



University Senate Meeting
Agenda for Thursday, April 9, 2026

3:15-5:00PM | Zoom

Agenda:

1. Call to Order
2. Approval of the March 4, 2026 Minutes (Action)
3. Report of the Chair (Information)
4. Continued Business
ERG Presentation on the *Proposal to Change the Senate Bylaws for the Equity, Diversity, & Inclusion Committee* (Senate Document #25-26-11) (Information)
5. Special Order
Jack Blanchard
Associate Provost for Enterprise Resource Planning
Updates on the Implementation of Workday Student
6. APAS Committee Report: *Proposal Regarding Conflicts with Scheduled Classes* (Senate Document #24-25-29) (Information)
7. Educational Affairs Committee Report: *Resolution for Graduate Student Workers to Obtain Collective Bargaining Rights* (Senate Document #24-25-25) (Action)
8. New Business
9. Adjournment



UNIVERSITY SENATE

University Senate Meeting

Minutes for Wednesday, March 4, 2026

Time: 3:15PM - 5:00PM

Location: ZOOM

Called to Order: 3:19PM | Adjourned: 4:56PM

Members Present: 130

Meeting Minutes:

1. Call to Order

Chair Dammeyer called the meeting to order at 3:19PM.

2. Approval of the February 3, 2026, Minutes (Action)

Chair Dammeyer asked if there were any corrections to the minutes for the February 3, 2026, meeting.

Senator Das, PTK, ENGR, shared that every time they spoke, their name was reported as Senator Aute.

Chair Dammeyer thanked Das for the correction and asked for any further changes. Hearing none. Chair Dammeyer declared the minutes approved as amended.

3. Report of the Chair (Information)

Chair Dammeyer reported that despite the abrupt adjournment of the February 3, 2026, University Senate meeting due to technical difficulties, all agenda items were completed. Chair Dammeyer invited senators who planned to raise new business to contact the University Senate office.

Chair Dammeyer announced the relaunch of the senator constituency Google Groups, noting instructions were shared on Friday, February 13, 2026, along with the February 3, 2026, University Senate meeting overview. Chair Dammeyer shared that the process took several months. Chair Dammeyer reported that only 25 of 224 senators have used the groups, about 11%, and asked senators to complete a brief survey sharing their experiences.

Chair Dammeyer provided a QR code for senators to access the survey.

Chair Dammeyer shared that the candidacy period for the staff, student, and single-member constituency elections for the 2026-2027 academic year ended on February 13, 2026. Chair Dammeyer added that elections for these constituencies began on February 23, 2026, and will end on Tuesday, March 10, 2026.

Chair Dammeyer encouraged members of the constituencies to vote via the [Vote for Your Senator](#) page and advised them to log into the CAS system to access their ballot.

Chair Dammeyer shared that the Nomination Committee is generating slates of candidates for open positions on Senate-elected committees.

- Senate Executive Committee (SEC)
- Committee on Committees
- University Athletic Council
- Council of University System Faculty (CUSF)
- Campus Transportation Advisory Committee (CTAC)

Chair Dammeyer shared that the Nominations Committee is still looking for candidates to run for these important positions. Chair Dammeyer added that continuing and outgoing senators and newly elected faculty senators were contacted in an email titled, "Call for Nominations for University Senate Elected Councils and Committees". All other continuing and incoming senators will be contacted to solicit self-nominations after elections close on March 10, 2026.

Chair Dammeyer announced that the Committee on Committees will soon fill volunteer positions on the University's Senate Standing Committee and University Councils, noting that most seats do not require Senate membership. Chair Dammeyer stated that this process will begin in April and encouraged senators to share this opportunity for involvement in campus shared governance.

Chair Dammeyer shared that the Committee on Committees will meet at the end of the spring semester to individually review volunteers and their statements, endeavoring to create balanced committee memberships across colleges, disciplines, and constituencies.

Chair Dammeyer presented a slide listing committees and councils with volunteer opportunities, including a chart of volunteer and elected positions. Chair Dammeyer shared that to learn more about joining a committee, visit <https://www.senate.umd.edu/take-action/join-committee>.

Chair Dammeyer shared that the Senate has three Zoom meetings remaining for the academic year. Chair Dammeyer noted that the two April meetings will include voting on work coming from committees and councils. Chair Dammeyer encouraged senators to attend the meetings.

Chair Dammeyer shared that during the transition meeting on May 6, 2026, all continuing senators and newly elected senators will vote for the next chair-elect of the University Senate.



Chair Dammeyer added that they will also receive the list of nominees for the elected committees and councils, and vote after the meeting:

- Senate Executive Committee
- Committee on Committees
- Campus Transportation Advisory Committee (CTAC)
- University Athletic Council
- Council of University System Faculty (CUSF)

Chair Dammeyer reminded University Senate participants of the university's expectations for mutual respect and civility during the meeting.

4. A Special-Order Presentation (Information) **Darryll J. Pines, President, University of Maryland**

State of the Campus Address

Chair Dammeyer invited Darryll Pines, President of the University of Maryland, to present the 2026 State of the Campus Address.

Pines stated that he was honored to attend the meeting and that he is grateful to be President of the University of Maryland, College Park. Pines thanked Chair Dammeyer, the Senate leadership, and all senators for supporting the University's shared governance. Pines then asked all Cabinet members and the Deans of the Schools and Colleges to stand and lead a round of applause.

Pines proudly stated the campus remained extremely strong, resilient, and impactful. Pines noted that University Senate members helped the University gain momentum and advance the public good. Pines expressed optimism that the University will stay on track and improve.

Pines thanked the Terrapin community for their response to the challenging weather conditions. He explained that closing the campus, particularly at the start of the semester, was necessary but never the first choice. He added that the campus received nearly seven inches of snow and several inches of sleet and ice, making removal extremely difficult.

Pines shared that College Park has 87 miles of sidewalks, 20 miles of roads, and dozens of parking lots. Pines shared that the snow command team worked shifts from January 24 to January 30, ensuring 24/7 activity to clean and prepare the campus. Pines added that critical staff even stayed overnight in nearby hotels to ensure they could reach the campus.

Pines reported that during the campus closure, over 1,000 essential employees were called to duty. Pines added that staff removed over 300 truckloads of ice and snow, repaired the roof and ceiling of the Y dining hall and water main breaks on campus, and cared for animals. Pines added that a skeleton crew of 200 dining staff and team



members worked 12-to-15-hour shifts feeding students. Pines led a round of applause for them.

Pines reminded his leadership team that every challenge is an opportunity. Pines shared that Winter Storm Fern provided a chance to examine and revisit policies to ensure the University can pivot, care for the community, and continue its mission. Pines noted that the University continues to review vulnerabilities in infrastructure and operations and mobilize support services. Pines added that the University is developing resources, such as a supervisor toolkit, to ensure more in-person teaching, learning, and research can be maintained during the next major snowfall.

Pines introduced Giving Day, asked attendees how many had donated, and led a round of applause. Pines reminded those who had not yet given that the deadline was midnight. Pines stated this annual tradition, started in 2014, has raised over \$26 million to date, with more than 9,000 donors contributing over \$5.3 million last year.

Indicators of Excellence

Pines shared that the University earned the 2026 Carnegie Classification for Community Engagement, one of the nation's highest recognitions. Pines explained that this award honors the University's commitment to partnering with neighbors, fostering civic engagement, building usable knowledge, and catalyzing real-world learning experiences for students. Pines shared that this demonstrates how the University meets its mission as a land-grant flagship institution of Maryland. Pines highlighted and led applause for Tania Mitchell, the Associate Provost for Community Engagement, and her team for collecting resources and supporting the partnerships needed to make a mark outside of campus borders.

Pines announced that the University was named a top 10 public institution by the National Science Foundation, acknowledging the Division of Research, faculty, staff, and students. Pines added that the University ranked number nine among public institutions and number 14 among all U.S. institutions in the newest Higher Education Research Development (HERD) survey, an increase of four spots from the previous year. Pines shared that the research enterprise totaled \$1.54 billion, an increase of more than \$154 million from last year. and \$440 million since fiscal year 2019. Pines led another round of applause for the research teams and faculty.

Pines shared that, in Time Magazine's new ranking system, "The World's Top University," the University of Maryland ranked number 17 overall as a public institution, number 40 in the U.S. across public and private institutions, and number 93 globally. Pines highlighted that, for the metric "Academic capacity and performance," the University ranked ninth. Pines shared that this reflected the accomplishments of the faculty, staff, and students, as well as the impact of investments in the University's academic enterprise.



Pines presented a slide that included rankings for academic and entrepreneurship programs, the number of patents, and the University's rank among Maryland employers. Pines highlighted the Gilman Scholarship recipients, top research performers by the Association for the Advancement of Sustainability in Higher Education, and highly cited research projects, as ranked by Clarivate. Pines emphasized that each ranking on the slide is a public acknowledgement of the great work done by the campus community.

Pines announced the University was recently chosen to help lead a new NASA satellite mission, the Earth Dynamics Geodetic Explorer (EDGE). Pines shared that the mission has up to \$355 million in support, is scheduled to launch in 2030, and will be one of the largest Earth science missions the University has ever participated in. Pines thanked Dean Susan Rivera of the College of Behavioral and Social Sciences, Deputy Principal Investigator John Armston, and everyone from the Department of Geographical Sciences involved. Pines led a round of applause for them.

Awards and Honors

Pines shared that they, along with Provost Rice and the deans, emphasized increasing faculty induction into the prestigious National Academies. Pines described the National Academies as prestigious bodies that help the nation address pressing challenges across all research domains. Pines announced that four faculty members were recognized in the last six months for their entry into one of the National Academies, including:

- Srinivasas Raghavan, a professor of Chemical and Biomolecular Engineering
- Daniel Nelson, a professor of Veterinary Medicine
- Dr. Peggy Carr, a visiting professor in the College of Education in the Department of Human Development and Quantitative Methodology
- Darryll Pines, the President of the University of Maryland

Pines added that as the list continues to grow, the University's global preeminence grows.

Pines highlighted other faculty and staff recognitions

- Samuel Graham Jr. was named a Black Marylander to Watch by The Baltimore Sun
- Kimberly Griffin and David Blazar named to Education Week's 2026 RHSU Edu-Scholar Public Influence Rankings
- Richard Bell's new book, "The American Revolution and the Fate of the World," won the 2025 Journal of the American Revolution Annual Book Award
- Stephanie Draminski, Kurt Klier, and Michael Herdson received the LifeSaving Award for Professional Responders from the American Red Cross
- Yichao Zhang and team were named to Physics World's Top 10 Breakthroughs of the Year for capturing the highest resolution images ever taken of individual atoms in a material
- Francis DuVinage received the 2026 Churchill Adviser Award



- Ivania Stack received the Anderson Hopkins Award for Excellence in Theatre Arts

Pines announced that, for the first time ever, University of Maryland students Dhruvak Mirani and Sarah Cobau won two Marshall scholarships. Mirani will pursue a master's in global security at the University of Glasgow, then an M.S. in cybersecurity at King's College London. Cobau will pursue a master's in environment and development at the University of Edinburgh and an M.A. in history at University College London.

Pines announced that last fall, the student athletes set a new University record with an overall cumulative Grade Point Average (GPA) of 3.334. Pines added that Fall 2025 marked the 19th consecutive semester in which the teams had a semester GPA above 3.0, with 346 student-athletes on the honor roll, 180 on the Dean's list, and 25 students with a perfect 4.0.

Campus Updates

Pines announced the loss of Elaine Johnson Coates, who passed away on Valentine's Day. Pines described Coates as an extraordinary human being, the daughter of a railroad porter and domestic worker, and a UMD icon. Pines shared that Coates was one of the first of seven African American undergraduates to live on campus and the only one to graduate four years later. This made her the first African American person to earn an undergraduate degree at the University of Maryland. Pines noted that during her time, Coates faced intense isolation, insults, and unfair grading, yet remained unwavering in her dedication. Pines stated it was one of the true honors of his presidency to bestow an honorary degree upon her.

Pines shared that Coates' portrait now hangs in the Benjamin building, and her name is highlighted in Johnson Whittle Hall in the Heritage Community. Pines reported that the celebration of her life at Memorial Chapel was a powerful and emotional testament to her entire life and legacy. Pines shared her famous quote, "Turn scars into stars."

Pines shared that approximately \$50 million in the research enterprise was lost, affecting about 70 Principal Investigators (PIs) and Co-PIs across the campus.

Pines shared that Provost Rice and Vice President for Research Patrick O'Shea developed research resilience initiatives in late 2025 to maintain the research enterprise amid a dynamic federal funding landscape.

Pines shared the Preserve, Pivot, and Grow program, created to preserve strategic institutional investments, support researchers pivoting their current portfolios, and grow research enterprises. Pines reported that this program awarded \$5.25 million to 82 projects spanning more than 30 disciplines. Pines added that the University's efforts continue through active engagement with federal government partners and potential partners in the nonprofit and philanthropic sectors to maintain the research momentum.



Pines shared that the University is working with the state of Maryland and Governor Wes Moore on his proposed budget for the next fiscal year. Pines added that it's approximately \$3 billion, increasing slightly this year due largely to health care costs, pension funding, and other past through measures.

Pines reported that the base appropriation continues to fall with a cut of \$12.2 million at this time, following reductions from fiscal 2025 and fiscal 2026. Pines noted that, cumulatively, the institution will have over \$100 million in base budget cuts over three consecutive fiscal years.

Pines commended the Provost and all the Vice Presidents for ensuring the University of Maryland has not laid off a single person to date. Pines stated they are in a difficult situation and hope to avoid additional cuts. Pines added that details on COLA or merit increases are still to be determined, as they are on day 45 of a 90-day General Assembly session.

Pines shared that the University is strengthening its bonds with the state regarding Governor Wes Moore's Capital of Quantum initiative. Pines explained that Governor Moore's proposal will renovate and equip facilities in the Discovery District, support a new IonQ headquarters, and provide operating funding for areas like the Quantum Startup Foundry and the National Quantum Lab. Pines added that this focus is critical for capitalizing on the University's strategic position as a leader in this technology, positioning them to be a scientific and economic winner in the 21st Century space race.

Pines noted that this year marks the country's 250th anniversary and its Declaration of Independence. Pines displayed The Constitution of the United States as the University's First Year Book. Pines listed upcoming events, including the Spring Do Good Summit on democratic institutions, a Spring panel discussion on 250 years of American Public Health, a Fall architecture seminar on historic preservation, and a Fall conference and exhibition with the University Studying Slavery Consortium. Pines also noted that Joni Floyd, curator of Maryland and historical collections, is serving on the Maryland 250th-year commission.

Pines shared that the Driskell Center opened an exhibit called "America Will Be". Pines added that the exhibit explores the United States of America in all its complexities through flag imagery and is open till May 8, 2026.

Grand Challenges

Pines discussed the Grand Challenges grants program, led by Provost Rice, and announced that the first cohort had concluded after three years. Pines shared that the Grand Challenges program was launched in February 2023 with an initial \$30 million investment and encompassing 50 projects. Pines reported that in three years, the



program created 450 partnerships, secured \$55 million in external funding, involved 6,500 students, and reached all Maryland counties.

Pines presented a map showing how these projects had a national and international impact, and that this reach was achieved by focusing on issues people care about.

Project topics included:

- Protecting Our Planet
 - Climate Resilience Network
 - Observing Wildfires Through UAVs and Fire Imaging Technologies
 - Programmable Design of Sustainable, All-Natural Plastic Substitutes
- Building Resilient Communities
 - Modeling the Evolution of Avian Influenza Viruses
 - Water Emergency Team
 - Global FEWture Alliance
- Strengthening Civic Foundations
 - Maryland Initiative for Literacy and Equity
 - Maryland Democracy Initiative
 - Seizing Opportunities: Social Capital, Businesses and Communities
- Advancing Technology for the Public Good
 - Music Education for All Through Personalized AI and Digital Humanities
 - Fostering Inclusivity through Technology
 - Maryland Initiative for Digital Accessibility

Pines presented a video titled “Tackling Grand Challenges: Lifting Literacy”.

Pines shared that Provost Rice issued a call for the next round of Grand Challenge grants, with a deadline of April 2, 2026. Pines shared that this program is the best way to show higher education's power to impact society by solving grand challenges.

Pines shared details on the Grand Challenges 2.0 institutional and team awards, including up to three institutional awards of \$1.5 million and up to seven team awards of over \$600,000, all granted over three years. Pines added that all proposals require collaboration across multiple disciplines from at least two or three institutional colleges. Pines reiterated the April 2 deadline for submissions.

Terp Pride

Pines presented a video titled “#NowATerp | UMD Class 2030”.

Discussion

Chair Dammeyer opened the floor for discussion.

Senator Braslavskiy, Graduate Student, BSOS, introduced Gregory Babic.



Babic shared that last summer, physics graduate students were notified of a transition from 12-month to 9.5-month appointments less than a week before it began, with no graduate students involved in the decision. Babic added that supposedly the change was intended to fix payroll errors, benefit disruptions, overpayment of benefit premiums, and inconsistent stipend levels, but instead it created new problems.

Babic noted that Physics graduates are paid through many different institutes, including the Institute for Research and Electronics and Applied Physics. Babic added that the physics department made the appointment transition in August for grads paid through them, but IREAP waited until January 30th of this year. Babic reported that as a result, IREAP paid graduate students are currently missing approximately 10% of their 2025 stipend, about \$4,000, compared to their peers paid through the physics department.

Babic shared that attempts to resolve this through departmental channels resulted in them being kicked around between Physics and IREAP. Babic emphasized that resolving issues from abrupt appointment changes is not the graduate students' responsibility.

Babic emphasized that this pay issue is a systemic, campus-wide problem, not an isolated incident. They noted that pay issues were previously discussed at last year's University Senate meeting involving government and politics Teaching Assistants (TAs) had not been paid for work done during the winter months, and were told administrators were unaware of the issue.

Babic added that this past summer, they sat in the Lee building and the Thomas V. Miller, Jr. Administration building, demanding a meeting, because over 100 graduate workers had pay issues across many departments. Babic shared that they were told that the pay issues arose from workday issues. Dean Roth stated that he was unaware of the scale of the issues and only knew of two graduate students who were affected.

Babic reported that almost two-thirds of graduate students worry about paying rent, and a third are food insecure, so they cannot afford to miss checks. Babic shared that administrators are constantly unaware of these pay issues, and they only see resolution when they all come to the University Senate meeting. Babic asked when IREAP paid graduate students could expect the missing 10% of pay to be corrected.

Pines asked Babic how many students in IREAP and Physics are affected.

Babic answered that about 30 people are affected.

Pines told Babic to talk to Stephen Roth, Associate Provost and Dean of the Graduate School, to gather the names of the affected students and resolve the issue. Pines apologized on behalf of the University, stating that this should not be happening, and promised to get to the bottom of it.



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

Chair Dammeyer invited Wolfgang Losert, Chair of the Information Technology Governance Committee - Information Technology (IT) Council, to present on the Review of the Interim University of Maryland Accessible Technology Policy, VI-1.00(E) (Senate Document #25-26-09).

Losert shared that the digital accessibility policy was prompted by a federal deadline of April 24 of this year, requiring all public universities to comply with Americans with Disabilities Act (ADA) Title II regulations involving digital accessibility.

Losert shared that in response to the deadline, the University launched a comprehensive review, convened with multiple committees, and compared with Big Ten peers. The IT Council, which Losert chairs, was then asked by the Senate to look into revisions. Since September of last year, the IT Council has reviewed the policy and consulted with constituents at every meeting.

Losert highlighted that everyone on the IT Council was invited to participate and look into the policy. Losert added that in January, the Council developed a revised policy, reviewed by the Equity, Diversity, and Inclusion Committee and the Office of General Counsel, before submission to the Senate Executive Committee in February.

Losert shared that the key points of the policy revision are that the policy reflects clarifications, language modifications, and has a strong endorsement of the five consultative entities as identified in the charge. Losert emphasized that a key part of their policy revision was that specific implementation details were moved to a Standards Document, allowing the University to update technical guidance as technology evolves without revising the entire policy.

Losert shared that the Division of Information Technology (DIT) staff recognize that full compliance with ADA Title II is a long-term process. Losert noted that the DIT provides support services, including workshops, training, Portable Document Format (PDF) guides, and Frequently Asked Questions, with additional support from the Office of Marketing and Communications for website compliance. Losert added that DIT is working to identify technology solutions to automate accessibility, and the Vice President and Chief Information Officer will manage the financial implications.

Losert shared the IT Council's proposed updates to the interim policy, noting its alignment with ADA Title II regulations and best practices from Big Ten peers. The proposed policy uses a two-document strategy, including high-level compliance requirements and a standard document with detailed procedures, implementation guidelines, and a frequently asked questions section.



Losert shared that originally, they were going to recommend that the proposed revision of the interim policy be approved. However, following submission, the Office of General Counsel (OGC) has received questions about the operational impact of the revised policy, particularly for research and administration software.

Losert explained that the OGC clarified that Title II does not require full digital accessibility for digital systems for internal operations only. Losert noted that the OGC consulted with other Big Ten schools, which found that reviewing all software substantially delays acquiring technology for research and administration.

Losert stated that the IT Council therefore proposed an amendment to make it clear that the new Title II guidelines do not cover internal software. The amendment allows future standards documents to include widely used software, but it does not currently require this. Losert concluded that this amendment will help the institution prioritize limited resources on ensuring digital accessibility for student-facing and public-facing websites.

Chair Dammeyer opened the floor for discussion on the motion to adopt the interim policy, including the amendment.

Senator Stillwell, PTK, PLCY, reported that faculty in his school are working overtime to achieve digital accessibility compliance before the April deadline. While they supported the compliance standards and were relieved that some internal pages were exempt, they worried that mandating compliance by the tight deadline might overstretch some teams.

Chair Dammeyer clarified that the motion is to incorporate the amendment rather than the entire policy. Hearing none. **The motion carried**

Chair Dammeyer acknowledged that Stillwell's question is now up for discussion.

Losert clarified that the amendment's goal is to focus on external and student-facing websites, allowing the focus to initially be on high-impact websites and digital content.

Stillwell queried whether Act III of the policy, stating "the instructor or unit who owns and controls online instruction content in the University's learning management system or other outside platforms is responsible for any remediation and for replacing or modifying the original content," is subject to the April deadline.

Losert confirmed that the University currently doesn't have standards that enforce the April deadline. Losert emphasized that the requirement states that future vendors are required to ensure their software is digitally accessible.

Senator Miller, PTK, CMNS explained that an amendment cannot be offered or voted upon unless the main motion it intends to modify has first been formally stated and is pending on the floor.



Chair Dammeyer clarified her understanding that the motion in the council's report had been placed on the agenda by the Senate Executive Committee (SEC).

Miller explained that the University Senate requires a formal, stated motion at the current meeting before proceeding to a vote.

Losert explained the committee's recommendation to adopt the policy alongside a separate amendment designed to improve, clarify, and provide the University with flexibility, confirming that a vote was required.

Chair Dammeyer asked if there were any objections to the amendments as proposed.

Miller moved to separate the amendment for a vote.

Chair Dammeyer opened the floor for discussion on adding the amendment to the interim policy. Hearing none. Chair Dammeyer called for a vote on the motion. **The motion carried.**

Chair Dammeyer opened the floor for discussion on the Interim University of Maryland Accessible Technology Policy.

Senator Espindola, TTK, CMNS, questioned what constitutes "internal facing" in regard to ELMS-Canvas. Espindola added that the accessibility percentage for a course depends on all files stored in Canvas, not just the files actively used for the course. Therefore, the compliance percentages shown are different from what students see and what actually exists in the account. Espindola inquired if, under the new amendment, unpublished files not used directly by students would be exempt from compliance, given that Canvas makes it difficult to locate background-stored files.

Losert invited Megan Masters, Interim Assistant Vice President for Academic Technology and Innovation within the DIT, to join the discussion. He noted that archive documents not currently in use are excluded from the policy, citing federal law, and concluded that Espindola was likely referring to documents that would not be covered.

Masters confirmed Losert's statement was correct. Masters added their vendor called Ally, which works with the learning management system, and is actively collaborating with the University to get more accurate accessibility data for files. They are working with the vendor to exclude materials that are not in use to provide more accurate data. Masters assured Espindola and the University Senate that they are working to increase the accuracy of the accessibility scores based only on published materials within ELMS-Canvas courses.

Espindola sought clarification on whether the current compliance percentage their peers are seeing reflects what will be considered compliant in the future.



Masters confirmed and added that the compliance scores will continue to improve as both the technology and institutional pedagogical practices advance.

Espindola asked for a timeline for when the adjustment would happen.

Masters stated that they would like to see improvements within the next 12 to 18 months through the vendors with whom they work.

Senator Lamprakos, TTK, ARCH expressed concern for disciplines that rely heavily on visual materials, particularly those with subtly articulated visuals, noting that translating this content to text is difficult. They asked for clarification on what accommodations were made for the arts, architecture, and other visual-based disciplines.

Masters stated the University has been working intensively on these issues for many years, starting the accessibility journey in 2015. They acknowledged that some materials are complicated and notoriously hard to remediate, such as visual cues, chemical structures, and musical notations. Masters emphasized that resources need to be dedicated for these more difficult materials; they hope to invest in new technologies to advance this work, lessening the load on instructional faculty. Masters added that they also want to maintain a human review to ensure the accuracy of the materials provided.

Senator Delwiche, TTK, CMNS, asked how the IT Council addressed the oversight of requirements embedded in the external document, which is not part of the formal policy. Delwiche wanted to know how these requirements would be supervised to ensure they remain practical and agreeable to the campus community.

Losert shared that the policy includes a detailed description of the oversight over the standards document. Losert explained that the IT Council and other entities would be involved in the oversight and consultation for any changes to the standards document.

Chair Dammeyer called for a vote on the motion. **The motion carried.**

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

Chair Dammeyer invited Jo Zimmerman, Chair of the Educational Affairs Committee, to present on the Review of the Alleged Arbitrary and Capricious Grading Policy (Senate Document #24-25-12).

Zimmerman shared that on May 9, 2024, the University Senate office received the proposal to review the grading policy. On October 15, 2024, the SEC formally charged the Educational Affairs Committee with reviewing and revising the proposal. The review



focused on clarifying potential policy overlap and improving the consistency and transparency of the student grievance process.

Zimmerman shared that the committee began reviewing the proposal through regular cycles. The work started under former Chair Philip Evers and the 2024-2025 committee, and was passed on to the 2025-2026 committee under their chairship.

Zimmerman shared that they consulted with the following

1. A representative from the Office of Undergraduate Studies and the Academic Procedures and Standards Committee on December 12, 2025
2. A representative from the Undergraduate Studies Ombudsperson on March 4, 2025
3. The Faculty Affairs Committee on October 29, 2025
4. The Student Affairs Committee on November 3, 2025

Zimmerman shared that during discussions, the committee agreed that the Policy on the Conduct of Undergraduate Courses and Grievance Procedure, and the Procedures for Review of Alleged Arbitrary and Capricious Grading for Undergraduate Students should remain separate. Zimmerman explained that they are distinct policies that cover separate situations with different timelines.

Zimmerman shared that they also considered the value of Professional Track Faculty's perspective and representation in the process to ensure an unbiased approach and a focus on education and transparency. The goal was to ensure students and faculty are aware of all parties' rights and responsibilities.

Zimmerman shared that the committee concluded that aligning the appeal board membership was the best way to address the feedback. The amendment is reflected in the proposed policy revisions. The sole change was to remove the word "tenure" from the requirement for three board faculty members.

Chair Dammeyer opened the floor for discussion on the motion.

Senator Herman, PTK, CMNS, stated that the proposed change introduces an ambiguity that requires resolution. Herman noted that the appeal committee, which must consist of at least three faculty members ranked equal to or superior to the instructor, could now include both tenure-track and professional track faculty. Herman questioned the relationship between these ranks if a tenure-track TTK faculty member is automatically considered equal to or greater than any professional track PTK faculty, or if there is a parallel ranking structure? Herman stressed that this clarification is necessary, as it was not an issue when PTK faculty were previously excluded.

Zimmerman explained that the committee considered the issue carefully, noting the policy was last revised before the current PTK faculty roles existed. This change was



intentional because most instructional faculty have a three-level structure with parallel ranks between TTK and PTK roles.

Zimmerman noted that while standing committees are often TTK, the Educational Affairs Committee did not want to require strict role matching due to variations in PTK representation across units. Zimmerman stated that removing the tenure requirement could create greater service opportunities and better represent those actually teaching the courses.

Chair Dammeyer opened the floor for discussion on the motion. Hearing none. Chair Dammeyer called for a vote on the motion. **The motion carried.**

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

Chair Dammeyer invited William Idsardi, Chair of the Faculty Affairs Committee, to present on the Interim University of Maryland Policy on Faculty Professional Conduct (Senate Document #24-25-06).

Idsardi shared that the University Senate office received the interim policy proposal from the Office of the President in August 2024.

Idsardi stated the policy supports two goals. The first goal is to uphold the University's mission by fostering a civil, respectful, safe, inclusive, and accountable community. The second goal is ensuring community members conduct institutional responsibilities with integrity and professionalism.

Idsardi noted that the SEC charged the FAC with reviewing the interim policy and began its work last year by reviewing the proposal, related documents, a Big Ten peer review, and various consultations. Idsardi specified consultations included Melissa Thompson, the Executive Director of the Office of Integrity and Responsible Conduct; the University Senate staff; the Staff Affairs Committee; faculty, staff, and student ombuds representatives; and a member of the University of Maryland's conflict resolver's network.

Idsardi shared that the Committee thoroughly considered the severity of alleged professional misconduct, warranted disciplinary actions, and the required reporting obligations for unit heads. Idsardi shared that after multiple full committee discussions, an ad hoc working group, which he led, met on November 12, 2025, to finalize the policy language amendments.

Idsardi reported that these amendments were presented to the full Faculty Affairs Committee for a vote on November 25, 2025, before being sent to the Office of General Counsel (OGC) for review. Idsardi confirmed the resulting changes reflected OGC



feedback and were approved by the committee via an email vote. Idsardi recommended that the University Senate approve the proposed changes to the interim policy.

Chair Dammeyer opened the floor for discussion on the motion.

Senator Wasdin, TTK, ARHU asked which groups determine the validity of unprofessional conduct concerns and whether the process involves faculty or is purely administrative.

Idsardi explained that the question is complex because misconduct could involve many combinations. Idsardi stated that rather than creating a comprehensive matrix, the Office of Faculty Affairs will use a triage procedure to determine the entity best equipped to handle the question. Idsardi noted that a separate set of accompanying procedures, handled through the Office of Integrity and Responsible Conduct (OIRC), will outline specific cases. Idsardi clarified that these details will be in OIRC documents, separate from the policy itself.

Wasdin followed up by asking if the policy represented a significant change or merely formalized the existing situation.

Idsardi confirmed the policy only formalizes the current situation. Idsardi clarified that reporting structures vary by case; for example, a complaint against a department chair must go to the next-level administrator. Idsardi reiterated that enumerating every possible case will be handled during implementation.

Chair Dammeyer called for a vote on the motion.

Senator Herman, PTK, CMNS, inquired if the University Senate was still meeting quorum and requested a pause to the vote.

Chair Dammeyer announced the vote would be paused for a quorum count.

Chair Dammeyer asked University Senate participants to vote on whether they are present in the meeting. Chair Dammeyer announced the voting showed 92 members were present and confirmed quorum was met.

Chair Dammeyer called for a vote on the motion. **The motion carried.**

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)

Chair Dammeyer motioned to move the Elections, Representation & Governance (ERG) Presentation on the Proposal to Change the Senate Bylaws for the Equity, Diversity, &



Inclusion Committee (Senate Document #25-26-11) to the next University Senate meeting on April 9, 2026, due to time constraints.

Chair Dammeyer opened the floor for discussion on the motion. Hearing none. **The motion carried.**

9. New Business

Chair Dammeyer called for New Business. Hearing none.

10. Adjournment

The meeting was adjourned at 4:56PM.





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.~~ **of discrimination.** 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
TABLE OF CONTENTS

ARTICLE 1 - AUTHORIZATION	3
ARTICLE 2 - MEMBERSHIP	3
ARTICLE 3 - MEETINGS.....	5
ARTICLE 4 - EXECUTIVE COMMITTEE.....	6
ARTICLE 5 - COMMITTEES OF THE SENATE.....	8
ARTICLE 6 - STANDING COMMITTEE SPECIFICATIONS	11
6.1 Academic Procedures and Standards Committee	11
6.2 Campus Affairs Committee	12
6.3 Committee on Committees.....	12
6.4 Educational Affairs Committee	13
6.5 Elections, Representation, and Governance Committee	14
6.6 Equity, Diversity, & Inclusion Committee	15
6.7 Faculty Affairs Committee	15
6.8 Programs, Curricula, and Courses Committee.....	16
6.9 Staff Affairs Committee	17
6.10 Student Affairs Committee	18
6.11 Student Conduct Committee	18
ARTICLE 7 - SPECIAL COMMITTEE ON UNIVERSITY FINANCE	18
ARTICLE 8 - UNIVERSITY COUNCILS	20
ARTICLE 9 - UNIVERSITY COUNCIL SPECIFICATIONS.....	22
9.1 University Library Council.....	22
9.2 University Research Council.....	23
9.3 University IT Council	23
ARTICLE 10 - THE ATHLETIC COUNCIL.....	24
ARTICLE 11 - DUTIES OF THE EXECUTIVE SECRETARY AND DIRECTOR	25
ARTICLE 12 - ANNUAL TRANSITION OF THE SENATE	26
APPENDIX 1 - BYLAWS OF THE UNIVERSITY LIBRARY COUNCIL.....	28
APPENDIX 2 - BYLAWS OF THE UNIVERSITY RESEARCH COUNCIL.....	31
APPENDIX 3 - BYLAWS OF THE UNIVERSITY IT COUNCIL.....	31
APPENDIX 4 - CHARTER OF THE UNIVERSITY ATHLETIC COUNCIL	35
APPENDIX 5 - PROCEDURES FOR ELECTIONS OF UMCP REPRESENTATIVES TO THE COUNCIL OF UNIVERSITY SYSTEM FACULTY (CUSF).....	42
APPENDIX 6 - PROCEDURES FOR ELECTIONS OF UMCP REPRESENTATIVES TO THE COUNCIL OF UNIVERSITY SYSTEM STAFF (CUSS).....	42
APPENDIX 7 - PROCEDURES FOR REVIEW OF COLLEGE AND SCHOOL PLANS OF ORGANIZATION	43
Dates of Approval, Updates and Amendments to the Senate Bylaws	45

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 may be 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 (4) 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
 Amended May 7, 1990
 Amended, September 13, 1990
 Amended, November 15, 1990
 Amended, October 14, 1993
 Amended, December 6, 1993
 Amended, March 31, 1994
 Amended, April 18, 1994
 Amended May 5, 1994
 Amended, November 10, 1994
 Amended, August 28, 1996
 Amended, May 15, 1997
 Amended, March 5, 1998
 Amended, April 2, 1998
 Amended, April 6, 2000
 Amended, February 12, 2001
 Amended, September 19, 2002
 Amended, February 3, 2003
 Amended, October 16, 2003
 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
 Amended, October 16, 2008
 Amended, February 9, 2009
 Amended, May 4, 2009
 Amended, November 12, 2009
 Amended, March 3, 2010
 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
 Approved after 2015 Plan of Org Review, May 4, 2015
 Amended, November 20, 2015
 mended, December 14, 2015
 Amended, February 18, 2016
 Amended, March 18, 2016
 Amended March 24, 2017
 Amended November 8, 2017
 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



UNIVERSITY SENATE

Transmittal | #24-25-29

Academic Procedures and Standards Committee

Proposal Regarding Conflicts with Scheduled Classes (Senate Document #24-25-29)

Presented By: Shannon Buenaflor, Chair, Academic Procedures and Standards Committee

Review Date: SEC - March 11, 2026

Voting Method: In a single vote

Relevant Policy/Document: [Policy Number: V-1.00\(G\) University of Maryland Policy on Excused Absence](#), and [Policy Number: V-1.00\(A\) University of Maryland Policy on the Conduct of Undergraduate Courses and Student Grievance Procedure](#)

Necessary Approvals: Senate, President

Proposal:

On February 11, 2025 the University Senate office received a proposal that described the following issue: Concerns regarding faculty scheduling mandatory projects, presentations, and or experiential activities outside of scheduled class times that conflict with scheduled courses, placing students in difficult class conflicts.

The SEC charged the Academic Procedures and Standards (APAS) Committee with reviewing the proposal entitled, *Proposal Regarding Conflicts with Scheduled Classes* at its February 21, 2025 meeting.

Recommendations:

The Academic Procedures and Standards Committee recommends the following operational guidance in lieu of any change to current policy.

- Collaboration on best practices: In an effort to avoid course conflicts, the committee recommends that relevant offices, such as the Office of Faculty Affairs, the Teaching & Learning Transformation Center (TLTC), and the Office of Undergraduate Studies, which oversees the [Course-Related Policies and Resources for Undergraduate Students](#), should collaborate to share recommendations and best practices for avoiding class conflicts. This guidance may include steps for how to resolve course conflicts when they arise.
- Guidance for how to resolve course conflicts:
 - Class conflict concerns must begin with communication between the student and the instructor.

- The instructor of the scheduled class may seek information, ask questions, and obtain confirmation from the faculty member planning the activity in the other class that occurs outside of scheduled class time.
- If the student still has concerns, they are advised to contact the Director of Undergraduate Studies (DUGS) who oversees the scheduled class that would be missed. An Ombuds representative may also be consulted with collaboration between departments as appropriate.
- Consistent messaging on class attendance: Departments and academic leadership, particularly the Director of Undergraduate Studies (DUGS), should provide clear messaging to faculty acknowledging the value of curricular and co-curricular activities while emphasizing that scheduled classes are the priority.

Committee Work:

The APAS Committee began working on the charge from the SEC at their April 30, 2025 meeting. Following regular committee membership cycles, the work began under Chair Shannon Buenaflor and the 2024-2025 APAS Committee.

The 2025-2026 APAS Committee began its review of the Proposal Regarding Conflicts with Scheduled Classes in September 2025. As a part of its review, the committee analyzed relevant policies that apply to the proposal including the *University of Maryland Policy on Excused Absence (V-1.00G)* and the *University of Maryland Policy on the Conduct of Undergraduate Courses and Student Grievance Procedure (V-1.00A)*.

The committee conducted a comprehensive review, which included examining similar policies and procedures on student appeals at Big 10 and other peer institutions in October 2025. Throughout the Fall of 2025, the committee also consulted with key stakeholders, including the original proposer, the Dean of Undergraduate Studies, the Faculty Affairs and Student Affairs Senate Committees, the Office of General Counsel, an Undergraduate Ombuds representative, and a designee of the Senior Vice President and Provost.

Throughout committee deliberations, the committee members considered the prevalence of class scheduling conflicts, particularly those involving "activities, assignments, and projects", and the terminology of "University Authority," as it relates to participation in university-sponsored activities, and excused absence used in the two aforementioned policies for clarity. The committee also evaluated the use of the word "instructor" as it pertains to both faculty and staff teaching courses, and the potential impact of any policy changes on the campus community.

After due consideration, the APAS committee voted at their February 4, 2026 meeting to move forward with operational guidance in lieu of any change to current policy. The final recommendations were approved at the February 27, 2026 meeting.



Alternatives:

The Senate may vote not to support the committee recommendations

Risks:

There are no risks associated with the University in approving these recommendations.

Financial Implications:

There are no known financial implications in approving this recommendation.





UNIVERSITY SENATE

Report | #24-25-29 Academic Procedures and Standards Committee

Proposal Regarding Conflicts with Scheduled Classes (Senate Document #24-25-29)

2025-2026 Committee Members:

Shannon Buenaflor (Chair)

Sarah Balcom (Faculty)

Ryan Blaustein (Faculty)

Taylor Closson (Undergraduate Student)

William Cohen (Ex-Officio - Provost's Rep)

Adrian Cornelius (Ex-Officio - University Registrar Rep)

Alina Darchieva (Undergraduate Student)

Sreya Datla (Graduate Student)

Jason Farman (Ex-Officio - Graduate School Rep)

Lisa Kiely (Ex-Officio - Undergraduate Studies Rep)

Rashmi Konaparthi (Undergraduate Student)

Sun Young Lee (Faculty)

James Massey (Ex-Officio - Director of Undergraduate Admissions Rep)

Celina McDonald (Faculty)

Jessica Morabito (Faculty)

Ana Cebrian Navarro (Faculty)

Tim Powell (Faculty)

Allison Ring (Faculty)

Eric Silfen (Faculty)

F Smith (Staff)

Yunfei Zhao (Faculty)

Date of Submission: March 4, 2026

Background:

The University Senate Office received a proposal entitled "*Proposal Regarding Conflicts with Scheduled Classes*" (included in Appendix 3) on February 11, 2025. The proposal conveyed concerns regarding faculty scheduling mandatory projects, presentations, and experiential learning activities outside of scheduled class meeting times, resulting in overlaps and schedule conflicts for students enrolled in multiple courses. The proposer highlighted that such scheduling conflicts may place students in situations where they must choose either between two academic obligations or between an academic and extracurricular obligation, and requested clear and explicit university policies that address these situations.

The Senate Executive Committee (SEC) reviewed the proposal, and on February 21, 2025, the SEC voted to charge the Academic Procedures and Standards (APAS) Committee with reviewing the proposal and relevant university policies, consulting with appropriate stakeholders, and determining whether policy revisions or recommendations are appropriate in addressing the concerns expressed in this proposal.



Committee Work:

The APAS Committee began working on the charge from the SEC at their April 30, 2025 meeting. Following regular committee membership cycles, the work began under Chair Shannon Buenaflor and the 2024-2025 APAS Committee and was completed by Chair Shannon Buenaflor and the 2025-2026 APAS Committee.

The 2025-2026 APAS Committee began working towards the charge in September 2025 by reviewing the charge, proposal, and related documents, and acknowledged the importance of establishing clearer guidance, and potentially policy language, to ensure consistency, protect instructional time, and provide equitable solutions for students affected by class scheduling conflicts.

The committee also conducted a comprehensive analysis of academic scheduling policies at other Big 10 peer institutions in October 2025. Throughout this review, members utilized a shared spreadsheet document as a tool in completing their comparative policy analysis. The committee members noted that academic scheduling processes seemed to vary significantly across Big 10 peer institutions. However, they found that the majority of policies that exist are excused absence policies, many of which closely resemble the University of Maryland's policies, and in some cases are less specific than the university's adopted policies.

Committee members consulted with colleagues within the Big 10 network to gather more insight beyond their comparative review. Through this discussion, the committee was informed that peer institutions do not currently have a comparable policy that specifically addresses course overlap conflicts. Additionally, the committee queried the Assistant Secretary for Academic Affairs of the Maryland Higher Education Commission (MHEC), Dr. Emily Dow, and no recommendations were forthcoming. Furthermore, the comparative analysis conveyed that the issue of required course activities conflicting with scheduled classes represents a relatively uncommon policy focus amongst peer institutions.

The committee subsequently conducted a series of consultations, including discussions with an Undergraduate Ombuds representative, the original proposer, the Dean for Undergraduate Studies, the Faculty Affairs and Student Affairs Senate Committees, the Office of General Counsel, and a designee of the Senior Vice President and Provost.

At the October 24, 2025 meeting, the committee spoke with the original proposer, Dr. Lee Friedman, Principal Lecturer and Director of Undergraduate Studies for the Department of Chemistry and Biochemistry. Friedman shared insights on specific instances where students were excused from scheduled classes, at times during exams, to attend "mandatory" activities in other courses including "poster presentations", laboratory activities and Living-Learning Program requirements. Friedman reiterated concerns regarding the classification of such activities as "mandatory" when they occur outside of established scheduled class times, thus setting forth the rationale of his initial proposal.



During discussions with key stakeholders, members shared their experiences with class scheduling conflicts and various means they have utilized to navigate these circumstances.

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

- A representative from the Undergraduate Student Ombuds Services on October 24, 2025
- The Faculty Affairs Committee on October 29, 2025
- Representatives from the Department of Teaching and Learning, Policy and Leadership (TLPL) on October 31, 2025
- A designee of the Senior Vice President and Provost on October 31, 2025
- The Student Affairs Committee on November 3, 2025

In addition to conducting effective consultations with the aforementioned key stakeholders, the committee carefully reviewed the Excused Absence policy and deliberated extensively on the following definitions of these terms: “university-sponsored activity,” academic versus non-academic (activities, etc.), “university authority” and “mandatory versus required”. The committee members evaluated the scope of these terms along with their application in practice, consistency across all university policies, potential implications for faculty authority, impact on educational experiences, and student academic responsibilities. When looking at the current policy and reflecting on the issues brought forth in this proposal, the committee concluded that the Excused Absence Policy, as it currently stands, provides nuance that addresses student absences in a range of circumstances and is effective in covering the issues that were brought forward in the proposal.

Through the committee’s consultations, analysis of existing university policies, and consideration of stakeholder experiences with course scheduling conflicts, the committee ultimately decided that operational guidance would most effectively address the concerns that were raised in the proposal.

Committee Findings:

The committee deliberated adding to or modifying the Excused Absence Policy, or proposing a new policy on class conflicts, but ultimately concluded that such efforts would add confusion and that the proposer’s concerns could best be addressed by other means.

In its review, the committee examined two existing university policies: the Excused Absence Policy and the Policy on the Conduct of Undergraduate Courses and Student Grievance Procedure. With respect to the current Excused Absence Policy, the committee noted that it has been amended on multiple occasions, and determined that further revisions may result in unintended consequences. In analyzing the Policy on the Conduct of Undergraduate Courses and Student Grievance Procedure, the committee identified that the central issue lies in clarifying terminology used within the current policy, specifically terms such as “university-sponsored activity”, “academic versus non-academic (activities, etc.)”, “university

authority” and “mandatory versus required”. Additionally, a key concern that coincides with the definitions of these terms was ensuring consistent application in practice.

Committee members determined that formally defining such terminology falls outside the committee’s purview. Accordingly, the committee resolved to collaborate with relevant university resources and campus affiliates to develop operational guidance in lieu of creating a new policy or amending existing policy. At the February 4, 2026 committee meeting, the committee voted to take a guidance approach. In the following section, we detail how best to share this guidance with the campus community and include recommendations for how to help students and faculty address course conflicts when they arise.

Recommendations:

After considering the scope of the charge and all consultations, the committee determined that a policy change was not needed but would like to move forward with operational guidance in order to provide clarity. Recommendations include:

- Collaboration on best practices: In an effort to avoid course conflicts, the committee recommends that relevant offices, such as the Office of Faculty Affairs, the Teaching & Learning Transformation Center (TLTC), and the Office of Undergraduate Studies, which oversees the [Course-Related Policies and Resources for Undergraduate Students](#), should collaborate to share recommendations and best practices for avoiding class conflicts. This guidance may include steps for how to resolve course conflicts when they arise.
- Guidance for how to resolve course conflicts:
 - Class conflict concerns must begin with communication between the student and the instructor.
 - The instructor of the scheduled class may wish to seek information, ask questions, and obtain confirmation from the faculty member planning the activity in the other class that occurs outside of scheduled class time.
 - If the student still has concerns, they are advised to contact the Director of Undergraduate Studies (DUGS) who oversees the scheduled class that would be missed. An Ombuds representative may also be consulted with collaboration between departments as appropriate.
- Consistent messaging on class attendance: Departments and academic leadership, particularly the Director of Undergraduate Studies (DUGS), should provide clear messaging to faculty acknowledging the value of curricular and co-curricular activities while emphasizing that scheduled classes are the priority.



Appendices:

Appendix 1: Committee Recommendations Document

Appendix 2: Charge from Senate Executive Committee

Appendix 3: Proposal submitted to the Senate Office





UNIVERSITY SENATE

Recommendations | #24-25-29 **Academic Procedures and Standards Committee**

Proposal Regarding Conflicts with Scheduled Classes **(Senate Document #24-25-29)**

Recommendations:

After considering the scope of the charge and all consultations, the committee determined that a policy change was not needed but would like to move forward with operational guidance in order to provide clarity. Recommendations include:

- Collaboration on best practices: In an effort to avoid course conflicts, the committee recommends that relevant offices, such as the Office of Faculty Affairs, the Teaching & Learning Transformation Center (TLTC), and the Office of Undergraduate Studies, which oversees the [Course-Related Policies and Resources for Undergraduate Students](#), should collaborate to share recommendations and best practices for avoiding class conflicts. This guidance may include steps for how to resolve course conflicts when they arise.
- Guidance for how to resolve course conflicts:
 - Class conflict concerns must begin with communication between the student and the instructor.
 - The instructor of the scheduled class may seek information, ask questions, and obtain confirmation from the faculty member planning the activity in the other class that occurs outside of scheduled class time.
 - If the student still has concerns, they are advised to contact the Director of Undergraduate Studies (DUGS) who oversees the scheduled class that would be missed. An Ombuds representative may also be consulted with collaboration between departments as appropriate.
- Consistent messaging on class attendance: Departments and academic leadership, particularly the Director of Undergraduate Studies (DUGS), should provide clear messaging to faculty acknowledging the value of curricular and co-curricular activities while emphasizing that scheduled classes are the priority.





Charged: April 1, 2025 | Deadline: March 6, 2026

**Review of the Proposal Regarding Conflicts with Scheduled Classes
(Senate Document #24-25-29)
Academic Procedures & Standards Committee | Chair: Shannon Buenafior**

The Senate Executive Committee (SEC) and Senate Chair Sly request that the APAS Committee review the proposal entitled, *Proposal Regarding Conflicts with Scheduled Classes*.

Specifically, the APAS Committee should:

1. Review:
 - a. The proposal entitled *Proposal Regarding Conflicts with Scheduled Classes*.
 - b. The policies entitled *UMD Policy on Excused Absence* [\[V-1.00\(G\)\]](#) and the *UMD Policy on the Conduct of Undergraduate Courses and Student Grievance Procedure* [\[V-1.00\(A\)\]](#).
 - c. Similar policies and procedures at Big 10 and other peer institutions.
2. Consult:
 - a. Senior Vice President and Provost or representative/designee.
 - b. Faculty Affairs Committee.
 - c. Student Affairs Committee.
 - d. Dean of Undergraduate Studies.
 - e. Undergraduate Ombuds Officer.
3. Consider:
 - a. The prevalence of conflicting class scheduled “activities, assignments, and projects.”
 - b. The terminology of “University Authority,” “participation in university activities at the request of university authorities,” and “excused absence” used in the two policies for clarity.
 - c. The use of the work “instructor” as it pertains to both faculty and staff teaching courses.
 - d. The potential impact of any policy changes on the campus community.
4. Consult with an Office of General Counsel representative on any proposed changes to the University’s policy.
5. If appropriate, recommend whether the policy/policies should be revised, and if so, provide suggested revisions **OR** if a new policy should be created.

Please submit a report to the University Senate Office no later than **March 6, 2026**. If you have questions or need assistance, please contact the University Senate Office, senate-admin@umd.edu.



Proposal Regarding Conflicts with Scheduled Classes

NAME/TITLE	Lee Friedman, Principal Lecturer, Director of Undergraduate Studies		
EMAIL	laf2h@umd.edu	PHONE	5-1846
UNIT	Chemistry and Biochemistry	CONSTITUENCY	CMNS

DESCRIPTION OF ISSUE

A handful of times during semesters, typically at the end, faculty whose courses require final presentations or projects, in some cases field trips, or capstone-type presentations (collectively referred to below as "projects") have scheduled these projects outside of their scheduled class times, thus conflicting with one or more scheduled class meeting or meetings that a student has. In many cases, these projects are referred to as "required" or "mandatory" by the faculty member teaching the class or coordinating the project. I will point out here that these projects cannot be truly "required" as the faculty member must have some kind of a make-up procedure for students who have excused absences – if they are truly "required" then a sick student or a student with another type of excused absence would get a zero on the assignment, which is not permitted.

These projects that conflict with already scheduled classes put the students mutually enrolled in these classes in a bind. The student either has to attend the project or the scheduled class – the latter of which, often at the end of the semester, may involve an exam or practical assessment in an experiential course. The students often go to the instructor of the "non-required" course and tell them that their other course has a mandatory, unskippable presentation and that they must miss their scheduled course.

I do not think that any course in a student's schedule is any more important than any other course. The time faculty have with their students during class time is theirs to use as they see fit. It is not for another faculty member to poach or usurp. In my opinion, it is inappropriate and uncollegial for any faculty or staff member to schedule something for a student that forces the student to miss another class meeting.

I would also suggest that there might be some MHEC issues regarding these types of projects in that causing a student to miss meetings of a scheduled class might affect issues involving credit hours and total hours of class during the semester.

DESCRIPTION OF CHANGE YOU WOULD LIKE TO SEE

I would like to see the following changes:

- 1) The creation and implementation of a formal "Class conflict policy" that explicitly states that faculty cannot schedule mandatory projects that conflict with scheduled class meetings for another non-scheduled class time without the express written permission of the Provost. I would suggest a Dean, but the Deans often have an agenda that is in support of the faculty in their College or Unit, and I do not see a Dean being unwilling to support their faculty.
- 2) That for faculty who choose to schedule conflicting projects without the approval of a Dean or

Provost, that the scheduled class takes priority over the conflicting project. The instructor of the class with the project must have an alternate make-up assignment/assessment that can be used – this would normally be the same assessment as would be used for a student with a University approved absence.

3) In cases where the conflicting project is long-term (e.g. requires missing school for a non-trivial number of days), the faculty member who is leading the project should accommodate the faculty member who teaches the scheduled class by:

- administering any quizzes/exams or other assessments on behalf of the faculty member teaching the scheduled course
- conducting any proctoring of said quiz or exam, if requested
- transmitting the quiz/exam/assessment back to the faculty member teaching the scheduled class in a timely fashion

These obligations may seem Draconian, but athletics does this all the time – if a student is missing a class and hence an exam for an NCAA game, athletics is willing to and often proactive about securing a copy of the exam from the faculty member, administering and proctoring the exam, and returning the exam to the faculty member in a timely fashion. Additionally, if someone is running a project that causes a student to miss a scheduled class, great deference should be given to the faculty member teaching that scheduled class as that faculty member is either being forced to cede their class time or is willing to accommodate the student for the other class.

SUGGESTION FOR HOW YOUR PROPOSAL WOULD BE PUT INTO PRACTICE

Via creation of a “Class Conflict Policy” containing the above items.

ADDITIONAL INFORMATION

I would suggest the Senate Committee on Faculty Affairs as the appropriate venue for this proposal. I can also speak to two specific instances of this happening in the spring 2024 semester. One involves a student in a class that I taught as well as the class a colleague taught (the conflicting project is from the same class involving two different students) and a separate instance involving that same colleague. I will be happy to engage in a discussion with the SEC and the charged Senate Committee with more details regarding these instances.



Resolution for Graduate Student Workers to Obtain Collective Bargaining Rights (Senate Document #24-25-25)

PRESENTED BY Jo Zimmerman, Chair

REVIEW DATES SEC – January 21, 2026 | SENATE – February 3, 2026

VOTING METHOD In a single vote

**RELEVANT
POLICY/DOCUMENT** N/A

**NECESSARY
APPROVALS** Senate

ISSUE

At the November 6th 2024 University Senate Meeting, during New Business, Senator Lyons, Graduate Student from the Philip Merrill College of Journalism (JOUR) introduced a Resolution in Support of Democratic Attempts to Obtain Worker Collective Bargaining Rights (The Resolution) for consideration. The Educational Affairs Committee was charged with research and information gathering before the Senate voted on the Resolution.

RECOMMENDATION(S)

The Educational Affairs Committee was not charged with recommending a vote of adoption or non-adoption but does recommend that the Senate body hold discussion and vote on this matter to the full capabilities of Robert's Rules of Order at the soonest available meeting of the body.

COMMITTEE WORK

The Educational Affairs Committee began reviewing the charge in January of 2025 and began gathering information relevant The Resolution. Following regular committee membership cycles, the work began under Chair Phil Evers and the 2024-2025 Educational Affairs Committee and was completed under Jo Zimmerman and the 2025-2026 committee membership. This year was spent completing consultations, research, and committee meeting discussions in fulfillment of the charge and to present accurate and thorough information to the Senate on financial, logistical, and constituency impacts (including staff, faculty, graduate students and administrators).

ALTERNATIVES

The Senate may vote to adopt the non-binding resolution or to not adopt the non-binding resolution.

RISKS

As a non-binding resolution statement of support, there are no immediate policy or operational changes that would occur with a vote to adopt/not to adopt The Resolution.

FINANCIAL IMPLICATIONS

As a non-binding resolution statement of support there are no immediate policy or operational changes that would occur with a vote to adopt/not to adopt The Resolution.



Resolution In Support Of Democratic Attempts To Obtain Graduate Worker Collective Bargaining Rights

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)

Sydney Overton (Ex-Officio- GSG Rep)
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)

BACKGROUND

Date of Submission: January 9, 2025

At the November 6th 2024 University Senate Meeting, during New Business, Senator Lyons, Graduate Student from the Philip Merrill College of Journalism (JOUR) introduced a Resolution in Support of Democratic Attempts to Obtain Worker Collective Bargaining Rights (The Resolution) for consideration. Due to time limitations, the discussion of the resolution was included as a continuing business item for the December 4, 2025 Senate Meeting.

At the December 4th Senate meeting, the discussion continued and options were shared from both sides of the argument. Ultimately, the Senate voted to send the resolution to the Senate Executive Committee (SEC) for consideration and to be assigned to a committee for further review. The proposed University Senate Resolution in Support of Democratic Attempts to Obtain Graduate Worker Collective Bargaining Rights is included as Appendix 1.

In January 2025, the SEC voted to charge the Educational Affairs Committee with reviewing the resolution. The charge is included as Appendix 2, and was specifically designated as information gathering, rather than responsibility for a policy or adoption recommendation.

COMMITTEE WORK

The Educational Affairs Committee began reviewing the charge in January of 2025 and began gathering information relevant The Resolution. Following regular committee membership cycles, the work began under Chair Phil Evers and the 2024-2025 Educational Affairs Committee.

The consultations completed included:

- Written statement from Senator with rationale for why the committee should review the resolution and obtain further information,
- Documented budget considerations which expanded financial implications of a Graduate Labor Union,
- The Faculty Affairs Committee taking place on May 8, 2025
- The Staff Affairs Committee, taking place on April 8, 2025
- The Dean of the Graduate School, taking place on May 2, 2025
- Written response from the Graduate Student Government for supporting information, background and intentions.
- Discussion with Director and Associate Director of International Students & Scholars Services (ISSS) to gain an understanding of the impact on international students.

The committee also deeply and reputedly discussed the following topics, throughout the year-long review :

- Intentions of the proposers and rationale of request
- Current UMD graduate student support structure and workload, specifically teaching requirements
- Classification of Graduate Assistantships as employment versus core component of education and training.
- Alignment between student thesis work and roles taken for financial support.
- Current and relevant legislative matters

The work was continued under Chair Jo Zimmerman and the 2025-2025 selected committee members, and consisted mainly of continued discussion, review of the previous consultations, Big10 Peer research and compilation of final report. Due to the in-depth research as well as the timing of stakeholder consultations the charge deadline was extended to December 11, 2025, and then to January 9, 2026.

To best convey the information, the Educational Affairs Committee completed a collaborative and thorough report. The Findings Report on the Resolution For Graduate Student Workers to Obtain Collective Bargaining Rights, approved by committee on November 18, 2025, is included as Appendix 3. All material review, consultations, and topics of meeting discussion were taken into consideration when formalizing the report for The Senate.

RECOMMENDATIONS

The Educational Affairs Committee was not charged with recommending a vote of adoption or non-adoption but does recommend that the Senate body hold discussion and vote on this matter to the full capabilities of Robert's Rules of Order at the soonest available meeting of the body.

APPENDICES

Appendix 1 - Resolution as presented to Senate, December 4, 2025

Appendix 2- Charge to the Educational Affairs Committee from SEC

Appendix 3- The Findings Report on the Resolution for Graduate Student Workers to Obtain Collective Bargaining Rights



UNIVERSITY SENATE RESOLUTION IN SUPPORT OF DEMOCRATIC ATTEMPTS TO OBTAIN GRADUATE WORKER COLLECTIVE BARGAINING RIGHTS

WHEREAS, the faculty, staff, students, and administrators of the University of Maryland's College Park campus acknowledge ongoing collective bargaining efforts by employees of the University.

WHEREAS, the University Senate is the principal shared governance body of the University representing faculty, staff, students, and administrators, with the power to "develop and approve resolutions in order to take a public stance on" issues, stating values or concerns of the University community.

WHEREAS, in December of 2022, the 2022-2023 Graduate Student Government – an official representative body for graduate students at the University of Maryland, College Park "charged with securing and protecting the welfare, rights, and interests of all graduate students at this institution" – unanimously passed a legislative bill (1) supporting Collective Bargaining rights for graduate workers across the University System of Maryland.

WHEREAS, the Graduate Student Government deems Graduate Worker's access to Collective Bargaining "a democratic right" (2) Maryland State Law currently denies to student employees, including teaching assistants, research assistants, and other graduate employees within the University System of Maryland.

WHEREAS, University graduate workers formed a Graduate Labor Union (4) which achieved a supermajority on October 1, 2024, (5) and testified in favor of legislation allowing certain full-time and part-time faculty, postdoctoral associates, and graduate assistants collective bargaining rights (6).

WHEREAS, an unwillingness to voluntarily bargain with University of Maryland Graduate Labor Union presents serious challenges for graduate workers in minoritized populations (3) and the campus community, given significant reliance on this segment of the University workforce.

WHEREAS, despite requests signed by students, union members, and members of the University's Graduate Assistant Advisory Council (7), the University of Maryland, College Park, administration testified against Maryland state legislative action granting graduate workers collective bargaining rights.

WHEREAS, University administrators have openly stated: "At this point, the campus remains opposed to collective bargaining rights," for workers, claimed collective bargaining would limit the University's ability to work with graduate assistants directly, and asserted such work would limit student-mentor relationships with faculty (8).

WHEREAS, the right to collectively bargain with the University was enacted into law for certain state employees but not for graduate workers (9) following testimony by University administrators before the Maryland State House of Representatives and Senate.

WHEREAS, members of the Graduate Labor Union at the University of Maryland, College Park, have

requested voluntary recognition by the University and disavowed claims unionization would fray healthy mentorship and work relationships, outlining positive outcomes at institutions across the United States (10).

THEREFORE, BE IT RESOLVED, that the University Senate supports actions, including Collective Bargaining rights, which empower campus workers to negotiate conditions of employment with the University.

BE IT FURTHER RESOLVED, that the body affirms and supports unanimous Graduate Student Government resolutions AND democratic campaigns providing workers collective bargain rights at the University of Maryland, College Park, through voluntary recognition or other means.

References

1. [GSGA41-R09](#) – A Resolution to Support Collective Bargaining for Graduate Assistants and Employees in the University System of Maryland was unanimously passed by members of the University of Maryland’s Graduate Student Government in December of 2022.
2. [From GSG](#): “In December 2022, the 2022-2023 Graduate Student Government unanimously passed a legislative bill that advocates for allowance of graduate student workers across the University system of Maryland to access Collective Bargaining rights, which would allow for the ability to form a union and access a democratic right that has been a federal mandate since 1935.”
3. From [Commentary: Md. legislators don’t know it, but their next union vote will shape our future](#): “Better pay and working conditions for graduate workers will serve to make a graduate education more accessible to and obtainable for folks from diverse backgrounds and different walks of life. Unionizing graduate workers at UMD is an obvious and critical action to take,” doctoral research assistant Anthony Garove says. Without union voices, we could see fewer Maryland doctors and nurses of color, higher turnover among workers navigating student life and lackluster representation of those with disabilities in critical campus communities.
4. The [University of Maryland Graduate Labor Union](#) formed through the Fearless Student Employees group in fall of 2023. The union’s efforts have been bolstered through work with the United Auto Workers, which has represented some 100,000 higher education employees. This union is not formally recognized by the University of Maryland, College Park, nor is it recognized by UM System administrators for the purposes of negotiating outcomes on behalf of graduate employees.
5. During testimony before the Maryland House and Senate in Spring of 2024, Graduate Labor Union representatives presented physical cards that amounted to nearly 1 in 5 graduate students. As of October 1, 2024, members of the University of Maryland Graduate Labor Union card campaign report signed cards from 60% of graduate workers at the institution.
6. As reported by the Diamondback’s Sam Gauntt in [UMD graduate students, administrators testify on state collective bargaining bill](#) (February 16, 2024)
7. The [UMD Graduate Labor Union delivered a letter](#) to the Office of Provost Rice on February 12, 2024, “demanding neutrality from UMD admin” as legislation promoting collective bargaining rights entered the House and Senate. Members of the Graduate Assistant Advisory Council, among the signatories, highlighted the power of a stronger collective bargaining agreement while acknowledging the interim power that the current meet and confer process holds.
8. As reported by the Diamondback’s Sam Gauntt in [UMD graduate students, administrators testify on state collective bargaining bill](#) (February 16, 2024)
9. As reported by Maryland Matters reporter Elijah Pittman in [University System of Maryland,](#)

[AFSCME sign contract covering multiple campuses](#) (August 2, 2024)

10. From [Stop stifling UMD graduate workers' voices. Grant them collective bargaining rights:](#)
Graduate workers at Michigan, Rutgers, Minnesota, NYU and more have unionized with great success. And graduate workers at all private universities already have collective bargaining rights, a fundamental step in forming a union. ... While the University of Maryland is not legally required to engage in collective bargaining with graduate workers, it can and should do so for the sake of all students and our shared learning conditions.

The University of Maryland, College Park



Collective Bargaining Fact Sheet

Contact: Dr. Jennifer King Rice, Senior Vice President and Provost, provost@umd.edu

- UMD provides about 4300 graduate assistantships (GA), primarily to Ph.D. students. This allows UMD to recruit top students and GAs to pursue a degree without borrowing or outside employment. GAs receive a stipend and tuition benefits that exceed the cost of attendance, which is estimated according to Federal guidelines using surveys of actual student living expenses (see back of page).
- GAs assist faculty with teaching and/or research. GA duties are part of a student's education and count towards full-time status. The stipend is not considered salary or wages and is exempt from payroll taxes.
 - About 1600 GAs are research assistants that are supported by faculty research grants. Most do research that contributes directly to their dissertation and other degree requirements. For this reason, most institutions with collective bargaining exclude research assistants (see back of page).
- GAs duties are limited to 20 hours per week, averaged over the term of the appointment. The minimum stipends given below are equivalent to more than \$34 per hour.

Step level	9 months	9.5 months	12 months
Master's	\$26,304	\$27,767	\$35,074
Doctoral	\$26,819	\$28,311	\$35,760
Candidate	\$27,334	\$28,854	\$36,446

- Minimum stipends are 46% over Fall 2021. These substantial increases were achieved without collective bargaining. UMD minimum stipends are third among public Big Ten institutions, behind only Rutgers and Michigan (see back of page).
- Many departments set stipends above the minimum to compete with peer institutions in their field—up to \$43,400 (9/9.5 months) and \$44,200 (12 months). Average stipends are \$28,835 (9.5 months) and \$38,690 (12 months) based on 20 hours per week.
- Including summer employment and fellowships, 75% of GAs have full-year support from UMD. Most of the remainder have outside summer employment.
- GAs receive up to 10 credits of tuition each semester and 4 credits during winter term, with a value up to \$44,184 per year. GAs with 12-month appointments also receive 8 credits during summer term, for a total value up to \$58,912 per year in free tuition.
- GAs have access to the same health insurance plans on the same subsidized basis as faculty and staff. GA stipend and benefits are worth more than \$60,000 per year to the average student.
- A recent strike at the University of California lasted six weeks and resulted in canceled classes and final exams, closed labs, and delayed course grades. The union initially demanded a minimum stipend of \$54,000; they eventually agreed to \$34,000 (20 hr/wk, 9 months/yr). The increase in stipends totals more than \$200 million per year. This will be funded through some combination of increased state appropriations, increased tuition, and reduced numbers of graduate assistants and PhD students.
- In the 2024 UMD Community and Belonging Survey, seventy-five percent (75%) (n=1,296) of Graduate Student respondents reported feeling “comfortable” or “very comfortable” with the overall climate at UMD.

Minimum Graduate Assistant Stipends and Collective Bargaining Status
Big Ten Public Universities, Fall 2024, 20 hour/week appointment

Institution	Minimum Stipend		Collective Bargaining?		
	Academic Year	Full Year	TA	AA	RA
Rutgers ¹	36,395	41,854	Y	Y	Y
Michigan ²		41,000	Y	Y	Y
Maryland ³	27,767	35,760			
Penn State	22,005	29,340	(voted for)		
Indiana	22,000		Y	Y	Y
Ohio State	21,280	28,373			
Wisconsin	23,227	28,388			
Iowa	21,329	26,059	Y	Y	
Illinois	22,080	29,439	Y	Y	(voted for)
Purdue	20,348	26,000			
Michigan St ⁴	18,085	24,024	Y		
Minnesota	16,177	21,570	Y	Y	Y
Nebraska	14,000	17,865			

¹Standard appointment is 15 hours per week.

²All GAs have moved to 12-month contracts in the last collective bargaining agreement in late 2023.

³For doctoral students on 9.5 appointments, which comprise the majority of academic-year appointments; the minimum for master's students is \$26,958. All TAs and 70% of all academic-year GA appointments are 9.5-month appointments. The minimum stipend for 9-month appointments is \$25,538 for master's and \$26,038 for doctoral students.

⁴For TAs. The minimum academic-year stipend for non-union AAs and RAs is \$15,561.

Average Cost of Attendance and Average Stipend, AY24-25 (9 months)

Cost	Graduate Student	Graduate Assistant
Tuition (10 credits/semester)	\$36,820	—
Mandatory fees	\$1,432	\$1,432
Off-campus rent, utilities, food	\$16,372	\$16,372
Personal expenses	\$1,200	\$1,200
Books and supplies	\$1,000	\$1,000
Transportation	\$3,058	\$3,058
Health insurance	\$2,494	\$988
Income taxes	—	\$2,350*
Average cost of attendance	\$60,877	\$26,400
Average academic-year stipend	—	\$28,535

Tuition is at the non-resident rate. Health insurance is the employee portion of the lowest-cost State plan for GAs and the student health insurance plan for other students. Other costs are estimated by the Office of Student Financial Aid using federal guidelines; see <https://financialaid.umd.edu/resources-policies/cost-attendance>.

*This is an estimate only and will vary widely depending on individual circumstances.



**Review of the Resolution In Support Of Democratic Attempts To Obtain Graduate Worker Collective Bargaining Rights (Senate Document #24-25-25)
Educational Affairs Committee | Chair: Jo Zimmerman**

The Senate Executive Committee (SEC) and Senate Chair Sly request that the Educational Affairs Committee review the resolution entitled *University Senate Resolution In Support Of Democratic Attempts To Obtain Graduate Worker Collective Bargaining Rights*, gather relevant information for accuracy, recommend any necessary revisions, and present their findings to inform the University Senate.

Specifically, the Educational Affairs Committee should:

1. Review:

- a. The resolution entitled *University Senate Resolution In Support Of Democratic Attempts To Obtain Graduate Worker Collective Bargaining Rights*.
- b. The *Collective Bargaining Fact* sheet provided by the Office of the Provost.
- c. Information on the number of existing graduate student unions and of those, which are mandated by the State law, and similar policies and procedures on graduate worker collective bargaining rights and graduate student unions at Big 10 and other peer institutions.

2. Consult:

- a. A Senator who supported committee review of the resolution, for rationale and background.
- b. College budget officers to better understand the potential financial implications of a Graduate Labor Union and collective bargaining rights.
- c. University faculty, staff, and student groups including the Faculty Affairs Committee, Staff Affairs Committee, Student Affairs Committee, Dean of the Graduate School, Graduate Council, or a representative from these offices.
- d. Other relevant student groups including the Graduate Student Government for supporting information, background, and guidance on the intentions of collective bargaining.
- e. Consult International Students & Scholars Services (ISSS) to gain an understanding of the impact on international students.

3. Consider:

- a. The intentions of the proposers and the rationale of their requests.
- b. Current UMD graduate student support structure and workload, with a focus on their perspectives on teaching requirements.
- c. The classification of Graduate Assistantships as employment versus a core component of education and training. Additionally, an assessment of the alignment between assistantship duties and students' thesis work versus roles taken for financial support.
- d. Current and relevant legislative matters.

e. Proposing revisions to ensure accuracy of the information provided in the resolution.

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

We ask that you submit a report to the University Senate Office no later than **April 14, 2025**. If you have questions or need assistance, please contact the University Senate Office, senate-admin@umd.edu.

**FINDINGS REPORT | RESOLUTION FOR GRADUATE STUDENT WORKERS TO
OBTAIN COLLECTIVE BARGAINING RIGHTS**
The Educational Affairs Committee, University of Maryland Senate
University Senate Meeting : XXX, 2025

Table of Contents

I.	Introduction and Background.....	page 1
II.	National Landscape / Big 10 Peer Review	
	Methodology on Reviews	page 3
	Results on Reviews	page 3
III.	Current Legislative and Policy Considerations	
	State Legislation.....	page 5
	University Policy.....	page 7
	Limitations of a Resolution.....	page 8
IV.	Campus Community Perceptions	
	Methodology on Consultations	page 10
	Results on Consultations	page 10
V.	Committee Recommendation.....	page 13

I. Introduction and Background

At the November 6, 2024 University Senate Meeting, during the New Business portion of discussion, Senator Lyons, Graduate Student from the Philip Merrill College of Journalism (JOUR) introduced a Resolution in Support of Democratic Attempts to Obtain Worker Collective Bargaining Rights for consideration (The Resolution).

The resolution was presented for discussion and consideration, with the note that it would not be a policy enactment but a statement of support. Due to time limitations, the discussion of the resolution was included as a continuing business item for the December 4, 2024 Senate meeting.

At the December 4, 2024 Senate meeting, the discussion continued and views were shared from both proponents of the Resolution and those who would not support the Resolution.

Ultimately, at that meeting, the Senate voted to send the resolution to the SEC for consideration and to be assigned to a committee for further review.

The Senate Executive Committee voted to charge the Educational Affairs Committee with reviewing The Resolution at their January 2, 2025 Meeting. The Educational Affairs Committee was charged with the review with the following elements:

1. Review the resolution entitled University Senate Resolution In Support Of Democratic Attempts To Obtain Graduate Worker Collective Bargaining Rights.
2. Review the Collective Bargaining Fact sheet provided by the Office of the Provost
3. Review Information on the number of existing graduate student unions and of those, which are mandated by the State law, and similar policies and procedures on graduate worker collective bargaining rights and graduate student unions at Big 10 and other peer institutions.
4. Consult with a Senator who supported committee review of the resolution, for rationale and background.
5. Consult with college budget officers to better understand the potential financial implications of a Graduate Labor Union and collective bargaining rights.
6. Consult with the Faculty Affairs Committee.
7. Consult with the Student Affairs Committee.
8. Consult with the Staff Affairs Committee.
9. Consult with the Dean of the Graduate School.
10. Consult with the Graduate Council.
11. Consult with the Graduate Student Government for supporting information, background, and guidance on the intentions of collective bargaining.
12. Consult with International Students & Scholars Services (ISSS) to gain an understanding of the impact on international students.
13. Consider the intentions of the proposers and rationale of their requests.
14. Consider current UMD graduate student support structure and workload, with a focus on their perspectives on teaching requirements.

15. Consider the classification of Graduate Assistantships as employment versus a core component of education and training. Additionally, an assessment of the alignment between assistantship duties and students' thesis work versus roles taken for financial support.
16. Consider current and relevant legislative matters.
17. Consider proposing revisions to ensure accuracy of the information provided in the resolution.

The Committee worked diligently through the 2025-2025 Academic Year to review, consult, and consider the items listed above. In order to submit their discussions and discoveries in a manageable format, the following Report was prepared in the following sections:

National Landscape (or: Review of Big 10 Peer Institutions),
Current Legislative and Policy Consideration, and
Campus Community Perceptions (or the Committee's Consultations)

II. National Landscape (Aka: Review of Big 10 Peer Institutions)

Methodology on Reviews

To review information on existing graduate student unions, the committee researched our 18 peer institutions in the Big 10 Academic Alliance: University of Illinois, Indiana University, University of Iowa, Ohio State University, University of Michigan, Michigan State University, University of Minnesota, University of Nebraska-Lincoln, Northwestern University, University of Oregon, Pennsylvania State University, Purdue University, Rutgers University, University of California-Los Angeles, University of Washington, University of Wisconsin-Madison, and University of Southern California.

To conduct our review, members of the committee searched for publicly available, online information on each school. We noted (1) if there was a recognized graduate student union, (2) when collective bargaining for graduate students was established, (3) whether graduate student unions or the recognition of such unions is mandated by state law, (4) who the union applies to (for example, research assistants, teaching assistants, all graduate assistants), and (5) any unique or notable elements of the policy.

Results on Reviews

We present here a summary of who qualifies for the bargaining units for each school, such as graduate students, teaching assistants, research assistants, and so on; what is included in the bargaining agreements; if the school is required, or chooses to bargain; and the expectations for graduate students regarding union membership.

Please see the chart below where X indicates the presence of any given element:

Institution	Supporting Link to Materials	Union membership includes all graduate students	Recognized by University as employees	Are Unions mandated by law?
UMD	Link			GSP §3–102(b)(9)(iv) excludes student employees from collective bargaining.
U of Illinois	Link	X	X (Stipulations regarding workload, funding, and nature of work to determine if they are counted as university employees.)	Illinois state government passed HB253 recognizing RAs and PGAs as employees allowing them to unionize.

Indiana University	Link			
U of Iowa	Link	X	X Stipulations regarding workload, funding, and nature of work to determine if they are counted as university employees.	Public employees in Iowa have legal right to unionize, per Iowa Code Chapter 20 ; Iowa is a right-to-work state and graduate students are not required to join the union that represents them
Ohio State				<u>Ohio Revised Code § 4117.01 (C)(11) excludes students from public employees' collective bargaining rights.</u> Link
U of Michigan	Link	X	X	Right to work legislation prohibits mandatory union membership as a condition of employment
Michigan State	Link	X	X Stipulations regarding workload, funding, and nature of work to determine if they are counted as university employees.	Section 5-1.All graduate students at Michigan State University are eligible for membership in the union
U of Minnesota	Link	X	X	
Nebraska				<u>The state's bargaining units exclude the University of Nebraska.</u> Link <u>Exception: Nebraska Revised Statute 85-1.119 grants bargaining rights to University of Nebraska Kearney (but not to UNL).</u>
Northwestern	Link	X with exceptions	X	The Illinois state government passed HB253 recognizing RAs and PGAs as employees allowing them to unionize.
U of Oregon	Link	X	X	<u>Not mandated but unions and collective bargaining are permitted by law</u>
Penn State	Link	Grad students just voted in favor of unionization. 11/10/2025		The law that governs labor unions at public employers like Penn State is Pennsylvania's Public Employee Relations Act (PERA). PERA is administered by the Pennsylvania Labor Relations Board (PLRB).
Purdue	Link			Indiana law does not require public universities to recognize or bargain with graduate student unions. While the state has a framework for collective bargaining for

				K–12 teachers under Indiana Code § 20-29, this law does not extend to graduate students at public universities like Purdue. Therefore, graduate student unions are not mandated by state law in Indiana.
Rutgers	Link	X with exceptions	X Stipulations regarding workload, funding, and nature of work to determine if they are counted as university employees.	Graduate student unions are not mandated by New Jersey law, but employed graduate assistants at Rutgers are legally eligible to unionize
UCLA	Link	X	X	No
USC	Link	X	X	No
U of Washington	Link	X	X	No, but they are explicitly allowed
Universities of Wisconsin System	Link	X	X	No
UW-Madison	No official policy listed - must mirror policies from SERLA/Act 10	X	X	No

Out of the schools reviewed, 12 have unions whose membership includes all graduate students (both international and domestic students, Grad assistants, TAs). University of Michigan explicitly includes Grad Staff assistants as well.

Two (2) universities, Rutgers and Northwestern, have exceptions. Rutgers excludes students on fellowships and Northwestern excludes visiting students, tutors, graders, proctors; JD and PhD law school students, School of Journalism students, and MD students.

Four (4) do not have any officially recognized unions. While those universities reviewed do recognize their graduate student unions, Indiana University does not.

There are a variety of benefits included in the agreements: guaranteed raises commensurate to cost of living; health, vision, and dental insurance including waived fees to university student health services. Most notable bargaining points were salary and healthcare, but some requested fee waivers for university and program specific fees as well as tuition waivers.

None of the states in which the universities function require the university to bargain with the graduate student unions. Graduate student unions are not mandated by the state. In some instances, however, if there is a union, grad students are compelled to join as a condition of employment. In other cases, students have the option to opt out but must pay for other

representation in bargaining talks, and finally, there are those who allow flexibility for students to join if they so desire.

Each of the universities who recognize graduate student unions do recognize these students as employees with the exception of Indiana University. Some institutions such as Illinois, Rutgers, Michigan State, and Iowa have various stipulations regarding workload, funding, and nature of work to determine if they are counted as university employees.

III. Current Legislative and Policy Considerations

A. State Legislation

Current Legal Standing:

Graduate student workers are explicitly denied legal collective bargaining rights under Maryland State law in the State Personnel and Pensions Section of Maryland Code.¹

Relevant Sections of Maryland Statutes:

Maryland Code Division I: State Personnel and Pensions, Title 3: Collective Bargaining, Subtitle 1: Definitions and General Provisions, **Section 3-101: Definitions**

- (d) “Collective bargaining” means:
- (1) good faith negotiations by authorized representatives of employees and their employer with the intention of:
 - (i) 1. reaching an agreement about wages, hours, and other terms and conditions of employment; and
 - 2. incorporating the terms of the agreement in a written memorandum of understanding or other written understanding; or
 - (ii) clarifying terms and conditions of employment;
 - (2) administration of terms and conditions of employment; or
 - (3) the voluntary adjustment of a dispute or disagreement between authorized representatives of employees and their employer that arises under a memorandum of understanding or other written understanding.

Maryland Code Division I: State Personnel and Pensions, Title 3: Collective Bargaining, Subtitle 1: Definitions and General Provisions, **Section 3-102: Application of Title**

- (b) This title does not apply to: ...

- (9) an employee of the University System of Maryland, Morgan State University, St. Mary's College of Maryland, or Baltimore City Community College who is:
 - (iv) a student employee, including a teaching assistant or a comparable position, fellow, or post doctoral intern;
 - (v) a contingent, contractual, temporary, or emergency employee;
 - (vi) a contingent, contractual, or temporary employee whose position is funded through a research or service grant or contract, or through clinical revenues; or ...

¹ Maryland Statute on Personnel and Pensions: https://mgaleg.maryland.gov/2026RS/Statute_Web/gsp/gsp.pdf

Recent Legislation

On January 8th, 2025, a bill to establish collective bargaining rights for graduate workers at the University of Maryland and other Maryland universities was brought before the House (House Bill 211, abbreviated as HB0211²) and the Senate (Senate Bill 166, abbreviated as SB166³). The proposed amendments to sections 3-101 and 3-102 of the State Personnel and Pensions statute explicitly provided collective bargaining rights for both graduate assistant and post-doctoral associates to go into effect on July 1st, 2025. HB0211 was amended to include collective bargaining rights for graduate assistants only, with portions of the amendment referring to post-doctoral associates being removed (see summary of amended HB0211 below). On February 6th, 2025, the amended version of HB0211 passed the House and on February 7th, 2025, the bill was referred to the Senate Finance Committee.⁴ SB0166 was not adopted and died in committee at the end of the legislative session on April 8th, 2025.

Summary of Amendments (indicated in blue) in HB0211:

Maryland Code Division I: State Personnel and Pensions, Title 3: Collective Bargaining, Subtitle 1: Definitions and General Provisions, Section 3-101: Definitions

(H) “Graduate Assistant” means a graduate student at a system institution, Morgan State University, or St. Mary’s College of Maryland who is a teaching, administrative, or research assistant, or in a comparable position, or a fellow.

Maryland Code Division I: State Personnel and Pensions, Title 3: Collective Bargaining, Subtitle 1: Definitions and General Provisions, Section 3-102: Application of Title

(b) This title does not apply to:

...

(9) an employee of the University System of Maryland, Morgan State University, St. Mary's College of Maryland, or Baltimore City Community College who is:

(iv) an undergraduate student employee, ~~including a teaching assistant or a comparable position, fellow, or post doctoral intern;~~

(v) a contingent, contractual, temporary, or emergency employee ~~except for a graduate assistant or a postdoctoral associate;~~

(vi) a contingent, contractual, or temporary employee whose position is funded through a research or service grant or contract, or through clinical revenues ~~except for a graduate assistant or a postdoctoral associate;~~ or

...

² 2025 HB0211 Text: <https://mgaleg.maryland.gov/2025RS/bills/hb/hb0211T.pdf>

³ 2025 SB0166 Text: <https://mgaleg.maryland.gov/2025RS/bills/sb/sb0166F.pdf>

⁴ 2025 SB0211 Bill Track: <https://www.billtrack50.com/billdetail/1762779>

- (d) (2) (ii) Appropriate bargaining units shall consist of:
1. all eligible nonexempt employees, as described in the federal Fair Labor Standards Act, except eligible sworn police officers;
 2. all eligible exempt employees, as described in the federal Fair Labor Standards Act; ~~and~~
 3. all eligible sworn police officers; ~~and~~
 4. all eligible graduate assistants.

Future Outlook:

Similar amendments have been introduced yearly since at least 2018, with proposals spanning over the last two decades. These include 2025 bills SB0166 and HB0211, 2024 bills SB0823 and HB0493, 2023 bills SB0247 and HB0275, 2022 bills SB0118 and HB0751, and 2021 bills SB0521 and HB0661.^{5,6} Some of the previous amendments (like SB0283 in 2024⁷) have included faculty, while others (like SB0166 in 2025³) have been split into separate amendments for faculty and graduate students. Given this history, it is likely that the 2026 legislative session will see similar bills introduced.

B. University Policy

Current University Policy:

The University of Maryland System “supports employees' rights to determine for themselves whether or not they think collective bargaining is beneficial and, if eligible, to take part or refrain from taking part in forming, joining, supporting, or participating in an employee organization (i.e., a union) or its lawful activities.” As graduate students are not eligible for collective bargaining in Maryland, the University is not currently required by law to recognize or negotiate with graduate students. However, the University Senate will review a document which would provide textual support for graduate student collective bargaining rights, stating, if adopted, that the “[The University Senate] affirms and supports unanimous Graduate Student Government resolutions AND democratic campaigns providing workers collective bargain rights at the University of Maryland, College Park, through voluntary recognition or other means.”⁸

⁵ Senate Bill Index: <https://mgaleg.maryland.gov/mgawebsite/Legislation/Index/senate>

⁶ House Bill Index: <https://mgaleg.maryland.gov/mgawebsite/Legislation/Index/house>

⁷ 2024 SB0283 Text: https://mgaleg.maryland.gov/2024RS/fnotes/bil_0003/sb0823.pdf

⁸ 2025 Senate Resolution on Graduate Student Collective Bargaining Rights: https://www.senate.umd.edu/sites/default/files/resources/billDocuments/24-25-25/stage1/09_Proposal_GA_Collective_Bargaining_24-25-25_Updated.pdf

Defining Graduate Workers:

Graduate Assistant positions are defined by University HR as being available to registered graduate students enrolled in a degree program at UMCP and existing in three categories: teaching assistant (TA), research assistant (RA), and administrative assistant (AA).⁹ TAs are further defined as graduate students under supervision of a member of the faculty assuming teaching responsibility for a laboratory or discussion session of a course, a classroom section of a multi-sectional course, assisting a faculty member in the grading, advising, and administrative duties necessary for a course(s), or assisting in general departmental administrative duties, such as advising or the administration of community programs, workshops, etc.¹⁰ RAs are loosely defined as graduate students working under supervision of a member of the faculty on a research project, with variation depending on the funding sources and nature of the project.¹⁰ AAs are defined as graduate students performing administrative support functions in an office setting that may or may not include research or professional development components.¹⁰

Graduate Student Organization at UMCP:

Graduate students are currently organized in the University of Maryland Graduate Labor Union (GLU), but the University is not required by law to recognize or negotiate with the GLU.¹¹ The GLU voted in 2023 to seek affiliation with the International Union of United Automobile, Aerospace and Agricultural Implement Workers of America (UAW), but GLU members will not be due-paying members of UAW until a legally binding collective bargaining contract is approved.

Under state law, the exclusive bargaining representative of University of Maryland System employees that are eligible for collective bargaining is AFSCME (American Federation of State, County and Municipal Employees), and if graduate students obtained collective bargaining rights in Maryland, AFSCME would also serve as their exclusive bargaining representative.¹²

C. Limitations to Resolution:

The resolution provided here summarizes the available information but does not and cannot provide a recommendation on a course of action by the University. The University of Maryland System may choose to hear concerns of the GLU and the larger graduate student community, and

⁹ UMCP UHR Job Type Definitions: <https://uhr.umd.edu/employee-resources/classification-and-compensation/job-type-definitions>

¹⁰ Graduate School Information on Assistantships: <https://gradschool.umd.edu/funding/assistantship-information>

¹¹ UMD Graduate Labor Union Webpage: <https://umdgradworkers.org/>

¹² Collective Bargaining Representatives by Group: https://dbm.maryland.gov/employees/pages/cb_home.aspx

could voluntarily create an unofficial collective bargaining agreement with the GLU, which would likely be a memorandum of understanding (MOU, usually not legally binding¹³) or letter of intent (LOI, may be legally binding depending on specific language). Rather than specify the details of negotiations, such an agreement would formalize both parties making a good-faith effort to come to an understanding and work together on finding a mutually beneficial solution. An official, legally binding collective bargaining agreement with AFSCME as a bargaining representative is not possible without amendments to Maryland Code to extend collective bargaining rights to graduate students.

¹³ Example of MOU between US Dept. of Labor and NLRB:
<https://www.dol.gov/agencies/whd/flsa/national-labor-relations-board-mou>

IV. Campus Community Perceptions

Methodology on Consultations

The Educational Affairs Committee consulted with a number of stakeholders about the potential impact of collective bargaining for graduate students or the resolution in support of graduate workers. We consulted the following individuals and committees:

- Senator perspective on committee review of the resolution.
- Staff Affairs Committee
- Faculty Affairs Committee
- International Students & Scholars Services
- Steven Roth, Dean of the Graduate School
- College Budget Officers
- Graduate Council, Graduate Student Government*

* In order to ensure these significant stakeholder perspectives were fully and transparently shared, the committee has included in the Appendix a full memorandum from these groups, included without prejudice or edits from the Educational Affairs Committee.

Results of Consultations

When consulting with various stakeholders, the committee asked each group or individual to share their perspectives on the resolution and on possible effects of graduate unionization. We identified three key issues that stakeholders raised in these consultations:

Problems to be Addressed by Collective Bargaining (or other Means)

Students, faculty, and staff shared concern for the problems that have prompted graduate students to attempt to unionize. Many GA stipends aren't enough to cover basic living expenses in this area. As one member of the faculty affairs committee put it, "you can't eat tuition remission." This kind of problem is one that most agreed is something that could be effectively addressed through collective bargaining. Other problems that came up in consultations included exploitative working conditions or poor mentoring relationships between advisors and advisees. These problems might be addressed by collective bargaining, and might also be addressed through other means, such as ensuring students are aware of existing resources and avenues for advocacy (for example, procedures for filing a complaint or grievance).

Definition: Student or Employee

A consistent theme was whether GAs are defined primarily as students or primarily as employees. Our consultation with the Staff Affairs committee raised questions about equity between staff and GAs, speculating about possible tensions between full-time staff and GAs who might have different protections or benefits, even as they work in the same office. Faculty raised

questions about possible effects of performance reviews or other similar measures on student status in their academic program.

Possible Effects of Graduate Unionization

- Budget: Immediate/Direct Costs
 - The University of Maryland supports about 4200 GAs. The addition of these 4200 GAs to the pool of people represented in collective bargaining would necessitate at least three additional staff positions to support additional bargaining units.
 - Assuming that collective bargaining negotiations result in higher pay for graduate assistants, the university could see a wave of possible effects on graduate and undergraduate programs (see below).
- Indirect Costs/Effects on Graduate and Undergraduate Programs
 - Depending on how costs of higher GA wages are distributed, we could see a contraction in the size of graduate programs, as departments admit fewer graduate students in order to cover the full cost of their assistantships. Smaller programs might also mean a smaller number of GAs available to staff teaching and administrative positions, affecting undergraduate programs as well.

V. Committee Recommendation

This committee was charged explicitly and exclusively with gathering information related to the Resolution proposed to the full University of Maryland Senate. The committee can not make a recommendation on adopting the Resolution, but does recommend the University Senate Executive Committee place this Resolution on the University Senate Agenda at the earliest convenience, and a full debate and vote be held on whether to adopt the Resolution.

Report Submitted to University Senate by:

Jo Zimmerman (Chair) and members:

Andrea Brown	Sydney Mitchell
Valerie Cholet	Sydney Overton
Richa Diggikar	Taryn Reinhart
Alice Donlan	Doug Roberts
Chloe Garfinkel	Yasmeen Shah
Elizabeth Gotwalt	Daniel Sidman
Sonia Hirschauer	Tami Smith
Janan Jian	Camille Wharff
Linda Macri	Sara Wilder
Megan Masters	Taylor Woodman
Pamela McClanahan	

Graduate Student Government Memo attached below, as received by committee:



Graduate Student Government

By Grads for Grads

To: Educational Affairs Committee | University Senate of the University of Maryland
From: University of Maryland Graduate Student Government
Date: December 12, 2025
Subject: A Memorandum of Response to Senate Document #24-25-25

Memo on the Resolution In Support Of Democratic Attempts To Obtain Graduate Worker Collective Bargaining Rights ([Senate Document #24-25-25](#))

The Graduate Student Government of the University of Maryland has consistently produced legislation in support of collective bargaining rights for the broader population. We do so because:

1. We see a long history of collective bargaining advocacy (since 2015, at minimum) that (for reasons unknown) was not made salient during the April University Senate meeting, when this resolution was discussed, and remanding to the committee was justified via a lack of knowledge. This includes *significant* advocacy through previous student organizations, such as the Fearless Student Employee group on campus.
2. We have only seen growing advocacy and increasing support among our constituents *and* undergraduate bodies for collective bargaining rights. GSG cannot say this advocacy will stem, and considers prolonged action a high risk to the graduate student body, graduate employees, and campus community members whom the State of Maryland pays graduate employees to engage with.
3. We recognize a bevy of conflicting legal interpretations around graduate employee access to collective bargaining rights and find a favorable, accurate representation from the Graduate Labor Union. Despite conflicting information on previous iterations of the GSG webpage, the assembly and its members who align with the Graduate Labor Union have *not* found language that would forbid any of the following:

- a. A vote of the graduate employee body, across fee units, to democratically form a union.
 - b. The University voluntarily recognizes an organization like GLU for collective bargaining.
 - c. Direct engagement with legislators on behalf of the student population, which has only shown favor for collective bargaining efforts.
 - d. Collective bargaining discussions with organizations like GLU-UAW.
4. We acknowledge that these questions arise amid state and federal budgetary constraints, which we do not place above the safety and well-being of the broader graduate community in the present and future. We consider those budgetary issues alongside significant challenges for the graduate student body, including previously reported issues with pay parity, benefits access, and employment protections (including academic freedom), among others.
5. We see challenges in the process by which the University Senate procedurally responded to this resolution. These include:
- a. The decision to place collective bargaining legislation in the Educational Affairs Committee, given the existence of (1) the Staff Affairs Committee, which “formulates and reviews campus policies affecting staff members, including policies regarding periodic review of campus departments and administrators that employ staff members” and (2) the Student Affairs Committee, which “evaluates current policies for non-academic matters of student life, as well as proposing new policies to better adjust to the ever changing nature of student life in the campus community.”
 - b. The decision to append (without consent of the original author or assembled Senators) Senate Document #24-25-25, where such action is *not* regularly taken on other resolutions brought outside regular Senate committee action.
 - c. The decision not to explicitly require consultation with the Graduate Labor Union (GLU-UAW) or the Graduate Assistant Advisory Committee (GAAC), which remains the predominant advocate for collective bargaining at the University, and for whom we do not serve as a representative in shared governance or external matters.

With the aforementioned in mind, we also *clearly state* what the Senate resolution provides: support for democratic action through a vote of the body. This is a **non-binding document with no impact on policy or procedure at the University of Maryland, College**

Park. It is a statement of the *University Senate's* perspective, not a change to any documented rule or regulation. With that in mind, we also voice concern at a procedural level. If the issue with this resolution directly correlates to another factor (public perception, political conflict, e.g.) or has been remanded for reasons other than those allowed by Senate procedure, leaders in the Graduate Student Government will certainly characterize those impetus as concerning, at best.

The Graduate Student Government has *continually* resolved in favor of collective bargaining rights, as has the Student Government Association, and various other groups on and off campus. Our document transparently reflects on those points, providing a clear rationale for holding the positions that the Assembly's membership holds. While we hold in tension the presupposed and predicted risks to graduates if a union were to materialize, we *similarly* consider the *ongoing harms and challenges for graduate students, which may find long-term, healthy, equitable solutions* through the creation of a union.

In conclusion, the Graduate Student Government unambiguously supports a resolution (which does not create, reshape, or otherwise realign the University's policies and procedures) that supports democratic efforts to bargain collectively. We do so predominantly because this legislation appears *unable* to force any change at the institutional level.

We worry that failure to properly consider this bill, amid vetoes of at least two significant pieces of student-led legislation in the University Senate, may only serve to weaken the Senate's standing among the dominant student population, which it serves. Likewise, Graduate Student Government leadership continues to warn of possible adverse outcomes from further delaying action on an extremely popular position (not action or policy change), especially when a significant portion of its graduate employee body appears primed to support such a position.