

Plan of Organization

College of Behavioral and Social Sciences

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College of Behavioral and Social Sciences

University of Maryland College Park

Plan of Organization

Preamble and Definitions

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 incorporates the principles of shared governance as stipulated by the administrative structure of the [University System of Maryland](#) (USM), the [University of Maryland](#) (UMD) and their 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.

Mission Statement

The College of Behavioral and Social Sciences (BSOS) at the University of Maryland increases understanding of and pursues innovative solutions to the complex challenges facing our world. BSOS draws on local, national and global connections to enrich its teaching, learning, research, and service.

In all that we do, BSOS aims to “Be The Solution” to the world’s great challenges.

Vision Statement

The UMD College of Behavioral and Social Sciences will advance innovative and student-centered teaching and learning; produce cutting-edge research and data-driven solutions to critical challenges; and build collaborations with our broad-ranging local, state, national and global partners. Together, our diverse community will create more equitable, healthy, and sustainable societies.

Core Values

Academic Excellence: We provide a rigorous academic environment where all can grow intellectually and our research can flourish.

Collaboration: We achieve more when we work together toward a common goal, drawing on the strengths of our diverse community.

Diversity, Equity, Inclusion, and Social Justice: We recognize that we are strongest and achieve excellence when we embrace a wide range of voices, ideas, perspectives, identities, abilities, and experiences, with an enduring commitment to social justice.

Innovation: We think creatively and apply new solutions, grounded in the behavioral and social sciences, to complex societal problems.

Respect: We create environments that foster productive exchanges of diverse ideas and perspectives while treating everyone with dignity.

Service to Humanity: We work toward a better future for all through social and behavioral sciences research, education, and service.

Definitions

Staff as a term used in this document is inclusive of exempt and non-exempt classifications, unless otherwise specifically noted.

Elect (or derivatives of this) refer to a formal process by which a person's appointment is subject to a voting process.

Nominate (or derivatives of this) refer to putting forward for consideration for election to a position.

Select or appoint (or derivatives of those) denote a choice by a person in authority. This does not exclude consulting with stakeholders.

Article I. Constituent units

- A. The College of Behavioral and Social Sciences includes these academic units: the Departments of African American and Africana Studies, Anthropology, Criminology and Criminal Justice, Economics, Geographical Sciences, Government and Politics, Hearing and Speech Sciences, Psychology, Sociology; and graduate programs in Joint Program in Survey Methodology and Neuroscience and Cognitive Science.
- B. Six centers report directly to the Dean: Center for Substance Use, Addiction, and Health Research; Judge A. Williams, Jr. Center for Education, Justice and Ethics; Maryland Population Research Center; the National Consortium for the Study of Terrorism and Responses to Terrorism; and PROGRESS (Prevent Gun Violence: Empowerment, Strategy and Solutions). There are three additional inter-collegiate centers/institutes that report jointly to the BSOS Dean, as well as other College/School Deans on campus: the Brain and Behavior Institute, the Social Data Science Center and the Maryland Language Science Center. All references to centers in this Plan of Organization shall refer to centers that report directly to the Dean.

Article II. Administration

- A. Office of the Dean
 - a. Dean: The Dean is the chief administrative officer of the College. The Dean exercises those functions delegated to them by the President and the Provost, including responsibility for the College budget and for submitting recommendations concerning appointments, tenure, and promotion.
 - b. Associate Deans, Assistant Deans, Directors and Assistants to the Dean/Director
 - i. The Dean may appoint Associate Deans, Assistant Deans, Directors and Assistants to Deans/Directors who serve at the Dean's discretion. The incumbents of these positions will support the Dean in the administration of the College.
 - ii. Appointments shall be made with feedback from College faculty, staff, and students, as appropriate. The Dean will follow all UMD procedures with regard to appointments and/or reappointments.
- B. The Chairs and Directors Council

- a. Membership: The Dean, Chairs and Directors of all academic and administrative units, associate and assistant deans, and appropriate Dean's staff shall comprise the Chairs and Directors Council. The Dean presides at all meetings.
 - i. Selection of Department Chairs: After consultation with the unit and current chair, 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 may be internal or external to the department depending on authorization provided by the Dean. Candidates who have submitted applications will be reviewed within the approved guidelines for search and selection at the UMD. The chair of the search committee (a department chair from another BSOS department) shall apprise the unit of the progress of the search. All members of the department shall have the right to submit evaluations of candidates to the search committee and the Dean. The committee will make a recommendation to the Dean. The Dean shall choose the finalist and request permission to appoint from the Provost.
 - ii. Selection of Center Directors: The Dean shall have authority to select Center Directors in compliance with the center's governance document and in consultation with the center's faculty and staff, other College administrators, faculty and staff.
 - iii. [Chairs and Center Directors](#) shall be reviewed periodically in accordance with University policy.
 - b. Functions and Responsibilities:
 - i. The Chairs and Directors are the administrative officers of their units.
 - ii. They exercise those functions delegated to them by the Dean, including responsibility for their unit budget, hiring faculty and staff and for the submission of recommendations concerning appointments, tenure, and promotion.
 - iii. They are expected to represent their constituents in the regular meetings of the Council and provide information to them from these meetings, as appropriate.
 - c. Meetings:
 - i. The Council shall meet regularly (at least four times each fall and spring semester) during the academic year to discuss collegiate issues and concerns and to disseminate administrative information.
 - ii. The Dean may invite College faculty and students, and others to attend and to participate in the Council meetings as appropriate.
 - iii. No quorum is necessary.
- C. Committee on Programs, Curriculum, and Courses (PCC)
- a. Membership:
 - i. Members are selected by the Dean (in consultation with unit heads) to serve a one year term, renewable up to six consecutive years.
 - ii. The committee will consist of a minimum of six faculty members

- from different departments/units in the BSOS College.
 - iii. All full-time faculty (TTK and PTK) with primary appointments in the BSOS College are eligible to serve.
- b. Functions and Responsibilities:
 - i. The BSOS PCC Committee has the responsibility for reviewing all requests to create, change, or close credit-bearing courses and academic programs in the College of Behavioral and Social Sciences, including traditional undergraduate and graduate programs, as well as courses and programs created for working professionals.
 - ii. The collective judgment, insight, and experience of this committee ensures that the College's academic programs are rigorous, relevant, and consistent with college/campus best practices.
- c. Meetings:
 - i. Synchronous meetings are held at least twice per academic year.
 - ii. The committee asynchronously reviews proposals monthly during the academic year.
 - iii. Quorum is set at 50% plus 1 member.
- D. Committee on Appointments, Promotions, and Tenure (APT)
 - a. Membership:
 - i. The Dean shall appoint the committee members. The Committee shall consist of six members; all members shall hold the rank of full professor. The College Assembly (see Article IV.A.a) shall be informed of the composition of the APT Committee every year by the Dean.
 - ii. Members shall serve two years. Insofar as possible, the committee should contain members in both their first and second year of service. The Dean or a designee should manage appointments so as to ensure representation across a broad spectrum of units in the College, along with diversity in background and experience.
 - iii. 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 an ex officio member, the Associate Dean shall have a voice but no vote on the committee. The Dean may, at their discretion, attend the APT committee's meetings as an ex officio, non-voting member of the committee.
 - b. Functions and responsibilities:
 - i. 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.
 - ii. The outcome of the deliberations is transmitted to the Dean in a written recommendation that had been reviewed by all committee members.
 - iii. The APT committee shall conduct its business in accordance with University [policy](#) on appointments, promotion, and tenure.

- c. Meetings:
 - i. Meetings are called to discuss and adjudicate cases as submitted by academic departments during the annual process as dictated by dates set by the Office of Faculty Affairs.
 - ii. Frequency of meetings is subject to the case load of each year.
 - iii. Quorum is 100% of voting members.
- E. Committee on Appointments, Evaluation and Promotion of Professional Track Faculty (AEP)
 - a. Membership:
 - i. The Dean shall appoint the committee members. The Committee shall consist of at least three members, and the majority of the committee must be professional track (PTK). The committee should include PTK members whose collective primary duties cover both teaching and research. All members must be at the highest rank within their title series (e.g., Principal Lecturer, Full Research Professor). The College Assembly shall be informed of the composition of the AEP Committee every year by the Dean.
 - ii. Members shall serve two year terms upon appointment by the Dean. 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 units in the College, along with diversity in background and experience.
 - iii. The Dean will appoint an Associate Dean who will serve as ex officio member of the AEP committee, who will observe all proceedings and will serve as liaison between the committee and the departments as well as the campus. As an ex officio member, the Associate Dean shall have a voice but no vote on the committee. The Dean may, at their discretion, attend the AEP committee's meetings as an ex officio, non-voting member of the committee.
 - b. Functions and responsibilities:
 - i. The committee shall deliberate in confidence and shall then make written recommendations on all cases of promotion to the second- and third-ranks within the relevant PTK title series, as well as appointments to the third-rank of a PTK title series (e.g., Principal Lecturer, Full Research Professor).
 - ii. The outcome of the deliberations is transmitted to the Dean in a written recommendation that has been reviewed by all committee members.
 - iii. The AEP committee shall conduct its business in accordance with [University policy](#).
 - c. Meetings:
 - i. Meetings are called to discuss and adjudicate cases as submitted by academic departments and units during the annual process as dictated by dates set by the Office of Faculty Affairs.
 - ii. Frequency of meetings is subject to the case load of each year.
 - iii. Quorum is 100% of voting members.

- F. Other committees: 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. The Dean shall have the responsibility for determining the membership and functions and responsibilities of these committees.

Article III. University Senate College Representation

A. College Senators

- a. Membership: The University Senate administers the policies and procedures for the terms and eligibility to serve as University Senator. It also maintains the official records as to the terms of elected senators.
 - i. Tenure Track Faculty (TTK): The College is allocated one senator for every fifteen eligible full-time tenure track faculty members.
 - 1. Each of the nine departments elects one senator to a three-year term. After completing the three-year term, faculty members are ineligible to serve until after a one-year break.
 - 2. Any remaining seats allotted to the College for tenure track faculty are considered at-large and a college-wide election is held to fill them for three-year terms. The Faculty Advisory Council (see Article IV.A.d.) oversees the election of at-large TTK faculty senators with support from the Office of the Dean.
 - 3. Replacement senators may be appointed by the department head (department representative) or the Associate Dean for Faculty Affairs (at-large) to complete terms or serve during leaves of absence of elected senators.
 - ii. Professional Track Faculty (PTK): The College is allocated one senator for every 30 eligible professional track faculty members.
 - 1. All seats are at large.
 - 2. The Faculty Advisory Council (see Article IV.A.d.) oversees the election of at-large PTK faculty senators with support from the Office of the Dean.
 - 3. Replacement senators may be appointed by the Associate Dean for Faculty Affairs to complete terms or serve during leaves of absence of elected senators.
 - iii. Staff: The University Senate solicits nominations from staff for staff senator elections and runs the election. Allocation of staff senator seats is through the Division of Academic Affairs and not by college.
- b. Functions and responsibilities of senators are formalized in the policies and procedures adopted by the University Senate.
- c. Meetings are called by the University Senate according to their policies.

Article IV. College Governance Councils

- A. The College has the following shared governance bodies or College Councils: a. College Assembly, b. Dean's Student Advisory Council, c. Dean's Graduate Student Advisory Council, d. Faculty Advisory Council and e. Staff Advisory Council. Their authority originates in the University Plan of Organization and flows through the University Senate to the College as established in this plan.
- a. The College Assembly
 - i. Membership: The College Assembly shall include
 - 1. All faculty (including research faculty, instructors, and lecturers) in the College.
 - 2. All staff in the College.
 - 3. The officers of the Dean's Student Advisory Council and the Dean's Graduate Student Advisory Committee.
 - 4. Officers: A Chair and a Vice Chair will be elected from College Councils' leadership (election from chairs/vice chairs of four councils). The chair shall preside over all meetings. If the chair is absent then the vice chair shall preside over a meeting.
 - ii. Functions and Responsibilities:
 - 1. To adopt the Plan of Organization of the College of Behavioral and Social Sciences and amendments thereto.
 - 2. To initiate discussion to be included in the agenda of the next regular meeting of the appropriate constituent council(s).
 - 3. 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.
 - iii. Meetings:
 - 1. The College Assembly takes place at least once per year in the Fall semester at the annual State of the College event where the Dean shall summarize activities in the College during the past year and present views on the current state of the college. The Chair of the College Assembly will preside over any agenda items submitted for or subject to Assembly approval.
 - 2. Quorum is 100 members.
 - b. Dean's Student Advisory Council
 - i. Membership:
 - 1. The Dean's Student Advisory Council (DSAC) shall be composed of undergraduate students, with one voting representative from each of the College's academic majors and at least three but no more than five at-large voting members.
 - 2. Members may self-nominate or be nominated by their department for a one-year term. Student members for the next academic year are elected by the current year's Council in April.
 - Officers: The officers of DSAC shall be the Chair, Vice-

Chair of Academics, Vice-Chair of Programming, Vice-Chair of Student Services, and Vice-Chair of Outreach. The officers shall be elected annually by the members of DSAC.

ii. Functions and Responsibilities:

1. DSAC is advisory to the Dean and provides a forum for student leaders to propose and launch initiatives to support undergraduates in BSOS.
2. An annual report from DSAC that summarizes major initiatives, activities, and future recommendations shall be presented to the Associate Dean for Undergraduate Education and Dean in May.
3. DSAC members are to voice undergraduate BSOS student concerns, while striving to build a strong sense of community within the college.

iii. Meetings:

1. Meetings shall be held weekly during the academic year at a time and place designated by the Associate Dean.
2. Meeting agendas and minutes are available to all members.
3. DSAC members are required to attend all meetings since members earn academic/experiential learning credit each semester.
4. Quorum is 50% plus one member.

c. Dean's Graduate Student Advisory Council

i. Membership:

1. The Dean's Graduate Student Advisory Council (DGSAC) shall be composed of representatives from the College's academic departments (no more than five per unit) that offer graduate degrees. The representatives will be elected by each department for a one-year term.
2. Officers: DGSAC shall have an annually elected Chair/Co-Chairs and other officers as specified in the DGSAC constitution. The officers shall be elected by the members of DGSAC.
3. Committees: The officers of DGSAC may constitute standing and ad-hoc committees as deemed necessary.

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 be the voice of the college's graduate student population to the Dean's Office and Departmental Graduate Student Services 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 assess DGSAC initiatives and find ways to promote its mission and purpose.
- 8. A summary of DGSAC activities shall be distributed periodically to all BSOS graduate students and posted on the DGSAC website.
- iii. Meetings:
 - 1. Meetings shall be held at least once per semester during the academic year at a time and place designated by the officers of DGSAC.
 - 2. Minutes shall be distributed after each meeting.
 - 3. Notices of regular meetings shall be sent to all DGSAC members on a regular basis.
 - 4. Quorum is 50% plus one member.
- d. Faculty Advisory Council
 - i. Membership:
 - 1. The Faculty Advisory Council (FAC) shall be composed of BSOS faculty, with one voting representative from each of the College's academic programs and centers (if applicable). They shall serve two-year terms.
 - 2. Departments and Centers shall determine their own procedures for selecting a member.
 - 3. If either TTK or PTK faculty represent more than $\frac{2}{3}$ of the Council membership after these selections, at-large members will be elected until appropriate representation is achieved (i.e., the minority must comprise at least $\frac{1}{3}$ of the membership).
 - 4. Officers: The officers of the Faculty Advisory Council shall be the Chair and Vice-Chair. The officers shall be elected annually by the members of the Faculty Advisory Council.
 - ii. Functions and Responsibilities:
 - 1. The Faculty Council is advisory to the Dean and provides a forum to propose and launch initiatives to support faculty in BSOS.
 - 2. The Faculty Advisory Council oversees the election of at-large TTK and PTK faculty senators with support from the Office of the Dean.
 - 3. The Council also serves to inform their constituents of Dean's Office policy, programs and initiatives as necessary.
 - 4. The Dean may also ask the FAC to help on certain tasks related to the administration of the college.
 - iii. Meetings:

1. Meetings shall be held at least once a semester. More meetings may be held as necessary.
 2. The Chair shall be responsible for providing meeting summary notes to all Faculty Advisory Council members for dissemination to their constituents.
 3. Quorum is 50% plus one member.
- e. Staff Advisory Council
- i. Membership:
 1. The Staff Advisory Council (SAC) shall be composed of BSOS staff, with one voting representative from each of the College's academic programs and Centers (if applicable). They shall serve two-year terms.
 2. Departments and Centers shall determine their own procedures for selecting a member.
 3. If either bargaining staff or non-bargaining staff represent more than $\frac{2}{3}$ of the Council membership after these selections, at-large members will be elected until appropriate representation is achieved (i.e., the minority must comprise at least $\frac{1}{3}$ of the membership).
 4. Officers: The officers of the Staff Council shall be the Chair, and Vice-Chair. The officers shall be elected annually by the members of the Staff Advisory Council.
 - ii. Functions and Responsibilities:
 1. The Staff Council is advisory to the Dean and provides a forum to propose and launch initiatives to support staff in BSOS.
 2. The Council also serves to inform their constituents of Dean's Office policy, programs and initiatives as necessary.
 3. The Dean may also ask the Council to help on certain tasks related to the administration of the college.
 - iii. Meetings:
 1. Meetings shall be held at least once a semester. More meetings may be held as necessary.
 2. The Chair shall be responsible for providing meeting summary notes to all Staff Advisory Council members for dissemination to their constituents.
 3. Quorum is 50% plus one member.

Article V. Ratification and Amendment of the Plan of Organization

- A. Process of Ratification:
 - a. All members of the College Assembly shall be eligible to vote for ratification of this Plan of Organization in a referendum to take place at the State of the College event in the fall semester. This referendum is consistent with Article 11 of the University's Plan of Organization.

- i. The constituent College Councils shall present this Plan of Organization to the their requisite members of the College Assembly at least 15 days before the referendum.
- ii. 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 present. The constituent College Councils (elected Chair and Vice Chair) shall ensure that referenda are conducted in a timely, just, and appropriate manner.
- iii. 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 constituent College Councils, members of the Chairs and Directors Council, or by a petition signed by at least 50 members of the College Assembly.
- ii. The constituent College Councils must discuss a proposed amendment at two meetings and then vote upon the proposal. Amendments that are approved by a majority of the Councils' members 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 that are present. The College Assembly Chair 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, the University Senate and, when necessary, by the Provost, the President, and the Board of Regents.

C. Processes of Review:

- i. College Plan:
 - 1. The Plan of Organization shall be reviewed, at minimum, every tenth year, as required by the University Plan of Organization.
 - 2. The review committee will be composed of four members elected from the four councils' memberships in addition to the chair of the College Assembly.
- ii. Department Plans:
 - 1. The College will oversee along with the University Senate the review of departmental plans as required every 10 years.
 - 2. Reviews will be conducted by elected members from each constituency in the department including faculty, staff, graduate students (if available) and undergraduate students.