



Information on the composition and revision of Plans can be found in the University Plan of Organization (Article 11) and the Bylaws of the University Senate (Appendix 7), both available on the University Senate [website](#).

Elements Required by University Plan

- Each College must have a unit-wide assembly, the membership of which includes all tenured/tenure-track faculty in the College, as well as representation from professional track faculty, students, and staff.
- Each College must have a Faculty Advisory Council. The Faculty Advisory Council elects its own chair, may include staff and students, and must meet at least once per semester.

Each Plan must provide for one or more committees that conduct the election of Faculty Senators.

- Libraries and non-departmentalized Colleges or Schools:** The Plan must provide for a committee that conducts the election of Faculty Senators in accordance with 4.4.a of the University Plan. This committee must have representation from all faculty constituencies of the unit (tenured/tenure-track faculty, Librarians with permanent status or permanent status-track appointments, and professional track faculty).
- Departmentalized Colleges/Schools:** The Plan may either provide for a single election committee to solicit nominations (from each department or equivalent academic unit) and conduct the elections; or 1) specify how seats are to be allocated between its departments and units, and 2) require that each voting unit establish an election committee to create a slate of candidates nominated by the members of the unit. Election committees described above must contain both tenured/tenure-track and professional track faculty. (See 4.4.b of the University Plan.)
- College plans must be reviewed, at minimum, every ten years by an elected committee that includes members of each constituency (for more information see 11.3 of the University Plan of Organization). Language describing the process by which this committee is constituted should be included.

Document Structure

- All Plans should include a table of contents.
- Plans should follow a clear structure, which should generally numerate sections and subsections in a consistent fashion that can be easily followed (i.e. "II.3.b," etc.).
- Elements of the Plans should be grouped together in a logical and consistent fashion.
- Plans should avoid referring to elements or bodies that have not yet been described (i.e. referencing the role of the Dean's Council before the Dean's Council is established and defined in the document). If such references are unavoidable, a parenthetical reference to the succeeding section where the body is addressed should be included. For example, "The Dean's Council (as described in Article 2.1) shall report..."

Clarity of Intent

Plans should include clear statements describing the College administrative and shared governance structures, and the relationship between each should be articulated. Generally, Plans should:

- Include a section acknowledging the importance of shared governance at the beginning of all Plans.
- Describe and enumerate the responsibilities and authority of the dean, as well as the College's administrative structure and its relationship to units within the College.
- Detail the responsibilities of each constituency in the shared governance structure.
- Include language acknowledging that executive authority flows from the Provost through the deans, whereas shared governance authority originates in the University Plan of Organization and flows through the Senate to the Colleges.

- Efforts should be made to distinguish between bodies whose responsibilities are to support the Dean in carrying out administrative functions versus those that have a shared governance mission.
- The frequency of meetings of all bodies should be clearly set forth.
- The length of terms of service, as well as any term limits, should be clearly established, and should be consistent between the various levels of the shared governance structure. Terms should align with the academic year, and should vary between one and three years.
- Appointed members of the College administration should be included in the membership section of each plan. Such members should typically be non-voting in shared governance bodies (as distinguished from bodies whose mission is to aid the dean in administrative tasks).
- If sub-units of an elected body have members that are not representatives of the larger body, the Plan should include language describing who is eligible and how they are to be selected.
- Quorum levels that appropriately balance practicality and inclusion should be set for all bodies.
- Wherever a shared governance body is created, procedures should be established for its operations. Unless otherwise specified, a Plan should generally defer to the latest edition of *Robert's Rules of Order Newly Revised*.

Representational Issues

- Plans should provide for meaningful representation by all constituencies within a College, and at all levels. This should be the rule, rather than the exception, and in any instance that does not directly involve APT or other personnel decisions, the standard should be inclusion of all groups. Within the APT processes, however, some Colleges include additional mechanisms for soliciting input from all constituencies that may serve as best practices models.
- Membership categories should reflect those classifications recognized by the Board of Regents, and should be worded in such a way as to accommodate changes in policy without requiring a revision of the Plan.
- Plans should avoid the use of “students” or “staff” as constituencies. They should not only specify “undergraduate student” and/or “graduate student,” but should include both groups in any body whenever possible, given the significantly different experiences and perspectives of each group. Likewise, Plans should specify “exempt staff” or “non-exempt staff” and should include both groups in any body whenever possible, given the significantly different experiences and perspectives of each group.
- Plans should provide for undergraduate and graduate student representation on shared governance bodies from all units within a College that have faculty representation.
- Wherever possible, uniform practice across constituencies should be followed in selecting members of shared governance bodies. For example, if faculty members are elected, then student and staff members should be as well.
- Executive committees, or other bodies carrying out similar functions within larger shared governance bodies, should be composed of members elected by their constituencies, and should select their own chairs.
- Committee membership should be determined by the establishing bodies themselves, subject to any relevant provisions in the College Plan. The majority of the membership of any committee should be made up of elected members.
- Procedures for electing the undergraduate/graduate student and exempt/non-exempt staff constituencies of the unit-wide assembly (as well as any other constituencies recognized by the College), as well as procedures for electing members of all other bodies described in a Plan, should be established for each constituency. For the purposes of apportioning student representatives (or faculty representatives, in cases where membership is not automatic for every member), each academic unit within the College should be treated as its own constituency.
- College Plans should establish clear timelines and procedures for the review of sub-unit plans. As is required for the review of College Plans, these reviews should include elected members from each constituency, and should also be reviewed every ten years. While not all of the specific bodies outlined in the College Plan may be appropriate, sub-unit Plans should follow the same principles and adopt the same general structure.