

APPENDIX 1 - 1990 MFRI PLAN OF ORGANIZATION

PLAN OF ORGANIZATION
FOR THE FACULTY COUNCIL OF THE
MARYLAND FIRE AND RESCUE INSTITUTE

University of Maryland
College Park, Maryland

April 1990

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I. Preamble

The Maryland Fire and Rescue Institute consists of full time faculty, part time faculty, staff and students who are involved in all aspects of training, education and research relating to fire prevention, fire suppression, rescue and emergency medical service.

The Institute is assigned to the President's Office, University of Maryland at College Park, and receives direction and administrative guidance directly from the President or appointed representatives of the President. The operations of the Institute are governed by the policies, procedures, rules and regulations promulgated by the University of Maryland.

In addition to University governance, the Institute operates within all applicable policies and procedures of the State of Maryland and, in particular, directly under a series of very specific legislative mandates which are a part of the Annotated Code of the State of Maryland, Article 13-111, as follows:

"Duties of the Institute. The Institute shall:

1. Provide classroom education and training for career and volunteer fire and rescue personnel, both at the Institute and throughout this State;
2. Cooperate with other agencies that provide training for fire and rescue personnel;
3. Train instructors;
4. Prepare or adopt materials for training fire and rescue personnel;
5. Develop new fire and rescue training techniques;
6. Develop and implement specialized courses in fire fighting, including industrial fire fighting;
7. Maintain statistics and records on fire and rescue education, training, and related matters;

8. Develop programs to inform the public about the tasks performed by fire and rescue personnel;
9. Establish guidelines for instructional material to school systems in the State concerning fire and rescue education;
10. Provide disaster training for fire and rescue personnel; and
11. Cooperate with the Maryland Institute for Emergency Medical Services Systems to provide basic training for rescue personnel and emergency medical technicians."

II. Units Within the Institute

The Institute is organized with such divisions, sections and offices deemed necessary by the Director to accomplish the assigned mission. The Maryland Fire and Rescue Institute currently operates through two major divisions which are further subdivided into five operational sections and seven geographic regions as outlined below.

Program Support and Special Programs Division:

Administrative Support Section
 Logistical Support Section
 Special Programs Section

Field Programs Division:

Institute Development Section
 Field Operations Section

Field Program Delivery Regional Offices:

(1)	Western	(LaVale)
(2)	North Central	(Mount Airy)
(3)	North East	(Aberdeen)
(4)	Upper Eastern Shore	(Centreville)
(5)	Lower Eastern Shore	(Salisbury)
(6)	Southern	(LaPlata)
(7)	Metro	(Berwyn Heights)

III. Officers of the Institute

Organization is the core of the Institute; command is the element that gives the organization the ability to be effective and achieve the established goals. In descending order, the five levels of command within the Institute are:

Level 1 - Director of the Institute

Level 2 - Associate Director of the Institute

Level 3 - Assistant Directors of Divisions

Level 4 - Managers of Sections

Level 5 - Coordinators of Regional Offices

Within the five levels of command, the officers of the Institute are entrusted with and are authorized to perform the following operational responsibilities:

DIRECTOR: The Maryland Fire and Rescue Institute is headed by a Director who serves as chief executive officer. The Director, assisted by the Associate Director and the Assistant Directors, provides administrative direction and establishes operating policies for the statewide fire and rescue education and training system. The Director is directly responsible to the President of the University of Maryland at College Park, for the operation of the Institute.

ASSOCIATE DIRECTOR: The Associate Director reports to and assists the Director by organizing and controlling the day-to-day operations of the Institute. The Associate Director serves as chief fiscal officer of the Institute and is assisted in managing the daily operations by the Assistant Directors.

ASSISTANT DIRECTOR: The Assistant Directors report to and assist the Associate Director in the day-to-day operations of the Institute. The Assistant Director for Program Support and Special Programs is responsible for the administrative and logistical support functions and for creating contractual self-support educational opportunities. The Assistant Director for Field Programs is responsible for the academic functions of the Institute and for the operation of each of the regional offices.

MANAGER: The Managers for each of the following sections; Administrative Support, Logistical Support, Special Programs, Institute Development, and Field Operations; report to and assist their respective Assistant Director. Each Manager receives direction from their respective Assistant Director and provides direction to their section staff and clerical personnel.

COORDINATOR, REGIONAL OFFICE: The Coordinators of Regional Offices report to and assist the Manager, Field Operations Section. The Coordinators of Regional Offices receive direction from the Manager, Field Operations Section and provide direction to regional office full-time and part-time personnel.

IV. The Faculty Council of the Maryland Fire and Rescue Institute

The Faculty Council is constituted for the purpose of maximizing faculty and staff participation in the affairs of the Maryland Fire and Rescue Institute.

A. Functions of the Faculty Council:

The Faculty Council shall consider, make recommendations, and develop proposals on any matter of Institute and University concern. The functions of the Council shall include, but not be limited to:

1. Reflect the concerns of Faculty in regards to Institute and University matters.
2. Initiate and/or recommend action on matters of concern to the Institute and advise the Director.
3. Interact with the Campus Senate and the University Community.
4. Receive information of general Council interest from the University Community.
5. Promote affirmative action to avoid discrimination based on race, sex, religion, or other non-academic factors in the employment, retention, and promotion policies of the Institute.
6. Amend this Plan of Organization by affirmative vote of two-thirds of the membership of the Council.

B. Membership of the Faculty Council:

There shall be a Faculty Council of the Maryland Fire and Rescue Institute, whose membership shall be as follows:

1. Membership shall include all full-time faculty of the Institute holding the rank of instructor or assistant instructor, who are engaged in administrative, instructional and/or scholarly activities.
2. Classified staff and associate staff are to be represented by one member each, to be elected by the classified staff and associate staff respectively, at the beginning of each fiscal year. These representatives may not hold elected office.
3. Each member of the Faculty Council shall have one vote.

C. Officers and Elections of the Faculty Council:

The officers of the Faculty Council shall be the Chair, Vice-Chair, Recorder, and two At-Large Delegates:

1. The Chair, Vice Chair, Recorder and the two At-Large Delegates are to be elected by and from the membership of the Faculty Council for one year, renewable terms. The Chair shall represent

the Faculty Council to the Campus Senate. To be eligible for election, the faculty members must have a minimum of two years as a faculty member with the Institute. These elected officers shall make up the Executive Committee.

2. Elections shall be held in May of each year, on a date to be selected by the Executive Committee of the Faculty Council. The elected officers will take office July 1 of the year they are elected. A special election, called by the Executive Committee of the Faculty Council, shall be held for any vacancies of elected offices.
3. Between regular or special meetings of the Faculty Council, the Executive Committee may act on behalf of the full membership. Any action so taken will be reported to the full membership.
4. The Recorder shall record, summarize, and distribute minutes from each Council and Executive Committee meeting, distribute council agenda to members, and maintain all records of Council activities.

D. Meetings of the Faculty Council:

Regular meetings of the Faculty Council shall be held.

1. The Faculty Council shall meet at least four times a year, during the months of February, May, August and November. The Chair shall preside over all meetings of the Faculty Council. In the absence of the Chair, the Vice-Chair shall preside.
2. The Chair of the Faculty Council shall normally give a five-day notice for meetings of the Council. One half of the membership of the Faculty Council shall constitute a quorum.
3. Robert's Rules of Order, Revised, shall govern the Faculty Council in all cases to which they are applicable, except as they may be inconsistent with these and subsequent rules adopted by this Faculty Council.

V. Standing Committees of the Faculty Council:

A. Executive Committee:

1. This committee shall consist of the following elected officers: Chair, Vice-Chair, Recorder, and two At-Large Delegates.
2. The function of this committee is to advise the Director of the Institute in all matters on behalf of the membership of the Faculty Council.

All standing Committees shall consist of three to five members of the Faculty Council. The Chair shall make all selections for the standing committees, with the approval of the Executive Committee. Each standing committee shall elect their own chair.

B. Programs, Curricula and Courses Committee:

This committee will deal with substantive matters regarding programs, courses, and curricular changes. All recommendations will be referred to the membership of the Faculty Council for approval.

C. Personnel Practices and Procedures Committee:

This committee will deal with a variety of issues and concerns in the area of personnel practices and procedures. These will include, but not be limited to: performance appraisal systems and procedures, merit pay guidelines, hiring and promotional practices, travel and policies and procedures. All recommendations will be referred to the membership of the Faculty Council for approval.

D. Health and Safety Committee:

This committee will deal with the issues of health and safety as they pertain to the Institute. Areas of concern may include: wellness education, accident review board and safety standards and practices. All recommendations will be referred to the membership of the Faculty Council for approval.

E. Faculty Review Committee:

This committee will review the credentials of those faculty that are eligible for the "Six Year Review." Only those faculty members that have successfully completed the review process may serve on this committee. All recommendations will be referred to the Director of the Institute for further action.

F. Field Instructor's Issues Committee:

This committee will address and recommend areas that impact on the field instructors of the Institute. Field Instructors of the Institute shall have representation on this committee as ex-officio members selected by the Chair. All recommendation will be referred to the membership

of the Faculty Council for approval.

VI. Ad-Hoc Committees of the Faculty Council

These committees shall be selected by the Chair of the Faculty Council to consider matters that need the attention of the Council from time to time but do not merit continual development and control.

VII. By-Laws of the Faculty Council

This document shall serve as the By-Laws of this Faculty Council until such time as the membership feels the need for additional guidelines.

VIII. Amendments and Review of the Faculty Council

A. Amendments to the Plan of Organization:

1. Recommended amendments to the Plan of Organization for the Faculty Council of the Maryland Fire and Rescue Institute shall be presented in writing to the Executive Committee, who in turn shall place such recommendations on the agenda for the next meeting of the Faculty Council.
2. Approval of a recommended amendment by a two-thirds, written ballot vote of the Faculty Council membership shall constitute adoption of the amendment.

B. Recall of Officers of the Faculty Council:

1. Officers of the Faculty Council are expected to represent the interests of the Council membership. The Council membership are expected to participate in elections and to communicate their interests and concerns to the officers of the Council. When any of the Council membership believes that an officer of the Council is not properly representing its interests, a recall may be undertaken.
2. Upon receipt of a petition signed by 25 percent of the Faculty Council, the membership shall hold an election to determine whether the officer who is the object of the petition shall be recalled. Recall shall require a 2/3 vote of the membership of the Council.