

## **PLAN OF ORGANIZATION**

### **A. JAMES CLARK SCHOOL OF ENGINEERING** **THE UNIVERSITY OF MARYLAND COLLEGE PARK**

Adopted by the Engineering Assembly  
on December 11, 2018

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Christopher Cadou, Chair of the  
Engineering Council

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Date

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Darryll Pines, Dean of Engineering

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Date

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## **Preamble**

The purpose of this Plan of Organization is to provide a framework within which the A. James Clark School of Engineering can fulfill its mission in accordance with the Plan of Organization for Shared Governance at the University of Maryland. Shared governance means that faculty, staff, students, and administrators at all levels work together to make decisions regarding the School's operation as well as the formation and articulation of a vision for it. Therefore, an important objective of this Plan is to capitalize on our diversity by ensuring that as many constituencies and demographic groups as possible participate meaningfully in the governance of the A. James Clark School of Engineering.

## **Mission Statement**

The mission of the A. James Clark School of Engineering at the University of Maryland is to serve the state of Maryland and the nation by 1) training the next generation of engineers who will address society's current and emerging challenges, 2) conducting scholarly research to advance our understanding of the physical and social bases of these challenges, 3) developing a culture of innovation and entrepreneurship that applies this new understanding quickly and efficiently to society's challenges, and 4) building a culture of collegiality among faculty, staff, students, alumni, donors, and friends of the A. James Clark School of Engineering to support our mission.

## **Related Documents:**

1. A. James Clark School of Engineering Policy on Appointment and Promotion of Professional Track Faculty
2. A. James Clark School of Engineering APT Policy
3. A. James Clark School of Engineering Plan of Organization for Student Governance
4. A. James Clark School of Engineering Bylaws of the Engineering Senate

## **Definitions and Terms:**

- A. Faculty. Employees of the University who satisfy the following two conditions:
  - a. Hold a faculty rank as defined in the Faculty Handbook.
  - b. Hold at least 50% of their appointment within the School.
- B. Tenured/Tenure-Track Faculty (T/TT). Faculty and their equivalent as defined in 3.2.a (1) of the University Plan.
- C. Professional Track Faculty (PTK). Faculty as defined in 3.2.a (2) of the University Plan.
- D. Exempt Staff. Those who hold a permanent, exempt appointment as defined by the applicable University definitions and classifications.
- E. Non-exempt Staff. Those who hold a permanent, non-exempt appointment as defined by the applicable University definitions and classifications.
- F. Undergraduate Students. People who are enrolled full time in the School's undergraduate academic programs.
- G. Graduate Students. People who are enrolled full time in the School's graduate academic programs.
- H. Administration. Faculty and Staff of the School that are responsible for its operation and leadership. It consists of the Dean, Associate and Assistant Deans, the Department

Chairpersons and Directors, and the Administrative Council. The Administrative Council consists of the Dean, his/her immediate administrative staff, and the Department Chairpersons, and Directors. The Dean chairs the Administrative Council.

I. Units within the School

a. Academic Departments

Department of Aerospace Engineering  
Department of Chemical and Biomolecular Engineering  
Department of Civil and Environmental Engineering  
Department of Electrical and Computer Engineering  
Department of Fire Protection Engineering  
Department of Materials Science and Engineering  
Department of Mechanical Engineering  
Fischell Department of Bioengineering

b. Institutes

Institute for Research in Electronics and Applied Physics (IREAP)  
Institute for Systems Research (ISR)

c. Other Support Units

Dean's Office  
Cooperative Engineering Education and Career Services  
Office of Advanced Engineering Education

J. University Senate. Unicameral legislative body defined in Article 1 of the University Plan.

K. Bylaws of the Engineering Senate. A separate document describing the membership and operations of the Engineering Senate and its committees.

L. Acronyms/Abbreviations

- a. University Plan: Refers to the founding document of the University Senate, titled 'Plan of Organization for Shared Governance at the University of Maryland College Park.'
- b. PTK Policy: Refers to the document titled 'A. James Clark School of Engineering Policy on Appointment and Promotion of Professional Track Faculty.'
- c. T/TT Policy: Refers to the document titled 'A. James Clark School of Engineering APT Policy.'
- d. Student Plan: Refers to the document titled 'A. James Clark School of Engineering Plan of Organization for Student Governance.'
- e. School: Refers to the 'A. James Clark School of Engineering.'

**1.1. The Engineering Senate and its Functions**

- 1.2. There shall be an Engineering Senate that will be an integral part of the School's system of governance. The powers of the Engineering Senate shall be limited so that they do not contravene the powers delegated by the President to the Dean of the School.
- 1.3. The Senate shall consider any matter of concern to the School including, but not limited to, educational, budgetary, and personnel matters; School-community matters; long range plans; facilities; and faculty, staff and student affairs. The Engineering Senate shall advise the Dean, President, Chancellor, or Board of Regents as it deems appropriate.
- 1.4. The functions of the Engineering Senate shall include, but shall not be limited to, the following:
  - 1.4.1. Advise the Dean on all matters of concern.
  - 1.4.2. Receive and consider recommendations from, and consult with, the Dean.
  - 1.4.3. Receive and consider recommendations from, and advise and consult with, all sectors of the School community on matters of concern.
  - 1.4.4. Consult with the Dean on all general policy matters pertaining to employment as well as programs of the instructional, research, and supportive staff of the School.
  - 1.4.5. Submit proposals to the Dean or to School constituencies (including faculty, exempt staff, non-exempt staff, undergraduate students, and graduate students) as in its judgement may serve to improve the quality of School life.
  - 1.4.6. Provide for the review of administrative implementation of policies adopted by the Engineering Senate as appropriate.
  - 1.4.7. Assist in the selection of the Dean.
  - 1.4.8. Support periodic reviews of the Dean and other administrative officers of the School in keeping with the policy outlined in I.600(B) - 'Policy on the Review of Deans of Academic Units.'
  - 1.4.9. Formulate and recommend to the Dean policies relating to education, research, and instructional resources for the School, and review proposals and recommend review of standards of any individual unit.
  - 1.4.10. Formulate and recommend to the Dean policies relating to programs, curricula, and courses, including policies on the establishment, reorganization, or abolition of academic units.
  - 1.4.11. Work for the promotion of student welfare and the enhancement of student life.
  - 1.4.12. Work for the advancement of faculty life, employment, morale, and perquisites, and ensure academic freedom and the protection of faculty research interests.
  - 1.4.13. Work to advance and enhance exempt and non-exempt staff life, conditions of employment, morale, and welfare.
  - 1.4.14. Work for a favorable academic environment and harmonious relations with the neighboring communities and surrounding areas.
  - 1.4.15. Consult and advise on long-range plans as they relate to the School budget, physical plant development, and other aspects of School life, including ways in which these aspects may be improved, and provide means to keep such plans under continual review.
  - 1.4.16. Supervise all Senatorial elections and other duties relating to the supervision of the Engineering Senate as might be deemed appropriate.
  - 1.4.17. Initiate proposed changes to this Plan, when necessary or desirable, in accordance with Article 6.

- 1.4.18. Determine unit eligibility for representation in the Engineering Senate.
- 1.4.19. Constitute, as necessary, committees to review and revise the School's policies on the promotion of T/TT and PTK faculty.

## **2. Relation of the Engineering Senate to the Office of the Dean**

- 2.1. The Engineering Senate and the Dean shall exchange, in a timely manner, information that concerns the actions and/or activities of the Engineering Senate.
  - 2.1.1. The Engineering Senate and its committees shall obtain information from the Office of the Dean. The Faculty Advisory Committee of the Engineering Senate, or the presiding officer of the Engineering Senate, shall distribute such information either to the entire Engineering Senate or to its committees, as the case requires. In particular, the Engineering Senate shall be supplied with up-to-date charges of organization that describe the structure of the office of the Dean.
  - 2.1.2. At least once each academic semester, the Dean shall be invited to present a report on any matter of concern to a regular or special meeting of the Engineering Senate.
  - 2.1.3. The presiding officer of the Engineering Senate shall make a report of all appropriate Engineering Senate decisions, or Faculty Advisory Committee decisions made on behalf of the Engineering Senate, and send that report to the Dean within ten working days.
- 2.2. Decisions of the Engineering Senate shall be implemented when approved by the Dean.
  - 2.2.1. In the event that the Dean does not choose to implement the decisions and/or recommendations in whole or in part, the Dean shall inform the Engineering Senate in writing through the Faculty Advisory Committee within fifteen working days, citing reasons for the dissent.
  - 2.2.2. In case the decision of the Dean's Office requires longer than fifteen working days, the Dean shall notify the Faculty Advisory Committee within those fifteen working days of the reason for the delay and specify a reasonable date to respond to the Engineering Senate. The procedures shall be repeated if additional time is required.
  - 2.2.3. At the beginning of each academic year, the Faculty Advisory Committee and the Dean's Office shall submit a written report to the Engineering Senate on the status of all of the Engineering Senate's active recommendations.
- 2.3. At the request of the Dean, the Engineering Senate shall elect representatives to committees or councils.
- 2.4. At the request of the Dean, the Faculty Advisory Committee may appoint or nominate representatives to committees or councils.

## **3. Membership and Eligibility**

- 3.1. There shall be an Engineering Senate, a unicameral body composed of voting representatives called Senators from the following constituencies, and certain non-voting ex officio members.
- 3.2. Faculty Senators
  - 3.2.1. Faculty constituencies include:
    - (1) Tenured and tenure-track faculty as defined in II-1.00 [A] and the T/TT Policy.
    - (2) Professional track faculty as defined in II-1.00[G] and the PTK Policy with greater than 50% appointments, but excluding the term-limited and entry-level professional track titles.

- Part-time faculty may not be added together to compose a faculty constituent.
- 3.2.2. Representatives to the Engineering Senate shall be elected from those faculty constituents who have been under contract to the University at least since August of the academic year during which the election is held. All these Senators shall be elected in accordance with the individual Plans of Organization of their units.
  - 3.2.3. Faculty who hold joint appointments of equal time in two or more units may vote or be elected to an Engineering Senate seat from only one of those units. Such individuals shall be asked by the Faculty Advisory Committee in which unit they wish to have voting representation. Individuals may change their voting representation only when the Engineering Senate is reapportioned.
  - 3.2.4. The specific apportionment of Senatorial representatives between departments and research institutes in the School shall be stated in the Bylaws but shall follow the general guideline of two T/TT faculty Senators per PTK faculty Senator for each department or research institute.
  - 3.2.5. Apportionments of Senatorial representation among the departments, institutes (or units), and types of faculty should be reviewed and revised as needed when the Plan of Organization is amended or replaced.
  - 3.2.6. In the case of the reorganization of existing academic departments or the creation of new academic departments or research institutes, the Faculty Advisory Committee shall appoint a special committee to reapportion Senatorial representation between academic departments and research institutes.
    - (1) The special reapportionment committee shall consist of two T/TT representatives from each department or institute and one PTK representative from each department or institute.
    - (2) Representatives to the reapportionment committee do not have to be members of the Engineering Senate.
    - (3) Revised apportionment schemes must be approved by simple majority votes of the Faculty Advisory Committee and the Engineering Senate.
    - (4) In all cases covered under the provisions of this section, currently elected Senators from the affected units shall serve until the end of their terms, or until they resign, just as they would under a regular reapportionment of the Engineering Senate as specified in section 3.8.
  - 3.2.7. The term of each elected faculty Senator shall be three years, irrespective of any academic reorganizations that may take place during that time. Senators who have served a full term shall for a period of one year be ineligible for re-election or for appointment to the Engineering Senate.
- 3.3. Staff Senators
- 3.3.1. Exempt staff constituencies are defined as those employees of the School who hold a permanent, exempt appointment as defined by the applicable University definitions and classifications.
    - 3.3.1.1. Two exempt staff Senators shall represent the exempt staff constituency.
    - 3.3.1.2. The term of each elected exempt staff Senator shall be three years. Exempt staff Senators who have served a full term shall for a period of one year be ineligible for re-election or appointment to the Engineering Senate.

- 3.3.1.3. The Senatorial responsibilities of each staff Senator shall be considered a part of his/her official duties.
    - 3.3.2. Non-exempt staff constituencies are defined as those employees of the School who hold a permanent, non-exempt appointment as defined by the applicable University definitions and classifications.
      - 3.3.2.1. Two non-exempt staff Senators shall represent the non-exempt staff constituency.
      - 3.3.2.2. The term of each elected non-exempt staff Senator shall be three years. Staff Senators who have served a full term shall for a period of one year be ineligible for re-election or for appointment to the Engineering Senate.
      - 3.3.2.3. The Senatorial responsibilities of each non-exempt staff Senator shall be considered a part of his/her official duties.
  - 3.4. Student Senators
    - 3.4.1. Undergraduate Student Senators
      - 3.4.1.1. Four undergraduate Senators shall be elected in accordance with the procedures outlined in the Student Plan.
      - 3.4.1.2. The term of each elected undergraduate student Senator shall be one year. Undergraduate student Senators are eligible for re-election for up to three consecutive terms.
      - 3.4.1.3. No undergraduate student shall be elected to, or serve in, office if not in satisfactory academic and disciplinary standing as defined in University publications.
      - 3.4.1.4. An undergraduate student Senator must be continuously enrolled in the School for at least twelve academic hours during the academic semesters served in the Engineering Senate and shall not hold faculty rank, or an administrative or staff position, but may be employed by the University as a student employee.
    - 3.4.2. Graduate Student Senators
      - 3.4.2.1. Two graduate Senators shall be elected in accordance with the procedures outlined in the Student Plan.
      - 3.4.2.2. The term of each elected graduate student Senator shall be one year. Graduate student Senators are eligible for re-election for up to three consecutive terms.
      - 3.4.2.3. No graduate student shall be elected to, or serve in, office if not in satisfactory academic and disciplinary standing as defined in University publications.
      - 3.4.2.4. A graduate student Senator must be continuously enrolled and be certified by the Graduate School as a full-time graduate student in the A. James Clark School of Engineering during the academic semesters served in the Engineering Senate and shall not hold faculty rank, or an administrative or staff position, but may be a graduate assistant, graduate research assistant, or graduate fellow.
  - 3.5. Single Member Constituency Senators
    - 3.5.1. In order to provide some representation for members of the School community who do not meet the criteria for inclusion in the faculty, staff, or student constituencies, the Engineering Senate, in its Bylaws, may define up to ten additional



constituencies that are represented by one Senator, elected or appointed according to procedures to be set forth in the Bylaws.

3.6. Ex Officio Members of the Engineering Senate

3.6.1. The following shall be non-voting ex officio members of the Engineering Senate:

(1) the Dean

(2) the Directors of Institutes and Associate and Assistant Deans

(3) the Department Chairpersons

(4) the President of the Engineering Student Government Association

(5) the President of the Engineering Graduate Student Government Association

3.6.2. Non-voting ex officio members of the Engineering Senate shall enjoy all the privileges of Engineering Senate membership except the right to vote.

3.7. Disqualification from the Engineering Senate

3.7.1. No person shall be disqualified from election if in satisfactory standing at the University, if a member of the constituency for which the election is being held, and if in attendance since August of the academic year in which the election takes place.

3.7.2. Membership in the Engineering Senate shall terminate in accordance with provisions in the Bylaws if the Senator is no longer a member of the constituency by which he/she was elected.

3.8. Apportionment

In accordance with the procedures set forth in the Bylaws, reapportionment of the Engineering Senate shall be conducted every time the Plan is updated or whenever significant changes in any School population occurs.

**4. Senatorial Elections, Expulsion, and Recall**

4.1. Subject to the provisions of Article 3 defining the eligibility of members and the provisions of this Article, each academic department of the School plus the Institute for Systems Research is responsible for providing a Plan of Organization that will ensure the timely nomination and election of faculty, staff, and student Senators. These Plans shall have provisions to promote equitable representation and establish election committees to elect T/TT and PTK faculty to represent the department or the unit in the Engineering Senate. Separate elections must be held for T/TT Senators (by T/TT faculty) and PTK Senators (by PTK faculty), but the same election committee may administer both elections.

4.2. The Engineering Senate is the ultimate judge of the eligibility of any elected Senator, and may reject the choice of any constituency group.

4.3. All elections shall be completed in advance of the Annual Transition Meeting of the Engineering Senate.

4.4. In the event of a vacancy in the Engineering Senate, the Faculty Advisory Committee shall appoint an individual from the constituency to complete the term in accordance with the Bylaws.

4.5. Every elected Senator shall be subject to recall.

4.5.1. Recall proceedings may be initiated against any elected Senator for dereliction of duty or malfeasance.

4.5.2. Procedures for initiating a recall shall be specified in the Plans of Organization of the individual units.

- 4.5.3. Any petition for recall must contain specific charges. The petition must be delivered to the Chair of the Engineering Senate who shall inform the Senator concerned of the charges. The Senator shall be allowed to respond to all charges at a special meeting of the Faculty Advisory Committee to be called by the Chair of the Engineering Senate within ten working days of receipt of a valid petition.
- 4.5.4. Articles of Recall will require the approval of a majority of the voting members of the Faculty Advisory Committee.

## **5. Officers of the Engineering Senate, their Nomination, Election, Appointment, and Impeachment**

- 5.1. The officers of the Engineering Senate shall be the Chair and the Chair-Elect. The advisors of the Engineering Senate shall be the Executive Secretary, Parliamentarian, and immediate Past Chair of the Engineering Senate.
- 5.2. Chair of the Engineering Senate
  - 5.2.1. The term of the 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.
  - 5.2.2. The constituency or unit from which the Chair was elected shall immediately elect a new Senator to fulfill any unexpired term.
  - 5.2.3. The Chair shall preside over all meetings of the Engineering Senate and shall be a member of the Engineering Senate casting a vote only when required to break a tie.
- 5.3. Chair-Elect of the Engineering Senate
  - 5.3.1. The Chair-Elect shall be selected from the elected membership of the Engineering Senate.
  - 5.3.2. The term of office for the Chair-Elect shall be one year. No one may serve as Chair-Elect for two consecutive terms.
  - 5.3.3. In the absence of the Chair, the Chair-Elect shall preside over meetings.
  - 5.3.4. If the Chair is vacated, the Chair-Elect shall serve as Acting Chair until the next regular election of the Chair-Elect. In the event that the Chair-Elect is vacated, the Engineering Senate shall elect a new Chair-Elect at the next regularly scheduled Engineering Senate meeting.
  - 5.3.5. The Chair-Elect or Acting Chair, except when presiding as Chair of the Engineering Senate, shall retain all the voting privileges of a Senator.
- 5.4. Executive Secretary
  - 5.4.1. The Executive Secretary shall serve at the pleasure of the Faculty Advisory Committee of the Engineering Senate and the Dean.
  - 5.4.2. The Executive Secretary shall be responsible for all records of the Engineering Senate, for taking and transcribing minutes of the Engineering Senate and the Faculty Advisory Committee, for distributing all official notices and materials to and on behalf of the Engineering Senate, and for other duties as stated in the Bylaws.
  - 5.4.3. The Executive Secretary shall serve without vote.
  - 5.4.4. The Faculty Advisory Committee may designate a person to perform the responsibilities of the Executive Secretary if the office is vacant.
- 5.5. Past Chair of the Engineering Senate
  - 5.5.1. The term of the Past Chair shall be one year, preceded by a one-year term as Chair of the Engineering Senate.

- 5.5.2. The Past Chair shall meet regularly with the Chair of the Engineering Senate, Chair-Elect of the Engineering Senate, and the Dean.
- 5.5.3. The Past Chair shall have voice on the Engineering Senate floor, but shall serve without vote.
- 5.6. **Parliamentarian**
  - 5.6.1. The term of the Parliamentarian shall be one year, without limit to the number of terms. If the Parliamentarian is appointed mid-year, the Parliamentarian shall serve out the remainder of the term before being appointed to a full-year term. The Parliamentarian serves at the pleasure of the Chair.
  - 5.6.2. The Parliamentarian shall have responsibility for advice on questions of procedure.
  - 5.6.3. The Parliamentarian shall serve without vote, but if an elected Senator, shall retain all voting privileges.
  - 5.6.4. Upon expiration of the appointed term, or resignation of the Parliamentarian, the Parliamentarian may be granted the honorary title of Parliamentarian Emeritus by the Faculty Advisory Committee.
- 5.7. **Nominations and Appointment of Officers and Advisors of the Engineering Senate**
  - 5.7.1. Nominations for Chair-Elect shall be received through the Nominations and Awards Committee as set forth in the Bylaws; additional nominations may be received from the floor. The voting for Chair-Elect shall be taken by secret ballot. The ballots shall be counted immediately and the candidate having a majority of the votes shall be declared elected. In the event that no candidate receives a majority of the votes there shall be an immediate runoff between the two candidates receiving the highest number of votes. If any election for Chair-Elect results in a tie, the Engineering Senate Chair will cast the deciding vote.
  - 5.7.2. Appointment of the Executive Secretary shall rest with the Dean. The Faculty Advisory Committee shall recommend one or more candidates, within search guidelines, to the Dean.
  - 5.7.3. Appointment of the Parliamentarian shall rest with the Chair subject to approval by the Faculty Advisory Committee of the Engineering Senate.
- 5.8. **Impeachment of Officers of the Engineering Senate**
  - 5.8.1. Impeachment proceedings may be initiated against the Chair or Chair-Elect of the Engineering Senate for dereliction of duty or malfeasance.
  - 5.8.2. Initiation of impeachment proceedings shall require a petition signed by one-half of the elected members of the Engineering Senate, or by ten percent of the electorate of each constituency.
  - 5.8.3. Any petition for impeachment must contain specific charges. The officer shall be allowed to respond to all charges at a special meeting of the Engineering Senate to be called by the Dean within twenty working days of receipt of a valid petition. The Dean shall be the presiding officer at this meeting. A two-thirds vote of all elected Senators present and voting is required to remove the officer.
  - 5.8.4. Any vacancy resulting from provisions in Article 5.8 shall be filled in accordance with provisions in Article 4.4.
  - 5.8.5. In the event of unusual and compelling circumstances preventing the Dean from fulfilling the duties specified in Article 5.8, the Dean may designate an Associate Dean to fulfill them.

## **6. Amendments, Review, and Revision**

- 6.1. All changes to this Plan shall be passed and approved in accordance with provisions in this Article.
- 6.2. Proposed amendments to the current Plan shall be presented in writing to the Executive Secretary, who shall transmit them to members of the Engineering Senate at least ten working days in advance of any regular or special meeting. Amendments may be proposed by one or more Senators, by committees of the Engineering Senate, or by written petition signed by 150 members of the major constituencies, which are the faculty, staff, and student constituencies defined in sections 3.2, 3.3 and 3.4 respectively.
  - 6.2.1. Amendments approved by a majority vote of the Engineering Senate shall be submitted to a School-wide referendum conducted by the Faculty Advisory Committee. Passage of amendments on a School-wide referendum shall require a majority of the votes cast within each of two of the three major constituencies (faculty, staff, and student).
- 6.3. Review of the current Plan shall be undertaken at least every ten years by a committee composed of members elected by the Engineering Senate. The Faculty Advisory Committee may institute a review of the Plan by such a committee in the third or subsequent year following a review if in its judgment there have been changes in the University or School significant enough to justify a review.
  - 6.3.1. The committee shall be sponsored by the Engineering Senate, but no more than two current Senators may serve on the committee.
  - 6.3.2. The Faculty Advisory Committee shall develop a slate of nominees to be approved by the Engineering Senate. Further nominations shall not be accepted from the floor of the Engineering Senate. The Faculty Advisory Committee shall consult with Chairpersons of the units, the Presidents of the Engineering Student Government Association and the Engineering Graduate Student Government Association, and the Office of the Dean to solicit nominees for the slate.
  - 6.3.3. Each unit shall have one representative faculty member on the committee. In addition there shall be one representative of each of the following: School-wide administrators, undergraduate students, graduate students, exempt staff members and non-exempt staff members. The Executive Secretary and the Parliamentarian shall serve as non-voting ex officio members of the committee. Both T/TT and PTK constituencies must be represented on the committee.
  - 6.3.4. The committee shall elect its own presiding officer.
  - 6.3.5. Members of the committee shall serve until their report has been accepted or rejected by the Faculty Advisory Committee of the Engineering Senate.
  - 6.3.6. The requirements for adopting a revision shall be the same as those for adopting an amendment to the Plan as described in Article 6.2.1.
- 6.4. Proposals to draft an alternative to this Plan may be initiated by a resolution approved by a majority of the elected members of the Engineering Senate or by individual majorities of all three major constituencies.
  - 6.4.1. The committee drafting an alternative Plan shall be constituted according to Article 6.3, except that the Faculty Advisory Committee shall select the members.
  - 6.4.2. To replace the current Plan, the alternative Plan must be submitted to a School-wide referendum; approval will require two-thirds of the votes cast within each constituency.

- 6.5. In all Engineering Senate referenda on amendments, no ballot shall be valid unless returned by a specified date not later than fifteen calendar days after the distribution of all ballots.
- 6.6. Any approved amendment or revision to this Plan shall be submitted to the Chair of the Engineering Senate who, within forty-eight hours, shall submit the approved change to the appropriate committee of the University Senate as described in 11.3.a of the University Plan for approval and final ratification by the University Senate and the President of the University.
  - 6.6.1. Any amendment of this Plan ratified by the University Senate and President shall take effect one month after such approval.
  - 6.6.2. Any revision of the entire Plan or any alternative Plan that has been ratified by the University Senate shall become effective as of the first meeting of the Engineering Senate during the Fall Semester following final approval.
  - 6.6.3. Transition rules may be adopted by the Engineering Senate as appropriate providing such rules do not violate provisions of the Plan then in effect or the intent of provision in the approved amendment(s) or in the approved revised or alternative Plan. If conflicts arise between the two documents, the ratified amendment(s), revised Plan, or alternate Plan shall take precedence.

## **7. Bylaws**

- 7.1. The Engineering Senate shall have the power to organize its staff and to make Bylaws and regulations for its own proceedings, so long as those Bylaws and regulations do not contravene the statutes of the University; the power of the Board of Regents; the powers delegated to the Chancellor, President, or Dean; the University Plan and this Plan.
- 7.2. Amendments to the Engineering Senate's procedural rules in the Bylaws shall be provided to the Engineering Senate members seven calendar days in advance of any regular meeting and shall require approval by a two-thirds vote of the elected members of the Engineering Senate present and voting.

## **8. Committees**

- 8.1. The Engineering Senate Bylaws shall provide for a Faculty Advisory Committee and other standing or special committees as may be necessary or desirable. The composition of the committees should represent as broad a spectrum of interests as possible consistent with the functions of the committees and the availability of candidates to serve.
- 8.2. Standing Committees
  - 8.2.1. Standing committees shall be chaired by Senators, but membership shall not require Engineering Senate membership except as noted in the Bylaws.
  - 8.2.2. Standing committees shall be specified in the Bylaws.
  - 8.2.3. Standing committees shall meet at least twice per semester.
- 8.3. The Faculty Advisory Committee
  - 8.3.1. The Faculty Advisory Committee shall include the Chair and Chair-Elect of the Engineering Senate and the following: two faculty members, elected by and from the T/TT faculty Senators; one faculty member elected by and from the PTK faculty Senators; one exempt staff Senator; one non-exempt staff Senator; one undergraduate student Senator; and one graduate student Senator. The Dean or his/her representative, the Parliamentarian, and the Executive Secretary shall be non-voting ex officio members of the Faculty Advisory Committee.

- 8.3.2. The exempt staff Senator, the non-exempt staff Senator, the undergraduate student Senator, and the graduate student Senator shall be the Senators who received the most votes from their respective constituencies in the Engineering Senate elections.
- 8.3.3. The elected faculty members of the Faculty Advisory Committee shall not be from the same academic unit. No elected member of the committee shall be elected to the committee for more than three successive one-year terms. The Chair of the Engineering Senate shall be the presiding officer of the Faculty Advisory Committee.
- 8.3.4. The Faculty Advisory Committee shall assist in implementing the actions of the Engineering Senate and shall serve as a channel through which any member of the School community may introduce matters for the Engineering Senate's consideration. All actions of the Faculty Advisory Committee shall be subject to confirmation by the Engineering Senate.
- 8.3.5. The Faculty Advisory Committee shall meet at least four times per semester. Of these, at least two shall be private meetings with the Dean. The Faculty Advisory Committee shall serve as a major advisory panel to the School administration and the chief agency for implementing and overseeing the operation of shared governance, including enhancement of Engineering Senate structures and facilitation of Engineering Senate consideration of policy issues.
- 8.3.6. The Faculty Advisory Committee shall assist in the periodic review of the Dean and his/her administration by providing the Provost with a list of nominees for the review committee.
- 8.3.7. The Faculty Advisory Committee shall provide for the periodic review and update of the policies for appointment, promotion and tenure of T/TT faculty and appointment and promotion of PTK faculty by providing for the creation of separate special committees for these purposes (specified in 8.6 and 8.7 below).
- 8.3.8. The Faculty Advisory Committee shall review and approve department and Institute Plans of Organization at least every ten years.
  - (1) This shall be accomplished by appointing a special committee to review each department's Plan for alignment with provisions of this Plan and the University Plan and to make recommendations for changes as needed.
  - (2) The special committee should be appointed no later than the eighth year following the most recent approval of the department or the Institute for Systems Research's current Plan.
  - (3) One special committee may be appointed to review all Plans or separate committees may be appointed to review one or more Plans as deemed necessary by the Faculty Advisory Committee.
  - (4) The results of the special committee's review shall be presented to the Faculty Advisory Committee nine years plus or minus one month from the date of the Plan's most recent approval by the Faculty Advisory Committee. The Faculty Advisory Committee may request changes or a re-review by the special committee.
  - (5) All Plans shall be approved by separate (simple majority) votes of the Faculty Advisory Committee.
  - (6) The Faculty Advisory Committee's review and approval must be completed no later than ten years after each Plan's most recent approval.

- 8.3.9. The Faculty Advisory Committee shall conduct elections for at-large PTK faculty representatives to the University Senate. The Faculty Advisory Committee shall solicit nominations from the School's PTK faculty by means of a written memorandum which may be delivered electronically. The Faculty Advisory Committee will act as the elections committee in accordance with Article 4.4 of the University Plan.
- 8.4. College Appointment, Promotion, and Tenure (APT) Committee
- 8.4.1. Membership
- (1) The College APT Committee will have fifteen members, with one Full Professor and one Associate Professor member from each department, with the exception of Fire Protection Engineering, which will have one tenured member.
  - (2) College APT Committee members are voting members, but will not vote on cases from their own department if they voted at the unit level.
  - (3) The College APT Committee shall elect one of its Full Professor members to serve as its Chair. An alternate Chair shall be elected to serve during consideration of cases from the Chair's unit.
  - (4) The term of each member is two years.
- 8.4.2. The College APT Committee advises the Dean on proposed appointments and promotions to the rank of Associate and Full Professor.
- 8.4.3. The composition and procedures of the College APT Committee are defined in the T/TT Policy.
- 8.5. Special Committees
- 8.5.1. The Engineering Senate may, by action of a majority of the membership of the Engineering Senate, establish special committees of limited scope and term of duration as is determined to be useful to the effective and efficient conduct of the business of the Engineering Senate. When forming special committees, the Engineering Senate shall specify the frequency of meetings, as appropriate.
- 8.5.2. Additional procedures for forming and operating special committees may be specified as needed in the Bylaws.
- 8.6. Engineering Senate Special Committee on Appointment, Promotion, and Tenure (ESAPT)
- 8.6.1. The committee is charged with reviewing and updating policies associated with the appointment, promotion, and tenure of T/TT faculty, and will be formed as needed.
- 8.6.2. The committee shall consist of two Full Professors, and one Associate Professor representative from each department in the School who are elected by and from the department's T/TT faculty according to procedures established in the respective departments' Plans of Organization.
- 8.6.3. The committee shall be chaired by a Full Professor elected by and from the committee's members.
- 8.6.4. The ESAPT committee sets and reviews the policies and procedures used to form and operate the College APT Committee codified in T/TT Policy. It is not to be confused with the College APT Committee itself, which hears and evaluates promotion cases.
- 8.7. Engineering Senate Special Committee on Appointment and Promotion of Professional Track Faculty (ESAPTK)

- 8.7.1. The committee is charged with reviewing and updating policies associated with the appointment and promotion of PTK faculty, and will be formed as needed.
- 8.7.2. The committee shall consist of the Full Professor members of the ESAPT Committee and at least two PTK faculty members from each category (instructional, research, and specialist) who are at the highest ranks in their respective categories.
- 8.7.3. The committee shall be chaired by a Full Professor elected by and from the committee's members.
- 8.7.4. Every two years, the ESAPTK committee shall adjust the number of required PTK faculty representatives specified in 8.7.2 above as the newly adopted higher ranks become populated until such time as a steady-state representation of approximately one PTK representative per twenty PTK faculty members in the School (excluding post-doctoral ranks) is achieved, with proportionate representation from instructional, research, and specialist tracks.
- 8.7.5. The ESAPTK Committee is not to be confused with the College APPTK Committee which hears and evaluates PTK promotion cases. The ESAPTK Committee sets and reviews the policies and procedures used to form and operate the College APPTK Committee codified in the PTK Policy.

## **9. Meetings of the Engineering Senate**

- 9.1. The Engineering Senate shall meet regularly as provided in its Bylaws. *Robert's Rules of Order, Newly Revised* shall be the standard reference to govern problems of parliamentary procedure not covered in the Engineering Senate's Bylaws.
- 9.2. The Engineering Senate Bylaws shall set forth the Engineering Senate rules for the:
  - (1) Number of members and any restrictions on representation to reach a quorum for purposes of taking a vote,
  - (2) Voting procedures and permissible voting methods, and
  - (3) Permissible methods of participation.
- 9.3. The Engineering Senate will convene a School-wide assembly (termed the Engineering Assembly) at least once per semester for the purposes of explaining the issues currently before the Engineering Senate and for soliciting feedback. This meeting will serve as one of the Senate's meetings, will be recorded in the Engineering Senate minutes, and will represent one method for bringing new issues to the Engineering Senate's attention.

## **10. Staff and Facilities**

- 10.1. The administration at all levels shall furnish, to the extent provided for by formal budget, assistance to the Engineering Senate as a whole and to its committees in connection with its official business, including elections, as may be authorized by the Faculty Advisory Committee of the Engineering Senate.

## **11. Plans of Organization of Units within the School of Engineering**

- 11.1. Each department and Institute shall have a Plan of Organization that conforms to Article 11 of the University Plan.
- 11.2. These Plans shall be reviewed and approved by the Faculty Advisory Committee at least every ten years, as provided for in 8.3.8.



**12. Election of University Senators**

- 12.1. Consistent with the University Plan Article 3.2, each department will elect one T/TT faculty Senator. Any additional T/TT Senate seats apportioned to the College will be elected at large. Elections shall be conducted according to each unit's Plan of Organization and the procedures set forth in the University Plan.
- 12.2. PTK faculty Senators shall be elected at large according to the procedures set forth in 8.3.9 and the University Plan.
- 12.3. All Senators will serve three-year terms with the exception of replacement Senators who will serve out the remainder of the original term.
- 12.4. Staff and student Senator elections are conducted by the University Senate.