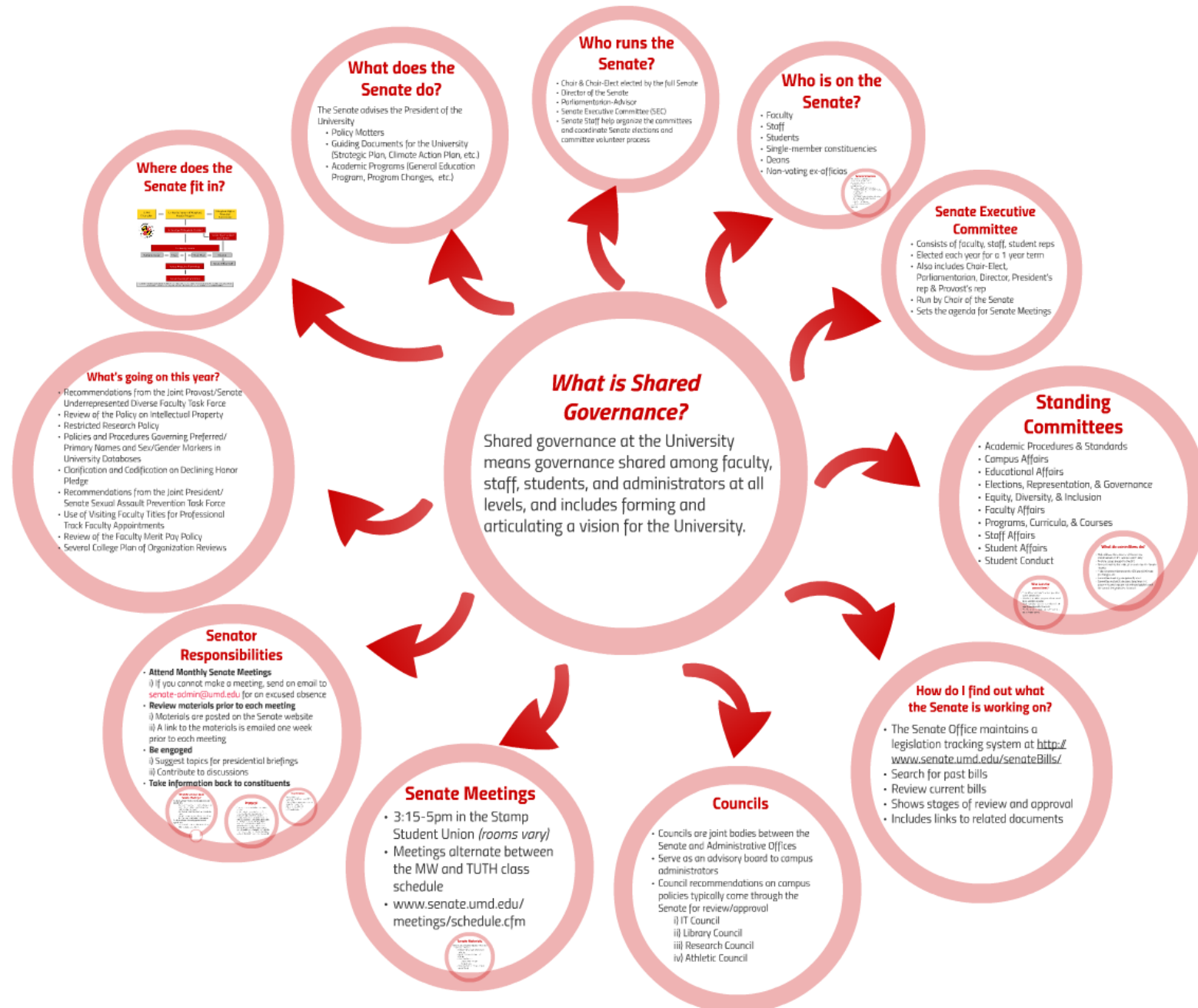


Orientation: Senators, Senate Meetings, and Shared Governance

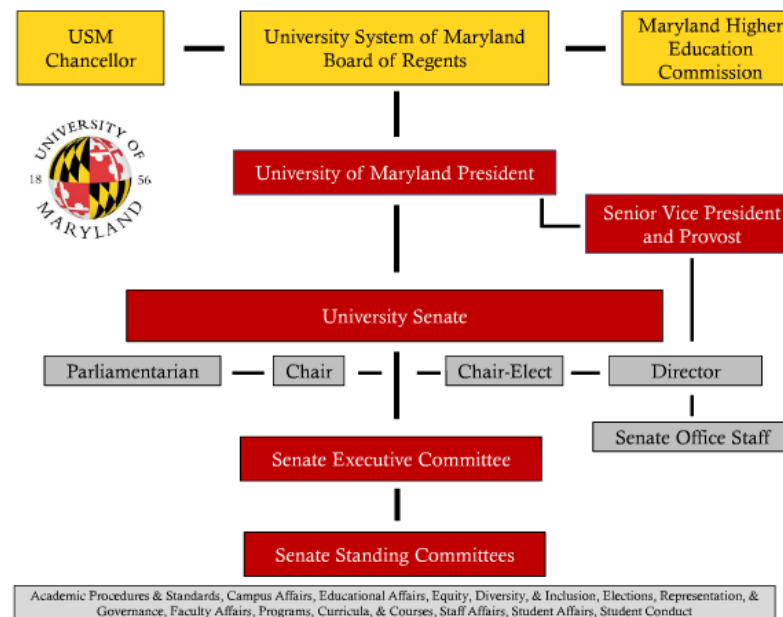




What is Shared Governance?

Shared governance at the University means governance shared among faculty, staff, students, and administrators at all levels, and includes forming and articulating a vision for the University.

Where does the Senate fit in?



What does the Senate do?

The Senate advises the President of the University

- Policy Matters
- Guiding Documents for the University (Strategic Plan, Climate Action Plan, etc.)
- Academic Programs (General Education Program, Program Changes, etc.)

Who runs the Senate?

- Chair & Chair-Elect elected by the full Senate
- Director of the Senate
- Parliamentarian-Advisor
- Senate Executive Committee (SEC)
- Senate Staff help organize the committees and coordinate Senate elections and committee volunteer process

Who is on the Senate?

- Faculty
- Staff
- Students
- Single-member constituencies
- Deans
- Non-voting ex-officios

Senate Structure

- Tenured/Tenure-Track Faculty = 107
- Professional Track Faculty = 32
- Staff (Exempt & Non-Exempt) = 24
- Undergraduates = 27
- Graduate Students = 10
- Single Member Constituencies (1 rep each) = 7
 - Part-Time Research, Part-Time Teaching, Adjunct, and all Visiting Faculty
 - Emeritus Faculty
 - Head Coaches
 - Post-Doctoral Scholars, Post-Doctoral Associates, Junior Lecturers, and Faculty Assistants
 - Contingent II Staff
 - Part-Time Undergraduates
 - Part-Time Graduate Students
- Deans = 15
- Total = 222

Sen

Senate Structure

- Tenured/Tenure-Track Faculty = 107
- Professional Track Faculty = 32
- Staff (Exempt & Non-Exempt) = 24
- Undergraduates = 27
- Graduate Students = 10
- Single Member Constituencies (1 rep each) = 7
 - Part-Time Research, Part-Time Teaching, Adjunct, and all Visiting Faculty
 - Emeritus Faculty
 - Head Coaches
 - Post-Doctoral Scholars, Post-Doctoral Associates, Junior Lecturers, and Faculty Assistants
 - Contingent II Staff
 - Part-time Undergraduates
 - Part-time Graduate Students
- Deans = 15
- **Total = 222**

Senate Structure

- Tenured/Tenure-Track Faculty = 107
- Professional Track Faculty = 32
- Staff (Exempt & Non-Exempt) = 24
- Undergraduates = 27
- Graduate Students = 10
- Single Member Constituencies (1 rep each) = 7
 - Part-Time Research, Part-Time Teaching, Adjunct, and all Visiting Faculty
 - Emeritus Faculty
 - Head Coaches
 - Post-Doctoral Scholars, Post-Doctoral Associates, Junior Lecturers, and Faculty Assistants
 - Contingent II Staff
 - Part-time Undergraduates
 - Part-time Graduate Students
- Deans = 15
- Total = 222

Senate Executive Committee

- Consists of faculty, staff, student reps
- Elected each year for a 1 year term
- Also includes Chair-Elect, Parliamentarian, Director, President's rep & Provost's rep
- Run by Chair of the Senate
- Sets the agenda for Senate Meetings

Standing Committees

- Academic Procedures & Standards
- Campus Affairs
- Educational Affairs
- Elections, Representation, & Governance
- Equity, Diversity, & Inclusion
- Faculty Affairs
- Programs, Curricula, & Courses
- Staff Affairs
- Student Affairs
- Student Conduct

Who is on the committees?

- Committee chairs are Senators appointed by the Senate Chair
- Members are volunteers, and do not need to be Senators to serve
- Made up of reps from all constituencies & reps from administrative units
- Fac/Staff serve 2 year terms & Students serve 1 year terms

What do committees do?


- Help address the concerns of the various constituencies in the campus community
- Analyze issues brought to the SEC
- Research and do the bulk of the work that the Senate reviews
- Make recommendations to the SEC and full Senate for changes, etc.
- Committee meetings are generally open
- Committee materials are considered working documents and thus are not released publicly until the committee generates its report

Who is on the committees?


- Committee chairs are Senators appointed by the Senate Chair
- Members are volunteers, and do not need to be Senators to serve
- Made up of reps from all constituencies & reps from administrative units
- Fac/Staff serve 2 year terms & Students serve 1 year terms

What do committees do?

- Help address the concerns of the various constituencies in the campus community
- Analyze issues brought to the SEC
- Research and do the bulk of the work that the Senate reviews
- Make recommendations to the SEC and full Senate for changes, etc.
- Committee meetings are generally open
- Committee materials are considered working documents and thus are not released publicly until the committee generates its report



How do I find out what the Senate is working on?

- The Senate Office maintains a legislation tracking system at <http://www.senate.umd.edu/senateBills/>
 - Search for past bills
 - Review current bills
 - Shows stages of review and approval
 - Includes links to related documents
- 

Councils

- Councils are joint bodies between the Senate and Administrative Offices
- Serve as an advisory board to campus administrators
- Council recommendations on campus policies typically come through the Senate for review/approval
 - i) IT Council
 - ii) Library Council
 - iii) Research Council
 - iv) Athletic Council

- Se
- Re
- Sh
- Inc

Senate Meetings

- 3:15-5pm in the Stamp Student Union (*rooms vary*)
- Meetings alternate between the MW and TUTH class schedule
- www.senate.umd.edu/meetings/schedule.cfm

Senate Materials

Materials are sent out and posted 1 week prior to each Senate Meeting.

- PDF portfolio & single pdf file of all materials
- Agenda (action vs. information)
- Minutes
- Committee Reports
 - i) Transmittal & Report
 - ii) Appendices
- Slides/information for special order presentations

Senate Materials

Materials are sent out and posted 1 week prior to each Senate Meeting

- PDF portfolio & single pdf file of all materials
- Agenda (action vs. information)
- Minutes
- Committee Reports
 - i) Transmittal & Report
 - ii) Appendices
- Slides/information for special order presentations

Senator Responsibilities

- **Attend Monthly Senate Meetings**
 - i) If you cannot make a meeting, send an email to senate-admin@umd.edu for an excused absence
- **Review materials prior to each meeting**
 - i) Materials are posted on the Senate website
 - ii) A link to the materials is emailed one week prior to each meeting
- **Be engaged**
 - i) Suggest topics for presidential briefings
 - ii) Contribute to discussions
- **Take information back to constituents**

What do senators do at Senate Meetings?

The Chair will open the floor to discussion on each agenda item

- Senators may approach the microphone, state your name, constituency and college (if you wish to make a comment)
- Senators can also introduce a non-Senator to speak
- Ex-officio members are welcome to speak on the floor (deans, etc) without introduction

The Chair will open the voting period on each agenda item

- Senators will use your clicker to vote (1: in favor, 2: opposed, 3: abstain)



Protocol

- Only Senators or those introduced by a Senator may speak
- During presentation of committee reports, members of the committee may speak as well, including ex-officio committee members
- The audio from each Senate meeting is recorded
- When you approach the microphone, please state your name, constituency, and college before speaking. This will allow us to identify your comments when drafting the minutes. Also, please make sure to tilt the microphone up or down as needed in order to speak directly into the microphone. We also have a wireless microphone available if the wired microphone is not accessible

New Initiatives

- Presidential Briefings
- Senate Meeting Summaries (Word/PDF/PowerPoint)
- Meetings with Senator Constituency Groups
- Action Item Surveys/Status
- PDF Portfolio/Combined PDF
- Separation of Appendices
- SEC/Cabinet Retreat

- 3:
- St
- M

What do senators do at Senate Meetings?

The Chair will open the floor to discussion on each agenda item

- Senators may approach the microphone, state your name, constituency and college if you wish to make a comment
- Senators can also introduce a non-Senator to speak
- Ex-officio members are welcome to speak on the floor (deans, etc) without introduction

The Chair will open the voting period on each agenda item

- Senators will use your clicker to vote (1: in favor, 2: opposed, 3: abstain)



Protocol

- Only Senators or those introduced by a Senator may speak
- During presentation of committee reports, members of the committee may speak as well, including ex-officio committee members
- The audio from each Senate meeting is recorded
- When you approach the microphone, please state your name, constituency, and college before speaking. This will allow us to identify your comments when drafting the minutes. Also, please make sure to tilt the microphone up or down as needed in order to speak directly into the microphone. We also have a wireless microphone available if the wired microphone is not accessible

- P
- S
- P
- M
- A
- P
- S
- S

New Initiatives

- Presidential Briefings
- Senate Meeting Summaries (Word/PDF/PowerPoint)
- Meetings with Senator Constituency Groups
- Action Item Surveys/Slack
- PDF Portfolio/Combined PDF
- Separation of Appendices
- SEC/Cabinet Retreat

What's going on this year?

- Recommendations from the Joint Provost/Senate Underrepresented Diverse Faculty Task Force
- Review of the Policy on Intellectual Property
- Restricted Research Policy
- Policies and Procedures Governing Preferred/Primary Names and Sex/Gender Markers in University Databases
- Clarification and Codification on Declining Honor Pledge
- Recommendations from the Joint President/Senate Sexual Assault Prevention Task Force
- Use of Visiting Faculty Titles for Professional Track Faculty Appointments
- Review of the Faculty Merit Pay Policy
- Several College Plan of Organization Reviews