



## University Senate TRANSMITTAL FORM

<b>Senate Document #:</b>	12-13-08
<b>Title:</b>	Revisions to the College of Behavioral and Social Sciences (BSOS) Plan of Organization
<b>Presenter:</b>	Devin Ellis Chair, Elections, Representation, & Governance (ERG) Committee
<b>Date of SEC Review:</b>	March 13, 2013
<b>Date of Senate Review:</b>	April 4, 2013
<b>Voting (highlight one):</b>	<ol style="list-style-type: none"> <li>1. On resolutions or recommendations one by one, or</li> <li>2. In a single vote</li> <li>3. To endorse entire report</li> </ol>
<b>Statement of Issue:</b>	<p>The University of Maryland Plan of Organization mandates that all Colleges and Schools be governed by a Plan of Organization that conforms to the stipulations set forth in the University of Maryland Plan of Organization, Article 11. College and School Plans of Organization must be reviewed and approved by the University Senate for compliance. The Senate Elections, Representation, and Governance (ERG) Committee is the standing committee responsible for conducting these reviews. The Senate Faculty Affairs Committee is responsible for reviewing the Appointment, Promotion, and Tenure (APT) Committee section of the Plan as part of the Senate review process. Any Plan of Organization under review that is determined not to be in compliance with the University of Maryland Plan of Organization, Article 11 is returned to the College or School for revision.</p> <p>The College of Behavioral and Social Sciences (BSOS) submitted its revised Plan of Organization to the University Senate for review on April 8, 2011.</p>
<b>Relevant Policy # &amp; URL:</b>	Plan of Organization for the University of Maryland, <a href="http://www.senate.umd.edu/governingdocs/Plan_of_Organization.pdf">http://www.senate.umd.edu/governingdocs/Plan_of_Organization.pdf</a>
<b>Recommendation:</b>	The ERG Committee recommends the Senate approve the revised College of Behavioral and Social Sciences Plan of Organization.

<p><b>Committee Work:</b></p>	<p>The ERG Committee reviewed the revisions to the BSOS Plan of Organization in April 2011. It compiled its comments and returned the Plan to BSOS with a draft of the Best Practices in Shared Governance Checklist to assist in revising the Plan. BSOS returned its revised Plan to the committee in September 2011. The committee studied the Plan in November and December 2011, and compared it to the checklist. It returned the Plan with comments and the checklist in January 2012.</p> <p>The ERG Committee reviewed a revised version of the Plan at its meeting in March 2012. It determined that additional issues existed related to the structure of decision-making bodies and their relation to the Dean’s Office and the College Assembly. The committee determined the Plan needed further review.</p> <p>At its meeting on September 7, 2012, the ERG Committee voted to form a Working Group to work directly with an Associate Dean in BSOS to expedite consideration of the Plan review. The Working Group conveyed the concerns of the committee, and BSOS returned a newly revised Plan of Organization in October 2012. The Working Group recommended its approval, and the ERG Committee voted to approve the Plan, pending final approval of the APT section from the Faculty Affairs Committee.</p> <p>The Faculty Affairs Committee reviewed the APT section of the Plan in October and November 2012. The committee discussed the role of the associate dean and the dean in the meetings of the APT committee, and voted to recommend that BSOS change the language of the section to clarify that they have a voice but no vote on the APT committee. BSOS agreed to change the language of the APT section, and the Faculty Affairs Committee approved the section.</p> <p>Following the approval by the ERG and Faculty Affairs Committees, the BSOS College Academic Council voted to approve the revised Plan of Organization in February 2013.</p>
<p><b>Alternatives:</b></p>	<p>The Senate could choose not to approve the revised BSOS Plan of Organization. BSOS would then be bound by their existing Plan of Organization, and would remain out of compliance with the requirement that each College Plan of Organization be revised and approved by the University Senate every ten years.</p>
<p><b>Risks:</b></p>	<p>There are no associated risks.</p>
<p><b>Financial Implications:</b></p>	<p>There are no financial implications.</p>
<p><b>Further Approvals Required:</b></p>	<p>Senate approval, Presidential approval.</p>

# **Senate Elections, Representation, & Governance (ERG) Committee**

## **Senate Document # 12-13-08**

### **Revisions to the College of Behavioral and Social Sciences (BSOS) Plan of Organization**

**March 2013**

#### **BACKGROUND**

The University of Maryland Plan of Organization mandates that all Colleges and Schools be governed by a Plan of Organization that conforms to the stipulations set forth in the University of Maryland Plan of Organization, Article 11. College and School Plans of Organization must be reviewed and approved by the University Senate for compliance. The Senate Elections, Representation, and Governance (ERG) Committee is the standing committee responsible for conducting these reviews. The Senate Faculty Affairs Committee is responsible for reviewing the Appointment, Promotion, and Tenure (APT) Committee section of the Plan as part of the Senate review process. Any Plan of Organization under review that is determined not to be in compliance with the University of Maryland Plan of Organization, Article 11 is returned to the College or School for revision.

The current Plan of Organization for the College of Behavioral and Social Sciences (BSOS) was approved by the Senate in 1995. The College submitted its revised Plan of Organization to the University Senate for review on April 8, 2011.

#### **COMMITTEE WORK**

The ERG Committee began its review of the BSOS Plan of Organization at its meeting on April 13, 2011. It reviewed the Plan and compiled a number of comments to send back to the College. The committee returned the Plan to BSOS for revisions, and also sent a draft of the “Best Practices in Shared Governance Checklist,” which was in development at the time to assist the ERG Committee in reviewing Plans of Organization.

In September 2011, BSOS submitted a revised version of the Plan of Organization to the ERG Committee. The committee discussed the Plan at its meetings on November 7 and December 6, 2011. It compiled its comments and incorporated them into the newly-developed checklist. On January 31, 2012, the committee sent the Plan back to BSOS with comments and the checklist.

The ERG Committee received a revised version of the Plan from BSOS. At its meeting on March 28, 2012, the committee reviewed the Plan and determined that additional issues with the Plan merited further review. In particular, the committee raised concerns regarding the structure of decision-making bodies in the College and their relation to the Dean’s Office and the College Assembly. The committee determined it would review the Plan further before sending any comments back to BSOS. The committee was unable to review the Plan at subsequent meetings in the academic year.

At the first meeting of the 2012-2013 academic year, the ERG Committee reviewed the progress with the BSOS Plan and determined on a strategy to expedite its review. After reviewing the Plan and discussing the outstanding issue related to the lines of authority for the College administration and shared

governance bodies, the Chair updated the committee on conversations with the College over the summer. BSOS had indicated their desire to work with ERG to finalize the Plan quickly so it can move forward with administrative changes. The ERG Committee voted to create the BSOS Plan of Organization Working Group, composed of a few members of the committee familiar with the Plan and its review history, to work closely with BSOS to complete the Plan review.

The chair of the committee and the Working Group worked with an Associate Dean regarding the revisions and presented a revised version of the Plan at the ERG Committee meeting on October 22, 2012, along with the recommendation of the Working Group that the committee approve the Plan. The committee noted that the Plan was now in compliance with the requirements and guidelines set for Plans of Organization. The ERG Committee voted to approve the Plan of Organization, pending final approval of the APT section by the Faculty Affairs Committee.

The Senate Faculty Affairs Committee received the APT Section of the BSOS Plan of Organization in September 2012. It examined the section at its meeting on October 4, 2012. The committee discussed concerns regarding the role of the associate dean and dean in APT committee meetings, and voted to recommend that the section be amended to allow the associate dean and the dean to have a voice but no vote in the meetings. In discussing the promotion of non-tenure track ranks, the committee also decided to suggest that BSOS consider including procedures for non-tenure track rank promotion. The chair of the committee relayed these concerns to BSOS for review.

At its meeting on November 19, 2012, the Faculty Affairs Committee reviewed the section again. BSOS had responded that the associate dean and dean do, in practice, have a voice but no vote on the APT committee and that their policy does not include non-tenure track faculty promotion because no University policy requires it. The committee voted to recommend changing the language of the section to formalize the role of the associate dean and dean. BSOS agreed to changing the language of the section as requested, and the Faculty Affairs Committee approved the APT section.

Following the approval of the ERG and Faculty Affairs Committees, BSOS sent the revised Plan of Organization to its College Academic Council for final approval. The College Academic Council voted to approve the Plan of Organization in February 2013.

## **RECOMMENDATION**

The ERG Committee recommends the Senate approve the revised College of Behavioral and Social Sciences Plan of Organization.

## **APPENDICES**

Appendix 1 – Revised 2013 BSOS Plan of Organization

Appendix 2 – 1995 BSOS Plan of Organization

# Plan of Organization

College of Behavioral and Social Sciences

March 2013

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## College of Behavioral and Social Sciences

### University of Maryland College Park

#### Plan of Organization

##### Preamble

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The purpose of this Plan of Organization is to provide a framework within which the College of Behavioral and Social Sciences can fulfill its mission with due regard to the shared rights, responsibilities, and participation of the entire College community. The Plan emphasizes the importance of the principles of shared governance. It seeks, within the constraints imposed by the administrative structure of the University and University policies, to provide faculty members, staff, graduate students, and undergraduate students with an active and important role in all decisions that affect their responsibilities and rights.<sup>1</sup>

##### Mission Statement

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The College of Behavioral and Social Sciences is committed to conducting theoretical, experimental, field, and applied scholarship of the highest quality, as recognized by our peers, policy and decision makers, and other stakeholders. The college is committed to lead in developing new areas of research that will significantly impact both scholarship and society.

The college's undergraduate educational programs give our students the knowledge and skills necessary to address the pressing needs of individuals and society in a rapidly evolving world. We will strengthen our commitment to provide a first-class educational experience for our undergraduates, imparting an education that demands critical thinking and intellectual growth.

The quality of graduate training in the College of Behavioral and Social Sciences will be a primary factor in the continuing rise of the University of Maryland in national and international rankings.

The College faculty and administration sees as part of its mission an obligation to serve the needs of the campus community and the community at large in the spirit of collegial cooperation.

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<sup>1</sup> The University of Maryland System Policy on Shared Governance is found at <http://www.usmh.usmd.edu/regents/bylaws/SectionI/1600.html>

## **Article I. Constituent units**

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- a. The College of Behavioral and Social Sciences has ten academic units: the Departments of African American Studies, Anthropology, Criminology and Criminal Justice, Economics, Geographical Sciences, Government and Politics, Hearing and Speech Sciences, Psychology, Sociology, and the Joint Program in Survey Methodology.
- b. Six centers report directly to the Dean: Center for Substance Abuse Research, Maryland Population Research Center, Interindustry Forecasting Project at the University of Maryland, the National Consortium for the Study of Terrorism and Responses to Terrorism, Neuroscience and Cognitive Sciences, and Center for Safe Solutions. All references to centers in this Plan of Organization shall refer to centers that report directly to the Dean.

## **Article II. Administration**

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- a. The College Assembly
  1. Membership: The College Assembly shall include
    - i. All faculty (including research faculty, instructors, and lecturers) in the College.
    - ii. All staff in the College.
    - iii. The officers of the Dean's Student Advisory Committee and the Dean's Graduate Student Advisory Committee.
  2. Functions and Responsibilities:
    - i. To adopt the Plan of Organization of the College of Behavioral and Social Sciences and amendments thereto
    - ii. To initiate action that will be included in the agenda of the next regular meeting of the College Council
    - iii. To provide for the orderly dialog and debate of issues of concern to the College
    - iv. To initiate and recommend action on any matter of concern to the College and to advise the Dean on any matter of concern to the College
  3. Officers: A Chair and a Vice Chair will be elected by the membership Assembly. The chair shall preside over all meetings. If the chair is absent then the vice-chair shall preside over a meeting.

4. Meetings:

- i. The College Assembly shall be held at least once each academic year.
- ii. At least one meeting of the College Assembly, the Dean shall summarize activities in the College during the past academic year and present his or her views on the current state of the College.

b. The Dean

- i. The Dean is the chief administrative officer of the College.
- ii. The Dean exercises those functions delegated to him or her by the President and the Provost, including responsibility for the College budget and for submitting recommendations concerning appointments, tenure, and promotion.

c. Department Chairs and Center Directors

- i. Selection of Department Chairs: After consultation with the affected unit, the Dean shall appoint a committee to conduct the search. Where possible, a majority of the members of the committee shall be from the department. The search committee shall solicit names of nominees from the members of the unit and shall apprise the unit of the progress of the search. All members of the department shall have the right to submit evaluations of recommended candidates to the search committee, the Dean, and the Provost. The Dean shall either forward to the Provost his or her nominee or ask the search committee to offer additional candidates.
- ii. Selection of Center Directors: The Dean shall select Center Directors after consulting with the center's faculty and staff and other faculty and staff in the College.
- iii. Duties of Chairs and Directors: The Chairs and Directors are the administrative officers of their units. They exercise those functions delegated to them by the Dean, including responsibility for their unit budget, and for the submission of recommendations concerning appointments, tenure, and promotion.
- iv. Academic departments,<sup>2</sup> centers, Chairs,<sup>3</sup> and Center Directors shall be reviewed periodically in accordance with University policy. There is no University policy regarding center reviews.

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<sup>2</sup> The University of Maryland Policy on the Review of Academic Units is found at <http://www.president.umd.edu/policies/i600a.html>

<sup>3</sup> The University of Maryland Policy on the Review of Department Chairs and Directors of Academic Units is found at <http://www.president.umd.edu/policies/l-600C.html>

The College will develop a plan to ensure periodic review of these important units.

- d. The Chairs and Directors Council
  - i. Membership consists of the Dean, Chairs and Directors of all academic and administrative units, associate and assistant deans, and appropriate Dean's staff. The voting members of this body are the Dean, the Department Chairs, and Center Directors. The Dean presides at all Council meetings.
  - ii. Functions, responsibilities, and meetings: The Council shall meet regularly during the academic year, at the request of the Dean or of a majority of its members, to discuss collegiate issues and concerns and to disseminate administrative information. The Dean may invite College faculty and students, and others to attend and to participate in the Council meetings as appropriate. Summary notes are submitted by the Dean and are considered approved unless expressly amended at the subsequent Council meeting.

### **Article III. Committees**

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- a. The College has one standing body of the College Assembly: (i) Programs, Curricula, and Courses Committee, and three stand-alone committees: (ii) Dean's Student Advisory Committee, (iii) Dean's Graduate Student Advisory Committee, and (iv) Appointment, Promotions, and Tenure Committee.
- b. Dean's Student Advisory Committee
  - i. Membership: The Dean's Student Advisory Council (DSAC) shall be composed of undergraduate students, with one voting representative from each of the College's academic departments and at least three but no more than five at-large voting members. The departmental representatives will be elected by each department. The at-large members will be selected by an application process with the Associate Dean for Undergraduate Studies.
  - ii. Functions and Responsibilities:
    - 1. DSAC is advisory to the Dean and provides a forum for the exchange of information and discussion of matters pertinent to the undergraduate experience in the College.
    - 2. DSAC shall coordinate programs among the students, faculty, and alumni.

3. To evaluate university, college and department information and policies.
4. To hear student's concerns and serve as the voice of the college's undergraduate population to the Dean's office and departmental undergraduate student service offices.
5. To facilitate relationships between departments, faculty, staff, students, alumni, and the office of the Dean, and to foster a sense of community in the College.
6. When appropriate, to rally students to action.
7. To educate students on academic policies and procedures.
8. To review and recommend to the Dean the annual technology fee budget.
9. To organize and implement the Student-Faculty Dinner.
10. To assess DSAC initiatives and find ways to promote its mission and purpose.

iii. Officers:

1. The officers of DSAC shall be the Chairperson, Vice Chairperson of Committees, Vice Chairperson of Internal Communication and Finance and Vice Chairperson of External Communication.
2. The officers shall be elected annually by the members of DSAC.

iv. Meetings and Notices:

1. Meetings shall be held weekly during the academic year at a time and place designated by the officers of DSAC. Minutes shall be distributed after each meeting.
2. Notices of regular meetings shall be sent to all DSAC members on a weekly basis. Notices of activities and general meetings shall be sent to all BSOS majors several times each semester. A summary of DSAC activities shall be distributed periodically and posted on the DSAC website.

- v. Committees: The officers of DSAC may constitute standing and ad-hoc committees as deemed necessary.

c. Dean's Graduate Student Advisory Committee

- i. Membership: The Dean's Graduate Student Advisory Council (DGSAC) shall be composed of at least one voting representative from each of the College's Academic Departments that offers graduate degrees and at least three but no more than five at-large voting members. The representatives will be elected by each department.

ii. Functions and Responsibilities:

1. DGSAC is advisory to the Dean and provides a forum for the exchange of information and discussion of matters pertinent to the graduate experience in the College.
2. DGSAC shall coordinate programs among the students, faculty, and alumni.
3. To evaluate university, college and department information and policies.
4. To hear student's concerns and being the voice of the college's graduate student population to the Dean's Office and Departmental Undergraduate Student Service Offices.
5. To facilitate relationships between departments, faculty, staff, students, and alumni and the Office of the Dean, and to foster a sense of community in the College.
6. To educate students on academic policies and procedures.
7. To review and recommend to the Dean the annual technology fee budget.
8. To assess DGSAC initiatives and find ways to promote its mission and purpose.

iii. Officers:

1. The officers of DGSAC shall be the Chairperson and other officers as specified in the DGSAC constitution.
2. The officers shall be elected annually by the members of DGSAC.

iv. Meetings and Notices:

1. Meetings shall be held at least monthly during the academic year at a time and place designated by the officers of DGSAC. Minutes shall be distributed after each meeting.
2. Notices of regular meetings shall be sent to all DGSAC members on a regular basis. A summary of DGSAC activities email shall be distributed periodically to all BSOS graduate students and posted on the DGSAC website.

v. Committees: The officers of DGSAC may constitute standing and ad-hoc committees as deemed necessary.

d. Committee on Programs, Curriculum, and Courses (PCC)

- i. Membership: The Dean, with the advice and consent of the College Council (see Article V below), shall appoint members. The committee, a standing body of the College Assembly, shall consist of five faculty, one graduate student, and one undergraduate student. The Dean should manage appointments so

as to assure representation across a broad spectrum of units in the College, along with diversity in gender and ethnic background.<sup>4</sup>

ii. Functions and Responsibilities:

1. The committee reviews and makes recommendations to the Dean on all proposals for new programs and curricula, all courses (new or existing) related to such proposals, all proposals for new courses or for substantial changes in existing courses or curricula. The Committee, in making its recommendations, shall consider the soundness of the proposal, evidence of need and availability of resources, appropriateness of sponsoring groups, assurance of non-duplication, and conformity with established priorities, goals, and existing regulations.
2. The committee shall formulate and recommend to the Dean the academic priorities of the College regarding undergraduate and graduate programs and interdisciplinary and interdivisional studies. The committee shall review and recommend policies concerning matriculation and retention within the College, Collegiate degrees, honors programs of the academic units within the College, and other matters pertaining to the instructional program of the College.

e. Committee on Appointments, Promotions, and Tenure (APT)

i. Membership:

1. The Dean, with the advice and consent of the College Council, shall appoint the committee members. The Committee shall consist of six members; all members shall hold the rank of full professor.
2. Members shall serve one year, and may be reappointed by the Dean, with the advice and consent of the College Council (see Article V below), for one successive year. Insofar as possible, the committee should contain members in both their first and second year of service. The Dean should manage appointments so as to assure representation across a broad spectrum of units in the College, along with diversity in gender and ethnic background.
3. The Dean will appoint an associate dean who will serve as ex officio member of the APT committee, who will observe all proceedings and will serve as liaison between the committee and the departments as well as the campus. As

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<sup>4</sup> The University of Maryland Policy on Affirmative Action is found at <http://www.president.umd.edu/policies/vi100a.html>. The University of Maryland Policy on Equal Opportunity is found at <http://www.president.umd.edu/policies/vi100b.html>

an ex officio member, the associate dean shall have a voice but no vote on the committee.

- ii. Functions and responsibilities: The committee shall deliberate in confidence and shall then make written recommendations on all cases of tenure, promotion, or appointments to the ranks of Associate and Full Professor. The APT committee shall conduct its business in accordance with University policy on appointments, promotion, and tenure. The APT committee shall not consider the appointment or promotion of research faculty, unless University policy specifies review.<sup>5</sup>
  - iii. Rules and Procedures: The APT committee shall choose a chair from among its members and shall establish the Committee's rules and procedures. These rules must be consistent with University policy on appointments, promotion, and tenure.
  - iv. Meetings: The Dean may, at the Dean's discretion, attend the APT committee's meetings as an ex officio, non-voting member of the committee.
- f. Other committees
- i. The Dean may, from time to time, form other committees to give the faculty, administrators, and students additional opportunities to participate in the governance of the College.
  - ii. The Dean shall have the responsibility for determining the membership and function of these committees.

## **Article IV. College Council**

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- a. Membership:
  - i. The Dean shall have ex officio but non-voting membership on the College Council.
  - ii. Faculty:
    - 1. Each academic department in the College shall elect one member from among its faculty. Department Chairs and the Director of the Joint Program of Survey Methodology are not eligible to serve as voting members on the College Council.
    - 2. The lecturers, instructors, and research faculty in the College shall collectively elect one representative.
    - 3. Elected representatives shall serve a term of two years. Representatives may not serve for more than two

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<sup>5</sup> The University of Maryland APT policy is found at <http://www.president.umd.edu/policies/ii100a.html>

successive terms. Elections should be held prior to April 30th each year. A representative's term shall begin on July 1 after the election.

iii. Centers:

1. The college-level centers shall collectively choose one representative. All Center Directors are welcome to attend all meetings of the College Council as ex officio, non-voting members.
2. The elected representative shall serve a term of two years. Representatives may not serve for more than two successive terms. Elections should be held prior to April 30th each year. A representative's term shall begin on July 1 after the election.

iv. Graduate and undergraduate students: The chair of the Dean's Students Advisory Committee and the chair of the Dean's Graduate Student Advisory Committee shall serve as members of the College Council.

v. Staff: The Council shall elect one exempt staff member and one non-exempt staff member from the College to serve as members of the Council. They shall each serve a term of two years.

vi. Representatives may not serve for more than two successive terms.

b. Functions and responsibilities:

- i. To consult with the Dean, Department and Center Directors, and other Collegiate administrators regarding programs within the College. To communicate matters of academic and administrative policy to College faculty and to respond to their concerns.
- ii. To actively solicit information and opinion from College community on pending College matters and to communicate such information to the Dean.
- iii. To receive and consider recommendations from the Dean or the Provost and to advise the Dean, University administrators and community on matters of College concern.
- iv. To promote excellence in instruction, research, and service, and to advise the Dean on long-range plans for the College.
- v. To supervise College referenda and set guidelines for election of College Council members.
- vi. To propose changes in the College Plan of Organization.
- vii. To consult with the Provost, the search committee, and the President on selection of the Dean of the College. This duty includes, but is not confined to: advising the Provost on procedures for the search, forwarding concerns of the faculty of the College on matters regarding the selection of Dean, forwarding the names of

candidates to be considered by the search committee, and responding to requests from the search committee and/or the appointing officer for evaluation of the candidates.

- c. Relationship to the Dean: Decisions of the College Council are subject to approval by the Dean and, when necessary, by the Campus Senate, the Provost, the President, and the Board of Regents. When approved, the Dean, the Committee, and/or the appropriate administrator or committee shall put them into effect.
- d. Officers: The College Council shall elect a chair and vice-chair from among its members. The chair shall preside over all meetings. If the chair is absent then the vice-chair shall preside over a meeting.
- e. Meetings: The College Council shall meet at least twice each semester. A quorum shall be a majority of the members. Meetings shall be open to all faculty of the College and to others the Council invites.

## **Article V. Ratification and Amendment of the Plan of Organization**

- a. Process of Ratification:
  - i. The College Council shall organize a referendum on this Plan of Organization. All members of the College Assembly shall be eligible to vote in this referendum. This referendum is consistent with section 11.1.b of the University's Plan of Organization.
  - ii. The College Council shall present this Plan of Organization to the College Assembly at least 15 days before the referendum.
  - iii. The Plan of Organization will be ratified if it receives at least 50% plus one of the votes of all members of the College Assembly. The College Council shall ensure that referenda are conducted in a timely, just, and appropriate manner.
  - iv. Following a positive vote of the College Assembly, the Plan of Organization is subject to the approval by the Campus Senate and, if necessary, by the Provost, the President, and the Board of Regents.
- b. Process of Amendment:
  - i. Amendments or revisions may be proposed by members of the College Council, members of the Chairs and Directors Council, or by a petition signed by at least 50 members of the College Assembly.
  - ii. The College Council shall discuss a proposed amendment at two successive meetings and then vote upon the proposal. Amendments that are approved by a majority of the Council members who are present and voting shall be submitted to referendum of members of the College Assembly.

- iii. An amendment to the Plan of Organization will be ratified if it receives at least 60% of the votes of all members of the College Assembly. The College Council shall ensure that referenda are conducted in a timely, just, and appropriate manner.
  - iv. Following a positive vote of the College Assembly, amendments to the Plan of Organization are subject to the approval of the Dean, by the Campus Senate and, when necessary, by the Provost, the President, and the Board of Regents.
- c. Review: The Plan of Organization shall be reviewed every tenth year by a committee elected by the College Council as required by the University Plan of Organization. By a 60% vote of the College Council, a committee may be created at any time to draft a new Plan of Organization. Recommended revisions or amendments or a new Plan of Organization shall be submitted to a College referendum as described above.

Approved by ERG  
K. L. ... , Chair

December 1995

PLAN OF ORGANIZATION  
COLLEGE OF BEHAVIORAL AND SOCIAL SCIENCES

I. Preamble

The College of Behavioral and Social Sciences will consist of faculty, students, and staff within the College who are committed to learning, research and teaching in the disciplines and programs represented in the College.

The College's primary objective is excellence in every aspect of education and research. The College is committed to providing leadership in the continuing development of theories, methodologies, and applications that address key social and behavioral issues facing our state, our nation, and our world. As part of its response to society's need for resolution of the ever more complex problems of modern civilization, the University must promote the advancement and utilization of knowledge generated by the traditional disciplines and by a cross-fertilization of disciplines. The College is designed to extend and support excellence in the traditional disciplines and it also recognizes the need for the development of interdisciplinary approaches to recurring behavioral, social and scientific problems.

The College is dedicated to the principles of shared governance through the active participation of faculty, staff and students in establishing the goals, policies and programs which comprise the College. Shared governance is an essential component in the development and maintenance of an educational environment which promotes the highest standards of excellence in teaching, learning and research, and which values and respects the individual, and promotes professional and organizational growth for its members.

II. Academic Units Within the College.

The College of Behavioral and Social Sciences shall consist of the following academic, degree-granting departments:

Afro-American Studies Program  
 Anthropology Department  
 Criminal Justice and Criminology Department  
 Economics Department  
 Geography Department  
 Government and Politics Department  
 Hearing and Speech Sciences Department  
 Psychology Department  
 Sociology Department  
 Joint Program in Survey Methods

In addition, the following research and service units are established with College wide responsibilities and purview:

Office of Academic Computing Services  
 Center for Global Change  
 Center for Political Leadership and Participation  
 Center for Substance Abuse Research

### III. Officers of the College.

#### A. Dean

The Dean shall be the chief administrative and academic officer of the College. The Dean shall have ultimate responsibility for the resources of the College, for stimulating and improving teaching and research, for oversight of promotion, hiring and retention practices consistent with the goals of the College and the campus, providing an administrative structure to facilitate interdisciplinary programs, maintaining advising and counseling for students and promoting all aspects of the College's interests vigorously and responsibly. The Dean shall also work to establish an educational environment which promotes the values of academic freedom and intellectual exchange, diversity and individual and professional growth. He/she shall utilize the advice and counsel of the College Academic Council and its various committees in all areas of their responsibility. He/she shall be the College's representative in the Council of Deans and in relations with other Colleges on campus, with the offices of the President, Provost, and Vice Presidents, and with the community-at-large.

#### B. Department Chairpersons and Directors.

Department Chairpersons and Directors shall be appointed by the Dean with the approval of the Provost upon the recommendation of the Dean and a Search Committee established by the Dean upon the advice of the constituencies within the unit involved. The Chair/Director shall be responsible for stimulating and

improving research and teaching, advising and counseling students (where appropriate), promoting hiring and retention practices consistent with College and campus goals, administering and managing the resources of the Department in a fiscally sound manner, maintaining and promoting the highest of academic standards and codes of conduct, communicating and informing faculty and staff of College and campus policies and decisions regarding their tenure and status in the Department, and facilitating interdisciplinary programs in which the Department might be included. The Department Chair/Director is also responsible for soliciting faculty and student advice on matters of Departmental and College policy and for utilizing the advice and counsel of the advisory and decision making structures as established by unit by-laws and plans of organization.

IV. College Assembly and Academic Council.

The College system of governance shall include a College Assembly and an Academic Council.

The College Assembly shall consist of faculty, staff and students in the College. All tenured and tenure track faculty within the College shall be members of the Assembly. Research and instructional faculty, students and staff members shall be those elected to the Academic Council and selected through other appropriate means by the Dean, in consultation with the Executive Committee of the Council.

The College Academic Council shall have the powers and responsibilities described in Section V and which shall contain representation from all segments of the collegiate community. The Council, a democratically elected body, will initiate, act on, and consider all matters of College wide concern. The constituency of the collegiate community shall be divided into faculty, staff, undergraduate students, and graduate students.

V. The College Academic Council.

Article 1. Membership.

There shall be an Academic Council whose membership shall be as follows:

1) Faculty Members:

A Faculty Member is defined as a full-time appointee who holds the academic rank of lecturer, instructor, assistant professor, associate professor, professor, assistant research scientist/scholar, associate research scientist/scholar and research scientist/scholar or scientist and others who are full-time members of the faculty, and who are administratively responsible, directly or indirectly, to the Office of the President of the College Park Campus of the University of Maryland. Where a faculty member has a joint appointment in two or more units, he/she shall be counted with that unit in which his/her tenure resides.

2) Non-exempt Staff Members

A Non-exempt Staff Member is defined as one who holds a permanent, classified staff appointment within the College for 50% or more time.

3) Exempt Staff Members

An Exempt Staff Member is defined as one who holds a full-time, non-teaching or research support appointment within the College, including associate staff members, academic administrators, advisor/consultants and faculty research assistants and research associates.

4) Undergraduate Student Members

An Undergraduate Student is defined as one who is enrolled in an undergraduate program within the college for at least twelve (12) academic hours during the period in which he/she is counted for representation purposes and who does not hold academic rank or an administrative staff position.

5) Graduate Student Members

A Graduate Student is defined as one who is actively enrolled

in a graduate program within the College during the time he/she is counted for purposes of representation and who does not hold academic rank, an administrative or staff position, but who may be a graduate assistant or fellow.

Article 2. Composition of the Academic Council.

The Academic Council of the College of Behavioral and Social Sciences shall be composed of the Dean, and elected representatives.

1) Representation

- a) Each academic degree-granting unit of the College shall elect faculty representatives to the Academic Council, one for each ten of its faculty or major fraction thereof.
- b. College wide Centers and Programs comprised of research faculty will be eligible to elect representatives to the Council. Units with at least ten full-time research faculty, or major fraction thereof, shall elect one representative. Units with less than the required number of full-time research faculty shall be combined with another College unit for purposes of the election of a representative to the Council.
- c) The undergraduates shall have one representative for each 1,000 students or major fraction thereof. Elections for student representatives will be conducted through the office of the Dean or by such individuals or groups that the Dean may designate.
- d) The same procedure shall apply equally to graduate student representatives except that there shall be one graduate student representative for each 500 graduate students or major fraction thereof.
- e) There shall be one representative each from the Exempt and Non-exempt Staff, respectively, with

elections conducted according to procedures specified by the Executive Committee.

- 2) The term of office of the elected faculty and staff members shall be three years. The term of office for student members shall be one year. Current Council members will continue until their terms expire. Council members may be reelected.
- 3) Representatives shall be elected during the Spring semester and take office the following academic year, beginning August 17. The exact method of election shall be left to the discretion of the Dean and the by-laws of units within the College and shall conform with the provisions of these rules.
- 4) Chairs of Academic Departments and Directors of College wide Centers and Institutes shall be ex-officio, non-voting members of the Council.

Article 3. Officers of the Academic Council.

The officers of the Academic Council shall be the Chair and Chair-elect.

1. The Chair of the Council shall be elected by and from the membership of the Council.
  - a. The term of office of the Chair shall be one year, preceded by a one year term as Chair-Elect. No one may serve as Chair for two consecutive terms.
  - b. The Chair shall preside over the meetings of the Executive Committee and sit as an ex-officio member of the Council of Chairs and Directors.
2. The Chair-Elect shall be elected by and from the membership of the Council.
  - a. The term of office of the Chair-Elect shall be one year. No one may serve as Chair-Elect for two consecutive terms.
3. The Dean of the College shall be an ex-officio nonvoting

member of the Council and shall serve as executive secretary of the Council.

4. During the first year in which this plan takes effect, the Council shall elect its first Chair and Chair-Elect. The Chair will not have served as Chair-elect.

**Article 4. Meetings of the Council**

- 1) The Academic Council shall meet at least once a year. The Council shall elect its officers and members of the Executive Committee.
- 2) The Chairperson of the Academic Council shall normally give a ten-day notice for meetings of the Council. One half of the membership of the Council shall constitute a quorum.
- 3) Robert's Rule of Order, Revised, will be used if requested by any member of the council. These rules shall govern the Academic Council in all cases to which they are applicable, except as they may be inconsistent with these and subsequent rules adopted by the organization of the College.

**Article 5. Functions of the Academic Council.**

The Academic Council shall consider, make recommendations, and develop proposals on any matter of collegiate, campus and university concern. The functions of the Council shall include, but not be limited to:

- 1) Initiating action on any matter of concern to the College.
- 2) Developing, reviewing and approving academic policies of the College as a whole, leaving the academic policies specific to any Department, Program, Institute, Center to the discretion of these units.
- 3) Consulting with the Dean on all general policy matters pertaining to the employment of the instructional and research staff of the College.
- 4) Appointing standing and special committees to deal with matters of academic policy of the College and such other

matters as are properly within the Council's purview.

- 5) Promoting policies and personnel procedures to avoid discrimination based on race, sex, religion, or other non-academic factors in the employment, retention, and promotion policies of the College.
- 6) Amending this Plan of Organization by affirmative vote of two-thirds of the membership of the Council.
- 7) Responding to collegewide academic issues presented to the Council by key constituencies of the College.

Article 6. Relations of the Collegiate Academic Council to the Dean.

The Dean shall provide reports on matters related to Academic Council functions for distribution either to Council Committees or the Council as a whole as required. Once each year, the Dean shall make a report on the state of the College to the Council. Decisions of the Academic Council shall be implemented when approved by the Council or higher administrative bodies when required. The Dean shall communicate in writing action taken on any decisions of the Council at its next scheduled meeting.

Article 7. Committees

- 1) Executive Committee

This committee will consist of nine members of the Academic Council, with the Dean serving as an ex-officio member. All other members will be elected by the Council. In addition to the Dean, there will be the Chair and Chair-Elect of the Council, four faculty, not more than one from any one unit, one undergraduate student, one graduate student, and one staff member. Executive Committee members shall serve for a two-year term. During the first year in which this plan takes effect the Chair shall serve for one year. The Chair of the Council shall also serve as Chair of the Executive Committee.

The function of this committee will be to advise the Dean in all matters not covered by other committees and to operate in lieu of the Academic Council in minor matters between Council meetings, and to prepare matters of business for the Council. With the exception of its own membership, the Executive Committee shall advise the Dean on the appointment of members to standing and ad hoc committees of the Council, as well as other committees to which College representation is required. The Executive Committee shall also advise the Dean on all election policies and procedures at the College level, including the election of student and faculty Senators. The Executive Committee shall meet at least two times each semester.

2) Programs, Curricula, and Courses Committee

This committee will consist of five faculty, one graduate student and one undergraduate student, selected by the Executive Committee. The faculty will serve for two-year terms. This committee will deal with substantive matters of programs, courses, and curricular changes. All PCC changes will be initiated by units within the College and submitted to the Dean's office. At this level a decision will be made as to whether the changes are of such a nature that they should be referred to the PCC Committee. All minor changes will be approved and sent forward without action of the PCC Committee. The PCC Chair shall be appointed by the Dean with the advice of the Executive Committee.

3) Appointments, Promotions, and Tenure Committee

This committee will consist of at least six full professors, no more than one from any unit in the College, chosen by the Dean with the advice of the Executive Committee. As described in the College APT Policies and Procedures, the committee must

assure that an effort is made to facilitate students and nontenured faculty input into the decision making process. This committee shall advise the Dean on all aspects of appointments, promotions, and tenure decisions and policies in the College and shall report to the Dean and not to the Academic Council. The College APT Committee shall elects its own chair and alternate chair.

4) Ad Hoc Committees

These committees shall be appointed by the Executive Committee to consider matters that need the attention of the Council from time to time but do not merit continual development and control. This does not preclude the Dean appointing other committees, task forces, as appropriate.

Article 7. Replacement of Representatives

The Executive Committee shall be empowered to fill mid-term vacancies for student and staff Council representatives until the next regularly scheduled election can be held.

Article 8. Recall of Collegiate Academic Council Representatives.

Representatives to the Academic Council are expected to represent the interests of their respective constituencies. The constituencies in the College are expected to participate in elections and to communicate their interest and concerns to their representatives in the Academic Council. When any constituency believes that its representation in the Council is not properly representing its interests, recall may be undertaken. Council members shall be subject to recall by their respective constituencies within the College.

1. Faculty

Upon receipt of a petition signed by 25 percent of any unit in the College, the chief administrative officer of the unit shall hold an election to determine whether the representative

who is the object of the petition shall be recalled. Recall shall require a majority vote of all eligible voters in the unit.

2. Students

Upon receipt of a petition signed by 10 percent of the students enrolled in the College, the Dean shall hold an election to determine whether the representative who is the object of the petition shall be recalled. Recall shall require a majority vote in an election, held by whatever method the Dean devises in which at least 25 percent of the students enrolled in the college cast votes.

3. Exempt and Non-exempt Staff

Upon receipt of a petition signed by 15 percent of the exempt or non-exempt College staff (as appropriate), the Dean shall hold an election to determine whether the representative who is the object of the petition shall be recalled. Recall shall require a majority vote in an election by mail ballot in which at least 50 percent of the appropriate College staff cast votes.

VI. Chairs and Directors Council

An advisory council consisting of all administrative heads of units reporting to the Dean in the College of Behavioral and Social Sciences shall be established. The Dean shall serve as its Chairperson. The Council shall be advisory to the Dean on policy issues and administrative affairs. This Council will ensure information exchange across units within the College. In addition, it is expected that the Dean in his dealings with other colleges and the College Park central administration would have a means by which such policy issues and administrative matters could be discussed and communicated.

VII. Organization of the Faculty, Students, and Staff in Units of the College.

- A. Each major unit of the College shall organize itself in such a way as to maximize shared governance among faculty, staff, and students.
- B. Plans of Organization, required by the College Park Campus Senate for each Department, Program, Bureau, Institute, or Research Center, and any revisions thereto, shall be reviewed by the Executive Committee of the Academic Council before being filed with the Senate.
- C. Decisions made by any individual unit of the College in accordance with their respective plans or organization, which are not required to be submitted to the Council or one of its committees, shall be implemented when approved by the Dean and, when necessary, the Campus or higher administrative authorities.

Special Codicil: For purposes of the April 1995 revision of the College Plan of Organization, the Executive Committee of the Council is empowered to make minor changes in the plan as might be suggested in the review of the plan by the Campus Senate.