

**5. Review of the Library Council:** The Library Council and its operations will be reviewed in conjunction with the periodic review of the Senate and the *Plan*.

**APPENDIX 2**  
**BYLAWS OF THE UNIVERSITY RESEARCH COUNCIL**  
*{To be inserted once available}*

**APPENDIX 3**  
**BYLAWS OF THE UNIVERSITY IT COUNCIL**  
*{To be inserted once available}*

**APPENDIX 4**  
**CHARTER OF THE UNIVERSITY ATHLETIC COUNCIL**

The University of Maryland at College Park is dedicated to higher learning, research, and public service. An intercollegiate athletic program can significantly contribute to the learning and the public service components of the Campus Mission. The operation of a successful athletic program fosters spirit, identity and a sense of pride within the campus community and provides talented student-athletes with the opportunity to enrich their collegiate experience through participation in a challenging and competitive athletic program. Excellence of the athletic program at College Park stems not only from successful competition, but more importantly, from the general involvement in the Campus milieu of student-athletes who will earn degrees and who in other respects, embody qualities with which the institution can identify. Most importantly, both athletic success and academic integrity are the crucial elements in judging the excellence of the athletic program at the University of Maryland at College Park.

The importance of faculty involvement and influence in the institutional control and operation of an excellent athletic program cannot be overestimated. Faculty advice and participation will enhance the integrity of the athletic program in terms of academic performance, rules compliance, and compatibility of athletic programs with the mission of the campus.

**PURPOSE OF THE ATHLETIC COUNCIL**

First and foremost, the Athletic Council exists to help the University develop and maintain the best possible intercollegiate athletic program consistent with the academic integrity of the institution and the academic and social development of student athletes. The Athletic Council is the primary body, which advises the President on all matters relating to intercollegiate athletics. It is responsible for formulation and recommendation of policy matters affecting intercollegiate athletics and for monitoring the implementation of such policy by the intercollegiate athletics program. The Council, on behalf of the President, provides the necessary faculty input and participation in intercollegiate athletics as required by the Big Ten Conference, National Collegiate Athletic Association and the University of Maryland at College Park. The Council does not execute policy but serves to influence policy development and administration.

This document delineates the responsibilities, processes, and membership of the Athletic Council at the University of Maryland at College Park. It is expected that the Council will be proactive in its task of preparing policy recommendations and monitoring their implementation by the intercollegiate athletics program. The Council expects to have the full support of the Campus in the responsible performance of its duties.

**FUNCTION/DUTIES OF THE ATHLETIC COUNCIL**

The major function of the Athletic Council is to assist the President and the Director of Intercollegiate Athletics in the exercise of "institutional responsibility and control of intercollegiate athletics" as required by the constitution of the Big Ten Conference, the National Collegiate Athletic Association and the

University of Maryland at College Park. The Council functions in advisory, compliance, liaison, and representative capacities. The Athletic Council shall meet at least four times each year, twice in each semester, and at such other times as needed to carry out the duties of the Council. Specific duties of the Council shall include but not be limited to the following:

1. Promote an understanding of intercollegiate athletics among faculty, students, staff, alumni and other members of the University of Maryland at College Park community.
2. Promote the adoption and implementation of appropriate policies for the admission and continuing eligibility of student athletes at the University of Maryland at College Park.
3. Monitor the preparation of the athletic budget by the Athletic Director during the regular budgetary process and make recommendations to the Athletic Director and the President concerning sources (i.e. student athletic fees) and allocations of funds.
4. Participation in the selection process for the Director of Intercollegiate Athletics and the head coaches in all sports including, if possible, informal meetings of the final candidates with the Executive Committee in the interview process. A faculty member from the Athletic Council should be included on all search committees for head coaches.
5. Establish criteria and make recommendations, with the advice of the Athletic Director, regarding which sports shall be certified as intercollegiate sports.
6. Recommend policies concerning athletic schedules, practice, the number of contests to be played each year in each sport and the NCAA category of schools with which it is desirable to compete.
7. Establish guidelines for and make recommendations regarding the acceptance of invitations to post-season events, special holiday games, or other events outside the regular season schedule.
8. Review and formulate policies concerned with substance abuse that will provide protection to the health of student-athletes and ensure that such policies have a strong educational emphasis.
9. Review and endorse policy on physical facilities necessary for the conduct of a competitive Division I-A program.
10. Review and formulate policies on recruitment and the awarding of athletic grants and scholarships to student-athletes who meet eligibility standards.
11. Review and approve the criteria for departmental awards in recognition of athletic and academic achievement.
12. Review athletic event price schedules, seating priorities and allocation of tickets to various groups.
13. Monitor the advisement, academic support and counseling services available to student-athletes.
14. Review and formulate policy concerning the conduct of home athletic contests, particularly with respect to the protection and safety of participants and spectators.
15. Review and formulate policy regarding the expectations of and behavior of coaches and student-athletes.



16. Review and formulate policy regarding the expectations of and behavior of cheerleaders and their advisors.
17. Assist with the development of official reports to be submitted by the President for filing with the conference or appropriate associations.
18. Review with appropriate authorities the financial audits of the Department of Intercollegiate Athletics.
19. Monitor the activities of the Department of Intercollegiate Athletics to make sure that they are in compliance with Conference (Big Ten) and Association (NCAA) bylaws, regulations and legislation.

In fulfilling its functions/duties, the Athletic Council

- must maintain confidentiality;
- shall have available to it complete information on all items which appear for its consideration and shall have full opportunity for discussion of each item before action is taken;
- shall have available full and current information on the financial, academic and related activities of the intercollegiate athletics program; and
- is authorized to recommend to the President the employment of experts from outside the Campus when their advice is needed.

#### **RESPONSIBILITIES OF THE CHAIR OF THE ATHLETIC COUNCIL**

The Athletic Council has a Chair who is selected by the President from the faculty. The duties of the Chair shall include:

1. Serve as a spokesperson for the Council in all contacts with the media.
2. Serve as the Faculty Representative to the Big Ten Conference and the National Collegiate Athletic Association (NCAA).
3. Chair meetings of the Athletic Council and the Executive Committee of the Council.
4. Call regular meetings of the Athletic Council and such special meetings as may be necessary.
5. Prepare the agenda for meetings of the Athletic Council and of the Executive Committee of the Council.
6. Represent the campus, as authorized by the President, at meetings of the NCAA, Big Ten, United States Intercollegiate Lacrosse Association, United States Olympic Committee, Intercollegiate Athletic Association of America, College Football Association and other groups which establish international, national and regional policies for intercollegiate athletics.
7. Advise the President and serve as spokesperson to the faculty on behalf of the President on appropriate matters.
8. Report to the President on all actions taken by the Athletic Council.

9. Work with the Director of Intercollegiate Athletics in coordinating and carrying out the functions of the Athletic Council.
10. Monitor activities of the Department of Intercollegiate Athletics and confer regularly with the President on matters which should come to the President's attention.
11. Ensure that required reports and recommendations from the Athletic Council are provided to the President.
12. Report to the President and the Athletic Director on the concerns of the Athletic Council relative to athletics and to interpret to the faculty and other groups the University's athletic policies and activities.
13. Ensure that all actions of the Chair and the Executive Committee made on behalf of the Council are properly recorded and reported to the full membership of the Council in a timely manner.
14. Coordinate with the President's Office all financial support necessary to carry out the duties of Chair, including the development of an annual budget for this support; and the approval of all requests for expenditures and expense reimbursements made for this purpose. The President's Office is the administrative unit responsible for providing appropriate financial support to the Chair of the Athletic Council/Faculty Athletic Representative, and for approving both the annual budget request for this support as well as all expenditures, and expense reimbursements made for this purpose.
15. Know, recognize, and comply with the laws, policies, rules and regulations governing the University and its employees, and the rules of the National Collegiate Athletic Association (the "NCAA") and the Big Ten. Inform the Athletic Department Compliance Officer immediately of any suspected violation. Assist, as requested, in the investigation and reporting of those violations.

#### **RESPONSIBILITIES OF THE VICE CHAIR OF THE ATHLETIC COUNCIL**

The Athletic Council has a Vice-Chair who is selected by the President from the faculty. The duties of the Vice-Chair shall include:

1. Assist the Chair of the Council with conducting the business and meeting of the Council.
2. Conduct meetings of the Council in the absence of the Chair.
3. Write periodic articles for University publications about the actions of the Council.
4. Serve on the Executive Committee of the Council.
5. Coordinate the activities of and serve as an ex officio member to standing committees of the Council.
6. Know, recognize, and comply with the laws, policies, rules and regulations governing the University and its employees, and the rules of the National Collegiate Athletic Association (the "NCAA") and the Big Ten. Inform the Athletic Department Compliance Officer immediately of any suspected violation. Assist, as requested, in the investigation and reporting of those violations.

#### **ATHLETIC COUNCIL MEMBERSHIP**

Intercollegiate Athletics plays an important role in fostering pride and spirit in the University community. The Athletic Council membership is designed to be representative of this community and shall consist of faculty, administration, staff, students and alumni. The membership shall include minorities, women and men, and thorough consideration will be given to ensure a balanced representation on the Council. The Athletic Council shall consist of twenty voting and five non-voting members appointed by the President or elected by the Senate as follows:

#### Voting Members of the Athletic Council

- The Athletic Council has a Chair who is selected by the President from the faculty. The duration of the Chair's membership on the Council is determined by the President. The initial appointment is for a five year term which may be renewed by the President.
- The Athletic Council has a Vice-Chair who is selected by the President from the faculty. The duration of the Vice-Chair's membership on the Council is determined by the President. The initial appointment is for a three year term which may be renewed by the President.
- Seven faculty members of the Athletic Council will be elected by the Senate. These elected faculty members will serve for a three year period and are not eligible to serve a second consecutive three year period. The Senate should make every effort to assure diversity among the elected members.
- The Faculty member who is Chair of the Campus Affairs Committee of the Senate or a designee from the Committee who must be a faculty member is a member of the Athletic Council.
- One Academic Dean appointed by the Provost. The appointment is for a one year term which may be renewed by the Provost.
- Two staff members, one who is appointed by the President for a three year period and one who is elected for a three year period by the Senate. These staff members will serve on a staggered basis and are not eligible to serve a second consecutive three year period.
- The Vice President for Student Affairs.
- One representative from the "M" Club. The appointment is for one year.
- One representative from the Terrapin Club. The appointment is for one year.
- One student representative from the Student Government Association. The appointment is for one year.
- One undergraduate female athlete. The appointment is for two years and the student should maintain eligibility in her sport.
- One undergraduate male athlete. The appointment is for two years and the student should maintain eligibility in his sport.
- One graduate student. The appointment is for two years and the student should maintain good standing in the Graduate School.

#### Non-Voting Members of the Athletic Council

- The Director of Intercollegiate Athletics.
- A Representative from the President's Office.
- A Representative of the Office of General Counsel.
- The Director of the Student Health Services.
- The Director of the Office of Alumni Programs for the University of Maryland at College Park.
- A current head coach selected by the coaches as their representative. This appointment will be a one-year appointment with a three year limit.

In making all non-elected appointments to the Athletic Council, the President should solicit recommendations from the following advisory groups or persons: Executive Committee of the Athletic Council, President of the Student Government Association, President of the Graduate Student Government, Dean of the Graduate School, and Director of Intercollegiate Athletics. The term of office of all members of the Council shall begin with the first meeting of the new academic year.

Vacancies occurring on the Council due to resignation or other cause will be filled as they occur. If the vacancy is one of the members of the Council elected by the Senate, the Senate will be asked to elect a replacement to fill the vacancy. For all other vacancies, the President will solicit nominations from the appropriate groups and appoint a replacement to fill the remainder of the unexpired term. Persons appointed to fill a partial term on the Council will be eligible for election or appointment to a full term as appropriate for their membership category.

#### **COMMITTEES OF THE ATHLETIC COUNCIL**

Committees of the Athletic Council shall include an Executive Committee, Standing Committees of the Council, and Ad-Hoc Committees as needed. The major responsibilities and membership of these Committees of the Athletic Council follow.

1. **Executive Committee.** The membership of the Committee is as follows: The Chair of the Athletic Council who will serve as chair, the Vice-Chair of the Athletic Council, chairs of the five standing committees of the Athletic Council, the representative from the President's office, and a staff or student member of the Athletic Council. If one or more of the Chairs of the standing committees are not faculty, the membership of the Executive Committee will be adjusted to include four faculty in addition to the Chair. Total membership of the Executive Committee will not exceed eight at any time. The responsibilities of the Executive Committee shall include the following:
  - Meet on matters calling for immediate action and at times when meetings of the full Athletic Council are not possible.
  - Identify and assign problems to standing subcommittees and ad-hoc committees for study and receive reports from these committees.
  - Serve as the personnel committee of the Council upon request of the President.
  - Review compliance reports submitted by the Department of Intercollegiate Athletics and ensure that the Department is in compliance with all Conference and Association

policies.

- Advise the President on an emergency basis.
- Recommend faculty and staff for membership on the Athletic Council.

2. **Standing Committees of the Athletic Council.** The Chair of the Athletic Council will select the Chairs of the Standing Committees and will appoint each committee and, with the exception of the Academic Committee, will appoint each committee after soliciting volunteers from the Council membership.

- a. **Academic Committee.** All faculty members of the Council are members of the committee. The general role of the Academic Committee is to ensure that appropriate academic standards are established and maintained for all student-athletes and that all participants recognize the priority of successful academic performance by all student-athletes. In fulfilling this function, the Committee shall make appropriate recommendations to the Athletic Council. In particular, the Committee shall have the following duties:
- Recommend policies and procedures regarding standards and criteria for admission of student-athletes.
  - Recommend academic policies and procedures regarding standards and criteria for continuing eligibility of student-athletes to participate in intercollegiate sports.
  - Consider and decide academic appeals of student-athletes concerned with eligibility.
  - Review every semester the academic program and progress of student-athletes.
  - Recommend policies for and monitor the activities of the academic support services provided to the student-athletes.
  - Recommend policies regarding post-season and tournament participation by athletic teams.
  - Recommend policies regarding scheduling and practice time.
- b. **Budget and Facilities Committee.** The general purpose of this Committee is to monitor but not manage those activities of the Athletic Department pertaining to budget and facilities. In fulfilling this function, the Committee shall make appropriate recommendations to the Athletic Council. More specifically, responsibilities of the Committee shall include the following:
- Monitor the preparation of the athletic budget(s) by the Director of Intercollegiate Athletics.
  - Review and analyze for the Council the final budget(s) submitted by the Director of Intercollegiate Athletics to the President.
  - Establish criteria and make recommendations, with the advice of the Director of Intercollegiate Athletics, regarding which sports shall be certified as

intercollegiate sports.

- Review policies regarding the number and distribution of athletic scholarships to be awarded annually.
- Review and recommend policies for athletic event price schedules, seating priorities and allocation of tickets to various groups.
- Review and recommend policies regarding utilization and development of intercollegiate athletic facilities.
- Monitor the financial accountability of the Department of Intercollegiate Athletics.

c. **Student Life Committee.** This Committee is concerned with all non-academic aspects of the student-athlete's involvement with the University. In fulfilling this function, the Committee shall make appropriate recommendations to the Athletic Council. More specifically, the responsibilities of the Committee shall include the following:

- Review and recommend policies concerning the nature and type of health screening and drug testing.
- Review and recommend policies regarding practice schedules.
- Review and recommend policies for determining when health and other non-academic factors will be used to restrict a student's involvement in intercollegiate athletics.
- Review and recommend policies for and monitor activities of non-academic support programs and placement services.
- Review and recommend policies regarding scholarship awards and retention of these awards.
- Review and recommend policies for housing assignments.
- Assist the Athletic Council in assuring the personal and social development of all student-athletes and their full integration into campus life.

d. **External Affairs Committee.** This Committee is concerned with external activities of the Department of Intercollegiate Athletics. In fulfilling this function, the Committee shall make appropriate recommendations to the Athletic Council. More specifically, the responsibilities of the Committee shall include the following:

- Review and endorse fundraising activities.
- Review and recommend policies for complementary distribution of tickets to athletic events.
- Review and recommend guidelines and/or policies for all sports marketing activities (i.e. sports camps, special events, endorsements, etc.)
- Review and recommend guidelines and/or policies for interactions with alumni and friends of the Athletic Department including the Terrapin Club, the "M" Club,

and the Maryland Education Foundation.

- Review and recommend policies and/or guidelines for all media interactions.
- e. **Professional Sports Counseling Panel (PSCP).** The PSCP is a committee of the Athletic Council authorized under NCAA by-law 12.3.4 to advise and assist student athletes in preparation for professional athletic careers. Consonant with its charge, the University of Maryland, College Park PSCP provides:
- Education and advice to student athletes about NCAA amateurism rules and professional sports careers.
  - Oversight to the Athletic Department's implementation of University and NCAA regulations regarding contacts between student athletes and agents.
  - Advice to the Athletic Council on matters related to its charge.
3. **Ad-Hoc Committees.** The Chair of the Athletic Council, upon advice of the Council, will appoint Ad-Hoc Committees as needed. Membership on these committees will be on a volunteer basis or by appointment by the Chair of the Council after seeking advice from the Executive Committee.

#### MEETINGS OF THE ATHLETIC COUNCIL

The Chair of the Council serves as the spokesperson for the Council. Meetings of the Council are open only to Council members and invited guests. Individuals who are not members of the Council, but who wish to attend a specific meeting should seek the prior approval of the Chair. Information provided to Council members concerning specific personnel or compliance matters will not be divulged by individual members without permission of the Chair.

### APPENDIX 5 PROCEDURES FOR ELECTIONS OF UMCP REPRESENTATIVES TO THE COUNCIL OF UNIVERSITY SYSTEM FACULTY (CUSF)

The Chair of CUSF is not a member of CUSF. Thus, if the Chair is from College Park, a replacement must be named. At the end of his/her term as Chair, if his/her term on CUSF is not finished, he/she resumes his/her position as a CUSF member.

The normal term for CUSF representatives is three (3) years, with two alternates serving three (3) year terms; if both alternates are elected at the same time, priority to be a replacement shall be in order of votes received. If a regular representative is unable to serve out his/her term, an alternate replaces him/her for the remainder of the term, and a new alternate is named. The replacement representative shall be chosen in order of number of votes received. The Office of the University Senate will identify a replacement alternate subject to confirmation by the Senate Executive Committee.

The University Senate will elect representatives to CUSF each spring. The Senate Nominations Committee will solicit candidates and will present a slate to the Chair of the Senate with at least one (1) candidate for each vacant position to be filled. At the Transitional Meeting of the Senate, faculty Senators will vote to elect representatives to CUSF. Each faculty Senator shall have as many votes as there are open positions. If there are more candidates than positions, the person(s) receiving the most votes, in order, are declared representatives. The person receiving the next most votes is declared alternate. The remaining person, in order of vote tally, will be asked to move into the alternate position if the previous paragraph comes in to play. A record of the outcome of the election will be retained by the Executive Secretary and Director of the University Senate. If there are not sufficient candidates, or the pool of candidates is exhausted,

representatives are chosen by the Executive Committee.

## APPENDIX 6 PROCEDURES FOR ELECTIONS OF UMCP REPRESENTATIVES TO THE COUNCIL OF UNIVERSITY SYSTEM STAFF (CUSS)

The mission of the Council of University System Staff (CUSS) is to provide a voice for Staff employee concerns in reference to basic decisions that affect the welfare of the University System of Maryland (USM) and its employees. CUSS speaks for all non-exempt and exempt staff employees on Regular and Contingent II Status, who are not represented by a union under collective bargaining.

CUSS is comprised of Staff employees representing each USM institution and the USM Office (USMO). Institution membership is proportionate to the number of Staff employees at the individual institutions, with a minimum of two (2) primary members and two (2) alternate members per institution. Representation on CUSS from each constituent institution is apportioned according to the following formula: 1 to 999 eligible employees, 2 representatives; over 1000 eligible employees, 3 representatives. Staff at each constituent institution shall also select an alternate who shall substitute for a regular member of CUSS when needed. Alternates should be selected at the same time and in the same manner as regular members. A delegation may include more than one (1) alternate who is eligible to cast a vote for an absent member provided the member has given prior notification to the Chair of CUSS. The University of Maryland, College Park is entitled to three (3) representatives, and up to three (3) alternates.

As defined in 6.10.f of the Senate *Bylaws*, the Senate Staff Affairs Committee is responsible for administering the CUSS nomination and election process. Definitions of eligible staff shall be determined by the Board of Regents and CUSS. The CUSS elections will be administered in the spring semester every other year, as the terms of the current CUSS representatives are expiring. The Staff Affairs Committee will solicit candidates from the eligible staff population and will present ballots to the same population with at least one (1) candidate for each vacant position to be filled. Eligible staff employees will vote to elect representatives to CUSS. If there are more candidates than positions, the person(s) receiving the most votes, in order, are declared representatives. The person(s) receiving the next most votes are declared alternate(s). A record of the outcome of the election will be retained by the Executive Secretary and Director of the University Senate.

New members shall begin their terms August 1. The normal term for CUSS representatives and alternates is two (2) years. If a regular representative is unable to serve out his/her term, an alternate replaces him/her for the remainder of the term, and a new alternate is named. The replacement representative shall be chosen in order of number of votes received.

## APPENDIX 7 PROCEDURES FOR REVIEW OF COLLEGE AND SCHOOL PLANS OF ORGANIZATION

1. In accordance with Article 11 of the Plan, each College, School, Department and other Academic Program, and the Library, shall have a Plan of Organization.
  - a. The Plan of Organization of each College, School, and the Library shall **be** reviewed by the University Senate according to the procedures detailed in section 2 of this appendix. All revisions to such Plans of Organization must be approved by the University Senate and the President **of the University** prior to taking effect.
  - b. The Plan of Organization of a Department or other Academic Program shall be reviewed and revised by the Faculty Advisory Committee of the College to which it belongs. In the review and revision of such Plans, the University Senate may act in an advisory capacity if asked to do so by the College.
2. **Each College, School, and the Library shall review and revise its** Plans of Organization ~~should be revised by each College~~ in accordance with **Article** 11.3 of the Plan and shall ~~be submitted it~~ to the University Senate for review.
  - a. Revised Plans of Organization shall be reviewed by the Senate Elections, Representation, and Governance (ERG) Committee for compliance with the University's Plan of Organization, University policy, and best practices of shared governance.
  - b. The Senate Faculty Affairs Committee shall review the Appointment, Promotions, and Tenure ~~(APT) or Permanent Status~~ section of each Plan and any related documentation for compliance with the University's APT Policy. **The Senate Faculty Affairs Committee shall also review the Appointment, Evaluation, and Promotion Policy and any related documentation for compliance with University**



**policies on professional track faculty and the University's Guidelines for Appointment, Evaluation, and Promotion of Professional Track Faculty.**

- c. The ERG and Faculty Affairs Committees shall communicate any concerns or requested revisions to the **respective** College, ~~or~~ School, **or Library to which the Plan belongs.**
  - d. Once all necessary revisions have been made, the ERG and Faculty Affairs Committees shall certify that they find the Plan to be in compliance and the revised Plan of Organization shall be submitted to the College Assembly **or equivalent** for approval.
  - e. Upon approval of the College Assembly or equivalent, the ERG Committee shall submit the revised Plan and its accompanying report to the Senate Executive Committee for review and placement on the Senate Agenda.
  - f. The revised Plan of Organization shall require final approval by the University Senate and the President ~~of the University.~~
3. During the initial implementation of a recently approved Plan of Organization, a College, ~~or~~ School, **or the Library** may submit additional minimal or technical amendments to the Senate within one year of final approval by the **University** President. These revisions will undergo an expedited review process by the Senate ERG Committee, and by the Faculty Affairs Committee if appropriate. The committee(s) shall review only those amendments submitted by the College, ~~or~~ School, **or the Library**, and shall not conduct a full review of the Plan. Upon approval by the ERG Committee **(and the Faculty Affairs Committee, if necessary)**, the amendments shall be submitted to the College Assembly, the Senate Executive Committee, the Senate, and the President ~~of the University~~ according to the procedures outlined above in section 2 d-f.
  4. Until a revised Plan of Organization is approved by the University Senate and President, the version of the Plan of Organization of each College, School, and the Library that was most recently approved by the University Senate and President remains in effect, and provides the rules under which the College, **School, or the Library** must review and approve future revisions to its Plan. The University Plan of Organization supersedes any provisions in **the Plan of any** College, School, the **Library Libraries**, Department, or Academic Program **Plans** that are in conflict with the purpose, applicability, or intent of the University Plan.

## Dates of Approval, Updates and Amendments to the Senate Bylaws

Approved, Campus Senate, October 9, 1986	Amended, October 16, 2003
Approved, Board of Regents, February 6, 1987	Amended, April 19, 2004
Updated, July 11, 1988	Amended, April 4, 2005
Amended, February 13, 1986	Amended, May 15, 2007
Amended, December 7, 1986	Amended, May 8, 2008
Amended, May 7, 1990	Amended, October 16, 2008
Amended, September 13, 1990	Amended, February 9, 2009
Amended, November 15, 1990	Amended, May 4, 2009
Amended, October 14, 1993	Amended, November 12, 2009
Amended, December 6, 1993	Amended, March 3, 2010
Amended, March 31, 1994	Amended, February 9, 2011
Amended, April 18, 1994	Amended, May 4, 2011
Amended, May 5, 1994	Amended, March 8, 2012
Amended, November 10, 1994	Amended, April 19, 2012
Amended, August 28, 1996	Amended, May 2, 2013
Amended, May 15, 1997	Amended September 18, 2013
Amended, March 5, 1998	Amended, April 15, 2015
Amended, April 2, 1998	Approved after 2015 Plan of Org Review, May 4, 2015
Amended, April 6, 2000	Amended, November 20, 2015
Amended, February 12, 2001	Amended, December 14, 2015
Amended, September 19, 2002	Amended, February 18, 2016
Amended, February 3, 2003	Amended, March 18, 2016



# A Discussion of Conflict of Interest

Philip DeShong

Chair of the UMCP Conflict of Interest Committee

and

Robert Dooling

Member, Conflict of Interest Committee

Presented at

UMCP Senate

8 March 2017

# Why Are We Here?

The point of COI training is to remind us that the university's objectivity and integrity in generating new knowledge is its most precious asset and must be protected at all costs.

# Why Are We Here?

- State Ethics Law defines conflicts of interest
- State gives exceptions to Universities for Research & Development under following conditions:
  - University develops COI Policies and Guidelines
  - University requires disclosure of any interest to a designated official – **at UMD this is the COI Committee!!**
  - This designated official determines what information must be disclosed and what restrictions must be imposed to manage, reduce or eliminate the COI
  - Management plans are approved by the President of the University

Universities and federal funding agencies  
have become entrepreneurial and  
have established “relationships” with  
commercial and non-profit entities

At UMCP, the stated goal is for the University  
to spin out 100 new companies based on  
UMCP intellectual property



PRECISION  
POLYOLEFINS, LLC

# Principles of the Land Grant University



- Educate Students
- Create and disseminate new knowledge

# Research Integrity in a University

“... scientific integrity is a principle of scientific thought that corresponds to a kind of utter honesty - a kind of leaning over backwards.....you should report everything that you think might make it invalid.....details that could throw doubt on your interpretation must be given...you must present all of the facts that disagree with it, as well as all that agree with your hypothesis...”

*Richard Feynman*  
(Physicist - Nobel Laureate)



# What is a Conflict of Interest?

## **Conflict of Interest (generic definition)**

A conflict of interest exists when an individual exploits, or appears to exploit, their position for personal gain or for the profit of a member of their immediate family or household.

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## “Legally Speaking”

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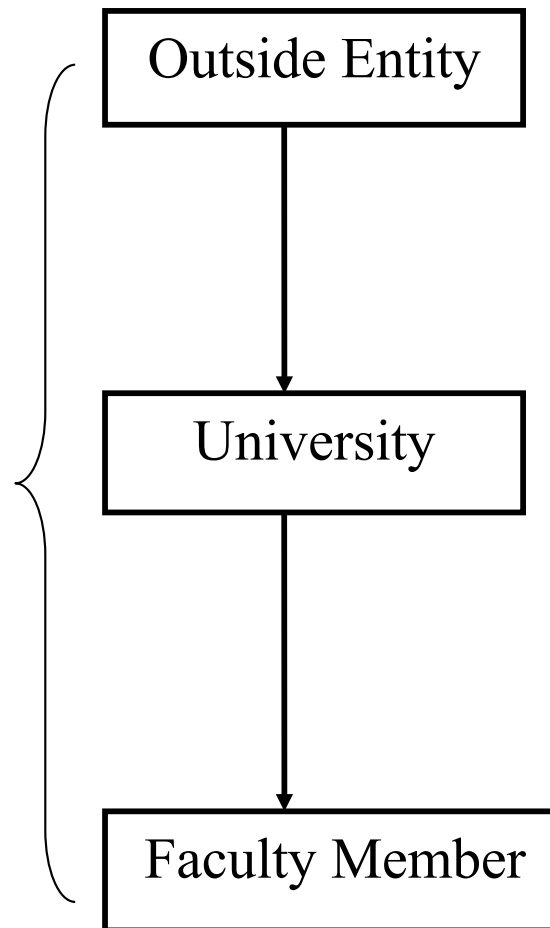
## In University Research

A conflict exists when a secondary interest provides an incentive for a researcher to make a judgment or determination in research that differs from what would be made in the absence of the secondary interest – i.e. a biased judgment or decision.

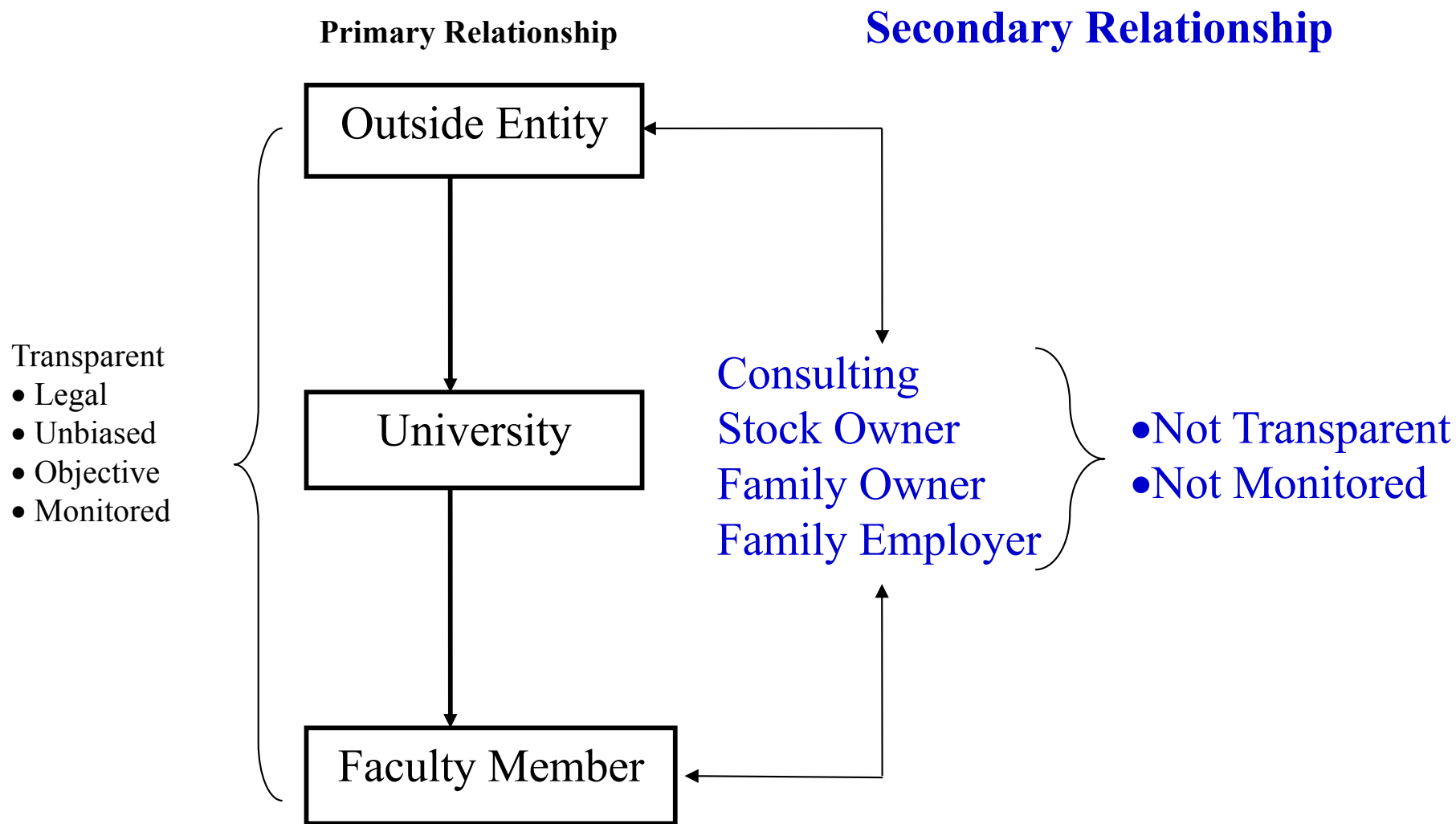
# Outside Entity - University - Employee Relationships

## Primary Relationship

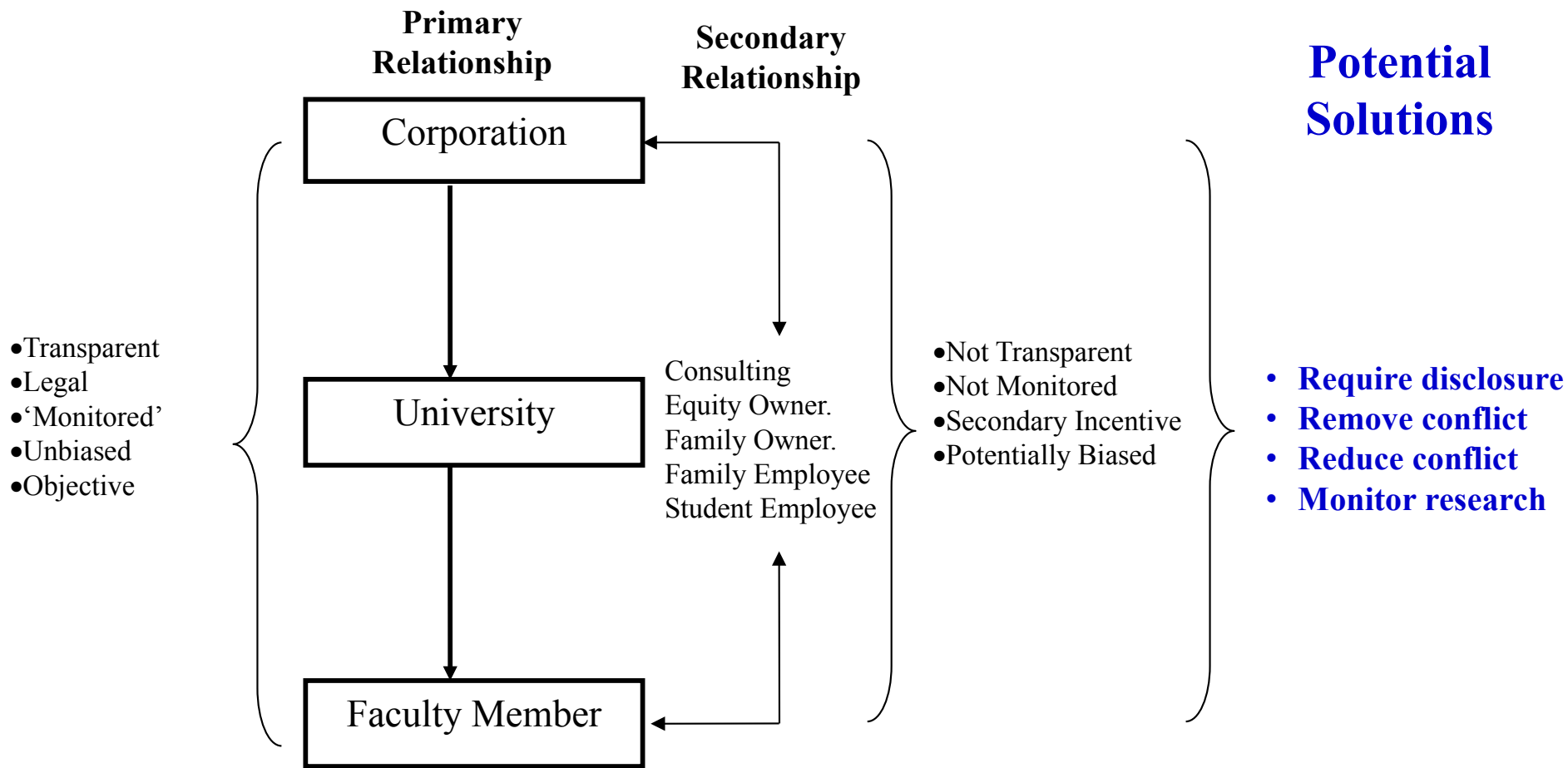
- Transparent
- Legal
- Unbiased
- Objective
- Monitored



# Outside Entity - University - Employee Relationships



# Outside Entity - University - Employee Relationships



# Conflict of Interest in University Research - Principles

- A conflict exists when a secondary interest provides an incentive for a researcher to make a judgment or determination in research that differs from what would be made in the absence of the secondary interest – i.e. a biased judgment or decision.
- A COI is most likely to occur when the university is involved with commercial entities.
- Minimizing a Research COI involves management strategies that either:
  - **Eliminate the incentive bias (e.g. give up equity)**
  - **Reduce incentive bias to an acceptably low level (e.g. restrict equity)**
  - **Reduce the consequences of the incentive bias (e.g. independent monitoring).**

# General Principles Regarding “Relationships”

These “secondary relationships” with outside entities may not:

- Lead to misuse of students, faculty, or employees
- Have the potential to skew or bias research findings
- Interfere with employee’s responsibilities
- Provide inappropriate resource allocations



# Analyzing for Research/Academic COI

- Identify the primary interest
  - Unbiased generation/dissemination of new knowledge
- Identify any secondary interest
  - e.g. Company ownership/equity, consulting
  - e.g. authorship of required textbook
- Manage the conflict
  - Eliminate the incentive bias (e.g. give up equity in entity)
  - Reduce incentive bias to an acceptably low level (e.g. restrict equity)
  - Reduce the consequences of the incentive bias (e.g. monitoring committee).

# Principles for Managing Conflicts

- Not possible to avoid all competing interests
- Potential conflicts are not necessarily ‘bad’
- Disclosure is always ‘good’

# Managing Conflicting Interests

- Requiring *full disclosure* of all interests so others are aware of potential conflicts and can act accordingly
- Monitoring the research or checking research results of someone having potential COI for accuracy and objectivity
- Removing the person with the conflict from crucial steps in the research process. These steps might include collecting data, interpretation of data, or participating in particular review decisions, etc.

# *Case Studies*

# Example and Management Plan

Professor Smith consults for a company that develops and sells products related to her research at the university. Because of the Professor Smith's expertise on this topic, the company decides to give her a grant through ORA to conduct research of interest to the company.

Is this a conflict of interest?

# Example and Management Plan

Professor Smith consults for a company that develops and sells products related to the her research at the university. Because of the Professor Smith's expertise on this topic, the company decides to give the her a grant to conduct research of interest to the company.

Why is this a conflict of interest? Accepting sponsored funding from a company for which one also consults, whether paid or unpaid, is considered a conflict of interest because the secondary interest in *maintaining the consulting relationship may influence objectivity in conducting the university's research.*

# Example and Management Plan

Why is this a conflict of interest? Accepting sponsored funding from a company for which one also consults, whether paid or unpaid, is considered a conflict of interest *because a secondary interest of maintaining the consulting relationship may prejudice the outcome of the research.*

What should the employee do? To protect research integrity, University policy prohibits investigators from receiving grants from entities for which they consult. Therefore, *the employee should disclose the conflict.*

In this instance, the COI Committee would require that the PI choose to either forgo the grant or terminate the consulting arrangement.

# Additional Case Studies

Situation: Professor Adams has a federally funded research program in sensing devices. As part of this program he develops a device that can measure glucose in blood.

- Acme Sensing Co. provides an unrestricted grant to pursue his studies.
- Acme Sensing Co. awards a contract to Dr. Adams lab to support his studies.
- After the contract from Acme has been running for one year, Acme asks Prof. Adams to become a member of the company's Scientific Advisory Committee.



# Additional Case Studies

- Professor Adams establishes a company, GlucoSensing, LLC., and licenses his lab's technology from the university.
- Professor Adams's sister establishes a company, GlucoSensing, Inc., and licenses the technology from the university.
- Professor Adams is the Director of the UMCP Center for Biomedical Studies. The Center is funded by a mixture of federal and state funding, and private endowment. While serving as Center Director, he establishes a company, GlucoSensing, Inc., and licenses his lab's technology from the university.

# Managing Conflicts

The COI Committee processed **468**  
COI disclosures during the 2014-2015  
academic year.

# *Thank You*

Joe Smith  
COI Compliance Officer  
5-0678

Philip DeShong  
Chair, COI Committee  
5-1892

# Full Disclosure

30. a.  yes  no **Conflict of Interest:** Is there a real or potential conflict of interest in connection with this work involving a University of Maryland employee, as defined by the University of Maryland Policies and Procedures II-3.10(A) or II-3.10(B) ([www.umresearch.umd.edu/RCO/COI/index.html](http://www.umresearch.umd.edu/RCO/COI/index.html)).  
If yes, a disclosure form must be completed and submitted in accordance with these procedures.
30. b.  yes  no **FCOI Mandatory Disclosure:** Is this a proposal to a PHS sponsor, PHS prime sponsor, or a sponsor/prime sponsor which follows PHS's Financial Conflict of Interest (FCOI) regulations??  
 yes  no If yes to 30b, have all individuals responsible for the design, conduct, or reporting of the research completed the IRBNet Financial Conflict of Interest in accordance with the University of Maryland Policies and Procedures on Financial Conflicts of Interest in Public Health Service Funded Research II-3.10(C)?  
For more information on FCOI, refer to: [www.umresearch.umd.edu/RCO/FCOI/index.html](http://www.umresearch.umd.edu/RCO/FCOI/index.html)

31. If proposal contains draft technical or other provisional materials and the PI will be responsible for submitting the proposal, PI is responsible for ensuring a copy of the final proposal as submitted to sponsor is provided simultaneously to ORA. All budget and cost sharing commitments must be finalized before the proposal is routed.

32. PI's signature below affirms that no changes in scope, budget, or institutional commitments will be made in the final proposal without first contacting ORA.

33. PI's & Co-PI's signatures below affirm:

- a) that the information submitted within the proposal is true, complete, and accurate to the best of the PI's & Co-PI's knowledge;
- b) that any false, fictitious, or fraudulent statements or claims may subject him/her to criminal, civil, or administrative penalties;
- c) that PIs and Co-PIs agree to accept responsibility for the conduct of the project and to follow any terms and conditions of any resulting agreement, including, but not limited to, providing required progress reports and adhering to any requirements regarding the handling of confidential information.

**Note: Proposal cover page must have space for signature of the University's authorized signature authority (Office**

# Management Plan: COI Disclosure Form

UNIVERSITY OF MARYLAND  
CONFLICT OF INTEREST DISCLOSURE FORM

\*\*\*NOT FOR FCOI DISCLOSURE\*\*\*

This form is submitted for the purpose of obtaining an exemption from certain conflict of interest provisions of the Maryland Public Ethics Law, section 15-523 of the State Government Article of the Annotated Code of Maryland. I acknowledge that this form may be maintained as a public record at the University and, if approved, will be filed with the State Ethics Commission. I hereby state that the contents of this disclosure statement are true and correct to the best of my knowledge, information, and belief.

Philip DeShong	Chemistry & Biochemistry
Discloser Name	Department
<u>Philip R. DeShong</u>	17 June 2014
Signature	Date
5-1892	deshong@umd.edu
Telephone	Email

ADMINISTRATIVE REVIEW

Review by the Department Chair or Director and the Dean are required before this form is submitted to the COI Office for processing. The Department Chair is responsible for conducting the initial review of this disclosure and making the assessment below.

Based on the activity reported, to the best of my knowledge and in my judgment:

1. No real or potential conflict of interest exists.
2. A real or potential conflict of interest exists, as described in the "Summary of Real or Potential Conflict", page 2.
3. The management plan described on page 2 will permit the conflict to be managed in accordance with University policies and procedures.

[Signature]  
Department Chair's Signature

Date 6.30-2014

[Signature]  
Dean's Signature

Date 7/02/14

I concur with the above \_\_\_\_\_  
I do not concur \_\_\_\_\_

# Management Plan: COI Disclosure Form

COI Disclosure form contains

- Summary of Real or Potential Conflict
- Mitigating Factors and Management Plan
- Ownership/Financial Interest
- Employment Interest
- Participation in the Research
- Selection of Subawardee

# Management Plan: Research Oversight Official

## Research Conducted Under COI or the Appearance of COI Conditions

This project entitled "Surfactant nanoparticles: a novel vaccine delivery system with unque stability and immunostimulatory potential" funded by Maryland Innovation Initiative has been identified as research involving a conflict of interest or the appearance of a conflict of interest. The University takes very seriously its role in ensuring that its research and scholarship is conducted with the highest integrity and is protected from influences which could lead to bias, or the appearance of bias, in the collection or interpretation of data, or publication of research results. The conflict of interest in this case cannot be eliminated with the usual procedures. Therefore, the following management plan will be implemented: Professor Daniel Falvey (Department of Chemistry & Biochemistry) will provide oversight of all the research involved with regard to the conflict of interest issues listed above for the period of time July 1, 2014 to April 30, 2017.

It should be understood that the management plan implemented for this case is unique to this case and does not imply that a similar plan will apply in future conflict of interest cases. The COI Committee decides each case on its own merits which include, among other things, considerations of the nature of the research, the potential risk to the University, and the benefits to public welfare.

Oversight Official:            Name: Daniel Falvey            Date: July 1, 2014

Signature: \_\_\_\_\_

Individuals with COI:        Name: Philip R. DeShong        Date: \_\_\_\_\_

Signature: \_\_\_\_\_

# Management Plan: Cohort Disclosure Form

Grant #:

Grant Title: "Functionalized Cationic Surfactant Vesicles (FCSVs): A Platform for Vaccine Development."

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This document is to inform you of a potential conflict of interest regarding the Principal Investigator, Dr. Philip DeShong. Dr. DeShong is the Principal Investigator on the award and has a conflict of interest due to his ownership of SD Nanosciences. Dr. DeShong co-founded SD Nanosciences and currently serves as its President. SD Nanosciences has licensed the technology from the University of Maryland, College Park.

To further mitigate any potential conflict of interest, Professor Daniel Falvey of the Department of Chemistry & Biochemistry has been appointed as the COI Supervising Official for this project. Professor Falvey will oversee both administrative and research aspects of this project. If you have any concerns or issues relating to the conflict of interest, please contact either Professor Falvey or Professor Janice Reutt-Robey, Chair, Department of Chemistry & Biochemistry.

If you have any questions or concerns regarding the potential conflict of interest, please contact Conflict of Interest Administrator, Joseph Smith at 301-405-0678.

Please print and sign your name below to acknowledge that you, as an employee on this grant, have been informed of the potential conflict of interest and the mitigation plan in place.

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGN NAME

\_\_\_\_\_  
DATE



# Research Conducted Under COI or the Appearance of COI Conditions

This project entitled \_\_\_\_\_ funded by \_\_\_\_\_ has been identified as research involving a conflict of interest or the appearance of a conflict of interest. The University takes very seriously its role in ensuring that its research and scholarship is conducted with the highest integrity and is protected from influences which could lead to bias, or the appearance of bias, in the collection or interpretation of data, or publication of research results. The conflict of interest in this case cannot be eliminated with the usual procedures. Therefore, the following management plan will be implemented: Professor \_\_\_\_\_ will provide oversight of all the research involved with regard to the conflict of interest issues listed above for the period of time \_\_\_ to \_\_\_.

It should be understood that the management plan implemented for this case is unique to this case and does not imply that a similar plan will apply in future conflict of interest cases. The COI Committee decides each case on its own merits which include, among other things, considerations of the nature of the research, the potential risk to the University, and the benefits to public welfare.

Oversight Official:                      Name: \_\_\_\_\_                      Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Individuals with COI:                      Name: \_\_\_\_\_                      Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Others on Project:                      Name: \_\_\_\_\_                      Date: \_\_\_\_\_

Signature: \_\_\_\_\_



# **Fearless Ideas: The Campaign for Maryland**



**UNIVERSITY OF  
MARYLAND**

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## **CAMPAIGN GOALS**

- Raise Money | Double the Endowment
- Enhance Reputation
- Establish Philanthropic Volunteer Culture
- Establish Best Practices in Advancement
- Increase Donor Base

**FEARLESS IDEAS** THE CAMPAIGN FOR MARYLAND

UNIVERSITY OF MARYLAND  
**GIVING DAY**

3 • 8 • 17

[GIVINGDAY.UMD.EDU](http://GIVINGDAY.UMD.EDU)

[#GIVINGDAYUMD](https://twitter.com/GIVINGDAYUMD)



**FEARLESS IDEAS**

# **FEARLESS IDEAS** THE CAMPAIGN FOR MARYLAND

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## **Schools and Colleges**

### **Campus Life**

- Adele H. Stamp Student Union
- Athletics
- Alumni Association
- Hillel
- Libraries
- Parents Association
- The Clarice

### **Student Organizations**

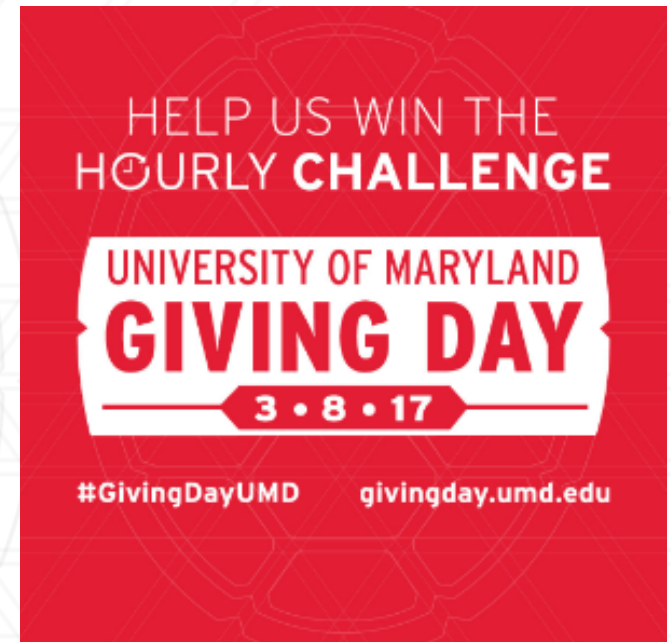
- Sports Clubs
- Student Groups
- Greek Life



# FEARLESS IDEAS THE CAMPAIGN FOR MARYLAND

## Leaderboards

- Dollars Raised (\$22,500)
- Number of Gifts (\$22,500)
- Hourly Prizes (\$14K in total)
- Greek Life (\$3K)
- Student Organizations (\$3K)



## Challenge Page

- Beat Our Best (\$5K) and Unit Challenges

# **FEARLESS IDEAS** THE CAMPAIGN FOR MARYLAND

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## **Michael Schwab**

- Trustee Chair of Annual Giving is contributing \$50,000 to Giving Day matching funds

## **The Clarvit Family Student Challenge**

- \$10 for each student gift, up to \$25,000

## **College of Education Challenge**

- Board of Visitors offering a \$1-for-\$1 match, up to \$10,000

## **BSOS Challenge**

- Robert Satterfield '95 pledging \$10,000 if BSOS gets 150 gifts

## **CMNS and Public Health Challenges**

## **Faculty/Staff Prizes**

- 11:00-1:00 and 4:00-5:00
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# FEARLESS IDEAS THE CAMPAIGN FOR MARYLAND

- [givingday.umd.edu/toolkit](http://givingday.umd.edu/toolkit)
- Live now!
- Giving Day logo
- Email/newsletter graphics
- Social graphics and sample posts
- Hourly challenge graphic
- Profile Photo Overlay
- Flyer
- Digital TV graphics
- GIFs

