



**University Senate Meeting
Agenda for Wednesday, March 4, 2026**

3:15-5:00PM | Colony Ballroom

Agenda:

1. Call to Order
2. Approval of the February 3, 2026 Minutes (Action)
3. Report of the Chair (Information)
4. Special Order
Darryll J. Pines
President, University of Maryland
State of the Campus Address
5. Review the Interim University of Maryland Accessible Technology Policy, VI-1.00(E) (Senate Document #25-26-09) (Action)
6. Review of the Alleged Arbitrary and Capricious Grading Policy (Senate Document #24-25-12) (Action)
7. Interim University of Maryland Policy on Faculty Professional Conduct (Senate Document #24-25-06) (Action)
8. Elections, Representation & Governance (ERG) Presentation on the Proposal to Change the Senate Bylaws for the Equity, Diversity, & Inclusion Committee (Senate Document #25-26-11) (Information)
9. New Business
10. Adjournment



UNIVERSITY SENATE

University Senate Meeting Minutes for Tuesday, February 3, 2026

Time: 3:15PM - 5:00PM

Location: Zoom

Called to Order: 3:18 p.m. Adjourned: 4:48 p.m.

Members Present: 139

Meeting Minutes:

1. Call to Order

Senate Chair Dammeyer called the meeting to order at 3:18 p.m.

2. Approval of Minutes, December 2, 2025, University Senate Meeting

Chair Dammeyer asked if there were any corrections to the minutes for the December 2, 2025, University Senate meeting; hearing none, Chair Dammeyer declared the minutes approved as distributed.

3. Report of the Chair (Information)

Welcome Back

Chair Dammeyer welcomed the University Senate members back and wished them a Happy New Year.

Chair Dammeyer thanked the members for being present, even as the snowstorm and its impacts continue, including ongoing snow and ice removal, prolonged county school closures, and schedule adjustments.

Chair Dammeyer expressed appreciation for the members' ongoing participation and service to the University Senate, as well as the time they spent reviewing materials, attending meetings, raising questions, and sharing their valuable perspectives.

University Senate Holiday Social

Chair Dammeyer shared that the University Senate held their first Holiday Social on the last day of classes in Marie Mount Hall. Chair Dammeyer attended the event along with Director Marin, members of the University Senate Office staff, and Parliamentarian Falvey. They got to connect with seven University Senators, celebrate the work completed in 2025, discuss campus and Senate issues, and strengthen their relationships with one another.

University Senate Office Hiring Updates

Chair Dammeyer shared that the University Senate Office has filled the Administrative Coordinator position and two Coordinator positions.

Jane Nnadi is the new Administrative Coordinator, and Jeremiah Finley and Juel Okpara are the two new Coordinators for the University Senate Office. They began their roles on Monday, January 12, 2026.

Chair Dammeyer expressed their excitement for the knowledge and enthusiasm Jane, Jeremiah, and Juel bring to the University Senate team and looks forward to their impact in these new roles.

Updates on Senator-Constituency Google Group

Chair Dammeyer shared that the University Senate Office worked diligently with the Division of Information Technology to update the senator constituency Google Groups. Chair Dammeyer noted that this process took several months and prevented the distribution of University Senate Meeting Overviews. Chair Dammeyer shared that Senate Leadership was hopeful that these updates would be finalized by the end of February 2026, allowing University Senators to resume distributing the overviews and engaging with their constituencies. Chair Dammeyer shared that additional guidance would be provided via email to University Senators.

University Senate Staff, Student, and Single Member Elections

Chair Dammeyer shared that the candidacy period for the staff, student, and single-member constituency elections for the 2026-2027 Academic Year opened. Chair Dammeyer noted that due to the University's closure the week of January 26, 2026, the candidacy period was extended. The candidacy period was announced to end on February 11, 2026.

Chair Dammeyer shared that the University Senate Leadership requested that University Senators encourage their colleagues to run for the Senate or consider running themselves if eligible.

Chair Dammeyer noted that all candidates who wish to run for a University Senate seat should submit their applications by February 11, 2026, via the University Senate "[Take Action](#)" webpage.

Chair Dammeyer shared that the elections for these constituencies will begin on February 23, 2026. Chair Dammeyer noted that all members of these constituencies are encouraged to vote for University Senators at that time.

Nominations for Elected Committees & Councils

Chair Dammeyer shared that the Nominations Committee will hold its first Spring semester meeting in the coming weeks.

Chair Dammeyer noted that the Nominations Committee is tasked with identifying potential nominees for the Senate's elected committees and councils, including the



Senate Executive Committee (SEC), the Committee on Committees, the Athletic Council, and the Council of University System Faculty (CUSF).

Chair Dammeyer noted that University Senators will receive an email in the coming days soliciting self-nominations and nominations of their colleagues.

4. Continued Business

Chair Dammeyer invited Kim Gonzalez, Chair of the Elections, Representation and Governance (ERG) Committee, to present on the Straw Poll for the Proposal to Amend Senate Bylaws Regarding Senate Committee Charges.

Chair Gonzalez noted that, due to time constraints and the ERG committee's charge deadline, the committee elected to collect responses and feedback via an anonymous Google form. Chair Gonzalez shared that the responses will be considered at the committee's upcoming meetings. Chair Gonzalez thanked the University Senators who submitted feedback.

5. A Special Order Presentation (Information)

Jeffrey Hollingsworth, Vice President and Chief Information Officer
Megan Masters, Interim Assistant Vice President, ATI from the Division of Information Technology

Overview of the ADA Title II Regulations on Digital Accessibility: Spring 2026 Updates

Chair Dammeyer invited Jeffery Hollingsworth, Vice President and Chief Information Officer, and Megan Masters, Interim Assistant Vice President, ATI from the Division of Information Technology, to present on the Overview of the ADA Title II Regulations on Digital Accessibility: Spring 2026 Updates.

Hollingsworth reminded the University Senate that Title II of the Americans with Disabilities Act (ADA) addresses digital accessibility and requires public educational institutions to ensure their digital services and content are fully accessible to individuals with disabilities. Hollingsworth emphasized that the Title II regulation exists for the whole community, not just students. The regulation ensures the University of Maryland's services are accessible to faculty, staff, and students.

Hollingsworth added that the regulation also relates to public and private content on websites, instructional content on items such as Canvas, multimedia videos, documents, software, mobile applications, and social media used in official contexts. Hollingsworth shared that the regulation exists to ensure that all members of the UMD community can fully participate in all digital activities provided to them.



Hollingsworth noted that this regulation is not a new law but an update to guidance and rule-making issued by the Department of Education and the Department of Justice. The University must be in compliance with this regulation by April 24, 2026.

Hollingsworth noted that, though this was a federal regulation with required compliance, the purpose is to ensure the University's digital community is fully accessible.

Hollingsworth emphasized that the change was supported by two pillars of the campus's strategic plan, *Investing in People* and *Reimagining Learning*. Hollingsworth added that this calls for creating an inclusive and flexible learning environment, which is at the core of the University's Mission.

Hollingsworth noted five areas where the regulations allow for exceptions to compliance.

- Archived content, which was defined as content that was created before the compliance deadline but is not in active use. For example, course material for courses offered prior to January 1, 2026, would be considered archival unless it is being used or referenced in a currently offered course.
- Pre-existing documents include electronic documents created before the compliance deadline and no longer in use.
- Third-party content includes content posted by third parties that are not contracted, licensed, or otherwise arranged for by the public entity. This is regarding other people's content; if University members license it, ask for it, or compel its use in a class that changes the scope and brings it into compliance.
- Individualized documents include password-protected files specific to an individual, such as those on an individual's computer, accounts, or property.
- Pre-existing social media content includes posts made before the compliance deadline.

Hollingsworth reported that, to prepare for the effective date of the federal regulations, President Pines issued an interim update to our digital accessibility policy on July 25, 2025. Subsequently, the SEC charged the Information Technology (IT) Council with reviewing the updated Interim University of Maryland Accessible Technology Policy, VI-1.00(E) and reporting back to the University Senate. Hollingsworth added that the IT Council was asked to review the interim policy and compare it with those of other Big Ten and peer institutions. Additionally, they were asked to consult with relevant members of the University campus community, the Belonging and Community at UMD, the University Senate's Diversity, Equity, and Inclusion (DEI) committee, the Office of General Counsel, and the Office of the President.

Hollingsworth noted that the IT Council's deadline to complete this review was January 30, 2026, but due to the snow disruption, they needed an extension.

Hollingsworth stated that the IT Council anticipates transmitting its recommendations to the SEC in the coming weeks, which will then be presented to the University Senate.



Masters shared that the Digital Accessibility Advisory (DAAC) Committee was convened for the President's Cabinet and Dean's Forum. The DAAC was formed based on recommendations made by Jeff Hollingsworth on August 14, 2025.

Since then, the DAAC Committee has been charged with providing guidance on six strategic areas.

- Prioritization, policies, standards, and best practice documents
- Websites
- Teaching and learning - Instructional content
- Research
- Applications and web-based third-party tools
- Social media

Masters noted that these strategic areas also represent subcommittees of the DAAC.

Masters reported multiple accomplishments made by the DAAC during the Fall 2025.

- Appointed campus-wide senior-level points of contact to serve as digital accessibility liaisons. This included over 30 high-level members of the University campus who serve as liaisons between the DAAC and local points of contact with their administrative units, colleges, and schools.
- Published Digital Accessibility Interim Guidelines and a Digital Accessibility Guide for Instructors.
- Created and distributed Digital Accessibility planning templates to campus digital accessibility liaisons.
- Created and distributed implementation plans and timeline templates for unit-level programs, activities, and courses.
- Distributing campus-wide messaging to all Spring 2026 instructors of record, pointing them to resources, training, and data dashboards.

Masters shared that the DAAC is co-chaired by Paul Jaeger from the College of Information, and Ana Palla from the Division of Information Technology (DIT). The DAAC receives input from the Impact Subcommittee, which contains members of the disabled community. The Impact Subcommittee is using the information distributed by the DAAC to give input, guidelines, recommendations, or edits. Masters added that the campus-wide messaging was sent from Provost Rice and Hollingsworth from late December to Spring 2026, to instructors of record.

Masters shared that, to prepare for updating their ADA regulations, members of the University campus community were encouraged to engage in digital accessibility training, reach out to their liaison, expand their knowledge by seeking out ongoing training opportunities, and review the links in the slide decks currently being shared. Masters noted that there is also a teacher-specific digital accessibility guide for instructors linked in the slide deck.



Masters shared that DIT is offering asynchronous training opportunities on topics such as the Basic Principles of IT, Accessibility Course Design, Document Accessibility, and Web Accessibility. Synchronous training opportunities are also available and focus on the Six Essential Steps for Digital Accessibility, ELMS-Canvas Accessibility Tools, and an Overview of the Ally ELMS-Canvas Accessibility Tool

Masters noted that the Six Essential Steps for Digital Accessibility serve as the gold standard for following the ADA regulations. Masters reported that the Six Essential Steps for Digital Accessibility was developed by Ana Palla, and has been distributed across the entire system of Maryland, and is referenced by other Big Ten colleagues. Masters shared that, in the interim, everyone is encouraged to develop a digital accessibility plan and to document their progress.

Masters added that, as University members approach the Performance Review and Development (PRD) period, Digital Accessibility can be added as a professional development goal. Masters shared that, for instructors, the general recommendation is to start with new courses, programs, projects, and websites. Masters added that instructors should embed digital accessibility into their new initiatives to establish a foundation, so improvements can extend to existing content over time.

Masters noted that the key to this work is ensuring there is a plan in place, accountability for the types of things that may need to be remediated, and a plan for that remediation to occur within the unit or group.

Masters recommended that University members focus on high traffic, public facing websites first.

Masters encouraged instructors to focus on high enrollment, major required General Education courses, that are 100 or 200 student levels, and those that meet both major and general education requirements. Masters added that there should also be a focus on public facing courses, including those that are open learning, Massive Open Online Courses (MOOCs), free courses, fully online courses, blended courses, and face-to-face courses with available online content.

Masters noted that a Web Accessibility link is available in all ELMS Canvas course spaces, so any student or instructor can report accessibility needs that need to be remediated. Masters encouraged everyone to leverage the following campus-wide resources:

1. Belonging and Community at UMD - Accessibility
2. The Division of IT Digital Accessibility Resources and Training
3. The Teaching and Learning Transformation Center
4. The Maryland Initiative on Digital Accessibility (MIDA)
5. Office of Marketing and Communications



- a. Accessible Media Content
- b. Social Media Content
6. Procurement and Business Services
7. IT Accessibility Best Practice for Researchers

Masters reported that last fall, the DAAC increased the number and frequency of digital accessibility training, consultations, hours, and participants. Additionally, they published accessibility dashboards for ELMS-Canvas courses and UMD websites in November 2025. Masters added that the dashboard included a list of all UMD websites and ELMS-Canvas courses, along with accessibility scores. These scores are updated monthly and shared with DAC and Digital Accessibility Liaisons. Masters added that the dashboard also contains information to help campus partners prioritize their efforts.

Masters reported that the website it.umd.edu/accessibility has been updated to have a digital accessibility guide for instructors and redesigned for functional needs, rather than showing a list of resources, to help scale the use of the materials.

Masters presented an example of data that is being shared through the digital accessibility dashboards via ELMS Canvas. A user would see a list of courses, the number of students, the modality, and associated accessibility scores. Masters shared that this will help people begin working with their materials and put together a plan for what they might want to prioritize in terms of remediation.

Masters presented a tool called Siteimprove, which assesses website accessibility. Masters added that the information given to the stewards of these websites includes the number of associated pages, accessibility scores, and the total number of visits. Masters added that this data will help guide decision-making and prioritization.

Masters shared that for Spring 2026, their work will focus on continuing to promote campus understanding of upcoming digital accessibility regulations, training, data dashboards, and campus-wide resources.

Masters shared that DIT will continue to collaborate with DAAC members to create a central repository of digital accessibility implementation plans and associated timelines. Masters added that they are also doing work with DIT to analyze file storage patterns using ELMS, Canvas, and Application Programming Interface (API) data.

Masters noted that a large amount of instructional material in need of remediation for accessibility comes from Portable Document Format (PDFs). Masters added that University members can characterize their PDF footprint, so they can potentially work with vendors or create their own solutions.

Masters shared that they are also procuring pilot digital accessibility tools to facilitate bulk PDF remediation efforts, particularly in Science, Technology, Engineering, and



Mathematics (STEM). This includes a pilot implementation of a tool called Grackle Docs, which is a Google integration that will help make Google documents, Slides, and Sheets accessible and will tell users where to fix accessibility issues.

Mathpix is a STEM-related accessibility tool that can help with the formatting of equations and chemical structures, which are known to be particularly difficult to remediate.

Masters shared that they will also continue to engage with stakeholders to develop a centralized, systematic process for categorizing potential complaints or lawsuits that may be received after the Title II Regulation deadline. Masters added that Big Ten institutions, as well as institutions of the University of Maryland's size, are preparing to respond to anything the university might receive regarding regulatory compliance and to categorize it by risk level and priority.

Chair Dammeyer opened the floor for discussion. Hearing none, Chair Dammeyer introduced the next item on the agenda.

6. A Special Order Presentation (Information)

Courtney Brown, Senior Director, Office of Administrative Services

The Purple Line: Advancing from Construction to Testing & Operations

Chair Dammeyer invited Courtney Brown, Senior Director of the Office of Administrative Services, to present on The Purple Line: Advancing from Construction to Testing & Operations.

Brown shared that this unit has been responsible for the overall coordination of the University's Purple Line project.

Brown introduced Casey Ferraro, the project manager in the Division of Administration who manages the day-to-day coordination for the Purple Line project to present.

Ferraro shared that the Purple Line is a 16-mile light rail system from New Carrollton, in Prince George's County, through College Park and onto Silver Spring and Bethesda in Montgomery County. Ferraro added that the Purple Line is owned and operated by the Maryland Transit Administration (MTA). Ferraro noted that the Purple Line is separate from the Washington Metropolitan Area Transit Authority (WMATA) metro rail system and is scheduled to be operational in December of 2027.

Ferraro shared a video showcasing Portland, Oregon's light rail system. The video showed the rails embedded in the roadway, just as they are along Campus Drive, which is the core of the UMD campus.



Ferraro shared that pedestrians, bicycles, and vehicles will share the roadway with the Purple Line, and while on campus, it will operate at slow speeds with a 15 mile per hour maximum.

Ferraro highlighted that other universities with a light rail system include the following:

- The Tucson Sun, which serves the University of Arizona and the Banner-University Medical Center.
- The Portland Max Light Rail has several stops on the Portland State campus.
- The Minneapolis–Saint Paul light rail travels through the University of Minnesota's East Bank campus.

Ferraro shared that in these locations, the light rail serves as a connector to the local region and simplifies travel across campus.

Ferraro presented a map of the entire 16-mile alignment for the Purple Line. Ferraro shared that the western portion is in Montgomery County, starting in Bethesda. Afterwards, it crosses into Prince George's County and continues through College Park to New Carrollton. Ferraro shared that there are 21 Purple Line stations, five of which are on or adjacent to the campus. Ferraro noted that having this direct transit connector between Montgomery and Prince George's County will be transformative to the region.

Ferraro presented the Purple Line superimposed on the northern portion of the WMATA metro rail system map. Ferraro shared that the Purple Line will connect to four metro stations, three Mark commuter rail lines, and Amtrak. Ferraro expressed that this will significantly enhance connectivity, both locally and in the broader region.

Ferraro shared the benefits that the Purple Line will bring to the campus community, including the following:

- Free rides for students, faculty, and staff among the five UMD stations
- 1.2 miles of new bike lanes through campus from the University of Maryland Global Campus (UMGC) to Baltimore Avenue.
- A reduced need for cars, which will help the university meet its sustainability goals and improve access to the campus and the surrounding area.
- It plays a key role in the greater College Park initiative to cultivate a vibrant college town.

Ferraro reported that the light rail vehicles are 140 feet long, which is about the length of three and a half buses. They have the capacity to hold 431 passengers, have 40 seats, onboard bicycle storage, and low floor boarding, which is unlike a bus.

Ferraro displayed photos of how the vehicles' interiors will look.

Ferraro shared the planned operating schedule for the Purple Line, but noted it could be subject to change. The Purple Line is planned to operate from 5am to midnight on Mondays through Fridays, and from 7am to midnight on Saturdays and Sundays. The



train frequency would be every seven and a half minutes during rush hour, every 10 minutes during midday hours, and every 15 minutes during off-peak hours, such as early morning or late night.

Ferraro displayed photos of the five UMD stations the Purple Line will stop at, which are Adelphi Road-UMGC-UMD, Campus Drive-UMD, Baltimore Avenue-UMD, Riverdale Park North-UMD, and College Park-UMD.

Ferraro shared that the MTA established an art and transit program to make public art an integral part of the project and further enhance the stations' aesthetics. Each of the stations incorporates art that reflects the character and history of the surrounding communities. Ferraro presented sample artist renderings that will be at the five UMD stations.

Brown shared the current project schedule:

- In January 2023, major construction started throughout the campus.
- Major construction was completed at the core of campus before the Fall 2024 semester, a year ahead of schedule.
- Operational testing is scheduled for February 2026.
- Construction along the entire roadway is scheduled to be finished in late 2026.
- In December 2027, revenue services will apply, meaning that paying passengers can begin riding the Purple Line.

Brown noted that although they had hoped to share a Purple Line progress video from the MTA, they could not because of technical difficulties. Brown noted that the video will be included in the materials distributed after the University Senate meeting.

Brown reported that 87% of the roadway alignment is complete. All the track has been laid out in Prince George's County, and it's nearing completion in Montgomery County.

Brown shared that to manage the impacts of the Purple Line project, they established two leadership groups in 2017 that meet monthly.

The first leadership group is the UMD Purple Line Executive Oversight Group, led by Courtney Brown and Bob Reuning, Vice President and Chief Administrative Officer. The group provides important feedback on the Purple Line and identifies community issues and concerns.

The second group is the UMD Purple Line Work Group, which is led by Casey Ferraro. The group has over 40 stakeholders from across campus and addresses day-to-day operational issues related to the Purple Line.

Brown reminded the University Senate that light rail vehicle testing is scheduled to start in mid- to late February, with initial testing conducted overnight from 10:00 p.m. to 6:00



a.m.. It'll be a very controlled operation, conducted at slow speeds, with construction vehicles and police escorts. The light rail will make periodic traffic stops for up to 15 minutes as it travels across campus.

Brown shared that the UMD community's first responders completed first responder training in November 2025.

Brown shared that there is a worker safety program for UMD employees and contractors performing construction, utility, and maintenance work near the Purple Line. The program was developed by the Department of Environmental Safety, Sustainability & Risk (ESSR) and Facilities Management. The program includes a 20-minute training video, a safe work plan that has procedures and approvals required for work near the purple line, and an informational webpage on the ESSR website. The program is currently being finalized and will be rolled out soon.

Brown emphasized there are a lot of safety measures built into the Purple Line project, including the following:

- The light rail vehicles are limited to 15 miles per hour through campus, which is the same as the campus's speed limit for all vehicles.
- They have bollards and chain fencing in the busiest areas to channel pedestrians to designated crossings.
- For micro mobility vehicles, there are 1.2 miles of new bike lanes through the heart of campus so that micro mobility riders can stay off the road.
- The light rail will obey traffic signals, stop signs, and yield to pedestrians and crosswalks.
- There are operational safety procedures that are mandated by the Federal Transit Administration.

Brown shared that, regarding security, the University of Maryland Police Department (UMPD) is working on an agreement with the MTA, the Purple Line's police authority. The agreement will establish concurrent jurisdiction and a formal framework for coordinating policing for the Purple Line through the campus. There will be enhanced security measures, including cameras and frequent campus patrols.

Brown noted that the Purple Line is not the first public transit on the UMD campus. Metro and Prince George's County buses also serve campus.

Brown emphasized that it is important to use caution around the Purple Line infrastructure. Brown shared that there are overhead catenary wires that power the trains. Although they're completely safe at ground level, you never want to get near them with any tall object, such as a ladder. Brown added that individuals should not throw anything on the lines, and if campus community members see a downed power line, they should report it to 911.



Brown shared that, regarding the rails, micromobility riders should use bike paths when available and use caution when traveling near the tracks.

Brown added that micromobility riders and wheelchair users should cross the tracks at a 90-degree angle because a smaller angle can cause the wheels to get stuck in the rail gap.

Brown shared that there will be some changes to traffic patterns with the Purple Line on campus. Three new traffic signals are being installed to facilitate the train movement through the campus. The first traffic signal, near Campus Drive and Regents Drive, has been active since late summer. The next traffic signal will be at the intersection of Alumni Drive and Union Drive, near Knight Hall. The last traffic signal will be at a newly created intersection at Campus Drive and Rossborough Lane, near the Leonardtown apartments. These signals are expected to be activated late spring or sometime over the summer.

Brown shared that regarding the Purple Line's impact on campus traffic, initial traffic modeling showed no significant impacts on pedestrian or vehicle travel times. Brown added that as is currently the case, traffic delays will still occur during class change. Brown noted that any issues will be identified during system testing so they can be addressed prior to operations.

Brown shared that there will be a change to the traffic pattern at the core of campus. Along Campus Drive from Regents Drive to Lots one and Z, there was temporary two-way traffic that was ongoing for the past year and a half. This will revert to permanent one-way westbound traffic, likely by the summer of 2026.

Brown recommended that University Senate members stay up to date regarding the Purple Line by doing the following:

- Visit "[Purplelinemd.com](https://purplelinemd.com)" to get information about the Purple Line beyond the campus and how it can impact travel.
- Visit "[Umd.edu/purpleline](https://umd.edu/purpleline)" to stay up to date on the Purple Line's impacts on campus. View the Frequently Asked Questions (FAQs) page and view the construction notices.
- Share questions or concerns to purpleline@umd.edu.
- Sign up to receive text alerts about major roadway and pedestrian impacts on the Purple Line. To sign up, text the keyword UMDPURPLE to 888777.
- View campus emails, Maryland Today, and social media posts.

Senator Braslavskiy, Graduate Student, BSOS, asked whether any surveys have been used to determine whether users of the bike lanes are satisfied with them, or whether they are planning to consider their construction complete.



Brown shared that half of the new bike lanes are open, and a portion of the bike lanes near Presidential Drive and the Armory are still closed. Brown added that feedback on the bike lanes has been received and that they are being considered by Facilities Management. Brown shared that if anybody has feedback, they should reach out to them. Brown noted that at the moment, they have not done a formal survey, but they always request feedback from the community.

Senator Kahn, TTK, CMNS, noted that they regularly cross the intersection near Regents Drive with the new light and that it is significantly slower to cross there than when there was no light. This is because the traffic light changes slowly. Senator Kahn shared that they have seen dozens of students lined up waiting to cross and that some cross on a red light. Senator Kahn noted that this situation could be dangerous, and although modeling traffic is a benefit, observing traffic patterns on campus would be even more beneficial.

Brown shared that optimizing traffic signals is challenging. There are many competing factors that must be followed and considered, and many movements that must be included in that traffic light sequence. Brown shared that his team has observed the issues mentioned and has requested a formal review.

Brown shared that the traffic signal is owned by the State Highway Administration (SHA), and the Purple Line project has been working with the SHA on enhancements. Brown shared that some adjustments have been made, and others are currently under review.

Brown noted that it is probably feasible to make some tweaks and adjustments. However, if the light is changed to prioritize pedestrians too much, traffic will back up. He stated that this is a delicate, complicated balance. Brown confirmed that the issues have been observed, and the team is working with the SHA to address the situation.

Senator Aute, PTK, ENGR, asked how the overall payment system for the Purple Line would work, inquiring if it would use a credit card or a special metro card, and how the free ride system for UMD faculty, staff, and students at the five UMD stations works.

Brown shared that the Maryland Transit Administration (MTA) is currently finalizing the details of the Purple Line's fare collection system. However, the MTA has confirmed that a mechanism will be in place to provide free rides for University of Maryland students, faculty, and staff. Brown shared that this may involve a simple process, such as presenting a UMD ID when an auditor requests it, similar to the existing honor system on the light rail. Furthermore, the new fare collection system is planned to be compatible with Metro SmartTrip and the Baltimore City Light Rail's Charm Pass. Brown noted that the final details regarding implementation are forthcoming.

Senator Lathrop, TTK, CMNS, expressed concern regarding the Purple Line and the significant problem on campus with micro-mobility users having accidents and injuries,



with around 250 people going to the Student Health Care Center in the past year, including broken bones. Senator Lanthrop asked how the Purple Line could be trained or operated to avoid posing significant hazards to very reckless micro-mobility drivers.

Brown stated that micro-mobility is a top consideration currently being addressed on campus. One action taken has been providing bike lanes through the core of campus, from GC along the alignment to Baltimore Avenue, to serve as a path to keep micro-mobility vehicles off the street for increased safety. Brown added that the Purple Line management team will continue to work closely with those addressing micro-mobility concerns, including the Department of Transportation Services, as this is a concern that requires continued consideration and effort.

Senator Huard, PTK, CMNS, asked for clarification on the one-year period between the expected construction finish later this year and the opening to paying customers in December 2027. Senator Huard inquired about activities during this period, including more testing, and specifically asked whether the Purple Line would be open to UMD passengers before paying customers.

Brown shared that the Maryland Transit Administration (MTA) is planning to open the entire system simultaneously and does not expect the Purple Line to open to UMD passengers earlier than paying customers. He explained that significant testing is underway now and will continue through the construction period. Following construction, the project will move into trial running toward the end of this year or the beginning of next year.. This phase involves testing that will evolve to mimic normal operations to identify issues and fine-tune operations, procedures, and equipment. This trial run takes a very long time.

Senator Levitan, Undergraduate Student, ARHU, inquired if the Purple Line train schedules would avoid high foot traffic times during the school day, specifically around 12:00 p.m. to 3:00 p.m., to mitigate the impact of traffic lights and delayed walking signs and make it easier for students to walk and travel on foot on campus.

Brown responded that the train would continue to operate continuously on its current schedule: Monday through Friday, from 5:00 a.m. to midnight, and on weekends, from 7:00 a.m. to midnight. Brown stated that during class changes, vehicle traffic will continue to stop for pedestrians, as is currently the case, and they do not expect any significant impact to pedestrian flow. However, this will be closely monitored during the testing and trial phases so that any issues can be addressed in advance of full-scale operation.



7. Updates to the 2021 Plan of Organization Review Committee Slate (Senate Document #21-22-27) (Action)

Chair Dammeyer invited Patrick Wohlfarth, Chair of the Plan of Organization Review Committee, to present on Updates to the 2021 Plan of Organization Review Committee Slate.

Chair Wohlfarth shared that the Plan of Organization Review Committee Slate (PORC) reviews the Plan of Organization for Shared Governance at least once every 10 years. The University Senate and President approved the original committee slate in December 2021; PORC convened in 2022. PORC suspended operations in Fall 2022 due to staff transitions within the University Senate Office.

Chair Wohlfarth shared that the SEC proposed an updated committee slate to allow PORC to resume its work. The SEC contacted all eligible members of the original slate; 7 of 21 members agreed to continue serving.

Following Article 6.3(c) of the Plan, the SEC solicited nominations to fill the remaining 14 seats from the following constituencies:

- (a) Dean of each College/School/Library with a vacant position
- (b) Senate Faculty, Staff, and Student Affairs Committees
- (c) Presidents of the Student Government Association and the Graduate Student Government
- (d) Senior Vice President and Provost
- (e) Vice President for Student Affairs

Chair Dammeyer thanked Wohlfarth and opened the floor for discussion. Hearing none, Chair Dammeyer called for a vote on the Updates to the 2021 Plan of Organization Review Committee Slate (Senate Document #21-22-27).

The vote was 94 in favor, 2 opposed, and 6 abstentions. **The motion carried.**

8. PCC Proposal to Modify the Master of Public Health - Add Area of Concentration in Health Literacy and Public Health Communication (Senate Document 25-26-37) (Action)

Chair Dammeyer invited William Reed, Associate Provost for Academic Planning to present on the PCC Proposal to Modify the Master of Public Health - Add Area of Concentration in Health Literacy and Public Health Communication

Reed shared that the School of Public Health's Department of Behavioral and Community Health proposes to modify the Master of Public Health (MPH) by adding a new Area of Concentration in Health Literacy and Public Health Communication.

- Areas of Concentration are formal course sequences focused on specific topics within an existing degree program. They require external approval by the Maryland Higher Education Commission and the University System of Maryland.



- The 45-credit MPH model consists of a core set of 14-15 credit courses and remaining coursework focused on the concentration's subject area. The School of Public Health has nine existing MPH Areas of Concentration, including community health, environmental health, epidemiology, biostatistics, health policy, health care management, and physical activity.
- MPH concentrations are offered in both in-person and online modalities. The proposed concentration will also be offered in both formats.
- The proposed concentration in Health Literacy and Public Health Communication will train students in the theory, methods, and application of health literacy and health communication for public health information, messages, materials, and campaigns.
- As with other MPH concentrations, students will take a 14-credit core sequence that includes courses in public health, epidemiology and biostatistics, data science, program and policy development, ethics, and leadership. Students must also complete an experiential requirement.
- The specific coursework for this concentration includes courses in public health communication, health literacy, health behavior, public health research, and public health informatics.
- All of the core courses and multiple concentration courses are already offered to students in existing MPH concentrations. As a result, many of the instructional and administrative resources to launch and operate the concentration are already in place. Tuition revenue will be used to cover new program costs.

The proposal was approved by the Senate Programs, Curricula, and Courses Committee at its November 7, 2025, meeting.

The Program, Curricula, and Courses Committee moves that the proposal to modify the Master of Public Health - Add Area of Concentration in Health Literacy and Public Health Communication be approved.

Chair Dammeyer thanked Reed and opened the floor for discussion. Hearing none, Chair Dammeyer called for a vote on the PCC Proposal to Modify the Master of Public Health - Add Area of Concentration in Health Literacy and Public Health Communication (Senate Document 25-26-37).

The vote was 108 in favor, 2 opposed, and 2 abstentions. **The motion carried.**

9. Interim University of Maryland Consulting Policy, II-3.10(E) (Senate Documents #22-23-13 and #25-26-08) (Action)

Chair Dammeyer invited Gerald Wilkinson, Chair of the University Research Council, to present on Interim University of Maryland Consulting Policy, II-3.10.

Chair Wilkinson shared that the Research Council was charged with reviewing the interim Consulting Policy in November 2022. It reviewed the charge from 2022 through



Spring 2025, reviewing first the original interim policy and then the second interim policy in Spring 2025.

Chair Wilkinson shared that the Consulting Policy was created in 2022 to respond to changes in the federal government's approach to federal research funding caused by:

- The 2021 National Security Presidential Memorandum, known as NSPM-33, on U.S. research & development.
- Related new rules and policies from federal agencies.

Chair Wilkinson shared that the Research Council understood from its review of the legal framework that:

- The University must have a policy that is in full compliance with federal and state laws, policies, regulations, and funding agency guidelines; and
- The University has a responsibility to protect its researchers from False Claims Act allegations.

Chair Wilkinson shared that the Research Council consulted with a wide range of key stakeholders and campus community members to gather feedback, and it partnered with the Division of Research to hold over 20 presentations campuswide on the new policy.

Chair Wilkinson added that In Spring 2024, the Research Council made decisions on a series of items reflected in the charge and in the feedback it received. In Summer 2024, the Division of Research determined that the policy urgently needed to be updated due to new federal laws, regulations, and funding agency requirements. The Division of Research developed the second interim version of the Consulting Policy, incorporating the decisions already made by the Research Council before it was approved.

Chair Wilkinson shared that the Research Council's review addressed a number of substantive issues. The Research Council reviewed the impacts of new federal requirements, updated guidance on Maryland State Ethics Law, and changes in implementation with the introduction of the inTERP system, to better understand how each should be reflected in the policy. Chair Wilkinson noted that the language of the policy is very precise due to legal requirements and was carefully crafted to mirror the language used at the federal and state levels.

Chair Wilkinson shared that the Research Council determined who should be affected by the policy.

- The Research Council determined that employees with appointments of 50% FTE or more should be allowed to engage in consulting, with the number of days available proportional to their appointment percentage.
- Those with appointments of under 50% FTE should not be subject to the policy, but they are subject to the COI/COC Policy.
- Non-exempt staff were previously not required to submit disclosures, so including them in the Consulting Policy would create a new burden.



- Non-exempt staff often have secondary employment that falls within the definition of consulting, but these activities don't pose the same risks of conflicts of commitment for the University.
- The Research Council decided to exclude non-exempt staff from the policy, allowing them to engage in activities that may be defined as consulting without limitations.
- Graduate students were also excluded from the policy (unless they are funded on a federal award), as the Research Council felt their ability to engage in activities defined as consulting should not be limited by the policy.

Chair Wilkinson shared that the Research Council addressed banking of consulting days and professional services.

- The Research Council agreed with the feedback it heard that banking of consulting days should be allowed. The policy now states that banking is allowed with the unit head's approval to balance the community's desire for more flexibility with the need to ensure unit-level obligations are met.
- Consulting and professional services vary widely across fields, so it would be impossible to create a single standard that could be applied across the University. Instead, the Research Council decided that the Unit Head should decide what constitutes professional service for their discipline.

Chair Wilkinson shared that on May 5th, 2025, the Research Council voted unanimously that it had met all elements of its charge and no further revisions to the policy were needed. The Research Council unanimously recommended that no further changes be made to the second interim University of Maryland Consulting Policy, and that it be finalized as approved. As a result, the Senate Documents for #22-23-13 and #25-26-08 should be closed.

Chair Dammeyer thanked Wilkinson and opened the floor for discussion. Hearing none, Chair Dammeyer called for a vote on the Interim University of Maryland Consulting Policy, II-3.10(E) (Senate Documents #22-23-13 and #25-26-08).

The vote was 96 in favor, 6 opposed, and 9 abstentions. **The motion carried.**

10. Special Committee on Policy Review Report (Senate Document #24-25-21) (Action)

Chair Dammeyer invited Rochelle Newman, Chair of the Special Committee on Policy Review, to present on the Special Committee on Policy Review Report.

Chair Newman shared that the Special Committee on Policy Review was created because the University of Maryland (UMD) has lacked a formal, ongoing process to evaluate when policies become outdated or need changes to remain current. This absence was raised as a concern during the last UMD accreditation review.



Chair Newman shared that the Special Committee on Policy Review was formed in Spring 2025 and tasked with reviewing UMD policies, identifying those needing updates or elimination, and delivering a final report to the University Senate by January 2026. In their review, the committee examined nearly 150 older University Senate policies. Of these, 39 required updates, 6 required technical changes, and 33 required more substantive changes or further review.

Chair Newman noted the Special Committee on Policy Review itself does not make or recommend specific changes. Instead, its function is to identify problematic policies and bring them forward to the Senate Executive Committee (SEC). The SEC then sends them to the appropriate University Senate committee for action.

Chair Newman noted the Special Committee on Policy Review's work has now brought forward a significant amount of work for the rest of the University Senate, almost 40 policies worth. Chair Newman shared that this demonstrates that policy review should be an ongoing governance responsibility to efficiently manage the scope and volume of policies, rather than a one-time corrective effort.

Chair Newman shared that the Special Committee on Policy Review recommends that, rather than forming a special committee again in the future, the University Senate form a standing committee on policy that would regularly review older policies. The committee would be responsible for systematically reviewing policies to ensure they are up to date. It would also identify policies impacted by major campus shifts, such as the implementation of Workday, and could assist with other University Senate work on an ad hoc basis.

Chair Newman shared that the Special Committee on Policy Review recommends that members should be appointed, not elected, with appointments based primarily on prior experience with campus policy. All faculty and staff on the committee should have at least 1 year of experience with the University Senate or a University Senate committee.

Chair Newman shared that the Special Committee on Policy Review recommended that the committee consist of a chair and 12 members. The 12 members would include the immediate past chair of the University Senate as an ex officio member, one graduate student, one undergraduate student, three staff members, and six faculty members. The faculty and staff would serve two-year staggered terms.

Chair Newman shared that this composition would allow the committee to temporarily divide into subcommittees of four people for initial reviews, maintaining broad representation and continuous institutional knowledge.

Chair Newman shared that the Special Committee on Policy Review acknowledges that a new standing committee would require resources from the University Senate staff and will not be cost-free. However, having outdated policies on the books that are confusing



or that open the campus to potential legal risks due to conflicting information is also not without cost.

Chair Dammeyer thanked Chair Newman and opened the floor for discussion.

Senator Aute, PTK, ENGR, asked for clarification on the recommended three staff appointments for the new standing committee, specifically inquiring whether there is a distinction between exempt and non-exempt staff, as non-exempt staff participation is often difficult to secure.

Chair Newman responded that the committee did not make an explicit division between which staff can serve in the staff appointments. Chair Newman agreed that while having both exempt and non-exempt representation would be ideal, the difficulty of securing non-exempt staff led them not to make it an explicit requirement.

Senator Aute, PTK, ENGR, then asked if the committee would work on a specific set of policies or on a continuing basis over all policies.

Chair Newman clarified that the idea is for the standing committee to set up a rotation of what it looked like in different years, and this process would be determined by the committee itself as part of its own work, not as part of the initial recommendation.

Senator Williams-Pierce, TTK, INFO asked whether there had been any discussion of having librarians or archival experts, specifically those with digital media experience, participate on the committee. They added that the policy review is considered a matter of documenting changes, so the public would need to see how policies have changed over time. They suggested that having people who know how to do this properly from the beginning would be essential for archival practice.

Chair Newman thanked Senator Williams-Pierce for the suggestion, but stated that the committee did not require an ex officio member of the libraries. However, Chair Newman noted that having library representation would be beneficial. Chair Newman clarified that because the committee only identifies problem policies and sends them to the SEC, the standing committee itself would not be responsible for documenting policy changes and therefore does not need specific archiving practices.

Senator Ostick, Exempt Staff Divisions, VPSA, questioned the recommended committee composition of six faculty and three staff members, suggesting that a ratio closer to five staff to four faculty might better reflect representation and equity, given the university's figures showing 4,500 faculty and 6,500 staff.

Chair Newman responded that the recommendation maintains the University Senate's existing faculty proportions. They stated that a large number of University Senate policies affect faculty more than staff-related matters, which are often addressed through



University Human Resources (UHR). Chair Newman added that the composition allows subcommittees to include a staff member and two faculty members, ideally one PTK and one TTK. They added that the overall makeup of the committee would vary because the University Senate's past chair would be ex officio, and that person could be staff or faculty. Chair Newman agreed that the proposed composition is not perfect.

Senator Delwiche, TTK, CMNS, commented on representation, emphasizing that faculty have no other representative body on campus besides the University Senate, unlike staff and students. Senator Delwiche also raised concerns about the workload implications of the proposed change. Senator Delwiche stated that the status quo allows any campus community member to bring forward policies they deem outdated, and proactively searching for policies that have gone unnoticed could create a needless increase in the University Senate's workload for uncertain benefits.

Chair Newman responded that having discrepant policies on the books that are completely contradictory to campus policy leaves the campus open to potential legal issues in the future and causes confusion. They confirmed that the Special Committee on Policy Review considered workload issues and had prioritized the problematic policies. Chair Newman explained that the goal of a standing committee is to better balance the workload by reviewing a smaller number each year, on a rotating basis. This allows for better prioritization than the one-time special committee achieved.

Senator Delwiche inquired whether the committee considered workload issues and tried to prioritize the problematic policies.

Chair Newman confirmed that the committee had developed a prioritization plan and would bring the high-priority policies to the Senate Executive Committee first, with others following as time allowed. Chair Newman explained that a primary goal of establishing a standing committee, rather than a special committee, was to better balance the workload and improve the prioritization process by reviewing fewer policies each year. Chair Newman noted that while the report did not include rankings, prioritization was part of the committee's work.

Senator Aute, PTK, ENGR, asked whether the University Senate's vote on the policy represents a commitment to maintaining its exact number of members and composition, or whether the SEC will consider additional factors.

Chair Dammeyer responded that the University Senate would be voting only to add the Standing Committee, and the Elections, Representation and Governance (ERG) Committee would subsequently determine the actual makeup of the committee. Chair Dammeyer clarified that the composition details articulated were only recommendations from the Special Committee on Policy Review.



Chair Dammeyer noted that a technical issue occurred during the University Senate meeting.

Chair Dammeyer shared that some members expressed that their Zoom connection was cut off shortly after Chair Dammeyer called for a vote on the Special Committee on Policy Review report.

The vote was 80 in favor, 15 opposed, and 13 abstentions. **The motion carried.**

11. New Business

Due to a technical disruption during the meeting, the proceedings were not effectively broadcast, and the meeting concluded before Chair Dammeyer was able to formally call for New Business.

12. Adjournment

The meeting was adjourned at 4:48 p.m.





UNIVERSITY SENATE

Transmittal | #25-26-09

Division of Information Technology Governance Committee - Information Technology (IT) Council

VI-1.00(E) University of Maryland Accessible Technology Policy (Senate Document #25-26-09)

Presented By: Wolfgang Losert, Chair, Division of Information Technology Governance Committee - Information Technology (IT) Council

Review Date: SEC – February, 17, 2026 | Senate – March 04, 2026

Voting Method: In a single vote

Relevant Policy/Document: Interim University of Maryland Accessibility Technology Policy [VI-1.00\(E\)](#)

Necessary Approvals: University Senate, President

Proposal:

On August 12, 2025, Senate Executive Committee charged the University Information Technology (IT) Council to review the Interim Policy University of Maryland Accessible Technology Policy (VI-1.00E). See Appendix 3 (SEC Charge Document) for details.

Recommendations:

In consultation with a representative of Belonging and Community, the Office of the ADA Coordinator, the Equity, Diversity, and Inclusion Committee, the Vice President & Chief Information Officer, and the Office of General Counsel, the University Information Technology (IT) Council reviewed the interim policy -- *along with the Americans with Disabilities Act (ADA) Title II Web and Mobile Application Accessibility Rule and similar Accessible Technology policies and procedures at Big 10 and other peer institutions* -- and proposed that the interim policy be revised. The recommended changes and suggested revisions are reflected in *Appendix 1 as attached. *[(*The Appendix 1 revision was compiled – adding updates – using the interim policy July 2025 documents (Appendix 4 & 5) provided by the President’s Office on August 5, 2025.)]*

Committee Work:

The IT Council held monthly meetings and established a collaborative sub-working group with the Office of General Counsel. These groups determined that policy updates were essential to maintaining federal compliance. A brief overview of the committee’s work is chronicled in the University Senate Report as attached.

Alternatives:

There are no known alternatives.

Risks:

There risk of non approval is that the University will not be in compliance.

Financial Implications:

The Division of Information Technology is working to identify AI solutions to support the implementation of this policy. There are likely costs associated with the acquisitions of the AI solutions.





Report | #25-26-09

Division of Information Technology Governance Committee - Information Technology (IT) Council

**VI-1.00(E) University of Maryland Accessible Technology Policy
(Senate Document #25-26-09)**

2025-2026 Committee Members ([DIT IT Council](#)):

Susanne Anacker (Staff)

John Bono (Faculty)

Jennifer Boone (Staff)

Mia Hinckle (Staff)

William Lee (Graduate Student)

Wolfgang Losert (Chair)

Adam Porter (Faculty)

Kee-Young Moon (Faculty)

Robert Sanner (Faculty)

Andrew Sha (Undergraduate Student SGA)

Dai-An Tran (Staff)

Autumn Whetstone (Undergraduate Student)

Michelle Appel (Ex-Officio, Provost’s Rep)

David Dahl (Ex-Officio, Dean of Libr. Rep)

Kevin Hildebrand (Ex-Officio, DIT)

Jeffrey Hollingsworth (Ex-Officio, VP/CIO)

Axel Persaud (Ex-Officio, DIT)

Megan Masters (Ex-Officio, DIT)

Gerry Sneeringer (Ex-Officio, DIT)

Date of Submission: February 13, 2026

Background:

On August 12, 2025, Senate Executive Committee (SEC) charged the Division of Information Technology Governance Committee - Information Technology Council (ITC) to:

- Review the interim policy.
- Review similar policies at other Big 10 institutions.
- Propose any revisions to the interim policy.
- Consult with the key stakeholders to ensure any proposed changes to the interim policy comply with relevant Federal and State laws and regulations, and
- Provide a recommendation to the SEC for an updated policy in time for consideration at the first Senate meeting in calendar year 2026.

See Appendix 3 (SEC Charge Document) for details.

Committee Work:

The IT Council held monthly meetings (2nd Mondays at 2 p.m.) and established a collaborative sub-working group with the Office of General Counsel. These groups determined that policy updates were essential to maintaining federal compliance. Below are highlights of the committee’s work:

- **September 8, 2025:** The IT Council began preliminary review of the interim policy and the Senate Executive Committee’s August 12 charge. The group discussed ongoing initiatives to expand branding and create new implementation materials to meet the [ADA rule](#)

requirements at UMD. Key resources, including the [current accessibility services](#) and the "[six essential steps](#)," were highlighted as important resources/tools for ensuring digital accessibility.

- **October 6, 2025 (rescheduled from 10/13):** The IT Council met. It was reported that DIT launched a Digital Accessibility Advisory Committee ([DAAC](#)) to lead the university's transition to new federal Americans with Disability Act (ADA) standards. A subcommittee of faculty, staff, and students was also formed to provide input for the strategic planning and implementation of the ADA plan across campus; identifying priorities for a Spring 2026 report to guide campus-wide implementation ahead of the April 24, 2026, federal deadline. It was noted that the DAAC work will build upon the interim accessibility policy approved by the President in Summer 2025.
- **November 6, 2025:** The IT council convened a special ad-hoc working session, which included the Office of General Counsel to review the policy in the context of policies from peer Big Ten institutions, address questions raised in the policy charge, and suggest updates to the IT Council at large. Leveraging AI, the ITC produced an AI Accessibility Review of the peer policies and found that our interim policy is technically sound and meets the latest federal accessibility requirements; noting areas for growth. [Here](#) is the Accessibility AI review, along with the [review prompt](#) for the summary of the [Big Ten institutions' Digital Accessibility policies and standards](#).
- **November 10, 2025:** The IT Council met to review feedback from the ad-hoc working session. Discussion ensued about the recommended language refinements.
- **December 08, 2025:** The IT Council continued its review of feedback from the recent ad-hoc working session, incorporating additional refinements. During a comprehensive line-by-line review, the council updated the policy in real-time clarifying language, establishing clear authority and exception-handling policy, and incorporating and ensuring alignment with the Department of Justice (DOJ) requirements for archived web/digital content and PDFs. Members came to the consensus that a separate digital accessibility standards document should be developed to clarify processes and procedures.
- **January 22, 2026 (rescheduled from 1/12):** The IT Council unanimously approved moving the revised digital accessibility policy to the Senate Executive Committee and University Senate for approval. Advancement was contingent upon a final review by the Equity, Diversity, and Inclusion (EDI) Committee and legal vetting by the Office of General Counsel, regarding third-party content requirements.
- **February 9, 2026:** The IT Council met and it was noted that following a review by the EDI Committee earlier that morning –which resulted in no changes– the policy has been cleared to proceed to the Office of General Counsel for final review before being submitted to the Senate Executive Committee and the University Senate. A separate draft digital



accessibility standards document was reviewed. The draft standards document will be further reviewed at the March IT Council meeting.

- **February 11, 2026:** The Office of General Counsel (OGC) completed its review of the proposed revision of the interim policy, endorsing the proposal with minor revisions and authorizing its advancement to the Senate Executive Committee and the full University Senate.

Recommendations:

Following an extensive review involving leadership from Diversity, Legal, ADA compliance, and IT, the IT Council has proposed updates to the interim policy. These revisions, found in Appendix 1, align our standards with ADA Title II regulations and the best practices of our Big 10 peers. Note that the updated policy includes the reference to a standards document, which will be developed to clarify procedures and processes. The standards document will include a FAQ section.

The Division of Information Technology Governance Committee – Information Technology (IT) Council recommends that the proposed revision to the interim University of Maryland Policy Accessible Technology Policy [(V-1.00(E)], as shown immediately following this report, be approved.

Appendices:

Appendix 1 VI-100E UMD EICT Policy February 2026 changes

Appendix 2 VI-100E UMD EICT Policy February 2026 clean copy

Appendix 3 Senate Executive Committee Charge Review of the Interim University of Maryland Technology Policy, VI-1.00(E)

Appendix 4 VI-100E UM Accessible Technology Policy July 2025 changes

Appendix 5 VI-100E UM Accessible Technology Policy 25Jul2025 clean copy





New Text in Blue/Bold (**example**), Removed Text in Red/Strikeout (~~example~~),
Moved Text in Green/Bold (**example**) or Green/Strikeout (~~example~~)

Appendix 1



VI-1.00(E) UNIVERSITY OF MARYLAND ~~ACCESSIBLE ELECTRONIC~~ ~~INFORMATION, COMMUNICATION AND TECHNOLOGY~~ ~~ACCESSIBILITY POLICY~~

~~(Approved by the President on an interim basis September 12, 2017; Amended and approved by the President on April 5, 2018; Technical amendments September 21, 2021; Approved by the President on an interim basis, pending University Senate review July 25, 2025)~~ **(revised as of February, 2026, as per August, 2025 University Senate charge to University Information Technology (IT) Council)**

I. POLICY

The University of Maryland (“University”) is committed to creating and maintaining a welcoming and inclusive educational and working environment for people of all abilities and to ensuring equal access to information and services for all its constituencies. ~~Web-based Electronic~~ **Information, Communication and Technology (“EICT”)** and services delivery are the primary means by which the campus community and its visitors communicate and conduct business.

This Policy sets minimum standards for the Accessibility of all University Web-based information used to conduct University business, to ensure compliance with applicable state and federal law and regulations, **including but not limited to ADA Title II (28 C.F.R. Part 35), the 2024 DOJ Title II rule “Accessibility of Web Information and Services of State and Local Government Entities” (Subpart H), and Section 508 (36 C.F.R. Part 1194).**

Scope

This policy applies to any University college, school, department, program or unit that makes available electronic information technology, including web-based information, mobile applications, and systems used to transact University business that impacts students, employees and the public as it relates to all aspects of the University mission of teaching, research, service, and administration. This includes course management systems, student information systems, human resource and finance systems, as well as individual faculty and staff who publish Web pages, distribute electronic documents (e.g.,

via email, Google Drive, ELMS-Canvas, etc.) and/or sign a contract with a vendor of electronic technology for the purpose of conducting University-related business and services.

II. DEFINITIONS

- A. “Accessibility” means ~~that individuals with disabilities~~ **the practices of ensuring that all people—regardless of ability—can interact with the information or services provided and** are afforded the ~~same~~ opportunity to ~~independently, fully and equally~~ acquire the same information, engage in the same interactions, and enjoy the same services ~~as individuals without disabilities,~~ in an equally effective and equally integrated manner, with substantially equivalent ease of use.
- B. **EICT includes information technology and any equipment or interconnected system or subsystem of equipment used to create, convert, duplicate, or deliver data or information used to conduct University business.** ~~“Legacy Web-based information” means any Web-based information created, adopted, or modified before April 24, 2026.~~
- C. **“Legacy Web-based information” means any Web-based information created, adopted, or modified before April 24, 2026.** ~~“Web-based information” means web pages, websites, Web content, web-based applications, Mobile applications, online instructional content, services, and resources, and Conventional electronic documents, that the University provides or makes available directly or through contractual, licensing, or other arrangements (for example through third-party vendors or open sources).~~
- ~~1. “Conventional electronic documents” means Web content or content in Mobile applications that is in the following electronic file formats: portable document formats (“PDF”), word processor file formats, presentation file formats, and spreadsheet file formats.~~
 - ~~2. “Mobile applications” means software applications that are downloaded and designed to run on mobile devices, such as smartphones and tablets.~~
 - ~~3. “Web content” means the information and sensory experience to be communicated to the user by means of a user agent (meaning any software that retrieves and presents Web content for users), including code or markup that defines the content’s structure, presentation, and interactions. Examples of Web content include text, images, sounds, videos, controls, animations, and conventional electronic documents.~~
- D. **“Web-based information” means refers to a broad range of EICTs for administrative, research, and academic applications, including but not limited to: web pages; websites; Web content; web-based applications; Mobile applications; online instructional content, services, and resources; and Conventional electronic documents.** **Any of these that the University (or any of its units) provides or makes available directly or through contractual, licensing, or other arrangements (for example through third-party vendors or open sources) are subject to this policy.**

1. **“Conventional electronic documents” means Web content or content in Mobile applications that is in the following electronic file formats: portable document formats (“PDF”), word processor file formats, presentation file formats, and spreadsheet file formats.**
2. **“Mobile applications” means software applications that are downloaded and designed to run on mobile devices, such as smartphones and tablets.**
3. **“Web content” means the information and sensory experience to be communicated to the user by means of a user agent (meaning any software that retrieves and presents Web content for users), including code or markup that defines the content’s structure, presentation, and interactions. Examples of Web content include text, images, sounds, videos, controls, animations, and conventional electronic documents.**

III. REQUIREMENTS

- A. Effective April 24, 2026, all Web-based information (including both Legacy Web-based information and newly designed Web-based information) by any University administrative, academic, or programmatic unit must be in compliance with the W3C Web Content Accessibility Guidelines, version 2.1 (WCAG 2.1) Level A and Level AA success criteria and conformance requirements and any other accessibility standards required by law or the University.
 1. The following types of Web-based information are not subject to this requirement:
 - a. Archived web content: Web content that: (1) was created before, reproduces paper documents created before, or reproduces the contents of other physical media created before April 24, 2026; (2) is retained exclusively for reference, research, or recordkeeping; (3) is not altered or updated after the date of archiving; and (4) is organized and stored in a dedicated area **or areas** clearly identified as being archived;
 - b. Preexisting conventional electronic documents: Conventional electronic documents that are available **as part of the University’s on-a website content** or mobile app before the date of compliance, unless such documents are currently used to apply for, gain access to, or participate in the University’s services, programs, or activities;
 - c. Third-party content: Content posted by a third party **on the University’s web content or mobile app**, unless the third party is posting due to contractual, licensing, or other arrangements with the University;
 - d. Individualized **documents;** ~~password-protected or otherwise secured conventional electronic documents:~~ Conventional electronic documents that are: (1) about a specific individual, their property, or their account; and (2) password-protected or otherwise secured; or
 - e. Preexisting social media posts: University social media that were posted before April 24, 2026.
 2. All Web-based information under an exception category must be made accessible and usable upon request.

- B. All University web pages (newly designed or legacy), including course content sites, must ~~contain the words~~ **comply with the requirements outlined in the UMD “Web Accessibility Standard.”** ~~The unit that owns and controls the Web-based information is responsible for any remediation and for replacing or modifying the original content. in the footer or any visible location and link to a common institutional web page (<https://www.umd.edu/web-accessibility>) that contains the following statement: “The University of Maryland is committed to equal access to Web-based information and other information technology accessible to all users. If you are having trouble accessing the content on this (website or course content page) and need it in an alternative format or have comments or suggestions on accessibility, contact itaccessibility@umd.edu. For more information about accessibility at UMD, visit the UMD Accessibility website.”~~
- C. ~~The unit that owns and controls the Web-based information is responsible for any remediation and for replacing or modifying the original content.~~ **The instructor or unit who owns and controls online instruction content in the University’s learning management system (“LMS”) or other outside platforms is responsible for any remediation and for replacing or modifying the original content.**
- D. ~~The instructor or unit who owns and controls online instruction content in the University’s learning management system (“LMS”) or other outside platforms is responsible for any remediation and for replacing or modifying the original content.~~
- ~~E.~~ **D.** The unit that procures or manages the Web content or Mobile application is responsible for remediation and for replacing or modifying the original content.

IV. EXCEPTIONS

- A. Any University administrative, academic, or programmatic unit may request an exception to the requirements of this Policy to use “conforming alternate versions of Web Content”, as defined by WCAG 2.1, only where it is not possible to make Web-based information directly accessible due to technical or legal limitations.
- B. Any University administrative, academic, or programmatic unit may request an exception to the requirements of this Policy on the basis that noncompliance with the requirements would have such a minimal impact on access that it would not affect the ability of individuals with disabilities to do any of the following in a manner that provides substantially equivalent timeliness, privacy, independence, and ease of use: (a) access the same information as individuals without disabilities; (b) engage in the same interactions as individuals without disabilities; (c) conduct the same transactions as individuals without disabilities; and (d) otherwise participate in or benefit from the same services, programs, and activities as individuals without disabilities.
- C. Any University administrative, academic, or programmatic unit may request an exception to the requirements of this Policy on the basis that compliance with the requirements: (a) would result in a fundamental alteration in the nature of a University service, program or

activity, or (b) would result in an undue financial or administrative burden. A decision that compliance would result in a fundamental alteration or undue burden must be made by the President or their designee after considering all resources available for use in the funding and operation of the service, program, or activity, and must be accompanied by a written statement of the reasons for reaching that conclusion. If compliance would result in a fundamental alteration or undue burden, compliance is required to the extent that it does not result in a fundamental alteration or undue burden, and the University shall take any other action that would not result in a fundamental alteration or undue burden but would nevertheless ensure that individuals with disabilities receive the benefits or services provided by the University to the maximum extent possible.

V. EXCEPTION REQUEST PROCESS

Units seeking an exception must submit an exception form, which may be found at <https://itaccessibility.umd.edu>/<https://it.umd.edu/accessibility>, explaining in detail why the Policy exception is being sought and how, if the requested exception is granted, the unit will provide equally effective alternative access and ensure, to the maximum extent possible, that individuals with disabilities will receive the same benefits or services as their nondisabled peers.

VI. PURCHASING

University purchases of web-based deliverables must comply with applicable procurement policies, processes and standards, including any IT accessibility requirements and contract provisions. More information is available at <https://purchase.umd.edu/>.

VII. STANDARDS AND GUIDELINES

This Policy is supplemented by Digital Accessibility Standards and Guidelines that are developed in coordination with appropriate stakeholders and the University IT Council and maintained by the DIT Senior IT Accessibility and UX Specialist. These Standards and Guidelines address the operationalization of the requirements herein.

The Vice President for Information Technology & Chief Information Officer (VPIT & CIO) or designee may issue, amend, or rescind such Digital Accessibility Standards and Guidelines as required to comply with legal obligations and University policy.

~~VII. REVIEW~~

~~The University's Americans with Disabilities Act (ADA) Coordinator will initiate a review and propose necessary revisions of this Policy and its associated standards as needed.~~

VIII. REVIEW

The University's Americans with Disabilities Act (ADA) Coordinator will initiate a review and propose necessary revisions of this Policy and its associated standards as needed. ~~VII. CONTACTS~~

- ~~Policy questions, exception requests and complaints
Office of Diversity & Inclusion | ADAcoordinator@umd.edu | 301.405.2841 |
<https://accessibility.umd.edu>~~
- ~~Web accessibility testing, training, resources, and technical assistance
DIT IT Accessibility Office | itaccessibility@umd.edu |
<https://it.umd.edu/accessibility>~~
- ~~ADA Coordinator
Office of Diversity & Inclusion | ADAcoordinator@umd.edu | 301.405.2841 |
<https://accessibility.umd.edu>~~

IX. CONTACTS

- **Policy questions, exception requests and complaints**
Office of Diversity & Inclusion Belonging | ADAcoordinator@umd.edu |
301.405.2841 | <https://accessibility.umd.edu>
- **Web accessibility testing, training, resources, and technical assistance**
DIT IT Accessibility Office | itaccessibility@umd.edu |
<https://it.umd.edu/accessibility>
- **ADA Coordinator**
Office of Diversity & Inclusion Belonging | ADAcoordinator@umd.edu |
301.405.2841 | <https://accessibility.umd.edu>



Appendix 2

VI-1.00(E) UNIVERSITY OF MARYLAND ELECTRONIC INFORMATION, COMMUNICATION AND TECHNOLOGY ACCESSIBILITY POLICY (revised as of February, 2026, as per August, 2025 University Senate charge to University Information Technology (IT) Council)

I. POLICY

The University of Maryland (“University”) is committed to creating and maintaining a welcoming and inclusive educational and working environment for people of all abilities and to ensuring equal access to information and services for all its constituencies. Electronic Information, Communication and Technology (“EICT”) and services delivery are the primary means by which the campus community and its visitors communicate and conduct business.

This Policy sets minimum standards for the Accessibility of all University Web-based information used to conduct University business, to ensure compliance with applicable state and federal law and regulations, including but not limited to ADA Title II (28 C.F.R. Part 35), the 2024 DOJ Title II rule “Accessibility of Web Information and Services of State and Local Government Entities” (Subpart H), and Section 508 (36 C.F.R. Part 1194).

Scope

This policy applies to any University college, school, department, program or unit that makes available electronic information technology, including web-based information, mobile applications, and systems used to transact University business that impacts students, employees and the public as it relates to all aspects of the University mission of teaching, research, service, and administration. This includes course management systems, student information systems, human resource and finance systems, as well as individual faculty and staff who publish Web pages, distribute electronic documents (e.g., via email, Google Drive, ELMS-Canvas, etc.) and/or sign a contract with a vendor of electronic technology for the purpose of conducting University-related business and services.

II. DEFINITIONS

- A. "Accessibility" means the practices of ensuring that all people—regardless of ability—can interact with the information or services provided and are afforded the opportunity to acquire the same information, engage in the same interactions, and enjoy the same services in an equally effective and equally integrated manner, with substantially equivalent ease of use.
- B. EICT includes information technology and any equipment or interconnected system or subsystem of equipment used to create, convert, duplicate, or deliver data or information used to conduct University business.

- C. “Legacy Web-based information” means any Web-based information created, adopted, or modified before April 24, 2026.
- D. “Web-based information” refers to a broad range of EICTs for administrative, research, and academic applications, including but not limited to: web pages; websites; Web content; web-based applications; Mobile applications; online instructional content; services, and resources; and Conventional electronic documents. Any of these that the University (or any of its units) provides or makes available directly or through contractual, licensing, or other arrangements (for example through third-party vendors or open sources) are subject to this policy.
 - 1. “Conventional electronic documents” means Web content or content in Mobile applications that is in the following electronic file formats: portable document formats (“PDF”), word processor file formats, presentation file formats, and spreadsheet file formats.
 - 2. “Mobile applications” means software applications that are downloaded and designed to run on mobile devices, such as smartphones and tablets.
 - 3. “Web content” means the information and sensory experience to be communicated to the user by means of a user agent (meaning any software that retrieves and presents Web content for users), including code or markup that defines the content’s structure, presentation, and interactions. Examples of Web content include text, images, sounds, videos, controls, animations, and conventional electronic documents.

III. REQUIREMENTS

- A. Effective April 24, 2026, all Web-based information (including both Legacy Web-based information and newly designed Web-based information) by any University administrative, academic, or programmatic unit must be in compliance with the W3C Web Content Accessibility Guidelines, version 2.1 (WCAG 2.1) Level A and Level AA success criteria and conformance requirements and any other accessibility standards required by law or the University.
 - 1. The following types of Web-based information are not subject to this requirement:
 - a. Archived web content: Web content that: (1) was created before, reproduces paper documents created before, or reproduces the contents of other physical media created before April 24, 2026; (2) is retained exclusively for reference, research, or recordkeeping; (3) is not altered or updated after the date of archiving; and (4) is organized and stored in a dedicated area or areas clearly identified as being archived;
 - b. Preexisting conventional electronic documents: Conventional electronic documents that are available as part of the University’s web content or mobile app before the date of compliance, unless such documents are currently used to apply for, gain access to, or participate in the University’s services, programs, or activities;
 - c. Third-party content: Content posted by a third party on the University’s web content or mobile app, unless the third party is posting due to contractual, licensing, or other arrangements with the University;

- d. Individualized documents: Conventional electronic documents that are: (1) about a specific individual, their property, or their account; and (2) password-protected or otherwise secured; or
 - e. Preexisting social media posts: University social media that were posted before April 24, 2026.
2. All Web-based information under an exception category must be made accessible and usable upon request.
- B. All University web pages (newly designed or legacy), including course content sites, must comply with the requirements outlined in the UMD “Web Accessibility Standard.” The unit that owns and controls the Web-based information is responsible for any remediation and for replacing or modifying the original content.
 - C. The instructor or unit who owns and controls online instruction content in the University’s learning management system (“LMS”) or other outside platforms is responsible for any remediation and for replacing or modifying the original content.
 - D. The unit that procures or manages the Web content or Mobile application is responsible for remediation and for replacing or modifying the original content.

IV. EXCEPTIONS

- A. Any University administrative, academic, or programmatic unit may request an exception to the requirements of this Policy to use “conforming alternate versions of Web Content”, as defined by WCAG 2.1, only where it is not possible to make Web-based information directly accessible due to technical or legal limitations.
- B. Any University administrative, academic, or programmatic unit may request an exception to the requirements of this Policy on the basis that noncompliance with the requirements would have such a minimal impact on access that it would not affect the ability of individuals with disabilities to do any of the following in a manner that provides substantially equivalent timeliness, privacy, independence, and ease of use: (a) access the same information as individuals without disabilities; (b) engage in the same interactions as individuals without disabilities; (c) conduct the same transactions as individuals without disabilities; and (d) otherwise participate in or benefit from the same services, programs, and activities as individuals without disabilities.
- C. Any University administrative, academic, or programmatic unit may request an exception to the requirements of this Policy on the basis that compliance with the requirements: (a) would result in a fundamental alteration in the nature of a University service, program or activity, or (b) would result in an undue financial or administrative burden. A decision that compliance would result in a fundamental alteration or undue burden must be made by the President or their designee after considering all resources available for use in the funding and operation of the service, program, or activity, and must be accompanied by a written statement of the reasons for reaching that conclusion.

If compliance would result in a fundamental alteration or undue burden, compliance is required to the extent that it does not result in a fundamental alteration or undue burden, and the University shall take any other action that would not result in a fundamental alteration or undue burden but would nevertheless ensure that individuals with disabilities receive the benefits or services provided by the University to the maximum extent possible.

V. EXCEPTION REQUEST PROCESS

Units seeking an exception must submit an exception form, which may be found at <https://it.umd.edu/accessibility>, explaining in detail why the Policy exception is being sought and how, if the requested exception is granted, the unit will provide equally effective alternative access and ensure, to the maximum extent possible, that individuals with disabilities will receive the same benefits or services as their nondisabled peers.

VI. PURCHASING

University purchases of web-based deliverables must comply with applicable procurement policies, processes and standards, including any IT accessibility requirements and contract provisions. More information is available at <https://purchase.umd.edu/>.

VII. STANDARDS AND GUIDELINES

This Policy is supplemented by Digital Accessibility Standards and Guidelines that are developed in coordination with appropriate stakeholders and the University IT Council and maintained by the DIT Senior IT Accessibility and UX Specialist. These Standards and Guidelines address the operationalization of the requirements herein.

The Vice President for Information Technology & Chief Information Officer (VPIT & CIO) or designee may issue, amend, or rescind such Digital Accessibility Standards and Guidelines as required to comply with legal obligations and University policy.

VIII. REVIEW

The University's Americans with Disabilities Act (ADA) Coordinator will initiate a review and propose necessary revisions of this Policy and its associated standards as needed.

IX. CONTACTS

- Policy questions, exception requests and complaints
Office of Belonging | ADAcordinator@umd.edu | 301.405.2841 | <https://accessibility.umd.edu>
- Web accessibility testing, training, resources, and technical assistance
DIT IT Accessibility Office | itaccessibility@umd.edu | <https://itaccessibility.umd.edu/>

- ADA Coordinator
Office of Belonging | ADAcoordinator@umd.edu | 301.405.2841 | <https://accessibility.umd.edu>



**Review the Interim University of Maryland Accessible Technology Policy, VI-1.00(E)
(Senate Document #25-26-09)**

University Information Technology (IT) Council | Chair: Wolfgang Losert

The Senate Executive Committee (SEC) and Senate Chair Sarah Dammeyer request that the University IT Council review the Interim University of Maryland Accessible Technology Policy, VI-1.00(E), amended and approved on an interim basis by the President, pending University Senate Action July 25, 2025.

Specifically, the University IT Council should:

1. Review:

- a. the proposal entitled, "Proposal to Review VI-1.00(E) University of Maryland Accessible Technology Policy" (Senate Document #25-26-09).
- b. the Interim Policy University of Maryland Accessible Technology Policy, [VI-1.00\(E\)](#).
- c. the [Americans with Disabilities Act \(ADA\) Title II Web and Mobile Application Accessibility Rule](#)
- d. the proposed policy update as provided in the proposal.
- e. similar Accessible Technology policies and procedures at Big 10 and other peer institutions.

2. Consult:

- a. a representative of Belonging and Community.
- b. the Office of the ADA Coordinator.
- c. the Equity, Diversity, and Inclusion Committee.
- d. the Vice President & Chief Information Officer or appointed representative.
- e. the Office of General Counsel.

3. Consider:

- a. whether the proposed policy changes follow and meet federal regulations.
- b. whether the proposed policy updates are necessary or if they may be redundant with existing ADA regulations.
- c. the impacts the proposed changes have on the campus community.

4. Consult with a representative from the Office of General Counsel on any proposed changes to the University's policy.

5. If appropriate, recommend whether the policy should be revised and if so, provide suggested revisions.

We ask that you submit a report to the University Senate Office no later than **January 30, 2026**. If you have questions or need assistance, please contact the University Senate Office, senate-admin@umd.edu.

New Text in Blue/Bold (**example**), Removed Text in Red/Strikeout (~~example~~),
Moved Text in Green/Bold (**example**) or Green/Strikeout (~~example~~)

Appendix 4



VI-1.00(E) UNIVERSITY OF MARYLAND ~~WEB ACCESSIBILITY~~ ACCESSIBLE TECHNOLOGY POLICY

(Approved by the President on an interim basis September 12, 2017; Amended and approved by the President on April 5, 2018; Technical amendments September 21, 2021; **Approved by the President on an interim basis, pending University Senate review July 25, 2025**)

I. POLICY

The University of Maryland (“**University**”) is committed to creating and maintaining a welcoming and inclusive educational and working environment for people of all abilities and to ensuring equal access to information and services for all its constituencies. Web-based information and services delivery are the primary means by which the campus community and its visitors communicate and conduct business.

This ~~p~~**P**olicy sets minimum standards for the ~~a~~**A**ccessibility of all ~~u~~**U**niversity Web-based information used to conduct ~~u~~**U**niversity business, ~~and academic activities~~ to ensure compliance with applicable state and federal ~~law and~~ regulations.

II. DEFINITIONS

- A. “**Accessibility**” means that individuals with disabilities are afforded the same opportunity to independently, fully and equally acquire the same information, engage in the same interactions, and enjoy the same services as individuals without disabilities, in an equally effective and equally integrated manner, with substantially equivalent ease of use.
- B. “**Legacy Web-based information**” means any Web-based information created, adopted, or modified before April 24, 2026.
- C. “**Web-based information**” means ~~W~~**web pages, websites, Web content, W**web-based applications, **Mobile applications, online instructional content, services, and resources, and Conventional electronic documents, that the University provides or makes available directly or through contractual, licensing, or other arrangements (for example through third-party vendors or open sources).**

1. “Conventional electronic documents” means Web content or content in Mobile applications that is in the following electronic file formats: portable document formats (“PDF”), word processor file formats, presentation file formats, and spreadsheet file formats.
2. “Mobile applications” means software applications that are downloaded and designed to run on mobile devices, such as smartphones and tablets.
3. “Web content” means the information and sensory experience to be communicated to the user by means of a user agent (meaning any software that retrieves and presents Web content for users), including code or markup that defines the content’s structure, presentation, and interactions. Examples of Web content include text, images, sounds, videos, controls, animations, and conventional electronic documents.

~~“Web-based information” includes Web pages, Web content (hypertext, videos, documents, images, audio files, etc.), Web-based applications, online instructional content, services, and resources, including those developed by, maintained by, or offered through third-party vendors or open sources.~~

~~“University business and academic activities” refers to those activities that students, faculty, staff and/or visitors must perform in order to effectively participate in a program, service, or activity offered by the university.~~

~~“Legacy Web-based information” is any Web-based information or service created, adopted, or modified before the establishment of this policy.~~

~~“Web pages” includes both Web pages and websites used to conduct university business and academic activities.~~

III. REQUIREMENTS

- A. **Effective April 24, 2026, All Web-based information (including both Legacy Web-based information and newly adopted or redesigned Web-based information) by any University administrative, academic, or programmatic unit on or after the establishment of this policy must be in compliance with the World Wide Web Consortium’s Web Content Accessibility Guidelines (WCAG) Version 2.0 AA conformance level W3C Web Content Accessibility Guidelines, version 2.1 (WCAG 2.1) Level A and Level AA success criteria and conformance requirements and any other accessibility standards required by law or the University.**

1. **The following types of Web-based information are not subject to this requirement:**
 - a. **Archived web content: Web content that: (1) was created before, reproduces paper documents created before, or reproduces the contents of other physical media created before April 24, 2026; (2) is retained exclusively for reference, research, or recordkeeping; (3) is not altered or updated after the date of**

archiving; and (4) is organized and stored in a dedicated area clearly identified as being archived;

- b. Preexisting conventional electronic documents: Conventional electronic documents that are available on a website or mobile app before the date of compliance, unless such documents are currently used to apply for, gain access to, or participate in the University's services, programs, or activities;
- c. Third-party content: Content posted by a third party, unless the third party is posting due to contractual, licensing, or other arrangements with the University;
- d. Individualized, password-protected or otherwise secured conventional electronic documents: Conventional electronic documents that are: (1) about a specific individual, their property, or their account; and (2) password-protected or otherwise secured; or
- e. Preexisting social media posts: University social media that were posted before April 24, 2026.

2. All Web-based information under an exception category must be made accessible and usable upon request.

- B. All ~~u~~University ~~W~~web pages (newly designed or legacy), including course content sites, must contain the words "Web Accessibility" in the footer or any visible location and link to a common institutional ~~W~~web page (<https://www.umd.edu/web-accessibility>) that contains the following statement: *"The University of Maryland is committed to equal access to Web-based information and other information technology accessible to all users. If you are having trouble accessing the content on this (website or course content page) and need it in an alternative format or have comments or suggestions on accessibility, contact itaccessibility@umd.edu. For more information about accessibility at UMD, visit the UMD Accessibility website."*

~~Each university administrative, academic, and programmatic unit must establish priorities and timetables for updating its legacy Web-based information.~~

- C. The unit that owns and controls the Web-based information is responsible for any remediation and for replacing or modifying the original content.

~~All university Web pages (newly designed, or legacy), must contain the words "Web Accessibility" in the footer or any visible location and link to a common institutional Web page (<https://www.umd.edu/web-accessibility>) that contains the following statement: "The University of Maryland is committed to equal access to Web ~~content~~. If you ~~need to request Web content~~ in an alternative format or have comments or suggestions on accessibility, contact itaccessibility@umd.edu. For more information about accessibility at UMD, visit the UMD Accessibility ~~Hub~~."~~

- D. The instructor or unit who owns and controls online instruction content in the University's learning management system ("LMS") or other outside platforms is responsible for any remediation and for replacing or modifying the original content.

~~The unit that owns and controls the Web-based information is responsible for any remediation, for responding to requests to make content accessible, for replacing or modifying the original content, or for providing an equally effective alternative that communicates the same information and provides equivalent functions in a timely fashion (ideally within 10 business days).~~

- E. **The unit that procures or manages the Web content or Mobile application is responsible for remediation and for replacing or modifying the original content.**

IV. EXCEPTIONS

- A. **Any University administrative, academic, or programmatic unit may request an exception to the requirements of this Policy to use “conforming alternate versions of Web Content”, as defined by WCAG 2.1, only where it is not possible to make Web-based information directly accessible due to technical or legal limitations.**

~~Any university administrative, academic, or programmatic unit may request an exception to the requirements of this policy on the basis that compliance with the World Wide Web Consortium's standard: (a) would result in a fundamental alteration to the content or functionality of any Web-based information, (b) would result in an undue burden (including financial or administrative burden), and/or (c) is not technically feasible.~~

- B. **Any University administrative, academic, or programmatic unit may request an exception to the requirements of this Policy on the basis that noncompliance with the requirements would have such a minimal impact on access that it would not affect the ability of individuals with disabilities to do any of the following in a manner that provides substantially equivalent timeliness, privacy, independence, and ease of use: (a) access the same information as individuals without disabilities; (b) engage in the same interactions as individuals without disabilities; (c) conduct the same transactions as individuals without disabilities; and (d) otherwise participate in or benefit from the same services, programs, and activities as individuals without disabilities.**

~~Units seeking an exception must submit an exception form found at <https://itaccessibility.umd.edu/> explaining in detail why the policy exception is being sought and how, if the requested exception is granted, the unit will provide equally effective alternative access and ensure, to the maximum extent possible, that individuals with disabilities will receive the same benefits or services as their nondisabled peers.~~

- C. **Any University administrative, academic, or programmatic unit may request an exception to the requirements of this Policy on the basis that compliance with the requirements: (a) would result in a fundamental alteration in the nature of a University service, program or activity, or (b) would result in an undue financial or administrative burden. A decision that compliance would result in a fundamental alteration or undue burden must be made by the President or their designee after considering all resources available for use in the funding and operation of the**

service, program, or activity, and must be accompanied by a written statement of the reasons for reaching that conclusion. If compliance would result in a fundamental alteration or undue burden, compliance is required to the extent that it does not result in a fundamental alteration or undue burden, and the University shall take any other action that would not result in a fundamental alteration or undue burden but would nevertheless ensure that individuals with disabilities receive the benefits or services provided by the University to the maximum extent possible.

V. EXCEPTION REQUEST PROCESS ~~REVIEW~~

Units seeking an exception must submit an exception form, which may be found at <https://itaccessibility.umd.edu/>, explaining in detail why the ~~p~~Policy exception is being sought and how, if the requested exception is granted, the unit will provide equally effective alternative access and ensure, to the maximum extent possible, that individuals with disabilities will receive the same benefits or services as their nondisabled peers.

~~The Division of Information Technology (DIT) IT Accessibility Specialist (or designee) in collaboration with the American with Disabilities Act (ADA) Coordinator will initiate a review and necessary revisions of this policy and its associated standards as needed.~~

VI. PURCHASING RESPONSIBILITIES

University purchases of web-based deliverables must comply with applicable procurement policies, processes and standards, including any IT accessibility requirements and contract provisions. More information is available at <https://purchase.umd.edu/>.

~~A. Division of Information Technology (DIT)~~

- ~~1. Provides documentation and resources about Web accessibility.~~
- ~~2. Provides campus wide solutions to audit Web-based information for compliance with the standards of this policy.~~
- ~~3. Works with the ADA coordinator to initiate a review and necessary revisions of this policy and its associated standards as needed.~~
- ~~4. Consults with the ADA Coordinator on complaints, equally effective alternatives, and exceptions to the required compliance.~~
- ~~5. Receives requests for exceptions and collaborates with the ADA Coordinator to evaluate and make decisions on requests for exceptions to this policy.~~
- ~~6. Grants exceptions to this policy.~~

~~B. ADA Coordinator~~

- ~~1. Works with the DIT IT Accessibility Specialist (or designee) to initiate a review and necessary revisions of this policy and its associated standards as needed.~~
- ~~2. Collaborates with DIT to resolve complaints for Web accessibility and assesses equally effective alternatives.~~
- ~~3. Advises the DIT IT Accessibility Specialist (or designee) on requests for exceptions to the policy.~~

~~C. University Relations~~

~~Provides standards and guidelines for Web pages to the university.~~

~~D. University Administrative, Academic, and Programmatic units~~

- ~~1. Comply with the requirements of this policy.~~
- ~~2. Remediate complaints about Web-based information in order to meet the requirements of this policy.~~
- ~~3. Purchase and produce Web-based services and resources that meet the requirements of this policy.~~

VII. REVIEW CONTACTS

The University's Americans with Disabilities Act (ADA) Coordinator will initiate a review and propose necessary revisions of this Policy and its associated standards as needed.

VIII. CONTACTS

- Policy questions, exception requests and complaints
Office of Diversity & Inclusion | ADAcordinator@umd.edu | 301.405.2841 | <https://accessibility.umd.edu>
~~DIT IT Accessibility Office | itaccessibility@umd.edu~~
- Web Accessibility Testing, Training, Resources, and Technical Assistance
DIT IT Accessibility Office | itaccessibility@umd.edu | <https://itaccessibility.umd.edu/>
- ADA Coordinator
Office of Diversity & Inclusion | ADAcordinator@umd.edu | 301.405.2841 | <https://accessibility.umd.edu>



Appendix 5

VI-1.00(E) UNIVERSITY OF MARYLAND ACCESSIBLE TECHNOLOGY POLICY (Approved by the President on an interim basis September 12, 2017; Amended and approved by the President on April 5, 2018; Technical amendments September 21, 2021; Approved by the President on an interim basis, pending University Senate review July 25, 2025)

I. POLICY

The University of Maryland (“University”) is committed to creating and maintaining a welcoming and inclusive educational and working environment for people of all abilities and to ensuring equal access to information and services for all its constituencies. Web-based information and services delivery are the primary means by which the campus community and its visitors communicate and conduct business.

This Policy sets minimum standards for the Accessibility of all University Web-based information used to conduct University business, to ensure compliance with applicable state and federal law and regulations.

II. DEFINITIONS

- A. “Accessibility” means that individuals with disabilities are afforded the same opportunity to independently, fully and equally acquire the same information, engage in the same interactions, and enjoy the same services as individuals without disabilities, in an equally effective and equally integrated manner, with substantially equivalent ease of use.
- B. “Legacy Web-based information” means any Web-based information created, adopted, or modified before April 24, 2026.
- C. “Web-based information” means web pages, websites, Web content, web-based applications, Mobile applications, online instructional content, services, and resources, and Conventional electronic documents, that the University provides or makes available directly or through contractual, licensing, or other arrangements (for example through third-party vendors or open sources).
 - 1. “Conventional electronic documents” means Web content or content in Mobile applications that is in the following electronic file formats: portable document formats (“PDF”), word processor file formats, presentation file formats, and spreadsheet file formats.
 - 2. “Mobile applications” means software applications that are downloaded and designed to run on mobile devices, such as smartphones and tablets.
 - 3. “Web content” means the information and sensory experience to be communicated to the user by means of a user agent (meaning any software that retrieves and presents

Web content for users), including code or markup that defines the content’s structure, presentation, and interactions. Examples of Web content include text, images, sounds, videos, controls, animations, and conventional electronic documents.

III. REQUIREMENTS

- A. Effective April 24, 2026, all Web-based information (including both Legacy Web-based information and newly designed Web-based information) by any University administrative, academic, or programmatic unit must be in compliance with the W3C Web Content Accessibility Guidelines, version 2.1 (WCAG 2.1) Level A and Level AA success criteria and conformance requirements and any other accessibility standards required by law or the University.
1. The following types of Web-based information are not subject to this requirement:
 - a. Archived web content: Web content that: (1) was created before, reproduces paper documents created before, or reproduces the contents of other physical media created before April 24, 2026; (2) is retained exclusively for reference, research, or recordkeeping; (3) is not altered or updated after the date of archiving; and (4) is organized and stored in a dedicated area clearly identified as being archived;
 - b. Preexisting conventional electronic documents: Conventional electronic documents that are available on a website or mobile app before the date of compliance, unless such documents are currently used to apply for, gain access to, or participate in the University’s services, programs, or activities;
 - c. Third-party content: Content posted by a third party, unless the third party is posting due to contractual, licensing, or other arrangements with the University;
 - d. Individualized, password-protected or otherwise secured conventional electronic documents: Conventional electronic documents that are: (1) about a specific individual, their property, or their account; and (2) password-protected or otherwise secured; or
 - e. Preexisting social media posts: University social media that were posted before April 24, 2026.
 2. All Web-based information under an exception category must be made accessible and usable upon request.
- B. All University web pages (newly designed or legacy), including course content sites, must contain the words “Web Accessibility” in the footer or any visible location and link to a common institutional web page (<https://www.umd.edu/web-accessibility>) that contains the following statement: *“The University of Maryland is committed to equal access to Web-based information and other information technology accessible to all users. If you are having trouble accessing the content on this (website or course content page) and need it in an alternative format or have comments or suggestions on accessibility, contact itaccessibility@umd.edu. For more information about accessibility at UMD, visit the UMD Accessibility website.”*

- C. The unit that owns and controls the Web-based information is responsible for any remediation and for replacing or modifying the original content.
- D. The instructor or unit who owns and controls online instruction content in the University's learning management system ("LMS") or other outside platforms is responsible for any remediation and for replacing or modifying the original content.
- E. The unit that procures or manages the Web content or Mobile application is responsible for remediation and for replacing or modifying the original content.

IV. EXCEPTIONS

- A. Any University administrative, academic, or programmatic unit may request an exception to the requirements of this Policy to use "conforming alternate versions of Web Content", as defined by WCAG 2.1, only where it is not possible to make Web-based information directly accessible due to technical or legal limitations.
- B. Any University administrative, academic, or programmatic unit may request an exception to the requirements of this Policy on the basis that noncompliance with the requirements would have such a minimal impact on access that it would not affect the ability of individuals with disabilities to do any of the following in a manner that provides substantially equivalent timeliness, privacy, independence, and ease of use: (a) access the same information as individuals without disabilities; (b) engage in the same interactions as individuals without disabilities; (c) conduct the same transactions as individuals without disabilities; and (d) otherwise participate in or benefit from the same services, programs, and activities as individuals without disabilities.
- C. Any University administrative, academic, or programmatic unit may request an exception to the requirements of this Policy on the basis that compliance with the requirements: (a) would result in a fundamental alteration in the nature of a University service, program or activity, or (b) would result in an undue financial or administrative burden. A decision that compliance would result in a fundamental alteration or undue burden must be made by the President or their designee after considering all resources available for use in the funding and operation of the service, program, or activity, and must be accompanied by a written statement of the reasons for reaching that conclusion. If compliance would result in a fundamental alteration or undue burden, compliance is required to the extent that it does not result in a fundamental alteration or undue burden, and the University shall take any other action that would not result in a fundamental alteration or undue burden but would nevertheless ensure that individuals with disabilities receive the benefits or services provided by the University to the maximum extent possible.

V. EXCEPTION REQUEST PROCESS

Units seeking an exception must submit an exception form, which may be found at <https://itaccessibility.umd.edu/>, explaining in detail why the Policy exception is being sought and how, if the requested exception is granted, the unit will provide equally effective alternative

access and ensure, to the maximum extent possible, that individuals with disabilities will receive the same benefits or services as their nondisabled peers.

VI. PURCHASING

University purchases of web-based deliverables must comply with applicable procurement policies, processes and standards, including any IT accessibility requirements and contract provisions. More information is available at <https://purchase.umd.edu/>.

VII. REVIEW

The University's Americans with Disabilities Act (ADA) Coordinator will initiate a review and propose necessary revisions of this Policy and its associated standards as needed.

VIII. CONTACTS

- Policy questions, exception requests and complaints
Office of Diversity & Inclusion | ADACoordinator@umd.edu | 301.405.2841 | <https://accessibility.umd.edu>
- Web accessibility testing, training, resources, and technical assistance
DIT IT Accessibility Office | itaccessibility@umd.edu | <https://itaccessibility.umd.edu/>
- ADA Coordinator
Office of Diversity & Inclusion | ADACoordinator@umd.edu | 301.405.2841 | <https://accessibility.umd.edu>



Transmittal | #24-25-12
Educational Affairs Committee

Review of the Alleged Arbitrary and Capricious Grading Policy
(Senate Document #24-25-12)

Presented By: Jo Zimmerman, Educational Affairs Committee Chair

Review Date: SEC - February, 17, 2026 | Senate - March, 4, 2026

Voting Method: In a single vote

Relevant Policy/Document: [Policy Number: III-1.20\(B\) University of Maryland Procedures for Review of Alleged Arbitrary and Capricious Grading--Undergraduate Students](#)

Necessary Approvals: Senate, President

Issue:

In May of 2024, the University Senate Office received a proposal that described the following issue; In reviewing Policy Number: III-1.20: Policy for Review of Alleged Arbitrary and Capricious Grading by the Educational Affairs committee, committee identified potential for confusion in how a student grievance should be handled due to the existence of the more comprehensive Policy Number: V-1.00(A): University of Maryland Policy on the Conduct of Undergraduate Courses and Student Grievance Procedure conflict.

The SEC charged the Educational Affairs Committee with reviewing the proposal and revisions to the University of Maryland Procedures for Review of Alleged Arbitrary and Capricious Grading--Undergraduate Students at its October 15, 2024 meeting

Recommendations:

The Educational Affairs Committee recommends that the University of Maryland Procedures for Review of Alleged Arbitrary and Capricious Grading--Undergraduate Students be revised as shown immediately following this report

Committee Work:

The Educational Affairs Committee began working on the charge from the SEC at their November 15, 2024 meeting. Following regular committee membership cycles, the work began under Chair Phil Evers and the 2024-2025 Educational Affairs Committee.

To effectively complete the charge within the timeframe given, the original committee elected to form a sub-committee focused on this charge for the duration of the 2024-2025 academic year and focused on review of relevant documents as well as relevant policies at Big10 peer intuitions.

Individual consultations were completed during this time.

The charge was completed by Chair Jo Zimmerman and the full Educational Affairs Committee of 2025-2026. The committee engaged in thorough discussion during scheduled committee meetings and completed the remaining consultations, including Office of General Counsel

Alternatives:

The Senate could decide not to approve the recommendations.

Risks:

There no risks to the University in approving these recommendations

Financial Implications:

There no financial implications in approving these recommendations





Report | #24-25-12
Educational Affairs Committee

Review of the Alleged Arbitrary and Capricious Grading Policy
(Senate Document #24-25-12)

2025-2026 Committee Members:

Jo Zimmerman (Chair)
Andrea Brown (Faculty)
Valerie Cholet (Faculty)
Richa Diggikar (Graduate Student)
Alice Donlan ((Ex-Officio – Undergraduate Studies Rep)
Chloe Garfinkel (Faculty)
Elizabeth Gotwalt (Staff)
Sonia Hirschauer (Faculty)
Roshanna Howell (Staff)
Jianan Jian (Faculty)
Linda Macri (Ex-Officio - Graduate School Rep)

Megan Masters (Ex-Officio - Division of Information Technology Rep)
Pamela McClanahan (Faculty)
Sydney Mitchell (Undergraduate Student)
Taryn Reinhart (Ex-Officio -SGA Rep)
Doug Roberts (Ex-Officio- Associate Dean for General Education)
Yasmeen Shah (Faculty)
Daniel Sidman (Faculty)
Tami Smith (Ex-Officio - Provost’s Rep)
Camille Wharff (Undergraduate Student)
Sara Wilder (Faculty)
Taylor Woodman (Faculty)

Date of Submission: February 10, 2026

Background:

The University Senate Office received the Proposal entitled “Review of Alleged Arbitrary and Capricious Grading Policy” (included as Appendix 2) on May 9, 2024. The proposal submitted conveyed that upon review of Policy Number: III-1.20: Policy for Review of Alleged Arbitrary and Capricious Grading by the Educational Affairs committee, there was the potential for confusion in how a student grievance should be handled due to the existence of the more comprehensive Policy Number: V-1.00(A): University of Maryland Policy on the Conduct of Undergraduate Courses and Student Grievance Procedure.

The committee proposed that both Policy Number: III-1.20: Policy for Review of Alleged Arbitrary and Capricious Grading and Policy Number: V-1.00(A): University of Maryland Policy on the Conduct of Undergraduate Courses and Student Grievance Procedure be reviewed by the appropriate Senate Committees and potentially combined and simplified for clarity. It would be worth reviewing if the procedure should be the same for all academic grievances or remain different for cases of arbitrary and/or capricious grading. A unified policy for all student academic grievances was considered.

An amendment to the charge and scope of the work occurred on February 21, 2025 when University Senate Office received a proposal asking for review of the “UMD Procedures for Review of Alleged Arbitrary and Capricious Grading-Undergraduate Students” committee composition.

Currently the procedures have a requirement that the committee reviewing allegations of arbitrary and capricious grading are composed of “at least three tenured faculty members at a rank equal or superior to that of the instructor.” The proposer articulated that this provision does not reflect the now-significant role played by PTK faculty in delivering undergraduate education. More importantly, it denies PTK faculty any participation in a process by which their conduct may be evaluated and adjudicated.

As the policy was already being reviewed broadly by the Educational Affairs Committee, the SEC voted to amend the current charge document (Senate Document #24-25-12) to include a review of the committee composition that conduct the Review of Alleged Arbitrary and Capricious Grading, which became relevant to committee discussion and consultation

Committee Work:

The Educational Affairs Committee began working on the charge from the SEC at their November 15, 2024 meeting. Following regular committee membership cycles, the work began under Chair Phil Evers and the 2024-2025 Educational Affairs Committee and was completed by Chair Jo Zimmerman and the 2025-2026 Educational Affairs Committee.

The committee began in November of 2024 by reviewing the charge, proposal and related documents, and acknowledged the importance of addressing ambiguities within the arbitrary and capricious grading policy, such as unclear procedural steps, differences in grievance committee structures, and the outdated requirement for committee members to be tenure-track faculty.

The committee also compared grading policies at other Big 10 peer institutions, via a comparative policy analysis using a shared spreadsheet document as a tool. Members noted the processes seem to vary by unit but affirmed the benefit of a centralized platform for student questions and general procedures.

At the March 4, 2025 meeting, the sub-committee consulted with Undergraduate Ombuds representative Lisa Kiely, who shared insights on the composition of the faculty representation of the hearing boards. The committee discussed advantages and disadvantages of maintaining separate policies for arbitrary and capricious grading procedures but noted that if they remain separate, aligning their processes for consistency should be a priority.

During discussions members also shared their experiences on arbitrary and capricious grading appeals panels.



The committee completed the following consultations to receive feedback on the policy proposal;

- A representative from the office of undergraduate studies, in conjunction with the Academic Procedures and Standards Committee on December 12, 2025
- A representative from the undergraduate student ombudsperson on March 4, 2025.
- The Faculty Affairs Committee on October 29, 2025, and
- The Student Affairs Committee on November 3, 2025.

The discussion throughout these consultations focused on; identifying if there were any major concerns with the current policy, how the policy is understood by those who use the process (especially by students), the specific composition of the review board, and protection of PTK Faculty and graduate student instructors.

Throughout both the stakeholder consultations and the committee discussion key principles continued to be reiterated by multiple groups and were eventually agreed upon by the committee. These included the wish to keep the policies (University of Maryland Policy on the Conduct of Undergraduate Courses and Student Grievance Procedure (Policy Number: V-1.00(A)) and the University of Maryland Procedures for Review of Alleged Arbitrary and Capricious Grading—Undergraduate Students (Policy Number: III-1.20(B)) distinct and separate, because they deal with distinct situations on campus, and the committee felt it best to avoid confusion.

The value PTK perspectives brought to the process as well as the desire to protect PTK or lower-ranked faculty to ensure an unbiased approach, and a focus on education and transparency around the process- to ensure students and faculty are aware of all parties' rights and responsibilities.

The committee voted via email on January 8, 2026 to confirm the amended policy language, and confirmed those changes with the Office of General Counsel on February 9, 2026.

The Report was submitted for review to the University Senate Office on February 10, 2026

Committee Findings:

The Committee found that aligning the appeal board membership would be the best way to implement the feedback and committee considerations. The amendment is reflected in the proposed policy revisions of this report.

Recommendations:

The Educational Affairs Committee recommends that the University of Maryland Procedures for Review of Alleged Arbitrary and Capricious Grading--Undergraduate Students (Policy Number: III-1.20(B) be revised as shown immediately following this report.



Appendices:

Appendix 1- Charge from the Senate Executive Committee

Appendix 2- Proposal submitted to the University Senate Office

Appendix 3- Redlined version of changes to the Alleged Arbitrary and Capricious Grading Policy

Appendix 4- Clean version of changes to the Alleged Arbitrary and Capricious Grading Policy





UNIVERSITY SENATE

CHARGE

Charged: September 11, 2023 | Deadline: January 12, 2024

Review of the Code of Student Conduct for Modification Regarding Housing Termination

(Senate Document #23-24-05)

Student Conduct Committee | Chair: Gideon Mark

The Senate Executive Committee (SEC) and Senate Chair Jarzynski request that the Student Conduct Committee review issues with the Code of Student Conduct (V-1.00[B]) as it pertains to the Administrative Housing Termination process.

The Student Conduct Committee should:

1. Review the University of Maryland Code of Student Conduct (V-1.00[B]).
2. Review the proposal entitled, "Code of Student Conduct Modification Regarding Housing Termination" (Senate Document #23-24-05).
3. Review Department of Resident Life's Community Living Handbook.
4. Consult with representatives from the Department of Resident Life.
5. Consult with representatives from the Resident Hall Association (RHA).
6. Consider whether the Code of Student Conduct conflicts with Department of Resident Life administrative processes.
7. Consider whether any rights of students will be affected by the updated Code of Student Conduct.
8. Consult with a representative of the Office of General Counsel on any proposed revision to the Code of Student Conduct.
9. If appropriate, recommend whether the Code of Student Conduct should be revised and submit recommended revisions.

We ask that you submit a report to the Senate Office no later than **January 12, 2024**. If you have questions or need assistance, please contact the Senate Office at senate-admin@umd.edu.



**Review of Alleged Arbitrary and Capricious Grading Policy
(Senate Document #24-25-12)
Educational Affairs Committee | Chair: Philip Evers**

The Senate Executive Committee (SEC) and Senate Chair Sly request that the Educational Affairs Committee review the University of Maryland Procedures for Review of Alleged Arbitrary and Capricious Grading-Undergraduate [[III-1.20\(B\)](#)].

Specifically, the Educational Affairs Committee should:

1. Review:
 - a. The proposal entitled "Review of Alleged Arbitrary and Capricious Grading Policy
 - b. The policy entitled University of Maryland Procedures for Review of Alleged Arbitrary and Capricious Grading- Undergraduate [[III-1.20\(B\)](#)]
 - c. The policy entitled University of Maryland Policy on the Conduct of Undergraduate Courses and Student Grievance Procedure [[V-1.00\(A\)](#)]
 - d. Similar policies and procedures on Alleged Arbitrary and Capricious Grading at Big 10 and other peer institutions
2. Consult:
 - a. A representative from the Office of Undergraduate Studies
 - b. Undergraduate Student Ombudsperson
 - c. Academic Procedures & Standards (APAS) Committee
 - d. Faculty Affairs Committee
 - e. Student Affairs Committee
3. Consider:
 - a. Potential confusion in current alleged arbitrary and capricious grading procedure
 - b. A comprehensive unified policy for all student academic grievances
4. Consult with a representative from the Office of General Counsel on any proposed changes to the University's policy.
5. If appropriate, recommend whether the policy should be revised and if so, provide suggested revisions.

We ask that you submit a report to the University Senate Office no later than **February 10, 2026**. If you have questions or need assistance, please contact the University Senate Office, senate-admin@umd.edu.



UNIVERSITY SENATE

PROPOSAL

Submitted on: February 13, 2025

Updates to the Review Committee Composition in the University of Maryland Procedures for Review of Alleged Arbitrary and Capricious Grading-- Undergraduate Students

NAME/TITLE	Aaron Tobiason, Assistant Director of Academic Affairs		
EMAIL	tobiason@umd.edu	PHONE	5-6394
UNIT	Sociology	CONSTITUENCY	Exempt Staff

DESCRIPTION OF ISSUE

The **University of Maryland Procedures for Review of Alleged Arbitrary and Capricious Grading--Undergraduate Students** has not been revised in more than a decade. In that time, the faculty body has changed significantly, primarily due to the creation of the Professional Track Faculty constituency. PTK faculty now shoulder the lion's share of one of the institution's core missions: providing an exceptional undergraduate education for the state's "[most promising students](#)."

The current procedures for reviewing allegations of arbitrary and capricious grading calls for a review committee composed of "at least three tenured faculty members at a rank equal or superior to that of the instructor." This provision does not reflect the now-significant role played by PTK faculty in delivering undergraduate education. More importantly, it denies PTK faculty any participation in a process by which their conduct may be evaluated and adjudicated. Such a provision is incompatible with the principles of shared governance that underpin both the **Policy on Shared Governance in the University System of Maryland** and the **Plan of Organization for Shared Governance at the University of Maryland, College Park**.

DESCRIPTION OF CHANGE YOU WOULD LIKE TO SEE

Section D under "Procedures" should be amended to provide units the flexibility to include PTK faculty on review committees.

SUGGESTION FOR HOW YOUR PROPOSAL WOULD BE PUT INTO PRACTICE

An appropriate committee should be charged with a review of the procedures to determine whether such a revision is advisable.

ADDITIONAL INFORMATION

An observation:

- At present, the definition of "arbitrary and capricious" does not encompass particular types of courses that clearly fit within the spirit of the procedures. For example, independent study sections where there are no other students against which to measure an instructor's potentially different treatment, or where there is no syllabus or clear, codified expectations of what is expected of both the student and the instructor.



Appendix 3 - Red lined version of changes to the Alleged Arbitrary and Capricious Grading Policy

University Policies

I Section III: Academic Affairs I
 (<https://policies.umd.edu/academic-affairs>)

Policy Number: III-1.20(B)

UNIVERSITY OF MARYLAND PROCEDURES FOR REVIEW OF ALLEGED ARBITRARY AND CAPRICIOUS GRADING--UNDERGRADUATE STUDENTS

(Approved by the President December 04, 1990, Amended March 05, 2010, Amended May 09, 2013)

PURPOSE

The following procedures are designed to provide a means for undergraduate students to seek review of final course grades alleged to be arbitrary and capricious. Before filing a formal appeal, students are urged to resolve grievances informally with the instructor and/or the administrator of the academic unit offering the course. Students who file a written appeal under the following procedures are expected to abide by the final disposition of the appeal, as provided for in paragraph H, below, and may not seek review of the matter under any other procedure within the University.

DEFINITIONS

When used in these procedures:

- A. The term "arbitrary and capricious" grading means:
 1. the assignment of a course grade to a student on some basis other than performance in the course; or,
 2. the assignment of a course grade to a student by resorting to unreasonable standards different from those which were applied to other students in that course; or,
 3. the assignment of a course grade by a substantial, unreasonable and unannounced departure from the instructor's previously articulated standards.
- B. The words "day" or "days" refer to normal working days at the University, excluding Saturdays, Sundays and University holidays.
- C. The word "Instructor" unless otherwise specified refers to the instructor accused of arbitrary and capricious grading.
- D. The word "Chair" refers here to the head of the administrative unit offering the class. In most cases this will be the Chair of the Department. In the case of nondepartmentalized units and interdepartmental programs, this role should be taken by the Dean (or the Dean's designee).
- E. The word "Committee" refers here to the committee charged with reviewing the appeal.

CONFLICT OF INTEREST

Every effort should be made to avoid conflicts of interest. Participants in the review process must identify and report potential conflicts of interest to the next higher administrative level. The next higher level administrator is responsible for ensuring that conflicts of interest do not compromise the appeal process, and for appointing substitutes as needed to ensure fairness of the process. Under no circumstances may an instructor accused of arbitrary and capricious grading serve on the committee that evaluates the charge. If the accused instructor is the Chair then the student should consult with the Dean.

- A. A student who believes his or her final grade in a course is improper and the result of arbitrary and capricious grading should confer promptly with the instructor of the course. If the instructor has left the University, is on approved leave, or cannot be contacted by the student after a reasonable effort, the student should contact the Chair.
- B. If the student and the instructor are unable to arrive at a mutually agreeable solution, the student may file an appeal to the Chair. The appeal must be a written statement that details the basis for the allegation that a grade was the result of arbitrary and capricious grading and presents evidence that supports the allegation.
1. Appeals must be filed within 20 working days after the first day of instruction of the next regular semester.
 2. The Chair is responsible for ensuring that the appeal is evaluated in a timely manner and should be sensitive to the potential impact a delay could have on the student. Any delay beyond the last day of the semester in which the appeal was filed must be reported and justified to the next higher administrative level.
- C. Grade appeals may be dismissed administratively. In the event that an appeal is dismissed on administrative grounds, the Chair shall notify the student and the instructor within ten days of the dismissal and include the reason(s) for the dismissal. The appeal may be dismissed administratively if:
1. the student has submitted the same, or substantially the same complaint to any other formal grievance procedure; or,
 2. the allegations, even if true, would not constitute arbitrary and capricious grading; or,
 3. the appeal was not timely; or,
 4. the student has not made a good faith effort to confer with the instructor or with the instructor's immediate administrative supervisor as described above.
- D. The Chair shall refer the case to a committee consisting of at least three **tenured** faculty members at a rank equal or superior to that of the instructor. As appropriate within the context of the academic unit, this **committee** may be a standing committee, or may be appointed ad hoc. The committee should be formulated to provide fair and unbiased consideration of the case, and the charge to the committee should remind them of this responsibility.
- E. The committee shall provide a copy of the student's written statement to the instructor with a request for a prompt written reply. Unless otherwise specified by the committee, the Instructor must provide a written reply within ten working days of the committee's request.
1. If the opportunity for informal resolution of the dispute arises, the committee is authorized and encouraged to mediate such informal resolution.
- F. If a mutually agreeable solution is not achieved, the committee shall convene a fact-finding meeting with both the instructor and student. This meeting should be conducted in as non-adversarial a manner as possible. If specific circumstances make a meeting with both instructor and student impractical, the committee may make reasonable accommodations in the interest of a fair and speedy resolution of the case.
1. Neither the student nor the instructor may be accompanied by an advocate or representative.
 2. The meeting is not open to the public.
- G. The committee is responsible for determining whether the case in question constitutes arbitrary and capricious grading, and if so, what potential remedies exist. The deliberations of the committee are to be private and confidential. A finding of arbitrary and capricious grading is made if the majority of the committee finds the allegation to be supported by clear and convincing evidence. The findings of the committee shall be reported to the Chair.
1. The report should include the findings of the committee, the vote count, and an explanation of the basis for dissenting opinions, if any. It should include a brief summary of the particulars of the case, including any aggravating or mitigating circumstances.

2. If the committee finds that arbitrary and capricious grading has taken place, then the report must include two or more alternative remedies to be implemented by the Chair. These remedies must be chosen to represent the best interests of the student and must include one of the following (but other remedies may also be recommended):
 - a. Cancellation of the student's registration in the class.
 - b. Opening a new section of the class and allowing the student to satisfy its requirements by examination alone, with the exam administered by a disinterested member of the faculty.
 - c. Opening a new section of the class and awarding a grade of "Pass."
 3. If the committee fails to specify more than one alternative remedy, then the available remedies should be interpreted to be any of those listed above.
 4. The Chair shall notify the student, the instructor, and the Dean in writing of the decision within five days of receiving the committee's report.
- H. The Chair (or acting administrator) shall be responsible for implementing a remedy if the committee finds that the case constitutes arbitrary and capricious grading. The Chair should communicate the findings of the committee to the student affected by the decision, and if appropriate should solicit his or her input when considering possible solutions.
1. No administrator may overrule the grade issued by an instructor without a finding by the committee of arbitrary and capricious grading.
 2. Only those remedies that were recommended by the committee are available to the Chair. It is acceptable for the Chair and committee to communicate, but the chair is expected to respect the independence of the committee. If the Chair prefers a remedy that was not suggested by the committee, she or he may request a revised report that includes that remedy. However, the committee is free to decline such
 3. Under no circumstances may an instructor be listed as the instructor of record for a grade that they do not condone. If the finding of the Committee, as endorsed by the chair, calls for a new grade to be issued, then provision must be made to enroll the student in a different section of the class.
 4. The Chair shall convey the report of the committee, along with a cover letter identifying the remedy selected, to the next higher administrative level.



University Policies

I Section III: Academic Affairs I (<https://policies.umd.edu/academic-affairs>)

Policy Number: III-1.20(B)

UNIVERSITY OF MARYLAND PROCEDURES FOR REVIEW OF ALLEGED ARBITRARY AND CAPRICIOUS GRADING--UNDERGRADUATE STUDENTS

(Approved by the President December 04, 1990, Amended March 05, 2010, Amended May 09, 2013)

PURPOSE

The following procedures are designed to provide a means for undergraduate students to seek review of final course grades alleged to be arbitrary and capricious. Before filing a formal appeal, students are urged to resolve grievances informally with the instructor and/or the administrator of the academic unit offering the course. Students who file a written appeal under the following procedures are expected to abide by the final disposition of the appeal, as provided for in paragraph H, below, and may not seek review of the matter under any other procedure within the University.

DEFINITIONS

When used in these procedures:

A. The term "arbitrary and capricious" grading means:

1. the assignment of a course grade to a student on some basis other than performance in the course; or,
2. the assignment of a course grade to a student by resorting to unreasonable standards different from those which were applied to other students in that course; or,
3. the assignment of a course grade by a substantial, unreasonable and unannounced departure from the instructor's previously articulated standards.

B. The words "day" or "days" refer to normal working days at the University, excluding Saturdays, Sundays and University holidays.

C. The word "Instructor" unless otherwise specified refers to the instructor accused of arbitrary and capricious grading.

D. The word "Chair" refers here to the head of the administrative unit offering the class. In most cases this will be the Chair of the Department. In the case of nondepartmentalized units and interdepartmental programs, this role should be taken by the Dean (or the Dean's designee).

E. The word "Committee" refers here to the committee charged with reviewing the appeal.

CONFLICT OF INTEREST

Every effort should be made to avoid conflicts of interest. Participants in the review process must identify and report potential conflicts of interest to the next higher administrative level. The next higher level administrator is responsible for ensuring that conflicts of interest do not compromise the appeal process, and for appointing substitutes as needed to ensure fairness of the process. Under no circumstances may an instructor accused of arbitrary and capricious grading serve on the committee that evaluates the charge. If the accused instructor is the Chair then the student should consult with the Dean.

- A. A student who believes his or her final grade in a course is improper and the result of arbitrary and capricious grading should confer promptly with the instructor of the course. If the instructor has left the University, is on approved leave, or cannot be contacted by the student after a reasonable effort, the student should contact the Chair.
- B. If the student and the instructor are unable to arrive at a mutually agreeable solution, the student may file an appeal to the Chair. The appeal must be a written statement that details the basis for the allegation that a grade was the result of arbitrary and capricious grading and presents evidence that supports the allegation.
1. Appeals must be filed within 20 working days after the first day of instruction of the next regular semester.
 2. The Chair is responsible for ensuring that the appeal is evaluated in a timely manner and should be sensitive to the potential impact a delay could have on the student. Any delay beyond the last day of the semester in which the appeal was filed must be reported and justified to the next higher administrative level.
- C. Grade appeals may be dismissed administratively. In the event that an appeal is dismissed on administrative grounds, the Chair shall notify the student and the instructor within ten days of the dismissal and include the reason(s) for the dismissal. The appeal may be dismissed administratively if:
1. the student has submitted the same, or substantially the same complaint to any other formal grievance procedure; or,
 2. the allegations, even if true, would not constitute arbitrary and capricious grading; or,
 3. the appeal was not timely; or,
 4. the student has not made a good faith effort to confer with the instructor or with the instructor's immediate administrative supervisor as described above.
- D. The Chair shall refer the case to a committee consisting of at least three faculty members at a rank equal or superior to that of the instructor. As appropriate within the context of the academic unit, this committee may be a standing committee, or may be appointed ad hoc. The committee should be formulated to provide fair and unbiased consideration of the case, and the charge to the committee should remind them of this responsibility.
- E. The committee shall provide a copy of the student's written statement to the instructor with a request for a prompt written reply. Unless otherwise specified by the committee, the Instructor must provide a written reply within ten working days of the committee's request.
1. If the opportunity for informal resolution of the dispute arises, the committee is authorized and encouraged to mediate such informal resolution.
- F. If a mutually agreeable solution is not achieved, the committee shall convene a fact-finding meeting with both the instructor and student. This meeting should be conducted in as non-adversarial a manner as possible. If specific circumstances make a meeting with both instructor and student impractical, the committee may make reasonable accommodations in the interest of a fair and speedy resolution of the case.
1. Neither the student nor the instructor may be accompanied by an advocate or representative.
 2. The meeting is not open to the public.
- G. The committee is responsible for determining whether the case in question constitutes arbitrary and capricious grading, and if so, what potential remedies exist. The deliberations of the committee are to be private and confidential. A finding of arbitrary and capricious grading is made if the majority of the committee finds the allegation to be supported by clear and convincing evidence. The findings of the committee shall be reported to the Chair.
1. The report should include the findings of the committee, the vote count, and an explanation of the basis for dissenting opinions, if any. It should include a brief summary of the particulars of the case, including any aggravating or mitigating circumstances.

2. If the committee finds that arbitrary and capricious grading has taken place, then the report must include two or more alternative remedies to be implemented by the Chair. These remedies must be chosen to represent the best interests of the student and must include one of the following (but other remedies may also be recommended):
 - a. Cancellation of the student's registration in the class.
 - b. Opening a new section of the class and allowing the student to satisfy its requirements by examination alone, with the exam administered by a disinterested member of the faculty.
 - c. Opening a new section of the class and awarding a grade of "Pass."
 3. If the committee fails to specify more than one alternative remedy, then the available remedies should be interpreted to be any of those listed above.
 4. The Chair shall notify the student, the instructor, and the Dean in writing of the decision within five days of receiving the committee's report.
- H. The Chair (or acting administrator) shall be responsible for implementing a remedy if the committee finds that the case constitutes arbitrary and capricious grading. The Chair should communicate the findings of the committee to the student affected by the decision, and if appropriate should solicit his or her input when considering possible solutions.
1. No administrator may overrule the grade issued by an instructor without a finding by the committee of arbitrary and capricious grading.
 2. Only those remedies that were recommended by the committee are available to the Chair. It is acceptable for the Chair and committee to communicate, but the chair is expected to respect the independence of the committee. If the Chair prefers a remedy that was not suggested by the committee, she or he may request a revised report that includes that remedy. However, the committee is free to decline such
 3. Under no circumstances may an instructor be listed as the instructor of record for a grade that they do not condone. If the finding of the Committee, as endorsed by the chair, calls for a new grade to be issued, then provision must be made to enroll the student in a different section of the class.
 4. The Chair shall convey the report of the committee, along with a cover letter identifying the remedy selected, to the next higher administrative level.



UNIVERSITY SENATE

Transmittal | #24-25-06 **Faculty Affairs Committee**

Interim University of Maryland Policy on Faculty Professional Conduct **(Senate Document #24-25-06)**

Presented By: William Idsardi, Faculty Affairs Committee Chair

Review Date: SEC - February, 17, 2026 | Senate - March 4, 2026

Voting Method: In a single vote

Relevant Policy/Document: [Policy Number II-10.00\(A\): University of Maryland Policy on Faculty Professional Conduct](#)

Necessary Approvals: Senate, President

Issue:

In August of 2024, the University Senate Office received a proposal from the Office of the President submitting an interim policy for review, following University shared governance process.

The proposal supported (1) Upholding the University mission requires members of our community to act in accordance with our University's values by creating and maintaining a community that is civil, respectful, secure, safe, inclusive, and accountable, (2) and to conduct themselves and their institutional responsibilities with integrity and professionalism. The policy encourages members of our community to engage in behavior that is professional and appropriate.

Recommendations:

The Faculty Affairs Committee recommends that the University of Maryland Policy on Faculty Professional Conduct be revised as shown immediately following this report.

Committee Work:

The Faculty Affairs Committee began working on the charge from the SEC at their October 14, 2024 meeting. Following regular committee membership cycles, the work began under Chair Fatemeh Keshavarz-Karamustafa and the 2024-2025 Faculty Affairs Committee and finalized under Chair William Idsardi and the 2025-2026 Faculty Affairs Committee.

The committee spent several meetings and working group discussions on the policy text and implications of the Interim University of Maryland Policy on Faculty Professional Conduct, as well as considering perspectives from the stakeholders listed in the consult element of the charge.

All elements of the charge were completed, and the committee spent a great deal of time discussing potential policy amendments, specifically the method and obligation for unit heads to

consult with Office of Institutional Research and Compliance (OIRC) before taking action on grievances.

Given additional discussion and consultations with a new committee in September of 2025, the committee chair requested an extension to March 6, 2025, which was approved.

The committee voted to approve the attached recommended policy amendments at their November 25, 2026 Committee Meeting. The Office of General Counsel provided minor edits that the Faculty Affairs Committee approved by email vote on February 13, 2026.

The Report was submitted to the Senate Office on February 13, 2026

Alternatives:

The Senate could decide not to approve the recommendations.

Risks:

There are no risks to the University in approving these recommendations.

Financial Implications:

There are no financial implications in approving these recommendations.





UNIVERSITY SENATE

Report | #24-25-06 Faculty Affairs Committee

Review Interim University of Maryland Policy on Faculty Professional Conduct (Senate Document #24-25-06)

2025-2026 Committee Members:

William Idsardi (Chair)

Ralph Bauer (Faculty Senator)

John Bartot (Ex-Officio-Provost's Rep)

Rashel Byrd (Ex-Officio-Director of Human Resources Rep)

Courtney Fisher (Faculty)

Rachel Gammons (Faculty)

Rilwan Johnson (Undergraduate Student)

Daniel Lathrop (Faculty Senator)

Hyung Lee (Graduate Student)

Seihoon Lee (Graduate Student)

Adam Lloyd (Faculty)

Bonnie Miranda (Staff)

Susan Moeller (Faculty Senator)

Laurent Montesi (Faculty)

Karen O'Brien (Ex-Officio -Ombuds Officer)

Polly O'Rourke (Faculty Senator)

Blakely Pomietto (Ex-Officio-President's Rep)

Danielle Powell (Faculty)

Jordan Sly (Faculty)

Sarah Weiss(Faculty)

Date of Submission: February 13, 2026

Background:

In August of 2024, the University Senate Office received a proposal from the Office of the President submitting an interim policy for review, following University shared governance process.

The proposal reported that the mission of the University of Maryland, College Park ("the University") to achieve excellence in teaching, research, and public service within an environment that is respectful and inclusive. (1) Upholding this mission requires members of our community to act in accordance with our University's values by creating and maintaining a community that is civil, respectful, secure, safe, inclusive, and accountable, (2) and to conduct themselves and their institutional responsibilities with integrity and professionalism. When members of our community engage in professional misconduct or other forms of inappropriate behavior, they detract from the University's ability to achieve excellence, fail to uphold the values of the University, and negatively affect the environment that we seek to create to enable all members of our community to reach their full potential and contribute to the greater good of the state, the nation, and the world. While valuing and protecting intellectual and academic freedom and freedom of speech, the University does not tolerate uncivil, disrespectful, threatening, intimidating, dishonest, neglectful, or wrongful conduct that interferes with its mission, values, and commitment to creating and maintaining an inclusive and professional work.

The Senate Executive Committee (SEC) charged the Faculty Affairs Committee with review of this policy at the August 19, 2024 meeting. The charge document was crafted and shared with the committee by their October 2024 committee meeting, where the committee then began their work.

Committee Work:

The Faculty Affairs Committee began working on the charge from the SEC at their October 14, 2024 meeting. Following regular committee membership cycles, the work began under Chair Fatemeh Keshavarz-Karamustafa and the 2024-2025 Faculty Affairs Committee and finalized under Chair William Idsardi and the 2025-2026 Faculty Affairs Committee.

The committee began by reviewing the Interim Policy entitled University of Maryland Policy on Professional Conduct (II-10.00(A)) as well as the proposal submitted by the Office of the President with rationale and context for the new policy. The committee considered The University System of Maryland (USM) Policy entitled Policy on Professional Conduct and Workplace Bullying (VII-8.05)) as well as the State of Maryland Policy on Bullying in the Workplace for broader system and state context.

The committee heard from the University of Maryland faculty ombuds, faculty groups from various academic units on campus (including TTK, PTK, Librarians, adjunct, part-time, and extension faculty) as well as representatives from the Office of Faculty Affairs and University of Maryland Human Resources as part of regular committee discussions.

Additional consultations occurred with;

- Melissa Thompsen, Executive Director of the Office of Integrity and Responsible Conduct (OIRC)
- University Senate Staff Affairs Committee
- Faculty, Staff, and Student ombuds representatives
- And a member of the University of Maryland's Conflict Resolvers Network on the current process of assisted conflict resolution.

After hearing perspectives from stakeholders, the committee considered the reality of alleged professional misconduct and the various levels of severity and disciplinary actions that are warranted.

In September of 2025, given additional discussion and consultations that occur with new committee make up, the committee chair requested an extension to charge deadline, March 6, 2025, which was approved.

After hearing committee discussion on policy text changes, an Ad Hoc Committee Working Group was formed, led by Chair Idsardi, who met on November 12, 2025 to finalize policy language amendments. These amendments were then presented to the full Faculty Affairs Committee for a vote on November 25, 2026.



The committee voted to approve recommended policy amendments (Appendix 1) at their November 25, 2026 Committee Meeting.

The Office of General Counsel provided minor edits that the Faculty Affairs Committee approved by email vote on February 13, 2026. The Report was submitted to the Senate Office on February 13, 2026.

Committee Findings:

The Committee found that the recommended policy amendments, though small, clarify the document in purpose and procedure. The amendment is reflected in the proposed policy revisions of Appendix 1 in this report.

Recommendations:

The Faculty Affairs Committee recommends that the University of Maryland Policy on Faculty Professional Conduct (Policy Number: II-10.00(A)) be revised as shown immediately following this report.

Appendices:

Appendix 1- Redlined versions of changes to the University of Maryland Policy on Faculty Professional Conduct

Appendix 2- Charge from the Senate Executive Committee

Appendix 3- Proposal submitted to the University Senate Office



Appendix 1: Red lined Version of Recommended Policy Changes

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University Policies

[Section II: Faculty | (<https://policies.umd.edu/faculty>)

Policy Number: II-10.00(A)

UNIVERSITY OF MARYLAND POLICY ON FACULTY PROFESSIONAL CONDUCT

(Approved by the President on an interim basis, pending University Senate review August 19, 2024)

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I. Purpose

It is the mission of the University of Maryland, College Park ("the University") to achieve excellence in teaching, research, and public service within an environment that is respectful and inclusive¹. Upholding this mission requires members of our community to act in accordance with our University's values by creating and maintaining a community that is civil, respectful, secure, safe, inclusive, and accountable², and to conduct themselves and their Institutional Responsibilities with integrity and professionalism. When members of our community engage in Professional Misconduct or other forms of inappropriate behavior, they detract from the University's ability to achieve excellence, fail to uphold the values of the University, and negatively affect the environment that we seek to create to enable all members of our community to reach their full potential and contribute to the greater good of the state, the nation, and the world. While valuing and protecting intellectual and academic freedom and freedom of speech, the University does not tolerate uncivil, disrespectful, threatening, intimidating, dishonest, neglectful, or wrongful conduct that interferes with its mission, values, and commitment to creating and maintaining an inclusive and professional work environment.

As a state institution for which public trust is essential, the University bears a particular responsibility to foster a culture of integrity, civility, responsibility, and professionalism and to address concerns regarding the failure to act in accordance with those expectations.

II. Definitions

- A. "Academic Freedom" means the right of faculty to express their ideas and challenge the ideas of others in the discharge of their duties without fear of retribution.
- B. "Allegation" means a report to the Office of Integrity and Responsible Conduct ("OIRC") of possible Professional Misconduct. An Allegation should include sufficient detail, and supporting evidence, if available, to permit a Preliminary Assessment by OIRC.
- C. "Bad Faith" means a material and demonstrable failure by a Complainant, a Respondent, a Witness, or other individual to meet the standards of Good Faith in connection with any action taken by the individual as part of the reporting or review of the alleged Professional Misconduct.
- D. "Bullying" means intentional persistent, severe, or pervasive behavior toward another **person employee** that a reasonable **person employee** would find malicious, degrading, intimidating, or threatening.
- E. "Complainant" means a person who makes an Allegation of Professional Misconduct. A Complainant need not be affiliated with the University. Any individual can be a Complainant by making an Allegation of Professional Misconduct, including, but not limited to students, staff, faculty, and members of the campus community.
- F. "Conflict of Interest" means any personal, professional, or financial relationship that influences or reasonably would be perceived to influence the impartial performance of a duty assigned under this policy.
- G. "Cyberbullying" means sending, posting, or sharing defamatory or threatening content or engaging in unlawful Harassment, which targets a **person an employee** via social media or through the use of digital devices. This includes publicly sharing via social media or digital devices

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private information about another **person employee**, obtained through employment, to cause harm, humiliation, and/or embarrassment to that **person employee**.

H. "Deciding Official" means the Executive Director of the Office of Integrity and Responsible Conduct or, in the event that individual has a Conflict of Interest relative to a matter under review, a designee appointed in accordance with the University of Maryland Procedures for Addressing Allegations of Professional Misconduct.

I. "Good Faith" means having a belief in the truth of one's Allegation, testimony, statements, or actions that a reasonable person in the individual's position could have based on the information known to the individual at the time. Actions are not in Good Faith if taken with knowing or reckless disregard for the truth or of information that would negate the Allegation or testimony.

J. "Harassment" means actions by an individual(s) toward another that are unwanted, demean, threaten, offend, ridicule, **or and** create a hostile work environment (**for example, as defined in MD Code, Crim. Law §3-803 (2024)**). Harassment that is discriminatory in nature (i.e., based on "protected class") falls under the University's Non-Discrimination Policy and Procedures (VI-1.00[B]), **Policy and Procedures on Sexual Harassment and Other Sexual Misconduct (VI-1.60), and corresponding University System of Maryland ("USM") policies.**

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K. "Institutional Responsibilities" mean an individual's professional responsibilities on behalf of the University including, without limitation, research, education, administrative, and/or service responsibilities, and which may include such activities as research, **consulting research consultation**, teaching, mentoring, professional practice, committee memberships, and service on University committees, councils, or other institutional bodies.

L. "Investigation" means the review by OIRC of an Allegation through the collection and examination of potential sources of evidence and the evaluation of the factual record to determine whether Professional Misconduct occurred and, if so, to assess its extent, gravity, and potential and actual consequences.

M. "Next Level Administrator" means the administrator to whom a Unit Head reports.

N. "Preliminary Assessment" means an initial review of an Allegation and any necessary information-gathering to determine whether the Allegation warrants review under the Policy because the alleged conduct could, if substantiated, constitute Professional Misconduct and there is sufficient credible evidence to support initiating an Investigation; could more readily or appropriately be addressed through a different pathway; or requires referral for review in accordance with another University policy or procedure.

O. "Professional Misconduct" means conduct that is inconsistent with the professional standards and expectations of faculty at the University, including but not limited to: dishonesty or other wrongdoing in the performance of one's Institutional Responsibilities or other professional activities; neglect or dereliction in the performance of Institutional Responsibilities; submission of an Allegation of Professional Misconduct without Good Faith, or frivolous and/or repeated submission of an Allegation or reporting of substantially similar concerns to multiple University offices; other behavior generally unacceptable to the University community, such as disrespectful, Bullying, Cyberbullying, threatening, intimidating, or unprofessional conduct, discrimination, Harassment, or other behaviors that adversely affect the ability of any member of the campus community to engage in work and learning; failure to comply with University or **USM policies or procedures**, or State or federal laws or regulations; or failure to otherwise comply with the expectations of professional conduct set forth in this Policy. Some forms of Professional Misconduct are governed by other institutional policies or procedures (e.g., sexual misconduct) and must be reviewed by the associated University office or unit.

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P. "Reporter" means an individual **or organization that** reports an Allegation(s) of Professional Misconduct on behalf of another or the University. A Reporter reports Allegations of Professional Misconduct as outlined in Section VI below.

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Q. "Respondent" means a person who is the subject of an Allegation. A Respondent must be a faculty member of the University or must have been a faculty member at the time the Professional Misconduct allegedly occurred.

R. "Retaliation" means an adverse action taken by an individual or the University against a person involved in proceedings under this Policy (including, but not limited to, a Complainant, Witness, Unit Head, Deciding Official, or counsel), in response to an Allegation of Professional Misconduct or Good Faith cooperation with the proceedings.

S. "Unit Head" means a Department Chair, Dean, Director, or any University administrator who has a supervisory relationship to a University employee.

- T. "Witness" means an individual who is identified by a person involved in the administration of this Policy or by the Complainant, Respondent, or others engaged in the course of a Preliminary Assessment and/or Investigation as having information that may be relevant to an Allegation under review.

III. Applicability

This Policy applies to all faculty of the University.

IV. Policy

A. It is the policy of the University to:

1. Maintain a civil, professional, diverse, and inclusive campus community that promotes excellence in research, teaching, mentoring, and service;
2. Address inappropriate conduct and prevent Professional Misconduct where possible;
3. Assess, investigate, and resolve Professional Misconduct in a fair and timely manner; and
4. Take appropriate disciplinary, remedial, and/or corrective actions and/or other sanctions, up to and including termination, when members of the campus community engage in inappropriate conduct, including Professional Misconduct.

B. The Office of Integrity and Responsible Conduct ("OIRC") has primary responsibility over **reviews and/or** Investigations into Allegations of Professional Misconduct. Alleged conduct which falls within the definition of Professional Misconduct, but which may be more readily or suitably resolved at the unit level, will be referred to the appropriate Unit Head in accordance with that individual's supervisory responsibilities and capacity and, when applicable, the **University of Maryland Chair Roles, Responsibilities, and Authorities**(<https://faculty.umd.edu/media/67/download>). Interpersonal issues or disputes which it appears could be addressed through mediation or other conflict resolution efforts will be referred for handling by an appropriate institutional resource (e.g., an ombudsperson or other member of the University's Conflict Resolvers Network). Similarly, alleged conduct which could fall within the definition of Professional Misconduct, but which may be more appropriately reviewed by another institutional office, unit, or committee based on the subject matter area for which that office, unit, or committee is responsible and/or its associated oversight authority (e.g., for specific research compliance areas), may be referred for handling accordingly.

1. Prior to filing an Allegation with OIRC, if possible, parties should seek to resolve conduct issues in a professional and collegial manner. If the parties are not able to resolve their concerns **to the satisfaction of all parties**, they should:
 - a. Elevate the concern to the Unit Head **of the Respondent** for resolution.
 - b. Elevate the concern to the Next Level Administrator, if the Unit Head is unable to resolve the matter or is a party to the Allegation, **or has a Conflict of Interest**.
 - c. Consider engaging an ombudsperson.
2. Matters that are referred by OIRC for handling at the unit level, but which are unable to be resolved at that level, may be referred back to OIRC for further review and action.

C. University employees have a duty to cooperate with OIRC when OIRC investigates Allegations pursuant to this Policy. The duty to cooperate prohibits individuals from concealing or destroying information relevant to Allegation(s). Failing to cooperate may result in disciplinary action **up to and including termination**.

1. Testimony, evidence, and/or documentation may not be compelled from confidential resources, administrators, and/or offices such as an ombudsperson, the Faculty and Staff Assistance Program ("FSAP"), and the Office of Civil Rights and Sexual Misconduct ("OCRSM").

D. OIRC shall have access to relevant University records, data, and other information, unless prohibited by law or USM or University policies and procedures. Disputes regarding access to University-held information shall be resolved by the President or designee.

Commented [DD3]: I think this clause is redundant and unnecessary, given the language earlier in the sentence.

E. OIRC may, as necessary and appropriate, engage in a joint review and/or Investigation of an Allegation with another relevant University unit, office, or committee (e.g., University Human Resources).

F. OIRC may share information related to an Allegation and any resulting Investigation and findings as required by federal or state law or regulation.

V. Expectations for Faculty Professional Conduct

A. Faculty members are expected to:

1. Familiarize themselves and act in accordance with all University and USM policies, procedures, and related guidance, including but not limited to the USM Policy on Professional Conduct and Workplace Bullying (VII-8.05), and the [University of Maryland, College Park Expectations and Responsibilities for Faculty Members](https://faculty.umd.edu/index.php/faculty-expectations) (<https://faculty.umd.edu/index.php/faculty-expectations>);

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2. Perform their Institutional Responsibilities with integrity, honesty, and competency consistent with the highest ethical standards;

3. Establish and maintain a safe and professional work environment;

4. Refrain from behaviors, including Bullying and Harassment, that adversely affect the ability of any member of the campus community to engage in productive work and learning;

5. Indicate clearly when they are speaking or acting as private individuals so as not to permit the impression that the University sponsors their personal activities or actions in any way;

6. Refrain from exploiting their standing within the University for personal or private gain;

7. Refrain from inappropriate use of University facilities, equipment, supplies, and/or other properties for personal or private gain or business, as defined in relevant USM and University policies, as well as applicable laws and regulations;

8. Act in Good Faith when reporting an Allegation(s) of Professional Misconduct or participating in Investigations under this Policy; and,

9. Refrain from falsifying official records, documents, or claims (e.g., workers' compensation, travel reimbursements).

B. Violations of these expectations, individually or cumulatively, may be considered and addressed as instances of Professional Misconduct.

VI. Reporting Allegations of Professional Misconduct

A. An Allegation of Professional Misconduct may be reported under this Policy as follows:

1. To OIRC via e-mail to joirc@umd.edu (<mailto:joirc@umd.edu>);

2. Via the University's [EthicsPoint compliance reporting system](https://secure.ethicspoint.com/domain/en/report_information.asp?clientid=75065&violationtypeid=102022&locationid=-1) (https://secure.ethicspoint.com/domain/en/report_information.asp?clientid=75065&violationtypeid=102022&locationid=-1); or

3. To the Unit Head of the individual believed to have engaged in Professional Misconduct. Upon receipt of the report and prior to taking any action, the Unit Head shall consult with OIRC.

B. Allegations may be made anonymously, and OIRC will make every reasonable effort to maintain, but cannot guarantee, a Complainant's anonymity.

- C. All Allegations of Professional Misconduct must contain sufficient information and detail to facilitate a Preliminary Assessment under this Policy. Allegations that do not contain sufficient information and detail, and/or OIRC's inability to seek additional information from an anonymous Complainant, may impede OIRC from reviewing and investigating the Allegation.
- D. Individuals who are uncertain as to whether an issue may warrant reporting under this Policy **should** consult with OIRC. Mandatory reporting requirements (e.g., those associated with allegations of sexual misconduct) apply to OIRC staff.
- E. If, during the course of investigating an Allegation, OIRC determines that a Complainant, Reporter, Witness, or any other individual acted in Bad Faith with regard to their Allegation(s), testimony, statements, or actions in connection with the proceedings, appropriate action may be taken against the individual, including referral for disciplinary action, up to and including termination.
- F. Retaliation against any individual who, in Good Faith, reports an Allegation, provides information in connection with, or otherwise participates in an Investigation under this Policy is strictly prohibited. Disciplinary action may be taken against an individual who engages in Retaliation, up to and including termination.

VII. Review of Allegations

- A. Allegations submitted to OIRC will be reviewed by OIRC in accordance with the procedures set forth in the University of Maryland Procedures for Addressing Allegations of Faculty Professional Misconduct ("the Procedures").
 - 1. Upon initial review as part of the Preliminary Assessment described in the Procedures, OIRC may determine that a particular issue may be more readily and appropriately addressed through a different pathway (e.g., through engagement of the Respondent's Unit Head); must be handled under another University policy (e.g., allegations of sexual misconduct); or otherwise requires referral to another University unit, office, or committee for further consideration or action. OIRC will confidentially consult the appropriate Unit Head and/or other University offices or resources (e.g., an individual, office, or committee with responsibility related to the concern presented) in making such a determination.
 - 2. If the Allegation falls under OIRC's purview and will be handled by OIRC, the Procedures will serve as the exclusive mechanism for reviewing the Allegation.
 - 3. The review of matters under this Policy and the Procedures may result in disciplinary, remedial, and/or corrective actions and/or other sanctions, up to and including a reduction in full-time employment status or termination.
 - 4. OIRC may, as necessary and appropriate, engage other University offices, units, or committees with relevant subject matter expertise and/or oversight authority in the review and Investigation of Allegations under this Policy and the Procedures.
- B. OIRC will maintain, update, and publish the Procedures as necessary to comport with relevant laws, regulations, USM and University policies and procedures, and University priorities.

VIII. Limitations

- A. No Allegation shall be reviewed under this Policy if:
 - 1. The Complainant has filed a complaint with respect to the same or a substantially similar issue through another USM or University policy, procedure, process, or office;
 - 2. The Allegation pertains to the same or a substantially similar issue as that which was reviewed by another University office or under another USM or University policy, procedure, or process;
 - 3. The Allegation pertains to a finding or decision reached through a process established in another USM or University policy, such as policies on sexual misconduct, non-discrimination, and scholarly misconduct;

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4. The Allegation pertains to an official policy, regulation, or procedure of the University or USM; a decision or action by the Board of Regents, the Chancellor, or the President; or any matter for which the remedy would contravene or interfere with an official policy, regulation, procedure, decision, action, or institutional legal obligation;
 5. The Allegation pertains to a fiscal irregularity finding, broad fiscal management, organization, or structure of USM or the University; or
 6. The Allegation pertains to an issue or proposes a remedy that is not under the control of the University or USM.
- B. An employee who elects to use this Policy and associated Procedures agrees to abide by the final decision arrived at thereunder and shall not appeal or challenge the decision further under any other policy, procedure, or process within the USM or the University.

¹ University of Maryland, College Park Mission Statement, available at <https://www.umd.edu/history-and-mission>(<https://www.umd.edu/history-and-mission>)

² “Statement on University Values,” available at <https://policies.umd.edu/statement-university-values>(<https://policies.umd.edu/statement-university-values>).



UNIVERSITY SENATE

CHARGE

Charged: October 9, 2024 | Deadline: October 10, 2025

Review of the Interim Policy On Faculty Professional Conduct (Senate Document #24-25-06)

Faculty Affairs Committee | Chair: Fatemeh Keshavarz-Karamustafa

The Senate Executive Committee (SEC) and Senate Chair Sly request that the Faculty Affairs Committee review the proposal entitled *Interim University of Maryland Policy on Faculty Professional Conduct*.

The Faculty Affairs Committee is asked to:

1. Review the following:
 - a. The proposal entitled *Interim University of Maryland Policy on Faculty Professional Conduct*.
 - b. The policy entitled *University of Maryland Policy on Faculty Professional Conduct (II-10.00(A))*.
 - c. The University System of Maryland (USM) policy entitled *Policy on Professional Conduct and Workplace Bullying (VII-8.05)* & State of Maryland's *Bullying in the Workplace* policy.
 - d. The [University of Maryland Expectations and Responsibilities of Faculty Members](#) as referenced in the proposed policy.
 - e. Similar policies and procedures on faculty professional conduct at Big 10 and other peer institutions.
2. Consult:
 - a. Office of Faculty Affairs
 - b. Office of Civil Rights and Sexual Misconduct
 - c. Office of Research Integrity
 - d. University Human Resources Staff Relations
 - e. University Senate Staff Affairs Committee and Student Affairs Committee
 - f. Faculty groups (i.e. tenured/tenure track, professional track, Librarian, etc.) representative of all academic units to solicit feedback on the interim policy
 - g. Office of Integrity and Responsible Conduct (OIRC) on the implications of the policy
 - h. Office of General Counsel on expertise with guiding faculty professional conduct

- i. Faculty, Staff and Student Ombuds on the implications and antecedents of the policy
 - j. A representative of the [University's Conflict Resolvers Network](#) on the current process of assisted conflict resolution
3. Consider:
 - a. Past, current, and predicted trends on faculty investigations related to alleged professional misconduct.
 - b. Potential impacts on the campus community.
4. Consult with a representative from the Office of General Counsel on any proposed changes to the University's policy.
5. If appropriate, recommend whether the policy should be revised, and if so, provide suggested revisions.

We ask that you submit a report to the University Senate Office no later than **October 10, 2025**. If you have questions or need assistance, please contact the University Senate Office, senate-admin@umd.edu.


UNIVERSITY SENATE
PROPOSAL

Submitted on: August 12, 2024

Interim University of Maryland Policy on Faculty Professional Conduct

NAME/TITL	Office of the President		
EMAIL	[REDACTED]	PHONE	301 405 6848
UNIT	PRES-President's Office	CONSTITUENCY	Faculty

DESCRIPTION OF ISSUE

It is the mission of the University of Maryland, College Park (“the University”) to achieve excellence in teaching, research, and public service within an environment that is respectful and inclusive. (1) Upholding this mission requires members of our community to act in accordance with our University’s values by creating and maintaining a community that is civil, respectful, secure, safe, inclusive, and accountable, (2) and to conduct themselves and their institutional responsibilities with integrity and professionalism. When members of our community engage in professional misconduct or other forms of inappropriate behavior, they detract from the University’s ability to achieve excellence, fail to uphold the values of the University, and negatively affect the environment that we seek to create to enable all members of our community to reach their full potential and contribute to the greater good of the state, the nation, and the world. While valuing and protecting intellectual and academic freedom and freedom of speech, the University does not tolerate uncivil, disrespectful, threatening, intimidating, dishonest, neglectful, or wrongful conduct that interferes with its mission, values, and commitment to creating and maintaining an inclusive and professional work environment.

DESCRIPTION OF CHANGE YOU WOULD LIKE TO SEE

Implement a new Office of Integrity and Responsible Conduct (OIRC), Executive Director and structure, and enforce this new policy by the new office.

SUGGESTION FOR HOW YOUR PROPOSAL WOULD BE PUT INTO PRACTICE

The Office of Integrity and Responsible Conduct (“OIRC”) has primary responsibility over investigations into Allegations of Professional Misconduct. Alleged conduct which falls within the definition of Professional Misconduct, but which may be more readily or suitably resolved at the unit level, will be referred to the appropriate Unit Head in accordance with that individual’s supervisory responsibilities and capacity and, when applicable, the University of Maryland Chair Roles, Responsibilities, and Authorities. Interpersonal issues or disputes which it appears could be addressed through mediation or other conflict resolution efforts will be referred for handling by an appropriate institutional resource (e.g., an ombuds or other member of the University’s Conflict Resolvers Network).

ADDITIONAL INFORMATION

UNIVERSITY OF MARYLAND

POLICY ON FACULTY PROFESSIONAL CONDUCT

I. PURPOSE

It is the mission of the University of Maryland, College Park (“the University”) to achieve excellence in teaching, research, and public service within an environment that is respectful and inclusive.¹ Upholding this mission requires members of our community to act in accordance with our University’s values by creating and maintaining a community that is civil, respectful, secure, safe, inclusive, and accountable,² and to conduct themselves and their institutional responsibilities with integrity and professionalism. When members of our community engage in professional misconduct or other forms of inappropriate behavior, they detract from the University’s ability to achieve excellence, fail to uphold the values of the University, and negatively affect the environment that we seek to create to enable all members of our community to reach their full potential and contribute to the greater good of the state, the nation, and the world. While valuing and protecting intellectual and academic freedom and freedom of speech, the University does not tolerate uncivil, disrespectful, threatening, intimidating, dishonest, neglectful, or wrongful conduct that interferes with its mission, values, and commitment to creating and maintaining an inclusive and professional work environment.

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- C. **“Bad Faith”** means a material and demonstrable failure by a Complainant, a Respondent, a Witness, or other individual to meet the standards of Good Faith in connection with any action taken by the individual as part of the reporting or review of the alleged Professional Misconduct.

¹ University of Maryland, College Park Mission Statement, available at <https://provost.umd.edu/sites/default/files/2019-09/Mission-Vision.pdf>.

² “Statement on University Values,” available at <https://policies.umd.edu/statement-university-values>.

- D. **“Bullying”** means intentional persistent, severe, or pervasive behavior toward another employee that a reasonable employee would find malicious, degrading, intimidating, or threatening.
- E. **“Complainant”** means a person who makes an Allegation of Professional Misconduct. A Complainant need not be affiliated with the University. Any individual can be a Complainant by making an Allegation of Professional Misconduct, including, but not limited to students, staff, faculty, and members of the campus community.
- F. **“Conflict of Interest”** means any personal, professional, or financial relationship that influences or reasonably would be perceived to influence the impartial performance of a duty assigned under this policy.
- G. **“Cyberbullying”** means sending, posting, or sharing defamatory or threatening content or engaging in unlawful harassment, which targets an employee via social media or through the use of digital devices. This includes publicly sharing via social media or digital devices private information about another employee, obtained through employment, to cause harm, humiliation, and/or embarrassment to that employee.
- H. **“Deciding Official”** means the Executive Director of the Office of Integrity and Responsible Conduct or, in the event that individual has a conflict of interest relative to a matter under review, a designee appointed in accordance with the University of Maryland Procedures for Addressing Allegations of Professional Misconduct.
- I. **“Good Faith”** means having a belief in the truth of one’s Allegation, testimony, statements, or actions that a reasonable person in the individual’s position could have based on the information known to the individual at the time. Actions are not in Good Faith if taken with knowing or reckless disregard for the truth or of information that would negate the Allegation or testimony.
- J. **“Harassment”** means actions by an individual(s) towards another that are unwanted, demean, threaten, offend, ridicule, and create a hostile work environment. Harassment that is discriminatory in nature (*i.e.*, based on “protected class”) falls under the University’s non-discrimination policy (VI-1.00(B)).
- K. **“Institutional Responsibilities”** mean an individual’s professional responsibilities on behalf of the University including, without limitation, research, education, administrative, and/or service responsibilities, and which may include such activities as research, research consultation, teaching, mentoring, professional practice, committee memberships, and service on University committees, councils, or other institutional bodies.
- L. **“Investigation”** means the review by OIRC of an Allegation through the collection and examination of potential sources of evidence and the evaluation of the factual record to determine whether Professional Misconduct occurred and, if so, to assess its extent, gravity, and potential and actual consequences.
- M. **“Next Level Administrator”** means the administrator to whom a Unit Head reports.

- N. **“Preliminary Assessment”** means an initial review of an Allegation and any necessary information-gathering to determine whether the Allegation warrants review under the Policy because the alleged conduct could, if substantiated, constitute Professional Misconduct and there is sufficient credible evidence to support initiating an Investigation; could more readily or appropriately be addressed through a different pathway; or requires referral for review in accordance with another University policy or procedure.
- O. **“Professional Misconduct”** means conduct that is inconsistent with the professional standards and expectations of faculty at the University, including but not limited to dishonesty or other wrongdoing in the performance of one’s institutional responsibilities or other professional activities; neglect or dereliction in the performance of institutional responsibilities; submission of an Allegation of Professional Misconduct without Good Faith, or frivolous and/or repeated submission of an Allegation or reporting of substantially similar concerns to multiple University offices; Scholarly Misconduct (as defined below); other behavior generally unacceptable to the University community, such as disrespectful, bullying, cyberbullying, threatening, intimidating, or unprofessional conduct, discrimination, harassment, or other behaviors that adversely affect the ability of any member of the campus community to engage in work and learning; failure to comply with University or USM policies or procedures, or State or federal laws or regulations; or failure to otherwise comply with the expectations of professional conduct set forth in this Policy. Some forms of Professional Misconduct are governed by other institutional policies or procedures (*e.g.*, sexual misconduct) and must be reviewed by the associated University office or unit.
- P. **“Reporter”** means an individual who reports an Allegation(s) of Professional Misconduct on behalf of another or the University. A Reporter reports allegations of Professional Misconduct as outlined in Section VI below.
- Q. **“Respondent”** means a person who is the subject of an Allegation. A Respondent must be a faculty member of the University or must have been a faculty member at the time the Professional Misconduct allegedly occurred.
- R. **“Retaliation”** means an adverse action taken by an individual or the University against a person involved in proceedings under this Policy and these Procedures (including, but not limited to, a Complainant, Witness, Unit Head, Deciding Official, or counsel), in response to an Allegation of Professional Misconduct or Good Faith cooperation with the proceedings.
- S. **“Scholarly Misconduct”** means any practice that seriously deviates from practices commonly accepted in the discipline or in the academic and research communities (other than Research Misconduct as defined in the University of Maryland Policy and Procedures Concerning Scholarly Misconduct (III-1.10(A), *i.e.*, falsification, fabrication, or plagiarism). Scholarly Misconduct may take many forms, including, but not limited to, improprieties of authorship; abuse of confidentiality/misappropriation of Ideas; deliberate misrepresentation of qualifications; neglect to adequately educate or supervise students

engaged in scholarly or professional work; deliberate material failure to comply with federal, state, or University requirements affecting research; and violation of generally accepted research practices. Scholarly Misconduct does not include appropriate practices in the Creative Arts insofar as they accord with accepted standards in the relevant discipline.

- T. **“Unit Head”** means a Department Chair, Dean, Director, or any University administrator who has a supervisory relationship to a University employee.
- U. **“Witness”** means an individual who is identified by a person involved in the administration of this Policy or by the Complainant, Respondent, or others engaged in the course of a Preliminary Assessment and/or Investigation as having information that may be relevant to an Allegation under review.

III. APPLICABILITY

This Policy applies to all faculty of the University.

IV. POLICY

- A. It is the policy of the University to:
 - 1. Maintain a civil, professional, diverse, and inclusive campus community that promotes excellence in research, teaching, mentoring, and service;
 - 2. Address inappropriate conduct and prevent professional misconduct where possible;
 - 3. Assess, investigate, and resolve professional misconduct in a fair and timely manner; and
 - 4. Take appropriate disciplinary, remedial, and/or corrective actions and/or other sanctions, up to and including termination, when members of the campus community engage in inappropriate conduct, including professional misconduct.
- B. The Office of Integrity and Responsible Conduct (“OIRC”) has primary responsibility over investigations into Allegations of Professional Misconduct. Alleged conduct which falls within the definition of Professional Misconduct, but which may be more readily or suitably resolved at the unit level, will be referred to the appropriate Unit Head in accordance with that individual’s supervisory responsibilities and capacity and, when applicable, the [University of Maryland Chair Roles, Responsibilities, and Authorities](#). Interpersonal issues or disputes which it appears could be addressed through mediation or other conflict resolution efforts will be referred for handling by an appropriate institutional resource (*e.g.*, an ombuds or other member of the University’s Conflict Resolvers Network). Similarly, alleged conduct which could fall within the definition of Professional Misconduct, but which may be more appropriately reviewed by another institutional office, unit, or committee based on the subject matter area for which that

office, unit, or committee is responsible and/or its associated oversight authority (*e.g.*, for specific research compliance areas), may be referred for handling accordingly.

1. Prior to filing an Allegation with OIRC, if possible, parties should seek to resolve conduct issues in a professional and collegial manner. If the parties are not able to resolve their concerns, they should:
 - a. Elevate the concern to the Unit Head for resolution.
 - b. Elevate the concern to the Next Level Administrator, if the Unit Head is unable to resolve the matter or is a party to the Allegation.
 - c. Consider engaging the ombuds.
 2. Matters that are referred by OIRC for handling at the unit level, but which are unable to be resolved at that level, may be referred back to OIRC for further review and action.
- C. University employees have a duty to cooperate with OIRC when OIRC investigates Allegations pursuant to this Policy. The duty to cooperate prohibits individuals from concealing or destroying information relevant to Allegation(s). Failing to cooperate may result in disciplinary action.
1. Testimony, evidence, and/or documentation may not be compelled from confidential resources, administrators, and/or offices such as the ombuds, the Faculty and Staff Assistance Program (“FSAP”), the Office of Civil Rights and Sexual Misconduct (“OCRSM”).
- D. OIRC shall have access to relevant University records, data, and other information, unless prohibited by law or University System of Maryland (“USM”) or University policies and procedures. Disputes regarding access to University-held information shall be resolved by the President or designee.
- E. OIRC may, as necessary and appropriate, engage in a joint review and/or investigation of an Allegation with another relevant University unit, office, or committee (*e.g.*, University Human Resources).
- F. OIRC may share information related to an Allegation and any resulting investigation and findings as required by federal or state law or regulation.

V. EXPECTATIONS FOR FACULTY PROFESSIONAL CONDUCT

- A. Faculty members are expected to:
1. Familiarize themselves and act in accordance with all University and USM policies, procedures, and related guidance, including but not limited to the USM Policy on Professional Conduct and Workplace Bullying (VII-8.05), and the [University of Maryland, College Park Expectations and Responsibilities for Faculty Members](#);
 2. Perform their institutional responsibilities with integrity, honesty, and competency consistent with the highest ethical standards;
 3. Establish and maintain a safe and professional work environment;

4. Refrain from behaviors, including bullying and harassment, that adversely affect the ability of any member of the campus community to engage in productive work and learning;
 5. Indicate clearly when they are speaking or acting as private individuals so as not to permit the impression that the University sponsors their personal activities or actions in any way;
 6. Refrain from exploiting their standing within the University for personal or private gain;
 7. Refrain from inappropriate use of University facilities, equipment, supplies, and/or other properties for personal or private gain or business, as defined in relevant USM and University policies, as well as applicable laws and regulations;
 8. Act in Good Faith when reporting an Allegation(s) of Professional Misconduct or participating in Investigations under this Policy; and,
 9. Refrain from falsifying official records, documents, or claims (*e.g.*, workers' compensation, travel reimbursements).
- B. Violations of these expectations, individually or cumulatively, may be considered and addressed as instances of Professional Misconduct.

VI. REPORTING ALLEGATIONS OF PROFESSIONAL MISCONDUCT

- A. An Allegation of Professional Misconduct may be reported under this Policy as follows:
1. To OIRC via e-mail to [\[address TBD\]](#) or phone;
 2. Via the University's [EthicsPoint compliance reporting system](#); or
 3. To the Unit Head of the individual believed to have engaged in Professional Misconduct. Upon receipt of the report and prior to taking any action, the Unit Head shall consult with OIRC.
- B. Allegations may be made anonymously, and OIRC will make every reasonable effort to maintain, but cannot guarantee, a Complainant's anonymity.
- C. All Allegations of Professional Misconduct must contain sufficient information and detail to facilitate a Preliminary Assessment under this Policy. Allegations that do not contain sufficient information and detail, and/or OIRC's inability to seek additional information from an anonymous Complainant, may impede the OIRC from reviewing and investigating the Allegation.
- D. Individuals who are uncertain as to whether an issue may warrant reporting under this Policy may consult with the OIRC. Mandatory report requirements (*e.g.*, those associated with allegations of sexual misconduct) apply to OIRC staff.
- E. If, during the course of investigating an Allegation, OIRC determines that a Complainant, Reporter, Witness, or any other individual acted in Bad Faith with regard to their Allegation(s), testimony, statements, or actions in connection with the proceedings,

appropriate action may be taken against the individual, including referral for disciplinary action, up to and including termination.

- F. Retaliation against any individual who, in Good Faith, reports an Allegation, provides information in connection with, or otherwise participates in an investigation under this Policy is strictly prohibited. Disciplinary action may be taken against an individual who engages in retaliation, up to and including termination.

VII. REVIEW OF ALLEGATIONS

- A. Allegations submitted to OIRC will be reviewed by OIRC in accordance with the procedures set forth in the University of Maryland Procedures for Addressing Allegations of Faculty Professional Misconduct.
 - 1. Upon initial review as part of the Preliminary Assessment described in the Procedures, OIRC may determine that a particular issue may be more readily and appropriately addressed through a different pathway (*e.g.*, through engagement of the Respondent's Unit Head); must be handled under another University policy (*e.g.*, allegations of sexual misconduct); or otherwise requires referral to another University unit, office, or committee for further consideration or action. OIRC will confidentially consult the appropriate Unit Head and/or other University offices or resources (*e.g.*, an individual, office, or committee with responsibility related to the concern presented) in making such a determination.
 - 2. If the Allegation falls under OIRC's purview and will be handled by OIRC, the Procedures will serve as the exclusive mechanism for reviewing the Allegation.
 - 3. The review of matters under this Policy and the Procedures may result in disciplinary, remedial, and/or corrective actions and/or other sanctions, up to and including a reduction in full-time employment status or termination.
 - 4. OIRC may, as necessary and appropriate, engage other University offices, units, or committees with relevant subject matter expertise and/or oversight authority in the review and investigation of Allegations under this Policy and the Procedures.
- B. OIRC will maintain, update, and publish the Procedures as necessary to comport with relevant laws, regulations, USM and University policies and procedures, and University priorities.

VIII. LIMITATIONS

- A. No Allegation shall be reviewed under this Policy if:
 - 1. The Complainant has filed a complaint with respect to the same or a substantially similar issue through another USM or University policy, procedure, process, or office;

2. The Allegation pertains to the same or a substantially similar issue as that which was reviewed by another University office or under another USM or University policy, procedure, or process;
 3. The Allegation pertains to a finding or decision reached through a process established in another USM or University policy, such as policies on sexual misconduct, non-discrimination, and scholarly misconduct;
 4. The Allegation pertains to an official policy, regulation, or procedure of the University or USM; a decision or action by the Board of Regents, the Chancellor, or the President; or any matter the remedy for which would contravene or interfere with an official policy, regulation, procedure, decision, action, or institutional legal obligation;
 5. The Allegation pertains to a fiscal irregularity finding, broad fiscal management, organization, or structure of USM or the University; or
 6. The Allegation pertains to an issue or proposes a remedy that is not under the control of the University or USM.
- B. An employee who elects to use this Policy and associated Procedures agrees to abide by the final decision arrived at thereunder and shall not appeal or challenge the decision further under any other policy, procedure, or process within the USM or the University.



Proposal to Change the Senate Bylaws for the Equity, Diversity, & Inclusion Committee (Senate Document #24-25-11) (Information)

2025-2026 Committee Members

Kim Gonzalez (Chair)
Hannah Adeyemi (Faculty)
Amol Deshpande (Faculty)
Bibek Dhakal (Graduate Student)
Tom Hatcher (Faculty)
Cherise Hunter
(Exempt Staff)
Touhid Irfan (Non-
Exempt Staff)
Linh Miyamoto
(Undergraduate
Student)
Jessica O'Hara
(Faculty)
Pamela Phillips (Ex-Officio Associate
VP IRPA Rep)
Anushka Shah (Undergraduate
Student)
Tikeetha Thomas McLeod (Ex-Officio
– Director of Human Resources Rep)
Caroline Wilkins (Faculty)
Derek Willis (Faculty)
Alexander Yordanov (Graduate
Student)

Date of Submission

March 4, 2026

BACKGROUND

On August 7th, 2025, the Office of Diversity and Inclusion (ODI) changed its name to Belonging & Community at UMD. Additionally, the title of the division's Vice President changed to reflect the name change of the office.

The Bylaws of the University Senate at the University of Maryland refer to the ODI and include the Vice President of Diversity & Inclusion as a representative on the committees. The Elections, Representation & Governance (ERG) Committee voted to make the technical amendments necessary to bring the Bylaws into alignment with the current name.

The Proposal also included the note that the "committee may choose to rename itself to align with the new title, but this is not required". The ERG Committee was charged with determining if the Equity, Diversity, and Inclusion Committee's name in the Bylaws should be updated to reflect current campus partner language or remain the same.

COMMITTEE WORK

The ERG Committee began reviewing the charge in September of 2025. The committee reviewed the proposed changes and began research on Big10 peer institutions. At the October 23, 2025 meeting, the committee reviewed the results of the Big10 research, which included;

- Approximately 12 of the 19 schools (including University of Maryland) had some form of DEI Committee.
- Question arose if any of the schools with a DEI Committee had an equivalent Office.

The committee considered if this change came from a mandate, or political or funding considerations. The committee identified their options moving forward and stakeholders to consult.

The committee consulted with the EDI Committee and the new Belonging & Community at UMD at their November and December meetings, respectively. Results of those consultations included;

- The ERG Committee felt it reasonable that the EDI Committee change its name to be compatible to the Belonging & Community at UMD.
- Not all colleges and offices are switching their language to mirror the Belonging & Community, there are still "diversity, equity, inclusion" language across units on campus.
- Equity in the title covers the legal sense of what the committee and University is required to ie; equitable hiring practices, EU officer, etc.
- The work and charge of the EDI Committee should remain the priority,
- Committee compared meaning of "Belonging" and "diversity, equity, and inclusion"
- The distinction between equity and equality, and inequalities that need to be addressed before individuals feel like they belong

At the December 8, 2025 Committee Meeting the committee felt comfortable that there were no pressurizing forces (administration, Belonging & Community at UMD, or Senate) that were pushing for the change. This left the committee to decide, free from political motivators, if the name change is in the best interest of the campus community and the current equity, diversity and inclusion Senate Committee work

SENATE MEETING FLOOR DISCUSSION

In an effort to fulfill the charge and better gauge the feelings of the faculty, staff, and student populations, the ERG Committee determined at its February 2026 committee meeting to ask the SEC to place this as an information item to the Senate for discussion and feedback. The questions presented to the Senate will be;

1. Does the proposed name better support the University of Maryland's academic mission and strategic goals, or does it risk misalignment with established faculty-led diversity initiatives?
2. How might the name change affect the EDI committee's perceived authority or effectiveness when collaborating with academic departments on issues?
3. Given that the Office of Diversity and Inclusion was recently renamed Belonging & Community at UMD, do you see value in matching the committee's name to the office for consistency, or should the Senate committee retain a distinct identity to preserve its policy-focused role?

COMMITTEE FINDINGS

The Committee will report its findings to the Senate once all elements are considered.

RECOMMENDATIONS

The Committee will report its recommendations to the Senate once all elements are considered.

APPENDICES

Appendix 1 — Charge from the Senate Executive Committee

Appendix 2 — Proposal submitted to the University Senate Office



Proposal to Change the Senate Bylaws for the Equity, Diversity, & Inclusion Committee
(Senate Document #25-26-11)

Elections, Representation & Governance Committee | Chair: Kim Gonzalez

The Senate Executive Committee (SEC) and Senate Chair Sarah Dammeyer request that the Elections, Representation & Governance (ERG) Committee review the proposal entitled Proposal to Rename the Equity, Diversity & Inclusion Committee to the Belonging & Community Committee in the University Senate Bylaws.

Specifically, the ERG Committee should:

1. Review:
 - a. The proposal, entitled *Proposal to Rename the Equity, Diversity & Inclusion Committee to the Belonging & Community Committee*.
 - b. Review similar naming conventions at Big 10 and other peer institutions.
2. Consult:
 - a. With the current Equity, Diversity & Inclusion Committee.
 - b. With Belonging & Community at UMD.
 - c. With staff groups (including but not limited to Staff Affairs Committee) to solicit feedback on the proposed name change.
 - d. With faculty groups (including but not limited to Faculty Affairs Committee) to solicit feedback on the proposed name change.
 - e. With student groups (including but not limited to Student Affairs Committee) to solicit feedback on the proposed name change.
 - f. With a representative from the Office of General Counsel on any proposed changes to the University Senate Bylaws.
3. Consider:
 - a. The impacts on the campus community if the Committee name is, or is not, changed.
4. If appropriate, recommend whether the University Senate Bylaws should be revised and, if so, provide suggested revisions.

We ask that you submit a report to the University Senate Office no later than **January 30, 2026**. If you have questions or need assistance, please contact the University Senate Office at senate-admin@umd.edu.



UNIVERSITY SENATE

PROPOSAL

Submitted on: August 12, 2025

Bylaws change - Equity, Diversity, & Inclusion Committee

NAME/TITLE	Change of the Senate Bylaws for the Equity, Diversity, & Inclusion Committee.		
EMAIL	senateoffice@umd.edu	PHONE	
UNIT	University Senate Office	CONSTITUENCY	

DESCRIPTION OF ISSUE

On August 7, 2025, the Office of Diversity and Inclusion (ODI) was renamed Belonging & Community at UMD, and the Vice President’s title was updated accordingly.

The University Senate Bylaws currently reference ODI and the Vice President for Diversity & Inclusion. These references should be updated to reflect the new name—Belonging & Community at UMD—and the Vice President’s revised title. The committee’s charge should also be updated. The committee may choose to rename itself to align with the new title, but this is not required.

DESCRIPTION OF CHANGE YOU WOULD LIKE TO SEE

BYLAWS CHANGES:

The “Bylaws” would need changes to Section 6.6 and Section 6.2. Suggestions (redlined-see below) have been made to the current language.

6.6 ~~Equity, Diversity, & Inclusion~~ Belonging & Community Committee:

6.6.a Membership: The committee shall consist of an appointed presiding officer; five (5) faculty members; three (3) exempt staff members; two (2) non-exempt staff members; two (2) undergraduate and two (2) graduate students; and the following persons or a representative of each: the Senior Vice President and Provost, the Vice President for ~~Diversity & Inclusion~~ Belonging, the Vice President and Chief Administrative Officer, the Vice President for Student Affairs, and the Director of the Office of Civil Rights and Sexual Misconduct.

6.6.b Quorum: A quorum ~~of the Equity, Diversity, & Inclusion Committee~~ shall be ten (10) voting members.

6.6.c Charge: The committee shall actively promote ~~a~~ ~~campus for belonging and community equitable, diverse, and inclusive campus that is~~ free from all forms of discrimination by formulating and continually reviewing policies and procedures pertaining to issues ~~of discrimination. of equity, diversity, and inclusion.~~ These include, but are not limited to, the University of Maryland Non-Discrimination Policy and Procedures, ~~and the~~ University of Maryland Disability & Accessibility Policy and Procedures, ~~and the~~ University of Maryland Policy and Procedures on Sexual Harassment and Other Sexual Misconduct.

6.6.d Charge: The committee shall consider programs and activities for improving ~~belonging equity, diversity, and inclusiveness~~ on campus, and shall make recommendations to appropriate campus bodies.

6.2 Campus Affairs Committee

6.2.a Membership:

- (1) The committee shall consist of an appointed presiding officer; six (6) faculty members; two (2) undergraduate and two (2) graduate students; two (2) staff members, with one exempt and one non-exempt to the extent of availability; the President or a representative of the Student Government Association; the President or a representative of the Graduate Student Government; and the following persons or a representative of each: the Senior Vice President and Provost, the Vice President and Chief Administrative Officer, the Vice President for Student Affairs, the Vice President for Marketing and Communications, the Vice President for ~~Diversity & Inclusion~~ [Belonging](#), and the Chair of the Coaches Council.

SUGGESTION FOR HOW YOUR PROPOSAL WOULD BE PUT INTO PRACTICE

The “Bylaw” change should be considered by the Elections, Representation, & Governance Committee with a consultation with the Equity, Diversity, & Inclusion Committee and the Vice President for Belonging or a representative of Belonging & Community.

ADDITIONAL INFORMATION

**BYLAWS
OF THE UNIVERSITY SENATE
AT THE
UNIVERSITY OF MARYLAND**



Amended on May 15, 2025



BYLAWS OF THE UNIVERSITY SENATE
University of Maryland, College Park
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BYLAWS OF THE UNIVERSITY SENATE

The University of Maryland, College Park

ARTICLE 1 AUTHORIZATION

- 1.1 These *Bylaws of the University Senate* (hereafter referred to as the *Bylaws*) are adopted according to Article 7 of the *University of Maryland Plan of Organization for Shared Governance* (hereafter referred to as the *Plan*), and are subject to amendment as provided for in the *Plan*.

ARTICLE 2 MEMBERSHIP

- 2.1 The members of the Senate are as designated in Article 3 of the *Plan* and further specified in 2.1 and 2.2 below. All elected members are subject to the conditions stated in the *Plan*, including its provisions for expulsion, recall, and impeachment (Articles 4.10, 4.11, and 5.8 of the *Plan* and Article 2.3, 2.4, and 2.5 below).

2.1.a Staff Senators

For the purpose of Senate representation, the Staff Constituency is divided into the following categories. Each category shall elect one Senator from among its ranks for each 200 staff members or major fraction thereof.

1. Exempt Staff with appointment in Colleges, Schools, and Academic Affairs
2. Exempt Staff with appointment in Divisions
3. Non-Exempt Staff with appointment in Colleges, Schools, and Academic Affairs
4. Non-Exempt Staff with appointment in Divisions

- 2.1.b Staff member job categories will not include the category designated for the President, vice presidents, provosts, and deans if they hold faculty rank.

- 2.1.c Any individual within the faculty member voting constituency cannot be included in the staff member voting constituency or nominated for election as a staff Senator. Staff candidates for the Senate must have been employed at the University of Maryland College Park for 12 months prior to standing as candidates for the Senate. Staff members may not stand for Senate elections while in the probationary period of employment.

- 2.1.d An ex officio member denoted in the *Plan* (Article 3.6.a.) who is not precluded from staff member categories as noted in Articles 2.1.b and 2.1.c may be elected as a voting member of the Senate by an appropriate constituency. Such ex officio members should also have been employed by the University of Maryland College Park for 12 months prior to standing as candidates for the Senate.

- 2.1.e As noted in the *Plan* (Article 3.3.c), the term of each staff Senator shall be three (3) years. Terms of staff members will be staggered in such a way that for each term, one-third of the total members from a job category are serving the first year of their term. Not every member of a specific staff job category shall be elected in the same year. However, if the University or these *Bylaws* redefine the staff job categories outside of a normal reapportionment, the staff Senate seats will be vacated. A subsequent election will be held to populate all staff Senate seats within the new categories with staggered terms as follows:

- (1) One-third of the members in a job category who received the lowest number of votes will serve a one-year term,
- (2) One-third of the members in a job category who received the second lowest number of votes will serve two-year terms,
- (3) One-third of the members in a job category who received the highest number of votes will serve three year-terms.

A person serving less than a three-year term is defined as not to have served a full term and is eligible for re-election to a full term the following year.

2.2 Single Member Constituencies

The Senators defined in (a)-(g) below shall be voting members of the Senate. All elections held pursuant to this section shall be organized by the Office of the University Senate.

- (a) Part-Time Research, Part-Time Teaching, Adjunct, and both Full-Time and Part-Time Visiting Faculty who are not members of the Faculty Constituency as defined in Section 3.2 of the Plan shall together elect one (1) Senator, for a term of one (1) year, renewable for up to three (3) years. When the Senate votes by constituencies, that Senator shall have the same voting rights as a Faculty Senator.
- (b) Emeriti Faculty who are not members of the Faculty Constituency as defined in Section 3.2 of the *Plan* shall elect one (1) Senator from among their ranks for a term of one (1) year, renewable for up to three (3) years. When the Senate votes by constituencies, that Senator shall have the same voting rights as a Faculty Senator.
- (c) Head Coaches who are not members of the Faculty Constituency as defined in Section 3.2 of the University Plan of Organization together shall elect one Senator from among their ranks to serve for a term of one (1) year, renewable for up to three (3) years. When the Senate votes by constituencies, that Senator shall have the same voting rights as a faculty Senator.
- (d) Post-Doctoral Scholars, Post-Doctoral Associates (formerly Research Associates), Junior Lecturers, and Faculty Assistants (formerly Faculty Research Assistants) who are not members of any Senate constituency as defined in Article 3 of the *Plan* together shall elect one (1) Senator, for a term of one (1) year, renewable for up to three (3) years. When the Senate votes by constituencies, that Senator shall have the same voting rights as a Faculty Senator.
- (e) The Contingent II staff shall elect one (1) Senator from among their ranks for a term of one (1) year, renewable for up to three (3) years. When the Senate votes by constituencies, that Senator shall have the same voting rights as all other staff Senators. The Contingent II staff Senator shall have been employed by the University for twelve months prior to their election.
- (f) The part-time undergraduate students shall elect one (1) Senator from among their ranks for a term of one (1) year, renewable for up to three (3) years. When the Senate votes by constituencies, that Senator shall have the same voting rights as all other student Senators.
- (g) The part-time graduate students shall elect one (1) Senator from among their ranks for a term of one (1) year, renewable for up to three (3) years. When the Senate votes by constituencies, that Senator shall have the same voting rights as all other student Senators.

2.3 Elected Senators shall not be absent from two (2) consecutive regularly scheduled meetings of the Senate without notifying the Office of the University Senate that they will require an excused absence (Article 4.10.a of the *Plan*). The Senator shall be counted in the total membership when a quorum is defined for a meeting unless that Senator is expelled.

2.4 If an elected Senator is no longer a member of the constituency by which they were elected, the seat may be vacated and the Senator may be replaced according to the following guidelines:

- 2.4.a If there was a runner-up in the election in which the Senator was elected, the runner-up shall replace that Senator immediately, provided they are still eligible.
- 2.4.b If there was no runner-up in the election in which the Senator was elected and the vacancy occurs in the spring semester, that Senator shall serve for the remainder of the Senate year and shall be replaced in the next election cycle for the remainder of the term.
- 2.4.c If there was no runner-up in the election in which the Senator was elected and the vacancy occurs prior to the spring semester, or if the Senator is unable to serve the remainder of the Senate year, the

Senate Executive Committee, in consultation with the appropriate constituency, shall appoint a replacement for that Senator.

- 2.5 If an elected Senator is no longer in satisfactory standing at the University, they shall be replaced immediately upon notification to and verification by the Office of the University Senate in accordance with 2.4.a or 2.4.c above.
- 2.6 All elections shall be completed by the Transition Meeting of the Senate.

ARTICLE 3 MEETINGS

3.1 Regular Meetings:

The Senate shall schedule at least four (4) regular meetings each semester. The notice, agenda, and supporting documents will normally be provided by the Office of the University Senate to the membership one week prior to each regular meeting unless otherwise approved by the Executive Committee.

3.2 Special Meetings:

3.2.a Special meetings of the Senate may be called in any of the following ways, with the matter(s) to be considered to be specified in the call:

- (1) By the presiding officer of the Senate;
- (2) By a majority vote of the Executive Committee of the Senate;
- (3) By written petition of a majority of the elected members of the Senate. The petition shall be delivered to the Chair or the Executive Secretary and Director of the Senate. The Chair shall give notice of arrangements for the meeting within seventy-two (72) hours of receipt of a valid petition;
or
- (4) By resolution of the Senate.

3.2.b The notice of a special meeting shall include the agenda and shall be sent to the members of the Senate as far in advance of the meeting as possible. The agenda of a special meeting may specify a scheduled time of adjournment.

3.2.c The scheduling of a special meeting shall reflect the urgency of the matter(s) specified in the call, the requirement of reasonable notice, and the availability of the membership.

3.3 Openness of Meetings and Floor Privileges:

3.3.a Meetings of the Senate shall be open to all members of the campus community except when the meetings are being conducted in closed session.

3.3.b Representatives of the news media shall be admitted to all meetings of the Senate except when the meetings are conducted in closed session. The use of television, video, or recording equipment shall not be permitted except by express consent of the Senate.

3.3.c When a report of a committee of the Senate is being considered, members of that committee who are not members of the Senate may have a voice but not a vote in the deliberations of the Senate on that report.

3.3.d Any Senator may request the privilege of the floor for any member of the campus community to speak on the subject before the Senate. The Chair shall rule on such requests.

3.3.e By vote of the Senate, by ruling of the Chair, or by order of the Executive Committee included in the agenda of the meeting, the Senate shall go into closed session. The ruling of the Chair and the order

of the Executive Committee shall be subject to appeal, but the Chair shall determine whether such appeal shall be considered in open or closed session.

- 3.3.f While in closed session, the meeting shall be restricted to voting members of the Senate (Article 3 in the *Plan*), members granted a voice but not a vote (Articles 3.6, 5.2.c, and 5.5.c. of the *Plan*), the Executive Secretary and Director, the Parliamentarian, the immediate Past Chair of the Senate, any staff required for meeting operations, and other persons expressly invited by the Senate Chair.

3.4 Rules for Procedure:

- 3.4.a The version of *Robert's Rules of Order* that shall govern the conduct of Senate meetings shall be *Robert's Rules of Order, Newly Revised*.
- 3.4.b A quorum for meetings shall be defined as a majority of elected Senators who have not submitted an excused absence to the Office of the University Senate, or sixty (60) Senators, whichever number is higher. For the purpose of determining a quorum, ex officio members without vote shall not be considered.
- 3.4.c Voting shall be restricted to eligible members of the Senate (Article 3 in the *Plan*) who are participating in the Senate meeting at the time of the vote.
- 3.4.d Items requiring a Senate vote shall be provided in writing, along with the materials given to Senators before the meeting at which the vote will be taken. Any items brought as New Business will be put over for action at the next meeting upon a call for deferral by any Senator present, except that, if two-thirds of the Senators present vote against such deferral, a vote may be taken on an item brought as New Business at the same meeting where the item is brought as New Business.

ARTICLE 4 EXECUTIVE COMMITTEE

4.1 Membership and Election:

- 4.1.a As set forth in the *Plan* (Article 8.2), the members of the Executive Committee shall include the Chair and Chair-Elect of the Senate, thirteen (13) members elected from the voting membership of the Senate, and five (5) non-voting ex officio members.
- 4.1.b The election of the Executive Committee should follow the election of the Chair-Elect as provided for in the *Plan* (Article 5.3 and 5.7.a). In the event of a tie vote in the election for members of the Executive Committee, a ballot will be made available to each Senator in the appropriate constituency as soon as the votes are counted and the tie discovered. The election to break the tie should end one (1) week from the start date.
- 4.1.c In the event of a vacancy on the Executive Committee, the available candidate who had received the next highest number of votes in the annual election for the Executive Committee shall fill the remainder of the unexpired term.

4.2 Charge: The Executive Committee shall exercise the following functions:

- 4.2.a Assist in carrying into effect the actions of the Senate;
- 4.2.b Act for the Senate as provided for by and subject to the limitations stated in Article 4.3;
- 4.2.c Act as an initiating body suggesting possible action by the Senate;
- 4.2.d Assist in the administrative implementation of policies adopted by the Senate, as needed;
- 4.2.e Prepare the agenda for each Senate meeting as provided for by and subject to limitations stated in Article 4.4;
- 4.2.f Serve as a channel through which any member of the campus community may introduce matters for consideration by the Senate or its committees;

- 4.2.g Ensure that information on the Senate's work each year is available to the campus community through the Senate website and reported to the President;
- 4.2.h Provide feedback on the operations of the Office of the University Senate, and make recommendations to the President or his or her designee for improvements in those operations and for suitable candidates for the role of the Executive Secretary and Director;
- 4.2.i Serve as the channel through which the Senate and the campus community may participate in the selection of administrators at the University;
- 4.2.j Perform such other functions as maybe given it in other provisions of these *Bylaws* and the *Plan*; and
- 4.2.k Make recommendations on nominees for campus-wide and system-wide committees and councils requiring representatives, when necessary.

4.3 Rules Governing Executive Committee Action for the Senate:

- 4.3.a Where time or the availability of the membership precludes a meeting of the Senate, as, for example, during the summer or between semesters, the Executive Committee may act on behalf of the Senate.
- 4.3.b A report of all actions taken by the Executive Committee when acting on behalf of the Senate, with supporting material, shall be included with the agenda of the next regular meeting of the Senate. By written request of ten (10) Senators, received by the Chair of the Senate prior to the call to order of that meeting, any Executive Committee action on behalf of the Senate shall be vacated and the item in question placed on the agenda for that meeting. If any such item is not petitioned to the floor, it shall stand as an approved action of the Senate.

4.4 Rules Governing Preparation of the Senate Agenda:

- 4.4.a The order of business for regular meetings of the Senate shall be set by the Executive Committee. Typically, the order of the agenda will follow *Robert's Rules of Order*, but the Executive Committee maintains authority to reorder the agenda based on the needs of the Senate.
- 4.4.b For regular meetings the Executive Committee shall consider all submissions for inclusion on the Senate agenda. The Executive Committee may not alter a submission, but may delay its inclusion, may include it on the agenda of a special meeting, may submit the material directly to a committee of the Senate, or may refuse to place it on the agenda if the material is inappropriate, incomplete, or unclear. The party making a submission shall be notified of the action taken in this regard by the Executive Committee.
- 4.4.c The order of business for a special meeting of the Senate shall be set by the Executive Committee.
- 4.4.d For a special meeting the agenda shall include the matter(s) specified in the call of that meeting as the Special Order. Other items may be included on the agenda as the Executive Committee deems appropriate.

- 4.5 **Meetings of the Executive Committee:** A quorum of the Executive Committee shall be eight (8) voting members. Minutes of the meetings shall be kept. The agenda shall be made publicly available prior to each meeting. The Executive Committee shall meet at the call of the Chair or by petition of eight (8) voting members of the Executive Committee, or by petition of twenty-five (25) voting members of the Senate.

- 4.6 **The Senate Budget:** The Executive Secretary and Director shall be responsible for the Senate budget, shall consult with the Senate Chair on the preparation of the budget request, and shall report to the Executive Committee on the status of the budget.

- 4.6.a The Executive Secretary and Director shall make an annual report to the Associate Vice President for Personnel and Budget on expenditure of the Senate budget.
- 4.6.b Consent of the Associate Vice President for Personnel and Budget shall be required before any change in the budgeted use of Senate funds involving more than ten percent (10%) of the total may be undertaken.

- 4.7 **Referral of Items to Standing Committees:** The Executive Committee shall refer items to the standing committees.
- 4.7.a The Executive Committee shall refer an item to an appropriate committee when instructed by the Senate or when requested by the President, or when petitioned by 150 members of the Senate electorate.
- 4.7.b The Executive Committee may also refer any item it deems appropriate, and the standing committee shall give due consideration to such requests from the Executive Committee.
- 4.7.c The Chair of the Senate may, as need requires, act for the Executive Committee and refer items to standing committees. All such actions shall be reported at the next meeting of the Executive Committee.
- 4.8 To the extent permitted by law and University policy, the records of the Senate shall be open.

ARTICLE 5 COMMITTEES OF THE SENATE

- 5.1 **Standing Committees - Specifications:** The specifications of each standing committee of the Senate shall state its name, its specific charge, and any exceptions or additions to the basic charge to standing committees stated in Article 5.2. The specifications shall list all voting ex officio members and shall define committee composition.
- 5.1.a Standing Committees: In an appropriate section of Article 6 there shall be specifications for each committee.
- 5.2 **Standing Committees - Basic Charge:** In its area of responsibility, as defined in its specifications, each committee shall be an arm of the Senate with the following powers:
- (1) To formulate and review policies to be established by the Senate according to the *Plan* (Article 1);
 - (2) To review established policies and their administration and to recommend any changes in policies or their administration that may be desirable;
 - (3) To serve in an advisory capacity, upon request, regarding the administration of policies;
 - (4) To function on request of the President or of the Executive Committee as a board of appeal with reference to actions and/or decisions made in the application of policies; and
 - (5) To recommend the creation of special subcommittees (Article 5.7-5.9) when deemed necessary.
- 5.3 **Standing Committees - Committee Operation:**
- 5.3.a Agenda Determination:
- (1) Issues within the committee's purview shall be referred and charged to the committee by the Executive Committee (Article 4.7). Such matters should take priority on the committee's agenda.
 - (2) A committee shall have principal responsibility for identifying matters of present and potential concern to the campus community within its area of responsibility. Such matters should be placed on the agenda of the committee.
 - (3) Committee agendas shall be made publicly available prior to each meeting.
- 5.3.b Minutes of the proceedings of each committee meeting shall be kept.

- 5.3.c Rules for Procedure of Standing Committees: Standing Committees are typically governed by *Robert's Rules of Order for Small Committees, Newly Revised*. Standing Committees shall determine how technology, such as video conferencing and other electronic methods of participation, can be used for their purposes. Standing Committees may choose to conduct votes online or via email, and shall agree on any other mechanisms for conducting business outside of meetings, when necessary.
- 5.3.d Quorum Requirements of Standing Committees: Unless a quorum number is specified in the membership description of a committee, the quorum shall be a majority of voting members of the committee.
- 5.4 **Standing Committees - Reporting Responsibilities:** Each committee shall be responsible through its presiding officer for the timely delivery of the following reports.
- 5.4.a Information on the schedule of committee meetings stating the date, time, and location should be made available on the Senate. The agenda for each meeting shall be made available on the Senate website as far in advance of the meeting as possible.
- 5.4.b The committee shall report its progress on agenda items as required by the Executive Secretary and Director or the Chair of the Senate.
- 5.4.c Reports providing information and/or recommendations to the Senate shall be submitted to the Executive Committee for inclusion on the Senate agenda. Reports resulting from the committee's advisory or board of appeals function shall be submitted to the appropriate Senate or campus officer, and the Executive Committee notified of the submission.
- 5.4.d Upon written request of at least four (4) members of a committee, the presiding officer of that committee shall include a minority statement with any committee report. Those requesting inclusion need not support the substance of the minority statement.
- 5.4.e An annual report shall be presented to the Chair of the Senate at the end of the academic year, or, if approved by the Chair, no later than August 16, for submission to the Executive Committee. The report shall include a list of all items placed on the committee's agenda, noting the disposition of each and a summary of the committee's deliberations. An overview of the committee's past work shall be made available on the Senate website. In the case of committees with little activity, the committee may recommend inactive status the ensuing year until charged by the Executive Committee to address a specific matter:
- (1) A committee maybe placed on inactive status with approval of the Executive Committee. No presiding officer or members shall be appointed to the committee while on inactive status.
 - (2) A committee on inactive status may be reactivated by the Executive Committee when matters within its purview, as stipulated in Article 6, are brought to the Executive Committee for review. Following reactivation, the Office of the University Senate shall solicit volunteers for the committee in its annual volunteer period, and the Committee on Committees shall select members for the committee, in accordance with the provisions of 5.5 below.
 - (3) A Special Committee (Article 5.9) may not be appointed to consider matters within standing committee specifications in lieu of reactivating an inactive committee.
- 5.5 **Standing Committees - Selecting Members:** Persons shall be named to standing committees in accordance with the procedures listed below.
- 5.5.a The Office of the University Senate shall provide information on the charge and membership specifications of each committee.
- 5.5.b The Office of the University Senate shall solicit volunteers for the Senate's standing committees on an annual basis through an online process. During this volunteer period, all faculty, staff, and students shall be eligible to indicate their top three preferences for any committees with vacancies in their

constituency and include a candidacy statement for consideration by the Committee on Committees. The Office of the University Senate will maintain these records for potential future use.

- 5.5.c The Committee on Committees shall develop slates of nominees to fill vacancies on the standing committees and University Councils. No person shall be nominated for a committee position without consenting to serve on that committee, either through indicated preference or explicit agreement. In making nominations, the Committee on Committees shall keep in view the continuing membership of the committee to ensure that the full membership complies with specifications of the *Plan* and these *Bylaws*. Committee members shall be nominated consistent with requirements for diversity specified in Section 8.1 of the *Plan*.
- 5.5.d Ex officio members named in a committee's specifications shall be voting members unless otherwise specified in the *Bylaws*. Upon recommendation of the Committee on Committees, the Executive Committee may appoint ex officio members with particular expertise or benefit to the committee. Such members shall serve with voice, but without vote. The Executive Committee is empowered to make such changes in non-voting ex officio membership as appropriate.
- 5.5.e The Committee on Committees shall forward a slate of nominees for committee service to the Executive Committee to place on the Senate agenda for approval. Each nominee shall be identified by name and constituency. The notice of nomination shall also include the name and constituency of continuing members of the committee, and the name and office of the ex officio members, listed for information only. The nominations shall be subject to action by the Senate consistent with the *Plan* and the specifications of these *Bylaws*.
- 5.5.f Terms on standing committees shall be two (2) years for faculty and staff, and one (1) year for students. Appointments to two-year terms shall be staggered: that is, as far as practical, half of the terms from each faculty or staff constituency shall expire each year. Terms shall begin on July 1 of the appropriate year.
- 5.5.g A member of a standing committee whose term is expiring may be appointed to another term, subject to restrictions (1) and (2) below. The Committee on Committees is particularly charged to consider the reappointment of active student members.
- (1) No reappointment shall be made that would cause the appointee to serve longer than four consecutive years on the same committee.
 - (2) At most, half of the non-student members of a committee whose terms are expiring in any given year may be reappointed.
- 5.5.h Terms as presiding officer of a committee shall be one year. A presiding officer may be reappointed if his/her tenure as a Senator is continuing; however, no one shall serve as presiding officer of a committee for longer than two (2) consecutive years.
- 5.5.i Appointments of the presiding officers of committees shall be made by the Chair of the Senate, designated on the annual committee slate, and shall be approved by the Senate.
- 5.6 **Standing Committees - Replacing Presiding Officers and Members:** The presiding officer and members of any active standing committee may be replaced for cause after inquiry by the Office of the University Senate with approval of the Executive Committee.
- 5.6.a Cause, for presiding officers, is defined as the following:
- (1) Failure to activate the committee during the first semester after appointment in order to organize its business and determine an agenda; or
 - (2) Failure to activate the committee in order to respond to communications referred from the Executive Committee; or

- (3) Failure to activate the committee in order to carry out specific charges required in Article 6 or other Senate documents; or
- (4) Continual absence from scheduled committee meetings.

5.6.b Cause, for members, is defined as the following:

- (1) Continual absence from committee meetings and/or lack of participation in committee activities; or
- (2) Lack of registration on campus for students or termination of employment on campus for faculty and staff.

5.6.c Procedure for replacing presiding officers and members:

- (1) The decision to replace a presiding officer rests with the Senate Chair; and
- (2) The presiding officer of a committee shall submit the request to replace a committee member to the Chair of the Committee on Committees.

5.6.d The Senate Chair and the Chair of the Committee on Committees shall consult with the Office of the University Senate to identify a replacement when a decision is made to replace a presiding officer or a committee member.

- 5.7 **Standing Committees - Appointing Special Subcommittees:** A standing committee of the Senate may appoint special subcommittees to assist in the effective performance of its responsibilities. Persons appointed to special subcommittees who are not members of standing committees must be approved by the Executive Committee. The Chair of any special subcommittee must be a member of the standing committee making the appointment.
- 5.8 **Standing Committees - Appointing Special Joint Subcommittees:** Two or more standing committees of the Senate may appoint special joint subcommittees to assist in the effective review of issues that pertain to the charge of multiple committees. Persons appointed to serve who are not members of associated standing committees must be approved by the Executive Committee. The Chair of any such subcommittee must be a member of one of the associated standing committees making the appointment. Special Joint Subcommittees will report directly to the full associated standing committees for final action.
- 5.9 **Special Committees:** A special committee of the Senate may be established by resolution of the Senate to carry out a specified task. The empowering resolution shall also stipulate the means of selecting the committee and any restrictions on its composition. The committee shall function until the completion of its tasks or until discharged by the Senate. A final report of its work shall be presented to the Senate. Members shall serve for the duration of the committee unless otherwise specified by the Senate.

ARTICLE 6 STANDING COMMITTEE SPECIFICATIONS

6.1 **Academic Procedures and Standards Committee:**

- 6.1.a **Membership:** The committee shall consist of an appointed presiding officer; ten (10) faculty members; one (1) staff member; three (3) undergraduate and one (1) graduate student; and the following persons or a representative of each: the Senior Vice President and Provost, the Director of Undergraduate Admissions, the University Registrar, the Associate Provost for Academic Affairs and Dean for Undergraduate Studies, and the Associate Provost for Academic Affairs and Dean of the Graduate School.
- 6.1.b **Quorum:** A quorum of the Academic Procedures and Standards Committee shall be ten (10) voting members.

- 6.1.c Charge: The committee shall formulate and continually review policies, rules, and regulations governing the admission, readmission, academic standing, and dismissal of all students for academic deficiency.
- 6.1.d Charge: The committee shall formulate and continually review policies and procedures for academic advisement, scheduling of classes, and registration.
- 6.1.e Charge: The committee shall formulate and continually review policies to be observed by the instructional staff in conducting classes, seminars, examinations, students' research, and student evaluations.
- 6.1.f Policies, rules, and regulations exclusively governing admission, readmission, scholastic standing, and dismissal of graduate students for academic deficiency shall be reviewed by an appropriate committee of the Graduate School. Such policies, rules, and regulations will be transmitted by the Graduate School directly to the Senate through the Executive Committee. Policies, rules, and regulations that concern both graduate and undergraduate matters shall be considered by both the Academic Procedures & Standards (APAS) Committee and the appropriate committee of the Graduate School.

6.2 Campus Affairs Committee:

- 6.2.a Membership:
 - (1) The committee shall consist of an appointed presiding officer; six (6) faculty members; two (2) undergraduate and two (2) graduate students; two (2) staff members, with one exempt and one non-exempt to the extent of availability; the President or a representative of the Student Government Association; the President or a representative of the Graduate Student Government; and the following persons or a representative of each: the Senior Vice President and Provost, the Vice President and Chief Administrative Officer, the Vice President for Student Affairs, the Vice President for Marketing and Communications, the Vice President for Diversity & Inclusion, and the Chair of the Coaches Council.
 - (2) When discussions of safety are on the agenda, the Chief of Police, the Office of General Counsel, the Director of Transportation Services, and other campus constituencies, as appropriate, shall be invited to participate or send a representative.
 - (3) The Chair of this committee or a faculty member designated by the Chair and approved by the Senate Executive Committee will serve as an ex officio member of the Athletic Council. The Chair, or a committee member designated by the Chair, shall also serve as an ex-officio member of the Campus Transportation Advisory Committee.
- 6.2.b Quorum: A quorum of the Campus Affairs Committee shall be nine (9) voting members.
- 6.2.c Charge: The committee shall formulate and continually review policies and regulations affecting the entire campus, its functions, its facilities, its internal operation and its external relationships, including the awarding of campus prizes and honors, and make recommendations concerning the future of the campus.
- 6.2.d Charge: The committee shall formulate and continually review policies and procedures for the periodic review of campus level administrators.
- 6.2.e Charge: The committee shall periodically gather community input on safety and security issues and shall act as a liaison between the police and the campus community.

6.3 Committee on Committees:

- 6.3.a Membership and terms:
 - (1) As set forth in the *Plan* (Article 8.3.a), the Committee on Committees shall be chaired by the Chair-Elect of the Senate.

- (2) The voting membership, as defined in the *Plan* (Article 8.3.a), shall consist of the Chair-Elect of the Senate, six (6) faculty members elected by faculty Senators, with no more than one (1) from any College or School; one (1) non-exempt staff member elected by non-exempt staff Senators; one (1) exempt staff member elected by exempt staff Senators; one (1) undergraduate student elected by undergraduate student Senators; and one (1) graduate student elected by graduate student Senators.
- (3) Students are elected to serve for one (1) year, faculty and staff for two (2) years, whether or not their membership in the Senate continues beyond their first year of service in the committee.
- (4) Terms of faculty and staff members are staggered in such a way that, at any time, no more than three (3) faculty members and one (1) staff member are serving the second year of their term.
- (5) In the event of a vacancy on the Committee on Committees, the available candidate who had received the next highest number of votes in the last annual election for the Committee on Committees shall fill the remainder of the unexpired term. In the event that there is no runner-up, the Executive Committee shall fill the vacant seat.
- (6) A quorum of the Committee on Committees shall be six (6) voting members.

6.3.b Charge:

- (1) As set forth in the *Plan* (Article 8.3.b), responsibilities of the Committee on Committees include:
 - (a) Identification and recruitment of individuals for service on Senate committees;
 - (b) Approval of the University Library Council slate of nominees, as mandated in section 2.C of the Bylaws of the University Library Council.
 - (c) Creation of a slate of nominees for the Nominations Committee, for approval by the Senate.
- (2) Additional duties include:
 - (a) As needed, the Committee on Committees may be charged to assess effectiveness of committees, and make recommendations for improvements and changes in their operations and structure.
 - (b) Other such duties as specified by the Executive Committee.

6.3.c Operation: The Committee on Committees shall follow the procedures specified for standing committees in Article 5 above, with the exceptions of 5.3.b and 5.5.

6.4 Educational Affairs Committee:

- 6.4.a Membership: The committee shall consist of an appointed presiding officer; ten (10) faculty members, of whom at least two (2) must be tenured/tenure-track faculty members and at least two (2) must be professional track faculty members; two (2) staff members, with one exempt and one non-exempt to the extent of availability; two (2) undergraduate students and one (1) graduate student; the President or a representative of the Student Government Association; the President or a representative of the Graduate Student Government; the Associate Dean for General Education; a representative of the Associate Provost for Academic Affairs and Dean for Undergraduate Studies; and the following persons or a representative of each: the Senior Vice President and Provost, the Associate Provost for Academic Affairs and Dean of the Graduate School, and the Vice President of Information Technology and Chief Information Officer (CIO).
- 6.4.b Quorum: A quorum of the Educational Affairs Committee shall be eleven (11) voting members.
- 6.4.c Charge: The committee shall formulate and continually review plans and policies to strengthen the

educational system of the College Park campus. The committee shall receive ideas, recommendations, and plans for educational innovations from members of the campus community and others. The committee shall inform itself of conditions in the Colleges, Schools, and other academic units, and shall propose measures to make effective use of the resources of the campus for educational purposes.

- 6.4.d Charge: The committee shall exercise broad oversight and supervision of the General Education Program at the University of Maryland as described in the 2010 document Transforming General Education at the University of Maryland and the General Education Implementation Plan approved by the University Senate in February 2011. The committee shall review and make recommendations concerning the General Education Program to the Senate and the Associate Provost for Academic Affairs and Dean for Undergraduate Studies. Such recommendations shall include, as the committee deems appropriate, the program's requirements and its vision, especially with regard to evaluating trends, reviewing learning outcomes, and maintaining the balance of courses in the General Education categories.
- 6.4.e Relation of the Educational Affairs Committee to the General Education Program and the Office of the Associate Provost for Academic Affairs and Dean for Undergraduate Studies:
- (1) The Associate Provost for Academic Affairs and Dean for Undergraduate Studies will prepare an annual report on the status of the General Education Program and will send the report to the Educational Affairs Committee by October 1.
 - (2) The Associate Provost for Academic Affairs and Dean for Undergraduate Studies will meet with the Educational Affairs Committee as needed to discuss or update the report. Topics will include but not be limited to: the membership and ongoing work of the General Education Faculty Boards; the proposal and approval process for General Education courses; the learning outcomes for the different course categories; areas where additional courses or rebalancing may be needed; trends and developments that may impact the General Education Program; and informational resources for students, faculty, and advisors about the General Education Program.
 - (3) The Office of the Associate Provost for Academic Affairs and Dean for Undergraduate Studies shall inform the committee of modifications in the proposal or review process, the disposition of recommendations from the committee, and any other changes regarding the implementation of the General Education Program as specifically delegated to that office.

6.5 Elections, Representation, and Governance Committee:

- 6.5.a Membership: The committee shall consist of an appointed presiding officer; six (6) faculty members; one (1) exempt staff member; one (1) non-exempt staff member; two (2) undergraduate and two (2) graduate students; and representatives of the Director of Human Resources and the Associate Vice President for Institutional Research, Planning, and Assessment.
- 6.5.b Quorum: A quorum of the Elections, Representation, and Governance Committee shall be eight (8) voting members.
- 6.5.c Charge: The committee shall review and recommend policies regarding the conduct of elections, determine correct apportionments for all constituencies, and investigate and adjudicate all charges arising from the management and results of Senate elections.
- 6.5.d Charge: The committee shall determine the correct apportionment for all constituencies every five (5) years as stipulated in Article 3.8 of the Plan and following any review or revision of the *Plan* as stipulated in Article 6.3 of the *Plan*.
- 6.5.e Charge: The committee shall supervise all Senatorial elections and referenda in accordance with the *Plan* (Article 4.2), and shall consult with certain constituencies in their nomination and election processes in accordance with the *Plan* (Article 4) as requested by the Executive Committee.

- 6.5.f Charge: The committee shall formulate and review procedures for the tallying and reporting of election results and shall perform other such duties as appropriate (Article 3.3.b of the *Plan*).
- 6.5.g Charge: The committee shall review the Plans of Organization of the Colleges, Schools, and other units, in accordance with the *Plan* (Article 11) and as specified in Appendix 7 of these Bylaws.
- 6.5.h Charge: The committee shall review and observe the operation and effectiveness of the University Senate and make any appropriate recommendations for improvements.
- 6.5.i Charge: The committee shall receive all petitions for impeachment of the Chair or Chair-Elect in accordance with the *Plan* (Article 5.8).
- 6.5.j Charge: The committee shall initiate procedures for expelling Senators in accordance with the *Plan* (Article 4.10).
- 6.5.k Charge: The committee shall receive all petitions for the recall of Senators in accordance with the *Plan* (Article 4.11).

6.6 Equity, Diversity, & Inclusion Committee:

- 6.6.a Membership: The committee shall consist of an appointed presiding officer; five (5) faculty members; three (3) exempt staff members; two (2) non-exempt staff members; two (2) undergraduate and two (2) graduate students; and the following persons or a representative of each: the Senior Vice President and Provost, the Vice President for Diversity & Inclusion, the Vice President and Chief Administrative Officer, the Vice President for Student Affairs, and the Director of the Office of Civil Rights and Sexual Misconduct.
- 6.6.b Quorum: A quorum of the Equity, Diversity, & Inclusion Committee shall be ten (10) voting members.
- 6.6.c Charge: The committee shall actively promote an equitable, diverse, and inclusive campus that is free from all forms of discrimination by formulating and continually reviewing policies and procedures pertaining to issues of equity, diversity, and inclusion. These include but are not limited to the University of Maryland Non-Discrimination Policy and Procedures and the University of Maryland Disability & Accessibility Policy and Procedures.
- 6.6.d Charge: The committee shall consider programs and activities for improving equity, diversity, and inclusiveness on campus, and shall make recommendations to appropriate campus bodies.

6.7 Faculty Affairs Committee:

- 6.7.a Membership: The committee shall consist of an appointed presiding officer; ten (10) faculty members, of whom four (4) shall be Senators including one (1) assistant professor and one (1) professional track faculty member; one (1) undergraduate student and two (2) graduate students; one (1) staff member; and the following persons or a representative of each: the President, the Senior Vice President and Provost, and the Director of Human Resources. One (1) elected Council of University System Faculty representative from the University shall serve as a voting ex officio member. The Faculty Ombuds Officer shall serve as a non-voting ex officio member.
- 6.7.b Quorum: A quorum of the Faculty Affairs Committee shall be nine (9) voting members.
- 6.7.c Charge: The committee shall formulate and continually review policies pertaining to faculty life, employment, academic freedom, morale, and perquisites.
- 6.7.d Charge: The committee shall work for the advancement of academic freedom and the protection of faculty and research interests.
- 6.7.e Charge: The committee shall, in consultation with Colleges, Schools, and other academic units,

formulate and review procedures for the periodic review of academic administrators below the campus level.

- 6.7.f Charge: The committee shall review the Appointment, Promotion, and Tenure or Permanent Status section of each College, School, or the Library Plan of Organization in accordance with Appendix 7 of these *Bylaws*. In conjunction with this review, the committee shall also review the professional track faculty Appointment, Evaluation, and Promotion Policy of each College, School, or the Library.

6.8 Programs, Curricula, and Courses Committee:

- 6.8.a Membership: The committee shall consist of an appointed presiding officer; ten (10) faculty members; one (1) staff member; two (2) undergraduate students and one (1) graduate student; and the following persons or a representative of each: the Senior Vice President and Provost, the Associate Provost for Academic Affairs and Dean for Undergraduate Studies, the Associate Provost for Academic Affairs and Dean of the Graduate School, and the Dean of Libraries.
- 6.8.b Quorum: A quorum of the Programs, Curricula, and Courses Committee shall be nine (9) voting members.
- 6.8.c Charge: The committee shall formulate, review, and make recommendations to the Senate concerning policies related both (1) to the establishment, modification, or discontinuance of academic programs, curricula, and courses; and (2) to the establishment, reorganization, or abolition of colleges, schools, academic departments, or other units that offer credit-bearing programs of instruction or regularly offer courses for credit.
- 6.8.d Charge: The committee shall review and make recommendations to the Senate in at least the areas designated by (1) through (3) below. Recommendations in these areas are not subject to amendment on the Senate floor unless a detailed objection describing the area of concern has been filed with the Office of the University Senate at least forty-eight (48) hours prior to the meeting at which the recommendations will be introduced. The committee will announce proposed recommendations to the campus community sufficiently in advance of the meeting at which they are to be considered so as to allow time for concerned parties to file their objections.
- (1) All proposals for the establishment of a new academic program, for the discontinuance of an existing academic program, for the merger or splitting of existing academic programs, or for the renaming of an existing academic program;
 - (2) All proposals for the creation, abolition, merger, splitting, or change of name of Colleges, Schools, departments of instruction, or other units that offer credit-bearing programs of instruction or regularly offer courses for credit; and
 - (3) All proposals to reassign existing units or programs to other units or programs.
- 6.8.e Charge: The committee shall review and shall directly advise the Office of Academic Planning and Programs concerning proposals to modify the curricula of existing academic programs, or to establish citation programs consistent with College rules approved by the Senate. The committee shall inform the Senate of its actions in these cases.
- 6.8.f Charge: The committee shall review, establish, and advise the Vice President's Advisory Committee concerning policies for adding, deleting, or modifying academic courses.
- 6.8.g Charge: The committee shall be especially concerned with the thoroughness and soundness of all proposals, and shall evaluate each according to the mission of the University, the justification for the proposed action, the availability of resources, the appropriateness of the sponsoring group, and the proposal's conformity with existing regulations. The committee shall be informed of any recommendations made by the Academic Planning Advisory Committee concerning resource issues, the consistency of the proposed action with the University's mission and strategic directions, or both.

- 6.8.h Operation: The committee shall follow the procedures specified for standing committees in Article 5 above, with the exception of 5.3.b.
- 6.8.i Relation of the Programs, Curricula, and Courses Committee to the Office of the Senior Vice President and Provost.
- (1) The committee, in consultation with the Office of the Senior Vice President and Provost, shall determine the requirements for supporting documentation and the procedures for review for all proposals.
 - (2) The committee shall be informed by the Office of the Senior Vice President and Provost of all proposed modifications to existing programs and curricula. After consulting with the presiding officer of the committee, the Office of the Senior Vice President and Provost shall act on all minor changes that are not of a policy nature.
 - (3) The committee shall be informed by the Office of the Senior Vice President and Provost of all changes made pursuant to 6.8.i(2). The committee shall be informed by the Office of the Senior Vice President and Provost of all other changes in academic curricula whose approval has been specifically delegated to that office. In particular, this includes the approval to offer existing academic programs through distance education or at a new off-campus location.
- 6.8.j Relationship of the Programs, Curricula, and Courses Committee to the Graduate School: Proposals concerned with graduate programs and curricula shall receive the review specified by the Graduate School, in addition to the review of the Programs, Curricula, and Courses Committee. Any such proposal whose approval has been denied by the Graduate School shall not be considered by the committee.

6.9 Staff Affairs Committee:

- 6.9.a Membership: The committee shall consist of an appointed presiding officer; eight (8) staff members, with two (2) members from each of the elected staff categories; two (2) Category II contingent employees, with one exempt and one non-exempt to the extent of availability; one (1) faculty member; one (1) student; and one (1) representative each of the Senior Vice President and Provost, the Director of Human Resources, the Vice President and Chief Administrative Officer and the Vice President for Student Affairs. The three (3) elected University representatives to the Council of University System Staff (CUSS) shall serve as voting ex officio members; the alternate University representatives to the Council of University System Staff (CUSS) shall be non-voting ex officio members.
- 6.9.b Quorum: A quorum of the Staff Affairs Committee shall be nine (9) voting members.
- 6.9.c Charge: The committee shall formulate and continually review campus policies affecting staff members, including policies regarding periodic review of campus departments and administrators that employ staff members.
- 6.9.d Charge: The committee shall assist the Office of the University Senate in soliciting nominations and encouraging participation in elections of staff Senators as specified in Article 4.5 of the *Plan*.
- 6.9.e Charge: Staff Affairs shall assist the Committee on Committees and the Senate Executive Committee in identifying and recruiting staff representatives for campus and Senate committees, including system-wide activities involving staff.
- 6.9.f Charge: The committee shall administer the Council of University System Staff (CUSS) nomination and election process. Definitions of eligible staff shall be defined by the Board of Regents and CUSS.
- 6.9.g Charge: The committee shall actively promote and provide orientation and opportunities for staff involvement in shared governance at every administrative level.
- 6.9.h Charge: The committee shall facilitate the annual nomination process for the Board of Regents' Staff

6.10 Student Affairs Committee:

- 6.10.a Membership: The committee shall consist of an appointed presiding officer; eight (8) undergraduate students, of whom four (4) must be Senators; four (4) graduate students, of whom two (2) must be Senators; two (2) faculty members; two (2) staff members with one exempt and one non-exempt to the extent of availability; the President or a representative of the Student Government Association; the President or a representative of the Graduate Student Government; two (2) representatives of the Office of the Vice President for Student Affairs; and one (1) representative each from the Graduate School, and the Department of Resident Life.
- 6.10.b Quorum: A quorum of the Student Affairs Committee shall be ten (10) voting members.
- 6.10.c Charge: The committee shall formulate and continually review policies regarding all non-academic matters of student life including, but not limited to, student organizations, resident life, extracurricular activities, and student concerns in the campus community.
- 6.10.d Charge: The committee shall support the work of other Senate committees by assessing and communicating the student perspective on a range of issues affecting students, including matters outside the purview described in 6.10.c.
- 6.10.e Charge: The committee shall assist the Office of the University Senate and the Colleges and Schools as appropriate in soliciting nominations and encouraging participation in the election of student Senators.

6.11 Student Conduct Committee:

- 6.11.a Membership: The committee shall consist of an appointed presiding officer; four (4) faculty members; one (1) staff member; five (5) students, of whom at least three (3) must be undergraduate students and one (1) must be a graduate student; and the Director of the Office of Student Conduct, or a representative, as a non-voting ex officio member.
- 6.11.b Charge: The committee shall formulate and continually review recommendations concerning the rules and codes of student conduct, as well as means of enforcing those rules and codes.
- 6.11.c Charge: The committee acts as an appellate body for infractions of the approved Code of Student Conduct and Code of Academic Integrity. Procedures for the committee's operation in this role are to be developed and filed with the Office of Student Conduct and the Executive Secretary and Director of the Senate. The committee shall also confirm members of all judicial boards listed in the Code of Student Conduct, except conference and ad hoc boards.

**ARTICLE 7
SPECIAL COMMITTEE ON UNIVERSITY FINANCE**

7.1 Membership and Selection:

- 7.1.a Composition: The special committee shall consist of a presiding officer appointed by the Senate Chair from among the tenured faculty; five (5) tenured or tenure-track faculty members; one (1) professional track faculty member; one (1) exempt staff member; one (1) non-exempt staff member; two (2) undergraduate students; one (1) graduate student; the immediate Past Chair of the Senate; the Vice President for Finance and Chief Financial Officer; the Associate Vice President for Finance and Personnel, Academic Affairs; and the following persons or a representative of each: the President, and the Vice President for Student Affairs. The Senior Vice President and Provost shall also appoint a representative chosen from among current and former unit-level budget officers or former department chairs. All members of the special committee shall be voting members.
- 7.1.b Selection of Members: The regular membership of the special committee shall be selected by the elected members of the Senate Executive Committee. Following the May 7, 2019, Transition Meeting,

current Senators may nominate any member of the campus community. Nominees shall provide a statement indicating their interest in and qualifications for the special committee. Members of the Senate Executive Committee may not be nominated. Elected members of the Senate Executive Committee will vote by constituencies for members of the special committee. In the event of a tie, the Senate Chair will cast the deciding vote.

- 7.1.c Membership—Vacancies: After each Transition Meeting of the Senate, current Senators may nominate members of the campus community for any vacant seats. In the event of a vacancy during the academic year, members of the Senate Executive Committee from the respective constituency will select a replacement from the most recent list of nominees. If there are no interested nominees, a new nomination period will be opened and members of the Senate may submit nominations following the procedures in 7.1.b.
- 7.1.d Membership—Terms: Terms shall be four (4) years for faculty and staff, and one (1) year for students. Student members who wish to continue may be renewed up to two times. Terms shall begin on July 1, 2019.
- 7.2 Charge: The special committee shall exercise the following functions:
 - 7.2.a Develop a deep understanding of the University's budget and budgeting processes and use that knowledge to educate the campus community on these practices.
 - 7.2.b Consult with and advise the President, the Senior Vice President and Provost, and other University administrators on short- and long-term institutional priorities, particularly as they relate to the University's mission and Strategic Plan.
 - 7.2.c Advise Senate-related bodies—including committees, councils, and task forces—on the fiscal implications of any proposed recommendations under consideration.
 - 7.2.d Report to the Senate two times each year on the budgetary and fiscal condition of the University and the administration's response to any special committee recommendations.
 - 7.2.e Regularly report on its activities and the budgetary and fiscal condition of the University to the Senate Executive Committee.
- 7.3 Operations:
 - 7.3.a Agenda Determination: The special committee shall have principal responsibility for identifying matters of present and potential concern to the campus community within its area of responsibility. The presiding officer shall place such matters on the agenda of the committee. Agendas shall be made publicly available prior to each meeting.
 - 7.3.b Meetings: The special committee shall meet as frequently as is needed to accomplish its charge, but at least monthly throughout the academic year. Additional meetings may be required over the summer months to accommodate the University's budgeting processes. Given the sensitive nature of the special committee's work, meetings will be closed to all but members and invited guests.
 - 7.3.c Minutes: Minutes of the special committee's proceedings shall be kept.
 - 7.3.d Procedure: The version of *Robert's Rules of Order* that shall govern the special committee shall be *Robert's Rules of Order for Small Committees, Newly Revised*. The special committee shall determine how technology, such as phone and video conferencing and other electronic methods of participation, can be used for its purposes. The special committee may choose to conduct votes via email, and shall agree on any other mechanisms for conducting business outside of meetings, when necessary.
 - 7.3.e Quorum: Quorum shall be a majority of the members of the special committee.
 - 7.3.f Guests: The special committee may invite guests to participate in its meetings if it is deemed necessary.

7.4 Dissolution:

- 7.4.a The special committee shall be dissolved following the adjournment of the last regular Senate meeting of the 2022-2023 academic year, at which time the provisions in this article will become inoperative.

ARTICLE 8 UNIVERSITY COUNCILS

- 8.1 **Definition:** University Councils are established by Article 8.6 of the *Plan* to exercise an integrated advisory role over specified campus units and their associated activities. University Councils are jointly sponsored by the University Senate and the Office of the President or Provost (as appropriate). University Councils may be assigned reporting responsibilities to any member(s) of the College Park administration at the dean level or above (hereafter referred to as the "designated administrative officer").
- 8.2 **Creation of University Councils:** Proposals to create a University Council shall be evaluated by a task force appointed jointly by the Senate Executive Committee and the designated administrative officer to whom the new Council would report. Following its deliberations, this task force shall present a report (hereafter referred to as the "Task Force Report") to the Senate, the designated administrative officer, and the director of the unit whose activities are the focus of the Council. The Task Force Report shall indicate the specifications that define the working relationship among the Senate, the designated administrative officer, and the director. The Task Force Report shall include at least the following: the scope and purpose of the new Council; a review of the current committees and advisory relationships to be superseded by the proposed Council; identification of the designated administrative officer and unit director to whom the Council reports; the charge to the Council; the size, composition, and appointment process of members of the Council; the Council's relationship to the Senate, the designated administrative officer, and the director including the responsibilities of these three sponsors to the Council and the responsibilities of the Council to these three sponsors; and principles for operation of the Council. The Task Force Report shall be reviewed by the Executive Committee, approved by the designated administrative officer, and then approved by the Senate. At the same time, the Senate shall approve appropriate revisions in its *Bylaws* to incorporate the Council into its council structure as defined in Article 8 of these *Bylaws*. The Task Force Report, as approved, shall be preserved with official Senate documents, serving as a record of the original agreements establishing the Council.
- 8.3 **Specifications in Senate Bylaws:** For each Council, Senate Bylaws shall: state its name; specify its responsibilities to the Senate; define its membership, including any voting privileges of ex officio members; and identify any exceptions or additions to the provisions of this Article particular to the Council.
- 8.4 **Basic Charge:**
- 8.4.a The Council's responsibilities to the University Senate shall include those specified for Senate committees in Article 5.2 of these *Bylaws*. In addition, each Council shall:
- (1) Sponsor hearings, as appropriate, on issues within its purview that are of concern to the Senate and the campus community.
 - (2) Provide a mechanism for communication with the campus community on major issues facing the unit and its activities.
 - (3) Respond to charges sent to the Council by the Senate Executive Committee in accordance with Article 4.7.
 - (4) Provide an annual written report to the Senate on the Council's activities including the status of unresolved issues.
- 8.4.b Responsibilities to the designated administrative officer shall be specified in the Task Force Report and may include:
- (1) To advise on the unit's budget, space, and other material resources, in addition to personnel,

staffing and other human resources.

- (2) To advise on the unit's administrative policies and practices.
- (3) To advise on the charges to be given to periodic internal and external review committees.
- (4) To respond to requests for review, analysis, and advice from the designated administrative officer.
- (5) To meet at least annually with the designated administrative officer to review the major issues facing the unit and its activities on campus.
- (6) To fulfill such other responsibilities as specified in the Task Force Report.

8.4.c Responsibilities to the unit's director shall be specified in the Task Force Report and may include:

- (1) To advise on the needs and concerns of the campus community.
- (2) To advise on opportunities, policies, and practices related to the unit's ongoing operations.
- (3) To review and advise on unit reports, studies, and proposed initiatives.
- (4) To respond to requests for review, analysis, and advice made by the director.
- (5) To meet at least annually with the director to review the major issues facing the unit and its activities on campus.
- (6) To fulfill such other responsibilities as specified in the Task Force Report.

8.5 Membership and Appointment to University Councils:

- 8.5.a Membership: Councils shall have nine (9) to thirteen (13) members as specified in the appropriate subsection of Article 9 of these *Bylaws*. In addition, each Council shall include an ex officio member designated by the administrative officer, and such other ex officio members as specified in Article 5.5.d of these *Bylaws*. These ex officio members shall have voice but no vote.
- 8.5.b Appointment: Representatives of the designated administrative officer's office and the University Senate shall agree on nominees for vacancies on the Council. These nominations shall be submitted to the designated administrative officer for approval. In addition, these nominations shall be submitted to the University Senate for approval, or for election if specified in the Council's governing documents. In exercising its powers of appointment to the Council, the Senate shall follow procedures for review and approval for Senate committee appointments specified in Article 5.5.e of these *Bylaws*.
- 8.5.c Terms: Rules governing beginning date and length of terms, and restrictions on reappointment shall be specified in the governing documents of each Council. The presiding officer shall serve a three (3) year term and cannot be reappointed, unless otherwise specified in the governing documents of the Council.
- 8.5.d Appointment of Presiding Officer: The designated administrative officer and the Senate Chair shall reach an agreement on a presiding officer, and the joint choice shall be submitted to the Senate for approval. If the presiding officer is selected from among the membership of the Council, a replacement shall be appointed to the vacated seat.

8.6 Operational Relationship of University Councils to Sponsors:

- 8.6.a The Office of the University Senate shall provide basic support for the activities of University Councils.
- 8.6.b The office of the designated administrative officer, through its ex officio University Council member,

shall provide administrative support and serve as a liaison to other administrative units as required.

- 8.6.c The unit director shall provide the University Council with internal data, reports, studies, and any other materials required to support the Council's work. In addition, the director shall also arrange for unit staff to appear before the committee as requested.
- 8.6.d Control of the University Council's agenda shall be the responsibility of the presiding officer of the University Council and the voting members of the University Council in accordance with procedures for standing committees provided in Article 5.3.a, subject to the charges provided in Article 8.4 of these *Bylaws*, the appropriate subsection of Article 9 of these *Bylaws*, and the approved Task Force Report governing the University Council.
- 8.6.e Each University Council shall develop its own bylaws, which must be approved by the designated administrative officer and by the Senate.
- 8.6.f In addition to the required annual report, the presiding officer shall keep the Executive Secretary and Director and the Chair of the Senate informed of the major issues before the University Council and shall indicate when action or information items are likely to be forwarded for Senate consideration. In submitting recommendations for Senate action, the University Council shall inform the unit director and the designated administrative officer in advance of its recommendations. For purposes of conducting Senate business, reports from the University Council and floor privileges of the Senate shall be managed in the same manner as standing committees of the Senate defined in these *Bylaws* (3.3.c, 4.4.b). In the case where the presiding officer of the University Council is not a member of the Senate, they may report to the Senate and participate in the deliberations of the Senate subject to the provisions of Article 3.3.c of these *Bylaws*.

8.7 Review of University Councils:

- 8.7.a Five (5) years after a University Council is formed, a review of the University Council shall be undertaken jointly by the Senate and administration, and a written report issued. The review may recommend continuation of the University Council in its original form and mode of operation, modification of the University Council structure and/or operations, or discontinuance of the University Council.
- 8.7.b Following the initial review, the University Council and its operations shall be reviewed in conjunction with the periodic review of the *Plan*.

ARTICLE 9 UNIVERSITY COUNCIL SPECIFICATIONS

9.1 University Library Council

- 9.1.a **Charge:** The University Library Council has the responsibility to provide advice and to report on policy issues concerning the University Libraries to the University Senate, to the Senior Vice President and Provost, and to the Dean of Libraries (see Appendix 1 for additional responsibilities and the Library Council's Bylaws).
- 9.1.b **Membership:** The Library Council shall consist of thirteen (13) appointed members and four (4) ex officio members. The appointed members shall be: the Chair, ten (10) faculty members including at least one (1) member of the library faculty, one (1) graduate student, and one (1) undergraduate student. The four (4) ex officio members shall be a representative of the Office of the Senior Vice President and Provost, a representative of the Office of the Dean of Libraries, a representative of the Division of Information Technology, and the Chair-Elect of the Senate.
- 9.1.c The Chair shall be a tenured faculty member.
- 9.1.d **Reporting Responsibilities:** The University Library Council shall report to the University Senate and the Senior Vice President and Provost under the terms of responsibility defined in Article 8.4 of these

9.2 University Research Council:

- 9.2.a Charge: In addition to the charges specified in Articles 5.2 and 8.4 of these *Bylaws*, the Research Council shall be governed by the following: The Research Council is charged to formulate and continually review policies regarding research, its funding, its relation to graduate and undergraduate academic degree programs, and its service to the community. Also, the Research Council is charged to review the research needs of faculty, other researchers and students, and to make recommendations to facilitate the research process and productivity of the University. Further, the Research Council shall formulate and continually review policies on the establishment, naming, reorganization, or abolition of bureaus, centers, or institutes that do not offer programs of instruction or regularly offer courses for credit, including their relationship to graduate and undergraduate academic programs. Additionally, when it perceives problems, the Research Council has the power to undertake investigative studies and recommend solutions.
- 9.2.b Membership: The University Research Council shall consist of thirteen (13) appointed members and ten (10) ex officio members. The appointed members shall be the Chair and eight (8) faculty members; one (1) staff member; and three (3) students, including at least one (1) graduate and one (1) undergraduate student. Eight (8) voting ex officio members include a representative of the Vice President for Research, a representative of the Dean of the Graduate School, a representative of the Dean of Undergraduate Studies, the Director of the Office of Research Administration and Advancement, the Chair of the Intellectual Property (IP) Committee and, and the Chairs of the subcommittees of the University Research Council. A representative of the President and a representative of the Senior Vice President and Provost shall serve as non-voting ex-officio members.
- 9.2.c The Chair shall be a tenured faculty member.
- 9.2.d Reporting Responsibilities: The University Research Council shall report to the University Senate and the Vice President for Research under the terms of responsibility defined in Article 8.4 of these *Bylaws* and the report establishing the University Research Council.

9.3 University IT Council:

- 9.3.a Charge: The IT Council shall advise and report on policy issues concerning the Division of Information Technology to the University Senate and the Vice President for Information Technology and CIO. In addition to such responsibilities as are enumerated in Article 8 of these *Bylaws*, and as articulated in the Bylaws of the University IT Council (see Appendix 3), the IT Council shall:
- 1) Respond to requests from the Division of Information Technology, extra-divisional advisory bodies (such as the Council of Deans or the Campus Student Technology Advisory Fee Committee), the University Senate, or other campus stakeholders for guidance on IT policy and implementation.
 - 2) Advise on the Division of Information Technology's budget, material resources, personnel, staffing and human resources, and administrative policies and practices.
 - 3) Investigate matters concerning the Division of Information Technology and recommend solutions to the University Senate, the Vice President for Information Technology and CIO, or the general campus community.
 - 4) Advise on IT planning, including strategic and other major planning for information technology operation and development.
 - 5) Advise on policy recommendations related to campus technology facilities, equipment, software, and services.

- 9.3.b Membership: The IT Council shall consist of up to thirteen appointed members, and additional non-voting ex-officio members. The appointed members shall be: the chair, one staff member, one undergraduate student, one graduate student, one professional track faculty member, one tenured faculty member, and the chairs of the IT Council Working Groups. The non-voting ex-officio members shall include a representative from the University Libraries; a representative from the Office of the Provost; a representative from the Information Technology Advisory Committee; and the Vice President for Information Technology and CIO. Additional non-voting ex-officio members may be appointed as needed, by agreement between the Vice President for Information Technology and CIO and the Senate Executive Committee.
- 9.3.c The chair of the IT Council shall be appointed by the Vice President for Information Technology and CIO and the Senate, as described in 8.5 of these *Bylaws*. The chair will serve a three-year term.
- 9.3.d Working Groups: The IT Council may create up to seven Working Groups. These groups should carry out research and make recommendations on IT issues, and work with the appropriate Division of Information Technology staff member appointed by the Vice President for Information Technology and CIO. The specific responsibilities of each Working Group shall be described in the Bylaws of the University IT Council. The chair of each Working Group shall be appointed by the Vice President for Information Technology and CIO and the Senate and shall serve a two-year term.
- 9.3.e Reporting Responsibilities: The IT Council shall report to the Vice President for Information Technology and CIO and to the University Senate under the terms of responsibility defined in Article 8.4 of these *Bylaws*.

ARTICLE 10 THE ATHLETIC COUNCIL

10.1 The Athletic Council

- 10.1.a The Athletic Council exists to help the University develop and maintain the best possible intercollegiate athletic program consistent with the academic integrity of the institution and the academic and social development of student athletes. The Athletic Council shall operate in accordance with its charter (Appendix 4), which shall specify its role, scope, responsibilities, leadership, and membership. Changes to the charter shall be approved by the President of the University.
- 10.1.b Membership: The charter designates its membership. The membership of the Athletic Council elected by the Senate includes:
- 1) Seven faculty members elected by the Senate at the annual Transition Meeting. Elected faculty representatives shall serve for a three-year term, and faculty who have served a full term shall for a period of one year be ineligible for re-election. The Senate should make very effort to assure diversity among the candidates for election to the Council.
 - 2) One staff member elected by the Senate at the annual Transition Meeting for a three-year term. A staff member who has served a full term shall for a period of one year be ineligible for re-election.
 - 3) The Chair of the Senate Campus Affairs Committee, or a faculty member designated by the Committee, shall serve as an ex-officio member.
- 10.1.c Relationship between the Senate and the Athletic Council:
- 1) The Council in cooperation with the Athletic Director shall submit an annual report to the Senate on the status of intercollegiate athletics at the University. This report shall at least include an analysis of admissions, academic performance, class attendance, major selection, graduation rates, budget performance, and compliance with NCAA, Conference, and campus rules.

- 2) The Council shall inform the Senate for its review of any proposed amendments to the Council's charter.

**ARTICLE 11
DUTIES OF THE EXECUTIVE SECRETARY AND DIRECTOR**

- 11.1 The Executive Secretary and Director of the Senate shall be responsible for the minutes and audio recordings of all Senate meetings.
- 11.1.a The minutes shall include actions and business transacted, at a minimum. They shall be submitted to the Senate for approval. Copies of the approved minutes shall be made available to all chief administrative officers of Colleges, Schools, departments, and other units, and to the campus news media.
- 11.1.b A complete audio recording shall be made of each meeting and shall be maintained by the Office of the University Senate. In accordance with the University's Records Retention and Disposal Schedule, a copy of each audio recording, excluding only those parts recorded during closed sessions, shall be placed with the minutes in the University Archives for open access.
- 11.2 The Executive Secretary and Director shall also maintain the following kinds of Senate records (see Article 4.8):
- (1) All material distributed to Senate members;
 - (2) All material received by or distributed to members of the Executive Committee;
 - (3) Any minutes of the Senate or the Executive Committee not otherwise included under (1) and (2);
 - (4) Annual reports of all committees of the Senate not otherwise included under (1) and (2);
 - (5) The audio records of Senate meetings;
 - (6) The current and all previous versions of the *Plan* and the *Bylaws*;
 - (7) Articles concerned with Senate structure and operation from campus and University publications as they come to the attention of the Executive Secretary and Director; and
 - (8) Other items deemed appropriate by the Executive Secretary and Director or the Chair of the Senate.
- 11.3 The Executive Secretary and Director shall store inactive records of the Senate in the University Archives.
- 11.4 The Executive Secretary and Director shall be responsible for the preparation of the Senate budget in accordance with Article 4.6.
- 11.5 The Executive Secretary and Director shall ensure that a directory of the membership of the new Senate indicating for each member the constituency, term, unit, and email address is made available on the Senate website following the annual transition of the Senate.
- 11.6 The Executive Secretary and Director shall ensure that contact information for all Senate officers and of all presiding officers of all Senate committees is made available on the Senate website for all members of the campus community.
- 11.7 The Executive Secretary and Director will normally provide a copy of the agenda and supporting material one week in advance of each Senate meeting.
- 11.8 The Executive Secretary and Director shall prepare for the members of the Senate and its Executive Committee, as appropriate, all agendas, minutes, reports, and other documents, with the exception of

proposals relating to the Programs, Curricula, and Courses (PCC) Committee. Nonetheless, the Executive Secretary and Director shall be responsible for the distribution of all items of Senate business, and to other such committees as necessary.

- 11.9 The Executive Secretary and Director shall inform the Executive Committee of the status of all members of the Senate in accordance with the *Plan* (Article 3.4.a(3-4), 3.4.b(3-4), and 3.7) and these *Bylaws* (Articles 2.2, 4.1, 5.5, and 5.6).
- 11.10 The Executive Secretary and Director shall have the privilege of attending the meetings of all standing committees and ad hoc committees of the Senate to assist in the coordination of Senate business.
- 11.11 The Executive Secretary and Director shall provide information or assistance as requested for revision of the undergraduate catalog.

ARTICLE 12 ANNUAL TRANSITION OF THE SENATE

12.1 Preparation for Transition:

- 12.1.a By no later than the scheduled December meeting of the Senate, the Committee on Committees shall present to the Senate eight (8) nominees from among outgoing Senate members to serve on the Nominations Committee. The nominees shall include four (4) faculty members, one (1) exempt staff member, one (1) non-exempt staff member, one (1) graduate student, and one (1) undergraduate student. Further nominations shall not be accepted from the floor of the Senate. The Senate, as a body, shall approve the slate of nominees to serve on the Nominations Committee. The Chair-Elect of the Senate shall serve as a non-voting, ex officio member of the Nominations Committee. The Nominations Committee shall elect its own Chair from within the membership of the committee.
- 12.1.b The Nominations Committee shall solicit nominations from the membership of the Senate and shall present to the Chair of the Senate by April 15:
 - (1) A slate of at least two (2) candidates per seat from each constituency for elected membership on the Executive Committee, including those incumbent elected members who are eligible and willing to stand for reelection,
 - (2) Slates of candidates to replace the outgoing members of the Committee on Committees, the Campus Transportation Advisory Committee (CTAC), the University Athletic Council, and the Council of University System Faculty (CUSF), and any other committees as required by these *Bylaws*, including at least one (1) nominee for each position to be filled, and
 - (3) A minimum of two (2) candidates for the office of Chair-Elect.

Before reporting to the Chair of the Senate, the Nominations Committee shall secure the consent of all candidates in writing.

- 12.1.c A brief statement of each candidate's qualifications shall be sent to the voting membership of the incoming Senate ten (10) working days before the Transition Meeting of the Senate. Any further nominations made by members of the Senate and accompanied by a brief supporting statement and the consent of the candidate must be received by the Executive Secretary and Director at least twelve (12) working days before the Transition Meeting. These additional nominations shall be sent to the voting membership of the incoming Senate ten (10) working days before the Transition Meeting.

12.2 Transition Elections:

- 12.2.a Election of the Chair-Elect shall occur as provided for in section 5.7.a of the *Plan*.
- 12.2.b The election of members of the Executive Committee, Committee on Committees, Campus Transportation Advisory Committee (CTAC), Athletic Council, Council of University System Faculty

(CUSF), and such other persons elected by the members of the Senate, shall be held after the election of the Chair-Elect.

- (1) Nominations for each of these committees and councils may be submitted in accordance with Article 12.1 above.
- (2) Nominations may also be received from the floor by the Chair at the Transition Meeting. Any such nomination is contingent on the consent of the candidate, which must have been secured beforehand in writing if the nomination is made in the absence of the candidate.
- (3) In the event of a tie vote in the election for members of the Executive Committee or the Committee on Committees, a ballot will be distributed to each Senator in the appropriate constituency. The election to break the tie should end one (1) week from the start date.

12.3 Transition of the Senate:

- 12.3.a The new Senate session will begin at the Transition Meeting, which will be the last regularly scheduled meeting of the Spring semester.
- 12.3.b Newly elected Senators will be inducted at the Transition Meeting. Terms of office of newly elected Senators will begin, and the terms of the outgoing Senators will end, during the Transition Meeting.
- 12.3.c The outgoing Chair will pass the gavel to the previous Chair-Elect, who will assume the Chair role.
- 12.3.d The elected members of the outgoing Executive Committee and the Committee on Committees shall continue to serve until new members are elected.
- 12.3.e After the conclusion of the Transition Meeting, any vacancies on standing committees will be filled by the new Committee on Committees, subject to the approval of the Executive Committee and pending confirmation by the full Senate at its next regularly scheduled meeting.

APPENDIX 1
BYLAWS OF THE UNIVERSITY LIBRARY COUNCIL

1. **Charge to the Library Council:** The University Library Council has the responsibility to provide advice about policy issues concerning the University Libraries to the University Senate, to the Senior Vice President and Provost, and to the Dean of Libraries.

A. The Council's Responsibilities to the University Senate:

- (1) Make recommendations for major changes and improvements in policies, operations, and services of the Libraries that represent the concerns and interests of Senate constituencies as well as other users of the Libraries. Such recommendations should specify the resource implications. Reports and recommendations to the University Senate shall be submitted to the Senate Executive Committee for placement on the agenda of the University Senate in the same manner as reports from the Senate's standing committees. It is expected that the Library Council will also inform the Senior Vice President and Provost in advance of these legislative recommendations. In addition to the mandatory annual report, the Chair of the Library Council shall keep the Chair of the Senate informed of the major issues before the Library Council and shall indicate when action or information items are likely to be forwarded for Senate consideration.
- (2) Respond to charges sent to the Library Council by the Senate Executive Committee.
- (3) Provide an annual written report of the Library Council's activities, including the status of recommendations made by the Library Council each year, and of unresolved issues before the Library Council.

B. The Library Council's Responsibilities to the Senior Vice President and Provost:

- (1) Advise on the Libraries' budget, space, personnel and staffing, and other resources. It is expected that the Senior Vice President and Provost will consult the Library Council before undertaking major reviews of the Libraries with APAC and before preparing the annual budget for the Libraries.
- (2) Advise on the Libraries' administrative policies and practices.
- (3) Advise on the charges to be given to the committees to review the Dean of Libraries and to conduct the unit review of the University Libraries based on University policy
- (4) Advise on matters concerning the Libraries in conjunction with accreditation review and strategic planning.
- (5) Respond to requests for review, analysis, and advice made by the Senior Vice President and Provost.
- (6) Meet at least annually with the Senior Vice President and Provost to review the major issues facing the Libraries and its activities on campus.
- (7) The Library Council is responsible for informing the Senior Vice President and Provost of pending reports and recommendations to the University Senate.

C. The Library Council's Responsibilities to the Dean of Libraries:

- (1) Advise on the needs and concerns of diverse constituencies within the campus community with respect to Library policies, services, and new resources and technology.
- (2) Advise on strategies to involve Library users in the initiation, evaluation, and integration of new Library policies, practices, procedures, and technology. Such strategies might include forums for the discussion of changes, workshops for adjusting to new technologies, and ongoing programs of Library education.
- (3) Advise on operations, policies and new opportunities.
- (4) Advise on Library planning including strategic planning and other major plans for Library operation and development.

- (5) Review and advise on the Libraries' reports, studies, and proposed initiatives that have significant long-term resource implications for the Libraries.
- (6) Hold at least one (1) meeting each year at which the Dean shall review major issues and plans, summarized in a State of the Libraries report distributed in advance to the Library Council.
- (7) It is expected that the Library Council will adopt a broad campus perspective and that the Dean of the Libraries will inform the Library Council of the University Libraries' needs and concerns and seek advice about major modifications of policies and operations affecting the campus community.

D. To Fulfill Its Responsibilities, the Library Council May:

- (1) Undertake investigative studies in matters concerning the University Libraries and recommend solutions to the University Senate, the Senior Vice President and Provost, the Dean of Libraries, or the general campus community.
- (2) Conduct open hearings on major issues concerning the University Libraries and their activities.
- (3) Communicate directly with the campus community on concerns related to support for, policies of, and services provided by the University Libraries.

2. **Composition of the Library Council:** The Library Council shall consist of thirteen (13) appointed members and four (4) ex officio members. The appointed members shall be: the Chair, ten (10) faculty members including at least one (1) member of the Library faculty, one (1) graduate student, and one (1) undergraduate student. The four (1) ex officio members shall be a representative of the Office of the Senior Vice President and Provost, a representative of the Dean of the Libraries Office, a representative of the Division of Information Technology, and the Chair-Elect of the Senate.

A. Tenure in Office:

- (1) The Library Council Chair should be a tenured faculty member appointed for a single three-year term. Normally, the Chair shall have served as a member of the Library Council. If the Chair is serving as a regular member of the Library Council at the time of appointment, a new member shall be appointed to serve the remainder of the term the Chair has vacated. The Senior Vice President and Provost and the Senate Executive Committee shall reach an agreement on the Library Council Chair, and the joint choice shall be submitted to the University Senate for its approval.
- (2) The remaining ten (10) faculty members shall be appointed for staggered two-year terms. No faculty member shall serve more than two (2) terms consecutively. For this purpose, members who have served more than a year should be considered to have served a full term.
- (3) The two (2) student members shall be appointed for one-year terms. No student member should serve more than two (2) terms consecutively. For this purpose, student members who have served more than half their term should be considered to have served a full term.
- (4) The Office of the Senior Vice President and Provost will appoint a member of the Provost's staff as an ex officio member of the Library Council who will have voice but not vote.
- (5) The Dean of Libraries' Office will appoint an upper-level member of the Libraries' administrative staff as an ex officio member of the Library Council who will have voice but no vote.
- (6) The Vice President for Information Technology and Chief Information Officer (CIO) will appoint a member of the Division of Information Technology's staff as an ex officio member of the Library Council who will have voice but no vote.
- (7) The Chair-Elect of the Senate shall serve as an ex officio member of the Library Council who will have voice but no vote.

- B. Qualifications of Library Council Members:** Successful operation of the Library Council requires that the members of the Library Council understand the nature of the Libraries and represent the best interests of the campus as well as the particular interests of their specific constituencies.
1. The Library Council members should be chosen from people who can bring a campus-wide perspective to their deliberations on Library matters and who have shown interest and willingness to foster a good working relationship between the Libraries and their users.
 2. Library Council members should be selected to represent as broad a range of campus disciplines and interests as possible. Faculty members should include representatives from both the professional and arts and sciences colleges, and within these constituencies, representatives of the arts and humanities, social sciences, and physical and biological sciences.
- C. The Appointment Process:** In the spring of each year, the Chair of the University Library Council shall notify the representative of the Office of the Senior Vice President and Provost and the Chair-Elect of the Senate of the appointments required for the following academic year. The representative of the Office of the Senior Vice President and Provost and the Chair-Elect of the Senate shall draw up a slate of nominees who will agree to serve, and the slate will be submitted to the Senior Vice President and Provost and the Committee on Committees for approval. The list of nominees for Library Council membership shall be submitted to the University Senate for approval. Ordinarily, the slate will be presented at the same Senate meeting at which other committee slates are approved. Dates of appointment and beginning of terms shall correspond with those of Senate committees. Replacement of Library Council members will take place through the same consultative process as the initial appointment, with submission of names to the Senate occurring as needed.
- 3. Operation of the Library Council:** Effective and efficient Library Council operation will require adequate support and full cooperation among the Senate, the Senior Vice President and Provost, the Dean, and their offices.
- A. The Office of the University Senate or its designee will provide normal committee support to the Council, including maintaining mailing lists, reproducing Library Council documents, keeping a copy of Library Council minutes, maintaining files for the Library Council, and arranging meeting rooms.
 - B. The Office of the Senior Vice President and Provost, through its ex officio Library Council member, will provide liaison to other administrative units, such as the Office of Institutional Research, Planning and Assessment, for their reports, data, or assistance. The Office of the University Senate will also provide website space for the Library Council.
 - C. The Dean of the Libraries will provide the Library Council with internal data, reports, studies, etc. as needed to support the Library Council's work. The Dean will also arrange for unit staff to present testimony concerning such reports as the Library Council finds useful in carrying out its responsibilities. The Dean's assistance to the committee shall also include providing the Library Council members with the opportunity to attend an appropriate orientation session dealing with the Libraries.
 - D. Control of the Library Council's agenda will be the responsibility of the Library Council Chair and the voting members of the Library Council.
 - E. While being responsive to the needs of the Senior Vice President and Provost and the Senate in a timely manner is necessary, the sponsoring parties and the Dean of the Libraries must not attempt to micro-manage the ongoing operation of the Library Council. In turn the Library Council must not attempt to micro manage the Libraries.
 - F. The Library Council shall meet as necessary, but in no case less than once per semester. Meetings may be called by the Chair. In addition, upon receiving a request of any three members of the Library Council, the Chair shall call a meeting. A majority of the voting members of the Library Council shall constitute a quorum for the conducting of official business of the Library Council.
- 4. Operational Relationship of the Library Council to its Sponsors:**
- A. For purposes of University Senate action, a Library Council created through Senate action will appear in essentially the same role as a standing committee of the University Senate.

- B. The Chair may present reports and recommendations to the Senate but will not have a vote in Senate proceedings, unless he or she is a member of the Senate.
 - C. Since the committees of the Senior Vice President and Provost range widely in form and function, and do not operate under a formal plan of organization and bylaws, there is no need to specify the Library Council's standing in the same fashion. For other purposes, such as APAC review of the Unit, the Library Council might be consulted like a College Advisory Council (that colleges will have under the shared governance plan) could be.
 - D. The Dean of Libraries will ordinarily meet with the Library Council and have a voice in its deliberations. Since one of the three main functions of the Library Council is to advise the Dean, the Dean shall not formally be a member of the Library Council. On formal reports and recommendations of the Library Council to the University Senate or to the Senior Vice President and Provost, the Dean of the Libraries may send a separate memorandum to the Senate or the Senior Vice President and Provost, as appropriate, supporting or opposing the report or the recommendations, and providing rationale for the Dean's position.
5. **Review of the Library Council:** The Library Council and its operations will be reviewed in conjunction with the periodic review of the Senate and the *Plan*.

APPENDIX 2
BYLAWS OF THE UNIVERSITY RESEARCH COUNCIL
{To be inserted once available}

APPENDIX 3
BYLAWS OF THE UNIVERSITY IT COUNCIL

1. **Charge to the University Information Technology (IT) Council:** The IT Council has the responsibility to facilitate alignment of vision, priorities, and pace of IT investments and to recommend IT policies to the University Senate and administration. The IT Council is supported by Working Groups, which facilitate campus-wide communication related to IT matters.
- A. The Council's Responsibilities to the University Senate:**
- 1) Advise on strategic issues involving the University's use of IT, information security, access, retrieval and content stewardship, and telecommunication and knowledge dissemination.
 - 2) Bring IT initiatives and proposals to the Senate for consideration and review.
 - 3) Keep the Senate informed of strategic IT matters through periodic updates.
 - 4) Respond to charges sent to the IT Council by the Senate Executive Committee.
 - 5) Provide an annual written report of the IT Council's activities.
- B. The IT Council's Responsibilities to the Vice President for Information Technology and Chief Information Officer (CIO):**
- 1) Advise on policy recommendations related to campus technology facilities, equipment, software, and services - particularly in the areas of computing (both academic and administrative), networking, and telecommunications.
 - 2) Advise on IT planning, including strategic and other major planning for information technology operation and development.

- 3) Advise on the Division of Information Technology's budget, space, and other material resources, in addition to personnel, staffing and other human resources.
- 4) Advise on the Division of Information Technology's administrative policies and practices.
- 5) Respond to requests for review, analysis, and advice made by the Vice President for Information Technology and CIO.

C. The IT Council's Responsibilities to the Deans, the Campus Student Technology Advisory Fee Committee, and the Campus Community:

- 1) Ensure the distribution of information concerning available campus technology services and how they might be best used to serve the campus community.
- 2) Seek input from current and prospective users concerning types of technology services the campus can provide.
- 3) Respond to input from current users concerning the quality of campus technology services.

D. To Fulfill Its Responsibilities, the IT Council May:

- 1) Investigate matters concerning the Division of Information Technology and recommend solutions to the University Senate, the Vice President for Information Technology and CIO, or the general campus community.
- 2) Conduct open hearings on major issues concerning the Division of Information Technology and its activities.
- 3) Communicate directly with the campus community on concerns related to the Division of Information Technology's services and policies.

2. **Organizational Structure of the IT Council:** The IT Council shall include five standing Working Groups, each of which will have a chair.
3. **Composition of the IT Council:** The IT Council shall consist of eleven appointed members and additional non-voting ex-officio members. The appointed members shall be: the chair, one staff member, one undergraduate student, one graduate student, one professional track faculty member, one tenured faculty member, and the chairs of the five IT Council Working Groups. The non-voting ex-officio members shall be a representative from the University Libraries; a representative from the Office of the Provost; a representative from the Information Technology Advisory Committee (ITAC); and the Vice President for Information Technology and CIO. Additional non-voting ex-officio members may be appointed as needed, by agreement between the Vice President for Information Technology and CIO and the Senate Executive Committee.

A. Tenure in Office:

- 1) The IT Council chair should be a tenured faculty member, and is appointed for a single, three-year term. Normally, the chair shall have served as a member of the IT Council. If the chair is serving as a regular member of the IT Council at the time of appointment, a new member shall be appointed to serve the remainder of the term the chair has vacated. The Vice President for Information Technology and CIO and the Senate Chair shall reach an agreement on the IT Council chair, and the joint choice shall be submitted to the University Senate for its approval.
- 2) The five Working Group chairs shall be appointed for staggered two-year terms. No working group chair shall serve more than two terms consecutively. For this purpose, members who have served more than a year should be considered to have served a full term.

- 3) The two faculty members (professional track and tenured) shall be appointed for two-year terms. No faculty member shall serve more than two terms consecutively. For this purpose, members who have served more than a year should be considered to have served a full term.
- 4) The staff member shall be appointed for a two-year term. No staff member shall serve more than two terms consecutively. For this purpose, members who have served more than a year should be considered to have served a full term.
- 5) The two student members shall be appointed for one-year terms. No student member should serve more than two terms consecutively. For this purpose, student members who have served more than half their term should be considered to have served a full term.
- 6) The Dean of the Libraries will appoint a representative from the University Libraries as a non-voting ex officio member of the IT Council.
- 7) The Provost will appoint a representative from the Office of the Provost as a non-voting ex-officio member of the IT Council.
- 8) The Information Technology Advisory Committee (ITAC) will appoint a representative from the committee as a non-voting ex-officio member of the IT Council.
- 9) The Vice President for Information Technology and CIO, or a designee, shall serve as a non-voting ex-officio member of the IT Council.

B. Qualifications of IT Council Members: Successful operation of the IT Council requires that its members understand the nature of the Division of Information Technology and represent the best interests of the campus as well as the particular interests of their specific constituencies.

- 1) IT Council members should be chosen from people who can bring a campus-wide perspective to their deliberations on IT matters and who have shown interest and willingness to foster a good working relationship between the Division of Information Technology and its users.
- 2) IT Council members should be selected to represent as broad a range of campus disciplines and interests as possible. Faculty members should include representatives from the various disciplines on campus ranging from the arts and humanities and social sciences to the physical and biological sciences and engineering.

C. The Appointment Process: In the spring of each year, the Senate Office shall notify the Vice President for Information Technology and CIO and the Chair of the Senate of the appointments required for the following academic year. The Vice President for Information Technology and CIO and the Chair of the Senate shall draw up a slate of nominees who will agree to serve, and the slate will be submitted to the Committee on Committees for approval. The final slate of nominees for IT Council membership shall be submitted to the University Senate for approval. Ordinarily, the slate will be presented at the same Senate meeting at which other committee slates are approved. Dates of appointment and beginning of terms shall correspond with those of Senate committees. Replacement of IT Council members will take place through the same consultative process as the initial appointment, with the submission of names to the Senate occurring as needed.

4. Operation of the IT Council

- A. The Division of Information Technology or its designee will provide normal committee support to the Council, including maintaining mailing lists, reproducing IT Council documents, keeping IT Council minutes and agendas on an IT governance website, and arranging meeting rooms.

- B. Control of the IT Council's agenda will be the responsibility of the IT Council chair and the voting members of the IT Council.
 - C. While being responsive to the needs of the Vice President for Information Technology and CIO and the Senate in a timely manner is necessary, the Working Groups and the sponsoring parties - as well as the Deans, the Campus Student Technology Fee Advisory Committee, and the campus community - must not attempt to micro-manage the ongoing operation of the IT Council. In turn, the IT Council must not attempt to micro-manage the Division of Information Technology.
 - D. The IT Council should typically meet once every month and shall meet at least once per semester. Meetings will be scheduled by Division of Information Technology staff, in consultation with the IT Council chair and the Vice President for Information Technology and CIO.
5. **Working Groups of the IT Council:** The Working Groups will serve in an advisory capacity to the IT Council. These groups should carry out research and make recommendations on IT issues, and shall each work with the appropriate Division of Information Technology staff member, as appointed by the Vice President for Information Technology and CIO.

A. The five Working Groups shall be:

- 1) **IT Infrastructure Working Group**, which focuses on building and maintaining a sound, advanced, secure, and productive physical information technology infrastructure (including but not limited to facilities, hardware, networks, and software) capable of supporting broad and effective use by students, faculty, and staff throughout the institution, including remote University members such as agricultural extension offices.
 - 2) **Learning Technologies Working Group**, which provides the vision, priorities, and pace for enterprise learning technology solutions and services to be undertaken on campus. Its work focuses on endorsing the adoption of new learning technology solutions, as well as making recommendations for upgrading or decommissioning existing services. Working group members are nominated by the Deans.
 - 3) **Research Technologies Working Group**, which provides the vision, priorities, and pace for enterprise research technology solutions and services to be undertaken on campus. Its work focuses on endorsing the adoption of new research technology solutions, as well as making recommendations for upgrading or decommissioning existing services. Working group members are nominated by the Deans.
 - 4) **Administrative Systems Working Group**, which advises the Vice President for Information Technology and CIO in matters of enterprise-wide administrative system technology decisions and priorities.
 - 5) **IT Security Working Group**, which advises the Vice President for Information Technology and CIO on IT security matters. The focus is on securing the integrity of information technology resources, safeguarding institutional information, protecting the privacy of University community members in their use of IT, and ensuring the continuity of the institution's IT resources and information repositories in the face of possible disaster scenarios.
- B. **Composition of the Working Groups:** Each Working Group will have a chair appointed by the Vice President for Information Technology and CIO and the Senate Chair for a two-year term. The membership of each Working Group will be appointed by the Vice President for Information Technology and CIO unless otherwise specified above (5.A.2 and 3), but will be flexible so that additional members can be engaged in the decision-making and review process as appropriate. The membership of each Working Group shall include a combination of faculty, staff, and students.
- C. Terms on Working Groups shall be two (2) years for faculty and staff. Appointments to two-year terms shall be staggered: that is, as far as practical, half of the terms from each faculty or staff constituency shall expire each year. Terms shall begin on July 1 of the appropriate year.

D. **Meetings of the Working Groups:** The Working Groups usually meet three to four times a semester.

E. Working Group Responsibilities:

- 1) Provide knowledge in a particular area and serve as an advisory board, by which the IT Council can route items for review and comment.
- 2) Submit proposals and issues to the IT Council for consideration and/or funding.
- 3) Assist in the annual review and update of the Information Technology Strategic Plan.

6. Operational Relationship of the IT Council to its Sponsors:

- A. For purposes of University Senate action, the IT Council will appear in essentially the same role as a standing committee of the University Senate.
 - B. The IT Council chair may present reports and recommendations to the Senate but will not have a vote in Senate proceedings, unless he or she is a member of the Senate.
 - C. The Vice President for Information Technology and CIO is an ex-officio member of the IT Council and has a voice in its deliberations.
7. **Review of the IT Council:** The IT Council and its operations will be reviewed in conjunction with the periodic review of the Senate and the Plan.
8. **Amendments:** Amendments to these Bylaws shall be provided to the IT Council members a minimum of seven calendar days in advance of any regular meeting. Approval shall require a two-thirds vote of the present and voting regular membership of the Council. Upon approval, a revised copy of the Bylaws shall be sent to the Senate Office.

APPENDIX 4 CHARTER OF THE UNIVERSITY ATHLETIC COUNCIL

The University of Maryland at College Park is dedicated to higher learning, research, and public service. An intercollegiate athletic program can significantly contribute to the learning and the public service components of the Campus Mission. The operation of a successful athletic program fosters spirit, identity and a sense of pride within the campus community and provides talented student-athletes with the opportunity to enrich their collegiate experience through participation in a challenging and competitive athletic program. Excellence of the athletic program at College Park stems not only from successful competition, but more importantly, from the general involvement in the Campus milieu of student-athletes who will earn degrees and who in other respects, embody qualities with which the institution can identify. Most importantly, both athletic success and academic integrity are the crucial elements in judging the excellence of the athletic program at the University of Maryland at College Park.

The importance of faculty involvement and influence in the institutional control and operation of an excellent athletic program cannot be overestimated. Faculty advice and participation will enhance the integrity of the athletic program in terms of academic performance, rules compliance, and compatibility of athletic programs with the mission of the campus.

PURPOSE OF THE ATHLETIC COUNCIL

First and foremost, the Athletic Council exists to help the University develop and maintain the best possible intercollegiate athletic program consistent with the academic integrity of the institution and the academic and social development of student athletes. The Athletic Council is the primary body, which advises the President on all matters relating to intercollegiate athletics. It is responsible for formulation and recommendation of policy matters affecting intercollegiate athletics and for monitoring the implementation of such policy by the intercollegiate athletics program. The Council, on behalf of the President, provides the necessary faculty input and participation in intercollegiate athletics as required by the Big Ten Conference, National Collegiate Athletic Association and the University of

Maryland at College Park. The Council does not execute policy but serves to influence policy development and administration.

This document delineates the responsibilities, processes, and membership of the Athletic Council at the University of Maryland at College Park. It is expected that the Council will be proactive in its task of preparing policy recommendations and monitoring their implementation by the intercollegiate athletics program. The Council expects to have the full support of the Campus in the responsible performance of its duties.

FUNCTION/DUTIES OF THE ATHLETIC COUNCIL

The major function of the Athletic Council is to assist the President and the Director of Intercollegiate Athletics in the exercise of “institutional responsibility and control of intercollegiate athletics” as required by the constitution of the Big Ten Conference, the National Collegiate Athletic Association and the University of Maryland at College Park. The Council functions in advisory, compliance, liaison, and representative capacities. The Athletic Council shall meet at least four times each year, twice in each semester, and at such other times as needed to carry out the duties of the Council. Specific duties of the Council shall include but not be limited to the following:

1. Promote an understanding of intercollegiate athletics among faculty, students, staff, alumni and other members of the University of Maryland at College Park community.
2. Promote the adoption and implementation of appropriate policies for the admission and continuing eligibility of student athletes at the University of Maryland at College Park.
3. Monitor the preparation of the athletic budget by the Athletic Director during the regular budgetary process and make recommendations to the Athletic Director and the President concerning sources (i.e. student athletic fees) and allocations of funds.
4. Participation in the selection process for the Director of Intercollegiate Athletics and the head coaches in all sports including, if possible, informal meetings of the final candidates with the Executive Committee in the interview process. A faculty member from the Athletic Council should be included on all search committees for head coaches.
5. Establish criteria and make recommendations, with the advice of the Athletic Director, regarding which sports shall be certified as intercollegiate sports.
6. Recommend policies concerning athletic schedules, practice, the number of contests to be played each year in each sport and the NCAA category of schools with which it is desirable to compete.
7. Establish guidelines for and make recommendations regarding the acceptance of invitations to post-season events, special holiday games, or other events outside the regular season schedule.
8. Review and formulate policies concerned with substance abuse that will provide protection to the health of student-athletes and ensure that such policies have a strong educational emphasis.
9. Review and endorse policy on physical facilities necessary for the conduct of a competitive Division I-A program.
10. Review and formulate policies on recruitment and the awarding of athletic grants and scholarships to student-athletes who meet eligibility standards.
11. Review and approve the criteria for departmental awards in recognition of athletic and academic achievement.
12. Review athletic event price schedules, seating priorities and allocation of tickets to various groups.
13. Monitor the advisement, academic support and counseling services available to student-athletes.
14. Review and formulate policy concerning the conduct of home athletic contests, particularly with respect to the protection and safety of participants and spectators.

15. Review and formulate policy regarding the expectations of and behavior of coaches and student-athletes.
16. Review and formulate policy regarding the expectations of and behavior of cheerleaders and their advisors.
17. Assist with the development of official reports to be submitted by the President for filing with the conference or appropriate associations.
18. Review with appropriate authorities the financial audits of the Department of Intercollegiate Athletics.
19. Monitor the activities of the Department of Intercollegiate Athletics to make sure that they are in compliance with Conference (Big Ten) and Association (NCAA) bylaws, regulations and legislation.

In fulfilling its functions/duties, the Athletic Council

- must maintain confidentiality;
- shall have available to it complete information on all items which appear for its consideration and shall have full opportunity for discussion of each item before action is taken;
- shall have available full and current information on the financial, academic and related activities of the intercollegiate athletics program; and
- is authorized to recommend to the President the employment of experts from outside the Campus when their advice is needed.

RESPONSIBILITIES OF THE CHAIR OF THE ATHLETIC COUNCIL

The Athletic Council has a Chair who is selected by the President from the faculty. The duties of the Chair shall include:

1. Serve as a spokesperson for the Council in all contacts with the media.
2. Serve as the Faculty Representative to the Big Ten Conference and the National Collegiate Athletic Association (NCAA).
3. Chair meetings of the Athletic Council and the Executive Committee of the Council.
4. Call regular meetings of the Athletic Council and such special meetings as may be necessary.
5. Prepare the agenda for meetings of the Athletic Council and of the Executive Committee of the Council.
6. Represent the campus, as authorized by the President, at meetings of the NCAA, Big Ten, United States Intercollegiate Lacrosse Association, United States Olympic Committee, Intercollegiate Athletic Association of America, College Football Association and other groups which establish international, national and regional policies for intercollegiate athletics.
7. Advise the President and serve as spokesperson to the faculty on behalf of the President on appropriate matters.
8. Report to the President on all actions taken by the Athletic Council.
9. Work with the Director of Intercollegiate Athletics in coordinating and carrying out the functions of the Athletic Council.
10. Monitor activities of the Department of Intercollegiate Athletics and confer regularly with the President on matters which should come to the President's attention.
11. Ensure that required reports and recommendations from the Athletic Council are provided to the President.
12. Report to the President and the Athletic Director on the concerns of the Athletic Council relative to athletics and to interpret to the faculty and other groups the University's athletic policies and activities.

13. Ensure that all actions of the Chair and the Executive Committee made on behalf of the Council are properly recorded and reported to the full membership of the Council in a timely manner.
14. Coordinate with the President's Office all financial support necessary to carry out the duties of Chair, including the development of an annual budget for this support; and the approval of all requests for expenditures and expense reimbursements made for this purpose. The President's Office is the administrative unit responsible for providing appropriate financial support to the Chair of the Athletic Council/Faculty Athletic Representative, and for approving both the annual budget request for this support as well as all expenditures, and expense reimbursements made for this purpose.
15. Know, recognize, and comply with the laws, policies, rules and regulations governing the University and its employees, and the rules of the National Collegiate Athletic Association (the "NCAA") and the Big Ten. Inform the Athletic Department Compliance Officer immediately of any suspected violation. Assist, as requested, in the investigation and reporting of those violations.

RESPONSIBILITIES OF THE VICE CHAIR OF THE ATHLETIC COUNCIL

The Athletic Council has a Vice-Chair who is selected by the President from the faculty. The duties of the Vice-Chair shall include:

1. Assist the Chair of the Council with conducting the business and meeting of the Council.
2. Conduct meetings of the Council in the absence of the Chair.
3. Write periodic articles for University publications about the actions of the Council.
4. Serve on the Executive Committee of the Council.
5. Coordinate the activities of and serve as an ex officio member to standing committees of the Council.
6. Know, recognize, and comply with the laws, policies, rules and regulations governing the University and its employees, and the rules of the National Collegiate Athletic Association (the "NCAA") and the Big Ten Inform the Athletic Department Compliance Officer immediately of any suspected violation. Assist, as requested, in the investigation and reporting of those violations.

ATHLETIC COUNCIL MEMBERSHIP

Intercollegiate Athletics plays an important role in fostering pride and spirit in the University community. The Athletic Council membership is designed to be representative of this community and shall consist of faculty, administration, staff, students and alumni. The membership shall include minorities, women and men, and thorough consideration will be given to ensure a balanced representation on the Council. The Athletic Council shall consist of twenty voting and five non-voting members appointed by the President or elected by the Senate as follows:

Voting Members of the Athletic Council

- The Athletic Council has a Chair who is selected by the President from the faculty. The duration of the Chair's membership on the Council is determined by the President. The initial appointment is for a five year term which may be renewed by the President.
- The Athletic Council has a Vice-Chair who is selected by the President from the faculty. The duration of the Vice-Chair's membership on the Council is determined by the President. The initial appointment is for a three year term which may be renewed by the President.
- Seven faculty members of the Athletic Council will be elected by the Senate. These elected faculty members will serve for a three year period and are not eligible to serve a second consecutive three year period. The Senate should make every effort to assure diversity among the elected members.
- The Faculty member who is Chair of the Campus Affairs Committee of the Senate or a designee from the Committee who must be a faculty member is a member of the Athletic Council.

- One Academic Dean appointed by the Provost. The appointment is for a one year term which may be renewed by the Provost.
- Two staff members, one who is appointed by the President for a three year period and one who is elected for a three year period by the Senate. These staff members will serve on a staggered basis and are not eligible to serve a second consecutive three year period.
- The Vice President for Student Affairs.
- One representative from the “M” Club. The appointment is for one year.
- One representative from the Terrapin Club. The appointment is for one year.
- One student representative from the Student Government Association. The appointment is for one year.
- One undergraduate female athlete. The appointment is for two years and the student should maintain eligibility in her sport.
- One undergraduate male athlete. The appointment is for two years and the student should maintain eligibility in his sport.
- One graduate student. The appointment is for two years and the student should maintain good standing in the Graduate School.

Non-Voting Members of the Athletic Council

- The Director of Intercollegiate Athletics.
- A Representative from the President’s Office.
- A Representative of the Office of General Counsel.
- The Director of the Student Health Services.
- The Director of the Office of Alumni Programs for the University of Maryland at College Park.
- A current head coach selected by the coaches as their representative. This appointment will be a one-year appointment with a three year limit.

In making all non-elected appointments to the Athletic Council, the President should solicit recommendations from the following advisory groups or persons: Executive Committee of the Athletic Council, President of the Student Government Association, President of the Graduate Student Government, Dean of the Graduate School, and Director of Intercollegiate Athletics. The term of office of all members of the Council shall begin with the first meeting of the new academic year.

Vacancies occurring on the Council due to resignation or other cause will be filled as they occur. If the vacancy is one of the members of the Council elected by the Senate, the Senate will be asked to elect a replacement to fill the vacancy. For all other vacancies, the President will solicit nominations from the appropriate groups and appoint a replacement to fill the remainder of the unexpired term. Persons appointed to fill a partial term on the Council will be eligible for election or appointment to a full term as appropriate for their membership category.

COMMITTEES OF THE ATHLETIC COUNCIL

Committees of the Athletic Council shall include an Executive Committee, Standing Committees of the Council, and Ad-Hoc Committees as needed. The major responsibilities and membership of these Committees of the Athletic Council follow.

1. **Executive Committee.** The membership of the Committee is as follows: The Chair of the Athletic Council who will

serve as chair, the Vice-Chair of the Athletic Council, chairs of the five standing committees of the Athletic Council, the representative from the President's office, and a staff or student member of the Athletic Council. If one or more of the Chairs of the standing committees are not faculty, the membership of the Executive Committee will be adjusted to include four faculty in addition to the Chair. Total membership of the Executive Committee will not exceed eight at any time. The responsibilities of the Executive Committee shall include the following:

- Meet on matters calling for immediate action and at times when meetings of the full Athletic Council are not possible.
 - Identify and assign problems to standing subcommittees and ad-hoc committees for study and receive reports from these committees.
 - Serve as the personnel committee of the Council upon request of the President.
 - Review compliance reports submitted by the Department of Intercollegiate Athletics and ensure that the Department is in compliance with all Conference and Association policies.
 - Advise the President on an emergency basis.
 - Recommend faculty and staff for membership on the Athletic Council.
2. **Standing Committees of the Athletic Council.** The Chair of the Athletic Council will select the Chairs of the Standing Committees and will appoint each committee and, with the exception of the Academic Committee, will appoint each committee after soliciting volunteers from the Council membership.
- a. **Academic Committee.** All faculty members of the Council are members of the committee. The general role of the Academic Committee is to ensure that appropriate academic standards are established and maintained for all student-athletes and that all participants recognize the priority of successful academic performance by all student-athletes. In fulfilling this function, the Committee shall make appropriate recommendations to the Athletic Council. In particular, the Committee shall have the following duties:
- Recommend policies and procedures regarding standards and criteria for admission of student-athletes.
 - Recommend academic policies and procedures regarding standards and criteria for continuing eligibility of student-athletes to participate in intercollegiate sports.
 - Consider and decide academic appeals of student-athletes concerned with eligibility.
 - Review every semester the academic program and progress of student-athletes.
 - Recommend policies for and monitor the activities of the academic support services provided to the student-athletes.
 - Recommend policies regarding post-season and tournament participation by athletic teams.
 - Recommend policies regarding scheduling and practice time.
- b. **Budget and Facilities Committee.** The general purpose of this Committee is to monitor but not manage those activities of the Athletic Department pertaining to budget and facilities. In fulfilling this function, the Committee shall make appropriate recommendations to the Athletic Council. More specifically, responsibilities of the Committee shall include the following:
- Monitor the preparation of the athletic budget(s) by the Director of Intercollegiate Athletics.
 - Review and analyze for the Council the final budget(s) submitted by the Director of Intercollegiate Athletics to the President.
 - Establish criteria and make recommendations, with the advice of the Director of Intercollegiate Athletics, regarding which sports shall be certified as intercollegiate sports.

- Review policies regarding the number and distribution of athletic scholarships to be awarded annually.
 - Review and recommend policies for athletic event price schedules, seating priorities and allocation of tickets to various groups.
 - Review and recommend policies regarding utilization and development of intercollegiate athletic facilities.
 - Monitor the financial accountability of the Department of Intercollegiate Athletics.
- c. **Student Life Committee.** This Committee is concerned with all non-academic aspects of the student-athlete's involvement with the University. In fulfilling this function, the Committee shall make appropriate recommendations to the Athletic Council. More specifically, the responsibilities of the Committee shall include the following:
- Review and recommend policies concerning the nature and type of health screening and drug testing.
 - Review and recommend policies regarding practice schedules.
 - Review and recommend policies for determining when health and other non-academic factors will be used to restrict a student's involvement in intercollegiate athletics.
 - Review and recommend policies for and monitor activities of non-academic support programs and placement services.
 - Review and recommend policies regarding scholarship awards and retention of these awards.
 - Review and recommend policies for housing assignments.
 - Assist the Athletic Council in assuring the personal and social development of all student-athletes and their full integration into campus life.
- d. **External Affairs Committee.** This Committee is concerned with external activities of the Department of Intercollegiate Athletics. In fulfilling this function, the Committee shall make appropriate recommendations to the Athletic Council. More specifically, the responsibilities of the Committee shall include the following:
- Review and endorse fundraising activities.
 - Review and recommend policies for complementary distribution of tickets to athletic events.
 - Review and recommend guidelines and/or policies for all sports marketing activities (i.e. sports camps, special events, endorsements, etc.)
 - Review and recommend guidelines and/or policies for interactions with alumni and friends of the Athletic Department including the Terrapin Club, the "M" Club, and the Maryland Education Foundation.
 - Review and recommend policies and/or guidelines for all media interactions.
- e. **Professional Sports Counseling Panel (PSCP).** The PSCP is a committee of the Athletic Council authorized under NCAA by-law 12.3.4 to advise and assist student athletes in preparation for professional athletic careers. Consonant with its charge, the University of Maryland, College Park PSCP provides:
- Education and advice to student athletes about NCAA amateurism rules and professional sports careers.
 - Oversight to the Athletic Department's implementation of University and NCAA regulations regarding contacts between student athletes and agents.
 - Advice to the Athletic Council on matters related to its charge.
3. **Ad-Hoc Committees.** The Chair of the Athletic Council, upon advice of the Council, will appoint Ad-Hoc Committees as needed. Membership on these committees will be on a volunteer basis or by appointment by the Chair of the Council after seeking advice from the Executive Committee.

MEETINGS OF THE ATHLETIC COUNCIL

The Chair of the Council serves as the spokesperson for the Council. Meetings of the Council are open only to Council members and invited guests. Individuals who are not members of the Council, but who wish to attend a specific meeting should seek the prior approval of the Chair. Information provided to Council members concerning specific personnel or compliance matters will not be divulged by individual members without permission of the Chair.

APPENDIX 5 PROCEDURES FOR ELECTIONS OF UMCP REPRESENTATIVES TO THE COUNCIL OF UNIVERSITY SYSTEM FACULTY (CUSF)

The Chair of CUSF is not a member of CUSF. Thus, if the Chair is from College Park, a replacement must be named. At the end of his/her term as Chair, if his/her term on CUSF is not finished, he/she resumes his/her position as a CUSF member.

The normal term for CUSF representatives is three (3) years, with two alternates serving three (3) year terms; if both alternates are elected at the same time, priority to be a replacement shall be in order of votes received. Appointment of a campus liaison shall be determined from the pool of regular CUSF representatives by the Chair of the Senate. Terms as a campus liaison of the council shall be one year. A campus liaison may be reappointed if his/her tenure on the council is continuing; however, no one shall serve as campus liaison for longer than two (2) years. The responsibilities of the liaison are to report the actions of the Council in a timely manner. If a regular representative is unable to serve out his/her term, an alternate replaces him/her for the remainder of the term, and a new alternate is named. The replacement representative shall be chosen in order of number of votes received. The Office of the University Senate will identify a replacement alternate subject to confirmation by the Senate Executive Committee.

The University Senate will elect representatives to CUSF each spring. The Senate Nominations Committee will solicit candidates and will present a slate to the Chair of the Senate with at least one (1) candidate for each vacant position to be filled. At the Transitional Meeting of the Senate, faculty Senators will vote to elect representatives to CUSF. Each faculty Senator shall have as many votes as there are open positions. If there are more candidates than positions, the person(s) receiving the most votes, in order, are declared representatives. The person receiving the next most votes is declared alternate. The remaining person, in order of vote tally, will be asked to move into the alternate position if the previous paragraph comes in to play. A record of the outcome of the election will be retained by the Executive Secretary and Director of the University Senate. If there are not sufficient candidates, or the pool of candidates is exhausted, representatives are chosen by the Executive Committee.

APPENDIX 6 PROCEDURES FOR ELECTIONS OF UMCP REPRESENTATIVES TO THE COUNCIL OF UNIVERSITY SYSTEM STAFF (CUSS)

The mission of the Council of University System Staff (CUSS) is to provide a voice for Staff employee concerns in reference to basic decisions that affect the welfare of the University System of Maryland (USM) and its employees. CUSS speaks for all non-exempt and exempt staff employees on Regular and Contingent II Status, who are not represented by a union under collective bargaining.

CUSS is comprised of Staff employees representing each USM institution and the USM Office (USMO). Institution membership is proportionate to the number of Staff employees at the individual institutions, with a minimum of two (2) primary members and two (2) alternate members per institution. Representation on CUSS from each constituent institution is apportioned according to the following formula: 1 to 999 eligible employees, 2 representatives; over 1000 eligible employees, 3 representatives. Staff at each constituent institution shall also select an alternate who shall substitute for a regular member of CUSS when needed. Alternates should be selected at the same time and in the same manner as regular members. A delegation may include more than one (1) alternate who is eligible to cast a vote for an absent member provided the member has given prior notification to the Chair of CUSS. The University of Maryland, College Park is entitled to three (3) representatives, and up to three (3) alternates.

Appointment of a campus liaison shall be determined from the pool of regular CUSS representatives by the Chair of the Senate. Terms as a campus liaison of the Council shall be one year. A campus liaison may be reappointed if his/her tenure on the Council is continuing; however, no one shall serve as campus liaison for longer than two (2) years. The responsibilities of the liaison are to report the actions of the Council in a timely manner.

As defined in 6.10.f of the Senate *Bylaws*, the Senate Staff Affairs Committee is responsible for administering the CUSS nomination and election process. Definitions of eligible staff shall be determined by the Board of Regents and

CUSS. The CUSS elections will be administered in the spring semester every other year, as the terms of the current CUSS representatives are expiring. The Staff Affairs Committee will solicit candidates from the eligible staff population and will present ballots to the same population with at least one (1) candidate for each vacant position to be filled.

Eligible staff employees will vote to elect representatives to CUSS. If there are more candidates than positions, the person(s) receiving the most votes, in order, are declared representatives. The person(s) receiving the next most votes are declared alternate(s). A record of the outcome of the election will be retained by the Executive Secretary and Director of the University Senate.

New members shall begin their terms August 1. The normal term for CUSS representatives and alternates is two (2) years. If a regular representative is unable to serve out his/her term, an alternate replaces him/her for the remainder of the term, and a new alternate is named. The replacement representative shall be chosen in order of number of votes received.

APPENDIX 7 PROCEDURES FOR REVIEW OF COLLEGE AND SCHOOL PLANS OF ORGANIZATION

1. In accordance with Article 11 of the Plan, each College, School, Department and other Academic Program, and the Library, shall have a Plan of Organization.
 - a. The Plan of Organization of each College, School, and the Library shall be reviewed by the University Senate according to the procedures detailed in section 2 of this appendix. All revisions to such Plans of Organization must be approved by the University Senate and the President prior to taking effect.
 - b. The Plan of Organization of a Department or other Academic Program shall be reviewed and revised by the Faculty Advisory Committee of the College to which it belongs. In the review and revision of such Plans, the University Senate may act in an advisory capacity if asked to do so by the College.
2. Each College, School, and the Library shall review and revise its Plan of Organization in accordance with Article 11.3 of the Plan and shall submit it to the University Senate for review.
 - a. Revised Plans of Organization shall be reviewed by the Senate Elections, Representation, and Governance (ERG) Committee for compliance with the University's Plan of Organization, University policy, and best practices of shared governance.
 - b. The Senate Faculty Affairs Committee shall review the Appointment, Promotion, and Tenure or Permanent Status section of each Plan and any related documentation for compliance with the University's APT Policy. The Senate Faculty Affairs Committee shall also review the Appointment, Evaluation, and Promotion Policy and any related documentation for compliance with University policies on professional track faculty and the University's Guidelines for Appointment, Evaluation, and Promotion of Professional Track Faculty.
 - c. The ERG and Faculty Affairs Committees shall communicate any concerns or requested revisions to the respective College, School, or Library.
 - d. Once all necessary revisions have been made, the ERG and Faculty Affairs Committees shall certify that they find the Plan to be in compliance and the revised Plan of Organization shall be submitted to the College Assembly or equivalent for approval.
 - e. Upon approval of the College Assembly or equivalent, the ERG Committee shall submit the revised Plan and its accompanying report to the Senate Executive Committee for review and placement on the Senate Agenda.
 - f. The revised Plan of Organization shall require final approval by the University Senate and the President.
3. During the initial implementation of a recently approved Plan of Organization, a College, School, or the Library may submit additional minimal or technical amendments to the Senate within one year of final approval by the University President. These revisions will undergo an expedited review process by the Senate ERG Committee, and by the Faculty Affairs Committee if appropriate. The committee(s) shall review only those amendments submitted by the College, School, or the Library, and shall not conduct a full review of the Plan. Upon approval by the ERG Committee (and the Faculty Affairs Committee, if necessary), the amendments shall be submitted to the College Assembly, the Senate Executive Committee, the Senate, and the President according to the procedures outlined above in section 2 d-f.

4. Until a revised Plan of Organization is approved by the University Senate and President, the version of the Plan of Organization of each College, School, and the Library that was most recently approved by the University Senate and President remains in effect, and provides the rules under which the College, School, or the Library must review and approve future revisions to its Plan. The University Plan of Organization supersedes any provisions in the Plan of any College, School, the Library, Department, or Academic Program that are in conflict with the purpose, applicability, or intent of the University Plan.

Dates of Approval, Updates and Amendments to the Senate Bylaws

Approved, Campus Senate, October 9, 1986
 Approved, Board of Regents, February 6, 1987
 Updated, July 11, 1988
 Amended, February 13, 1986
 Amended, December 7, 1986
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 Amended, September 19, 2002
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 Amended, April 19, 2004
 Amended, April 4, 2005
 Amended May 15, 2007
 Amended September 10, 2021
 Amended September 29, 2023
 Amended March 6, 2025
 Amended May 15, 2025
 Amended, May 8, 2008
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 Amended, February 9, 2009
 Amended, May 4, 2009
 Amended, November 12, 2009
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 Amended, February 9, 2011
 Amended, May 4, 2011
 Amended, March 8, 2012
 Amended, April 19, 2012
 Amended May 2, 2013
 Amended September 18, 2013
 Amended, April 15, 2015
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 Amended May 3, 2019
 Amended February 7, 2020
 Amended March 30, 2020
 Amended November 12, 2020
 Amended December 10, 2020
 Amended April 9, 2021
 Amended September 10, 2021
 Amended September 29, 2023
 Amended March 6, 2025
 Amended May 15, 2025