



University Senate Meeting
Agenda for Tuesday, April 21, 2026

3:15-5:00PM | Zoom

Agenda:

1. Call to Order
2. Report of the Chair (Information)
3. Special Order
 Jennifer King Rice
 Senior Vice President and Provost
 Strategic Plan Update
4. Elections, Representation & Governance (ERG) Committee Report: *Proposal to Amend Senate Bylaws Regarding Senate Committee Charges* (Senate Document #25-26-10) (Action)
5. Elections, Representation & Governance (ERG) Committee Report: *Revisions to the Maryland Fire and Rescue (MFRI) Plan of Organization* (Senate Document #25-26-40) (Action)
6. Elections, Representation & Governance (ERG) Committee Report: *Revisions to the School of Public Health (SPHL) Plan of Organization* (Senate Document #13-14-37) (Action)
7. Programs, Curricula, & Courses (PCC) Committee Report: *Proposal to Establish an Upper Division Certificate in Scientific Foundations of Health and Disease* (Senate Document #25-26-43) (Action)
8. New Business
9. Adjournment



UNIVERSITY SENATE

Transmittal | #25-26-10 Elections, Representation & Governance

Proposal to Amend Senate Bylaws Regarding Senate Committee Charges (Senate Document #25-26-10)

Presented By: Kim Gonzalez, Chair of Elections, Representation & Governance Committee

Review Date: SEC - March, 25, 2026 | Senate - April 9, 2026

Voting Method: In a single vote

Relevant Policy/Document:

Necessary Approvals: Senate, President

Proposal:

In August of 2025 The University Senate Office received a proposal regarding a Senate Bylaw amendment. The proposal was submitted with the recommendation that any policy change brought forward by a University Senate committee may not be amended on the Senate floor unless a detailed written objection outlining the specific concerns is submitted to the Office of the University Senate at least forty-eight (48) hours in advance of the meeting which the recommendation is scheduled to be presented.

This consideration would involve a Senate Bylaw change, so the Senate Executive Committee (SEC) charged the Elections, Representation & Governance (ERG) Committee, given their purview over “operation and effectiveness of the University Senate” (Section 6.5, University Senate Bylaws).

Recommendations:

The ERG Committee recommends the following Bylaw language amendment be adapted and implemented as soon as possible.

If adopted the amendment would read as follows (with **red** indicating struck phrase, and **Blue/Bold** indicating added language);

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. **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. A supermajority vote of 2/3 in favor would allow an exception to this forty-hour (48) time window. 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;

- (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.

Committee Work:

The committee began their work reviewing at the first committee meeting of the semester, in September of 2025.

The committee began by reviewing the Proposal and the history of Senate events that led to this proposal. The committee also solicited volunteers to complete a review of Big10 peer institutions to better understand how amendments are handled at those institutions' shared governance processes.

Throughout the Fall semester the committee reviewed the results of the Big10 research and discussed potentialities for Bylaw amendments.

The committee members elected to receive senator and committee member feedback via an asynchronous google form (options given in the Report).

The committee discussed the results of the polls which reflected support for “Adopting Language in Proposal, with a 2/3 Vote Exception”

The committee voted to support the amendment to the University Senate Bylaws to include that reports by committee not be 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. A supermajority vote of 2/3 in favor would allow an exception to this forty-hour (48) time window.



Alternatives:

The Senate could reject the proposed amendment.

Risks:

There are no risks to the University in adopting the revised Bylaws.

Financial Implications:

There are no known financial implications.





UNIVERSITY SENATE

Report | #25-26-10

Elections, Representation & Governance Committee

Proposal to Amend Senate Bylaws Regarding Senate Committee Charges (Senate Document #25-26-10)

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 13, 2026

Background:

In August of 2025 The University Senate Office received a proposal regarding a Senate Bylaw amendment. The proposal originated after an amendment on the floor was proposed at the April 24, 2025 University Senate meeting regarding the review of the APAS Committee's report on the Proposal for Bereavement Policies and Practices Toward an Inclusive Community of Care (Senate Document #23-24-27). The Senate voted to approve the committee's recommended policy changes along with this amendment. According to the proposal, while proper Senate procedures were followed during the consideration of its report, the amendment represented a significant departure from the committee's original policy recommendations brought to the Senate, was not strictly germane to the original proposal, and there was no opportunity for the committee to consider it and make a recommendation on the amendment. Further, the amendment was not vetted by faculty to fully assess potential consequences in course learning.

Based on that experience, the proposal was submitted with the recommendation that any policy change brought forward by a University Senate committee may not be amended on the Senate floor unless a detailed written objection outlining the specific concerns is submitted to the Office of the University Senate at least forty-eight (48) hours in advance of the meeting which the recommendation is scheduled to be presented.

This consideration would involve a Senate Bylaw change, so the Senate Executive Committee (SEC) charged the Elections, Representation & Governance (ERG) Committee, given their

purview over “operation and effectiveness of the University Senate” ([Section 6.5, University Senate Bylaws](#)).

Committee Work:

The committee began their work reviewing at the first committee meeting of the semester, in September of 2025.

The committee began by reviewing the Proposal and the history of Senate events that led to this proposal. The committee also solicited volunteers to complete a review of Big10 peer institutions to better understand how amendments are handled at those institutions' shared governance processes.

Throughout the Fall semester the committee reviewed the results of the Big10 research, which included;

- Different structures for most peer institutions made some comparisons difficult, but the implied or explicit governing system for amendments was Robert’s Rules of Order.
- The process varied from schools with some restrictive (ie; University of Illinois needing 12 hours advance notice for even public comments during meeting), to some very accommodating process in place that allow amendments at any point.
- Many schools include an inherent procedure of two senate discussions (one for presentation and the “Second reading” for a vote), but this is not the required practice at the University of Maryland.
- Another common element was the Senate Leadership (Chair, President, etc) was given purview over determining if amendments were germane to discussion/consideration.

The committee discussed the benefits of 48-hour advanced notice on potential amendments, including the ability for the presenting Committee Chair and members to prepare discussion points, and the ability for voting senators to review relevant materials. The committee also discussed the submitted student testimony on the potential Bylaw amendment and the details on Senate Document #23-24-27, which was the exegesis for the proposal.

Finally, the committee discussed the constraints and logistics of the Senate procedures, including timing of materials posting, quorum, and voting applications, as well as the frequency of the issue (ie; how often do amendments occur on the floor).

The committee members elected to receive senator and committee member feedback via an asynchronous google form with the following options, along with a space for additional feedback.

For Senators the following options were available for ranked choice voting:

- Option A : No Change to Current Bylaw Language
- Option B : Adopt the Language in the Proposal, as Submitted
- Option C : Adopt Language in Proposal, with a 2/3 Vote Exception and Definition of “detailed objection”



Option D : Any Amendment Brought to the Floor to be Automatically Sent Back to Committee for Expedited Review

After reviewing the results of the senate poll at the February 2026 committee meeting the members revised the poll to isolate only the most favorable and most logistically probable options.

For current committee members* the following options were available;

Option A : No Change to Current Bylaw Language

Option C : Adopt Language in Proposal, with a 2/3 Vote Exception and Definition of “detailed objection”

*Please note this included only active standing committees whose chairs approved the distributed materials.

The committee discussed the results of the poll which reflected over 80% support for option C.

Committee Findings:

At the March 5, 2026 Committee Meeting the committee agreed on the principle that reflected the preference of the senators and committee members (a 48-hour requirement with a 2/3 vote to override).

Members agreed that this procedure would allow the Chair to have guidance on what a detailed objection is and allows the Senate to act when a proposal is time-sensitive or requires an urgent amendment. Discussion on this option focused on preserving the Senate’s ultimate authority while introducing a deliberative threshold that encourages members to carefully assess whether the matter is truly urgent before overriding the limitation. It is also in line with what is done in some other Big10 peer institutions.

Recommendations:

The ERG Committee recommends the following Bylaw language amendment be adapted and implemented as soon as possible.

If adopted the amendment would read as follows (with **red** indicating struck phrase, and **Blue/Bold** indicating added language);

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. **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. A supermajority vote of 2/3 in favor would allow an exception to this forty-hour (48) time window. 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;

- (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.

Appendices:

Appendix 1: Bylaws of the University Senate, as amended

Appendix 2: Proposal, as submitted to the University Senate Office

Appendix 3: Charge, as given by the Senate Executive Committee



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



Amended on May 15, 2025



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

The University of Maryland, College Park

ARTICLE 1 AUTHORIZATION

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

ARTICLE 2 MEMBERSHIP

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

2.1.a Staff Senators

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

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

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

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

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

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

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

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

2.2 Single Member Constituencies

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

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

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

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

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

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

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

ARTICLE 3 MEETINGS

3.1 Regular Meetings:

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

3.2 Special Meetings:

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

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

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

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

3.3 Openness of Meetings and Floor Privileges:

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

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

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

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

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

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

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

3.4 Rules for Procedure:

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

ARTICLE 4 EXECUTIVE COMMITTEE

4.1 Membership and Election:

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

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

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

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

4.3 Rules Governing Executive Committee Action for the Senate:

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

4.4 Rules Governing Preparation of the Senate Agenda:

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

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

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

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

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

ARTICLE 5 COMMITTEES OF THE SENATE

- 5.1 **Standing Committees - Specifications:** The specifications of each standing committee of the Senate shall state its name, its specific charge, and any exceptions or additions to the basic charge to standing committees stated in Article 5.2. The specifications shall list all voting ex officio members and shall define committee composition.
- 5.1.a Standing Committees: In an appropriate section of Article 6 there shall be specifications for each committee.
- 5.2 **Standing Committees - Basic Charge:** In its area of responsibility, as defined in its specifications, each committee shall be an arm of the Senate with the following powers:
- (1) To formulate and review policies to be established by the Senate according to the *Plan* (Article 1);
 - (2) To review established policies and their administration and to recommend any changes in policies or their administration that may be desirable. **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. A supermajority vote of 2/3 in favor would allow an exception to this forty-hour (48) time window. 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;**
 - (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, (1) 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
Amended XX, 20XX



Proposal to Amend Senate Bylaws Regarding Senate Committee Charges

NAME/TITLE	Shannon Buenafior, Program Director		
EMAIL	shayes@umd.edu	PHONE	301-405-6201
UNIT	Engineering Academic Services	CONSTITUENCY	Exempt Staff

DESCRIPTION OF ISSUE

The purpose of this proposal is to amend the Senate Bylaws regarding Senate Committee charges. Specifically, I propose that any recommendation brought forward by a Senate Committee may not be amended on the Senate floor unless a detailed written objection outlining the specific concerns is submitted to the Office of the University Senate at least forty-eight (48) hours in advance of the meeting at which the recommendation is scheduled to be presented.

This proposal was inspired based on an issue that arose during the April 24, 2025, Senate meeting. During the review of the APAS Committee’s report regarding the Proposal for Bereavement Policies and Practices Toward an Inclusive Community of Care ([Senate Document #23-24-27](#)), one of the original proposers introduced an amendment to increase the number of allowable self-signed absence notes from one to two. The Senate voted to approve the committee’s recommended policy changes along with this amendment. While proper Senate procedures were followed during the consideration of its report, the amendment represents a significant departure from the committee’s original policy recommendations. Further, the amendment was not germane to the original proposal, as the self-signed absence provision applies to any absence—not just bereavement—and only when no major assessments or assignments are due. The amendment was proposed only just before the Senate meeting and so there was no opportunity for the committee to consider it and make a recommendation on the amendment. Further, the amendment was not vetted by faculty to fully assess potential consequences in course learning.

Based on this experience and follow-up discussions with campus leaders, this proposal recommends that the Senate Bylaws be amended to align all Senate committee charges with that of the PCC Committee.

The bylaws for PCC currently read as follows:

*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.*

For the Senate PCC, this provision is in place because of possible conflicts between academic units. However, this is a good practice for all committees to ensure that proposed amendments are germane to the topic at hand and not subject to a new proposal, which should be routed through the Senate Executive Committee. A change in bylaws may have avoided the issue we have with the current APAS proposal and the consequences of an amendment being brought to the floor of the Senate without the APAS committee having time to consider and respond as a committee.

DESCRIPTION OF CHANGE YOU WOULD LIKE TO SEE

Within the Senate Bylaws, I suggest that the language be added to *Section 5.1.2 Standing Committees – Basic Charge*. Please see suggestion below:

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. **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;**
- (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.

SUGGESTION FOR HOW YOUR PROPOSAL WOULD BE PUT INTO PRACTICE

Should this revision be adopted, all committee reports will continue to be shared with the Senate and campus community one week prior to a Senate Meeting as part of the process of sharing materials. Campus constituents who wish to propose an amendment must submit a written objection and/or proposal to the Senate Office at least four-eight (48) business hours prior to the Senate Meeting where the agenda item will be discussed. The Senate leadership team will then share this information with the Senate Committee Chair to be reviewed with the committee in preparation for discussion at the meeting.

ADDITIONAL INFORMATION

This idea was initially brought forward to the Senate Executive Committee at the Math 15, 2025, meeting.



Proposal to Amend Senate Bylaws Regarding Senate Committee Charges (Senate Document #25-26-10)

Elections, Representation & Governance | 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 Amend Senate Bylaws Regarding Senate Committee Charges.

Specifically, the ERG Committee should:

1. Review:
 - a. The proposal entitled *Proposal to Amend Senate Bylaws Regarding Senate Committee Charges*.
 - b. Similar policies and procedures at Big 10 and other peer institutions.
2. Consult:
 - a. A sample of representatives of the University Senate and of committee members across the University Senate standing committees and councils.
 - b. With the University Senate Committee on Committees in relation to their charge as stated in the Bylaws.
 - c. With Senate Leadership.
3. Consider:
 - a. The impact, if any, on the Senate and campus constituencies if the Bylaws are revised.
 - b. The proposed placement (University Senate Bylaws (Section 5.1.2)).
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 **April 24, 2025**. If you have questions or need assistance, please contact the University Senate Office, senate-admin@umd.edu.



UNIVERSITY SENATE

Transmittal | #25-26-40 Elections, Representation & Governance

Revisions to the Maryland Fire and Rescue (MFRI) Plan of Organization (Senate Document #25-26-40)

Presented By: Kim Gonzalez, Chair of Elections, Representation & Governance Committee

Review Date: SEC - March, 25, 2026 | Senate - April 9, 2026

Voting Method: In a single vote

Relevant Policy/Document:

Necessary Approvals: Senate, President

Proposal:

The University of Maryland Plan of Organization for Shared Governance mandates that all Colleges and Schools be governed by a Plan of Organization. These Plans must conform to provisions and principles set forth in the University's Plan, the Bylaws of the University Senate, the Policy on Shared Governance in the University System of Maryland, and best practices in shared governance. Revisions to the Plan of Organization of each College, School, and the Library must be reviewed and approved by the University Senate. The Senate Elections, Representation, & Governance (ERG) Committee is the standing Committee responsible for conducting these reviews

Recommendations:

The Elections, Representation, & Governance (ERG) Committee recommends that the Senate approve the revised Maryland Fire and Rescue Institute Plan of Organization as shown immediately following this report.

Committee Work:

The Maryland Fire and Rescue Institute submitted revisions to its Plan of Organization to the University Senate for review in November 2025.

The ERG Committee reviewed and discussed the Plan with representative of MFRI.

As part of the review process the committee also invited a representative from MFRI to the November 17, 2026 ERG Committee meeting to discuss questions and review specific portions of the Plan of Organization. At that meeting the Director of Administrative Services at the Maryland Fire and Rescue Institute, Audrey Williams, gave a summary of the MFRI priorities, and Plan as well as specific revisions (specifically Section V on committees).

The committee discussed how MFRI fits into the structure of the University, whether as a standard academic department and if there was a specialized checklist to review.

The ERG Committee approved the Revisions to the MFRI Plan of Organization at their March 5, 2026 Committee Meeting with no amendments.

Alternatives:

The Senate could reject the revised Plan of Organization.

Risks:

There are no risks to the University in adopting the revised Plan of Organization

Financial Implications:

There are no known financial implications.





UNIVERSITY SENATE

Report | #25-26-40

Elections, Representation & Governance

Revisions to the Maryland Fire and Rescue (MFRI) Plan of Organization (Senate Document #25-26-40)

2025-2026 Committee Members:

Kim Gonzalez (Chair)
Hannah Adeyemi (Faculty)
Amol Deshpande (Faculty)
Bibek Dhakal (Graduate Student)
Tom Hatcher (Faculty)
Cherise Hunter (Exempt Staff),
Touhig 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 13, 2026

Background:

The University of Maryland Plan of Organization for Shared Governance mandates that all Colleges and Schools be governed by a Plan of Organization. These Plans must conform to provisions and principles set forth in the University's Plan, the Bylaws of the University Senate, the Policy on Shared Governance in the University System of Maryland, and best practices in shared governance. Revisions to the Plan of Organization of each College, School, and the Library must be reviewed and approved by the University Senate. The Senate Elections, Representation, & Governance (ERG) Committee is the standing Committee responsible for conducting these reviews.

Committee Work:

The Maryland Fire and Rescue Institute submitted revisions to its Plan of Organization to the University Senate for review in November 2025.

Article 11 of the Plan of Organization for Shared Governance provides provisions for the review of College, School, and Library Plans of Organization every ten years, which includes the Institute.

The ERG Committee initially reviewed the Plan of Organization, as submitted, in November of 2025, where members noted that there were not major changes since the Plan of Organizations' last Senate approved submission in 2016

As part of the review process the committee also invited a representative from MFRI to the November 17, 2026 ERG Committee meeting to discuss questions and review specific portions of the Plan of Organization. At that meeting the Director of Administrative Services at the Maryland Fire and Rescue Institute, Audrey Williams, gave a summary of the MFRI priorities, and Plan as well as specific revisions (specifically Section V on committees).

The committee discussed how MFRI fits into the structure of the University, whether as an standard academic department and if there was a specialized checklist to review. The committee also discussed that, due to the unique structure (non-academic role of faculty) and MFRI role on campus that there are no AEP/APT portions of the Plan, therefore no Faculty Affairs review.

Williams shared that the Office of General Counsel is heavily involved in faculty appointments, because of the specialized nature of their work and the MFRI as a whole. Williams also shared statistics on the very low number of Faculty (tenured) that currently work within MFRI, most of the faculty are non-academic.

The ERG Committee approved the Revisions to the MFRI Plan of Organization at their March 5, 2026 Committee Meeting with no amendments.

Recommendations:

The Elections, Representation, & Governance Committee recommends that the Senate approve the revised Maryland Fire and Rescue Institute Plan of Organization as shown immediately following this report.

Appendices:

Appendix 1 - 2026 Maryland Fire and Rescue Institute Plan of Organization



PLAN OF ORGANIZATION

MARYLAND FIRE AND RESCUE INSTITUTE (MFRI)

University of Maryland, College Park, Maryland

Effective January 1, 2026 – December 31, 2036

Table of Contents

- I. Mission and Duties of the Institute
 - II. Organizational Structure and Units
 - III. Officers of the Institute
 - IV. The Unit Assembly of the Maryland Fire and Rescue Institute
 - V. Standing and Ad Hoc Committees
 - VI. Bylaws of the Unit Assembly
 - VII. Amendments, Review, and Officer Recall Procedures
-

Preamble

The University of Maryland Senate provides an opportunity for faculty, staff, students, and administrators to participate in shared governance. The Maryland Fire and Rescue Institute (MFRI) fully supports these principles and remains committed to fostering an inclusive and collaborative environment that encourages transparency, accountability, and active participation in decision-making.

The mission of MFRI is to serve as the State's comprehensive training and education system for emergency services. The Institute plans, researches, develops, and delivers high-quality programs designed to enhance the capabilities of emergency service providers to protect life, property, and the environment.

MFRI is composed of full-time and part-time faculty, staff, instructors, and students. Its students are not a traditional university student body; rather, they are fire, rescue, and emergency services professionals participating in programs ranging from short seminars to extended comprehensive certification and leadership training, as well as specialty programs designed to address emerging issues facing our State's emergency response forces. This training is delivered from MFRI's six full-fledged fire training centers strategically located statewide, as well as, at more than 12 local municipal and county fire training centers throughout the state.

The Institute is administratively assigned to the President's Office at the University of Maryland, College Park, and operates under the direction and guidance of the President or designated Presidential staff representatives. All MFRI operations are governed by university policies, state regulations, and relevant federal and state laws, including the Annotated Code of Maryland and COMAR Article 13-103.

I. Mission and Duties of the Institute

The Institute shall:

1. Provide education and training for career and volunteer fire, rescue, and EMS personnel both on-site and across the State of Maryland.
2. Collaborate with agencies and organizations engaged in emergency services training.
3. Train instructors and instructional support staff.
4. Prepare, adopt, and maintain instructional materials and curricula for emergency services education.
5. Develop and promote new emergency response techniques and instructional methodologies.
6. Develop and deliver specialized courses, including industrial, and advanced firefighting operations.
7. Maintain comprehensive statistics, records, and performance data on training and certification.
8. Promote public awareness of emergency services and community risk reduction efforts.
9. Provide educational resources to Maryland school systems on fire, rescue, and EMS topics.
10. Offer disaster response and recovery training to emergency personnel.
11. Coordinate with the Maryland Institute for Emergency Medical Services Systems (MIEMSS) to deliver both basic and advanced rescue and EMS training.
12. Support research, innovation, and technology integration in emergency services training delivery.

II. Organizational Structure and Units

MFRI's structure is designed to efficiently support its mission through specialized sections and administrative offices, as determined by the Executive Director. As of 2026, the Institute will operate with the following units:

- **Executive Director's Office**
 - Quality Assurance/Quality Improvement
 - Public Relations/Communications
- **Finance and Administrative Section**
 - Budget
 - Equity
 - Human Resources
 - Purchasing
 - Travel
- **Logistical Support Section**
 - Information/Technology
 - Equipment/Supply

- Printing
- Facilities Maintenance
- Fleet Maintenance
- **Operations Section**
 - Advanced Life Support Section
 - Special Programs Section
 - Simulation Center
 - Regional Training Centers:
 - Western Maryland (Cresaptown/Cumberland)
 - North Central Maryland (Mount Airy)
 - North East Maryland (Aberdeen)
 - Upper Eastern Shore (Centreville)
 - Lower Eastern Shore (Princess Anne)
 - Southern Maryland (La Plata)
- **Planning Section**
 - Test Development
 - Graphics/Marketing
 - Analytics/Reporting
 - Learning/Development

The Executive Director may establish, merge, or dissolve sections or offices as necessary to meet the Institute's evolving operational and educational needs.

III. Officers of the Institute

Executive Director

The Executive Director serves as the chief executive officer of the Institute, responsible for strategic leadership, policy implementation, and oversight of all Institute operations. The Director reports directly to the President of the University of Maryland College Park.

Deputy Director

The Deputy Director reports to and supports the Executive Director in the management of daily operations. The Deputy Director acts on behalf of the Executive Director when delegated and oversees the respective units within their operational scope.

Section Chiefs (4)

Each Section Chief (Finance/Administration [which encompasses the equity, diversity, and inclusion officer], Logistics, Operations, and Planning) provides direction and supervision for their assigned functional area. These individuals report to the Executive Director through the Deputy Director; except for matters of equity, diversity, and inclusion, which are reported directly to the Executive Director.

Managers (4)

Each section of the Institute is composed of faculty and/or staff who carry out a variety of responsibilities and oversight of specific programs or work units. In each section, a manager is appointed to provide direction to their section/staff. These managers report to the Executive Director or Operations Section Chief.

Additional Managers Include:

- (1) Quality Assurance/Quality Improvement Manager, who reports to the Executive Director
 - (2) State Programs Managers, who report to the Operations Section Chief
 - (1) Special Programs Manager, who reports to the Operations Section Chief
-

IV. The Unit Assembly of the Maryland Fire and Rescue Institute

The Unit Assembly of the Institute exists to ensure shared governance, transparency, and collaborative participation among MFRI faculty and staff.

A. Functions

1. Reflects the interests and concerns of faculty and staff on Institute and University matters.
2. Reviews, recommends, and advises on policy and procedural issues.
3. Serves as a communication bridge between the Institute, University Senate, and MFRI full-time faculty, staff, and instructors.
4. Promotes inclusive and equitable practices across all Institute activities.
5. Fosters collaboration across sections/units to promote innovation in training, delivery and operations.

B. Membership

- **Full-Time Faculty:** All instructors or lecturers holding full-time appointments.
- **Staff:** One elected representative each from exempt and non-exempt categories.

Each member shall have one vote.

C. Officers

Officers of the Unit Assembly include:

- Chair (current University Senate representative)
- Vice-Chair (previous University Senate representative)

D. Elections

1. Elections will be held annually in **May**, with officers assuming their duties on **July 1**.
2. The **MFRI Leadership Team** will oversee the election process and may call special elections as necessary.
3. A **quorum of two-thirds of eligible members** is required to conduct elections.
4. The **Recorder** is responsible for maintaining all minutes, records, and official documents.
5. Election results and related information will be **disseminated through the established leadership hierarchy** in accordance with the **Maryland Fire and Rescue Institute's organizational structure** to ensure fairness, transparency, and proper oversight of all processes and procedures.
6. The **Senior Leadership Team** holds **bi-weekly meetings** and conducts **bi-annual all-faculty and staff meetings** to ensure that all relevant information is shared consistently across the Institute, promoting fairness, open communication, and transparency in all organizational matters.

E. Meetings

The Unit Assembly shall convene at least twice annually, following the Executive Director's semi-annual faculty and staff meetings.

A five-day notice shall be provided for each meeting. Robert's Rules of Order (Revised) govern proceedings unless otherwise specified.

V. Committees

A. Executive Committee

Comprised of the Chair, Vice-Chair, Recorder, two At-Large Delegates, and one community member appointed by the Maryland State Firemen's Association (MSFA).

The Committee advises the Executive Director and meets at least twice annually. Four members constitute a quorum.

B. Ad Hoc Committees

Formed to address specific issues or initiatives as needed.

C. Recorder

The Recorder is selected by a member of the Unit Assembly, full-time staff, or faculty selected by the MFRI Unit Assembly members.

VI. Bylaws

This document serves as the governing bylaws of the MFRI Unit Assembly. Amendments or additions require a two-thirds majority vote of the Assembly and approval by the University Senate and the President.

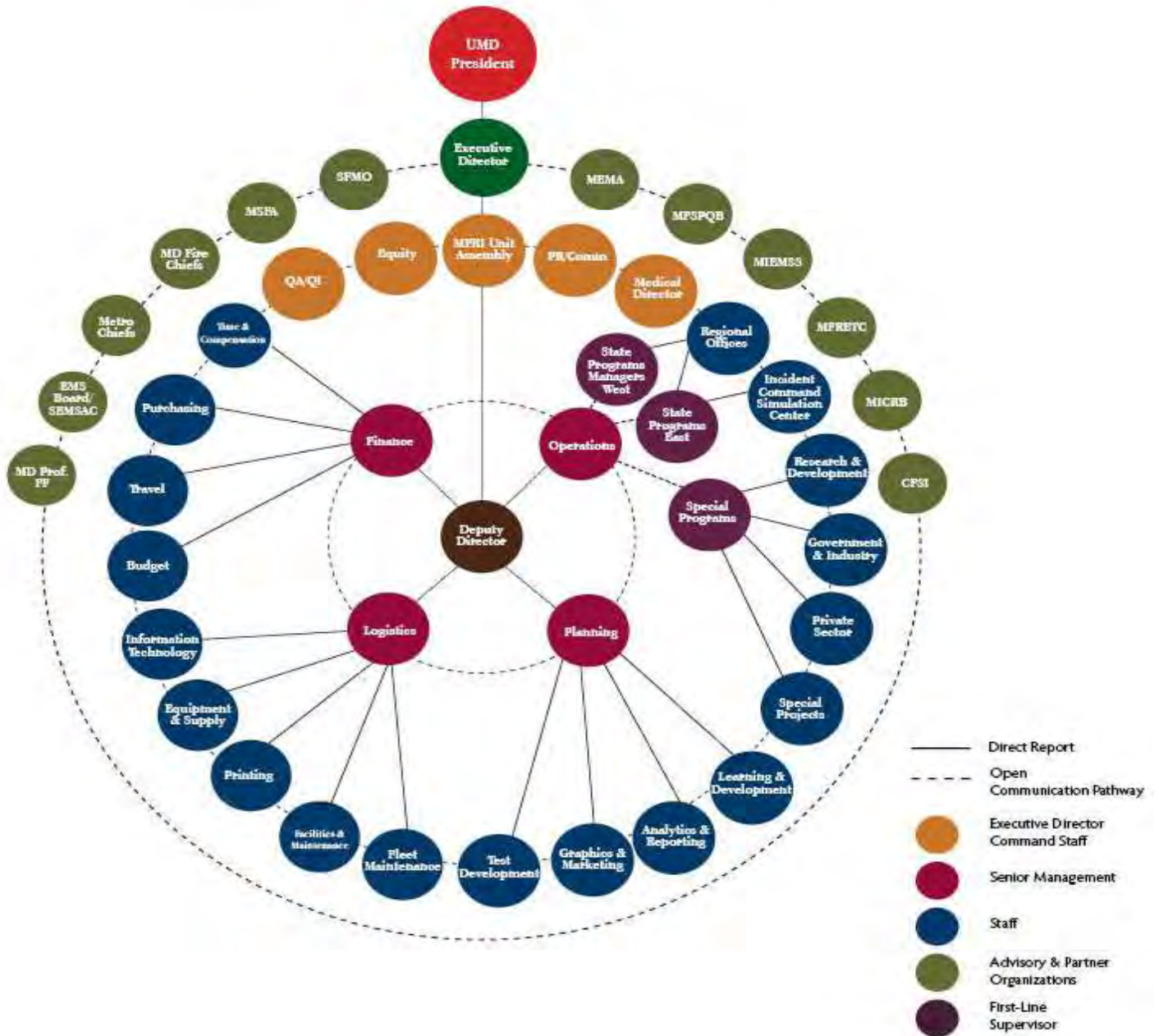
VII. Amendments, Review, and Recall Procedures

1. The Plan of Organization shall be reviewed every ten years (next review due in 2036).
 2. Proposed amendments must be submitted in writing to the Executive Committee for review and inclusion on the Unit Assembly agenda.
 3. Adoption requires approval by two-thirds of voting members.
 4. Final approval must be obtained from the University Senate and the President.
 5. Officers may be subject to recall by a two-thirds majority vote following a petition signed by at least 25% of the Unit Assembly membership.
-

Effective Period

This Plan of Organization is effective **January 1, 2026**, and remains in force until superseded or amended, with the next scheduled review in **2036**.

MFRI Organizational Structure





UNIVERSITY SENATE

Transmittal | #13-14-37 **Elections, Representation & Governance**

Revisions to the School of Public Health (SPHL) Plan of Organization (Senate Document #13-14-37)

Presented By: Kim Gonzalez, Chair of Elections, Representation & Governance Committee

Review Date: SEC - March, 25, 2026 | Senate - April 9, 2026

Voting Method: In a single vote

Relevant Policy/Document:

Necessary Approvals: Senate, President

Proposal:

The University of Maryland Plan of Organization for Shared Governance mandates that all Colleges and Schools be governed by a Plan of Organization. These Plans must conform to provisions and principles set forth in the University's Plan, the Bylaws of the University Senate, the Policy on Shared Governance in the University System of Maryland, and best practices in shared governance. Revisions to the Plan of Organization of each College, School, and the Library must be reviewed and approved by the University Senate. The Senate Elections, Representation, & Governance (ERG) Committee is the standing Committee responsible for conducting these reviews

Recommendations:

The Elections, Representation, & Governance (ERG) Committee recommends that the Senate approve the revised School of Public Health Plan of Organization as shown immediately following this report.

Committee Work:

The School of Public Health (SPHL) submitted its most recent revisions to its Plan of Organization (The Plan) to the University Senate for review in January of 2025. After reviewing The Plan the ERG Committee submitted recommendations to the SPHL to bring The Plan up to date with new College Plan of Organization Review guidelines which had been put in place since the SPHL had last conducted a Plan of Organization review.

The School submitted revisions based on the ERG recommendations and the committee approved the new Plan at their February 3, 2026 Committee Meeting.

The Faculty Affairs Committee then reviewed the specific portions of the Plan related to Faculty Appointment, Promotion and Tenure (APT) and Appointment, Evaluation and Promotion (AEP).

The SPHL was provided recommendations by the Faculty Affairs and submitted a revised version, moving AEP and APT specific procedures into their separate policy documentation.

The Faculty Affairs and ERG Committee both approved the finalized recommendations from the School of Public Health by email vote on March 18, 2026

Alternatives:

The Senate could reject the revised Plan of Organization.

Risks:

There are no risks to the University in adopting the revised Plan of Organization

Financial Implications:

There are no known financial implications.





UNIVERSITY SENATE

Report | #13-14-37

Elections, Representation & Governance

Revisions to the School of Public Health (SPHL) Plan of Organization (Senate Document #13-14-37)

2025-2026 Committee Members:

Kim Gonzalez (Chair)
Hannah Adeyemi (Faculty)
Amol Deshpande (Faculty)
Bibek Dhakal (Graduate Student)
Tom Hatcher (Faculty)
Cherise Hunter (Exempt Staff),
Touhig 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 18, 2026

Background:

The University of Maryland Plan of Organization for Shared Governance mandates that all Colleges and Schools be governed by a Plan of Organization. These Plans must conform to provisions and principles set forth in the University's Plan, the Bylaws of the University Senate, the Policy on Shared Governance in the University System of Maryland, and best practices in shared governance. Revisions to the Plan of Organization of each College, School, and the Library must be reviewed and approved by the University Senate. The Senate Elections, Representation, & Governance (ERG) Committee is the standing Committee responsible for conducting these reviews.

ERG Committee:

The ERG Committee discussed the revisions to the Plan in September 2013 and created a special subcommittee to review the Plan changes. The subcommittee reviewed the Plan, and made comments. The full committee reviewed the subcommittee's work in February 2014, compiled its final comments, together with the comments of the Faculty Affairs Committee, and sent its suggestions to SPHL.

In February 2018, SPHL submitted a revised version of its Plan to the ERG Committee. In its review, the committee identified several concerns, including: an ambiguous/inconsistent

definition of "faculty"; the lack of a single body that serves as the "Faculty Advisory Council" mandated of all Plans; and missing detail regarding quorum, meeting frequency, and voting procedures. The committee returned its feedback in April 2018.

In summer 2019, the Senate Office worked with the SPHL to further revise its draft. The SPHL submitted a new revision in January 2020. The ERG Committee discussed the draft at its meeting on January 28, and returned feedback to SPHL on January 30, 2020.

In October 2021, SPHL notified the Senate that they had made changes to their Plan or Organization based on the most recent feedback from the ERG Committee. The Committee created a subcommittee to review the Plan changes. The subcommittee reviewed the Plan and will be holding a meeting with SPHL to further revise its draft.

Faculty Affairs Committee:

The committee began its review of the SPHL APT section in October 2013. The plan was sent to a subcommittee in the FAC, and subsequently was reviewed by the chair of the committee. The committee identified areas where the section should be revised to include more information related to quorum, confidentiality, and other procedural issues, as well as voting rights at different levels of review and whether proxy voting is permissible. The committee sent its comments to SPHL, together with the comments of the ERG Committee, in February 2014.

The FAC sent feedback to SPHL on the APT section of the January 2020 draft in February 2020.

Committee Work:

The School of Public Health (SPHL) submitted its latest version of revisions to its Plan of Organization (The Plan) to the University Senate for review in January of 2025. After reviewing The Plan the ERG Committee submitted recommendations to the SPHL to bring The Plan up to date with new College Plan of Organization Review [guidelines](#) which had been put in place since the SPHL had last conducted a Plan of Organization review. These recommendations included, in brief;

- Articulating "students" or "staff" constituencies (ie; specify "undergraduate student" and/or "graduate student," "exempt staff" or "non-exempt staff" and should include both groups in any body whenever possible.
- Establishing procedures and operations whenever a governing body is established, and defer to Robert's Rules of Order Newly Revised.
- Specific election, selection and minimum meeting plans for council and Dean role, as well as lower-level concerns such as; the Plan including language describing who is eligible and how they are to be selected, membership categories should reflect those recognized by the Board of Regents, and should be worded in such a way as to accommodate changes in policy without requiring a revision of the Plan, and the length of terms of service, as well as any term limits, should be clearly established, and should be consistent between the various levels of the shared governance structure.



A representative from the School of Public Health joined the ERG Committee Meeting on October 23, 2025 to discuss the feedback and answer any remaining questions.

The School submitted revisions based on the ERG recommendations and the committee approved the new Plan at their February 3, 2026 Committee Meeting.

The Faculty Affairs Committee then reviewed the specific portions of the Plan related to Faculty Appointment, Promotion and Tenure (APT) and Appointment, Evaluation and Promotion (AEP). The Faculty Affairs Committee members discussed both the portions included in the Plan of Organization, as well as the separate policies the SPHL have for APT and AEP procedures. The committee recommended the best practices of keeping all policies and procedures related to AEP and APT guidance in the separate policy documents for AEP and APT, respectively. This avoids duplication, confusion, and the need for a full Plan of Organization review if any AEP and APT procedures are updated.

The SPHL was provided these recommendations by the Faculty Affairs and submitted a revised version, moving AEP specific procedures into their separate policy documentation, with additional context provided that the Plan of Organization outperforms and therefore supersedes the policy document in terms of laying out specific, best practices under which SPHL must operate.

The Faculty Affairs and ERG Committee both approved the finalized recommendations from the School of Public Health by email vote on March 18, 2026.

Recommendations:

The Elections, Representation, & Governance Committee recommends that the Senate approve the revised School of Public Health Plan of Organization as shown immediately following this report.

Appendices:

Appendix 1 - 2026 School of Public Health Plan of Organization



2026

Plan of Organization for the
School of Public Health



SCHOOL OF
PUBLIC HEALTH

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School of Public Health (SPH) Plan of Organization for Shared Governance

PREAMBLE/PURPOSE

The School of Public Health (SPH) Plan of Organization for Shared Governance is the SPH's main governing document, which provides a framework within which the SPH can fulfill its mission in a manner that respects and accommodates the interests, rights, and responsibilities of all its faculty (T/TK and PTK), staff (exempt and non-exempt), and students (graduate and undergraduate). This plan facilitates communication and transparent decision making throughout the school. It ensures the various school constituencies are provided an opportunity to share their voice and exercise leadership in decisions that help shape the school. This Plan of Organization is aligned with the [University Plan of Organization](#).

ARTICLE I – MISSION

The mission of the SPH is to promote and protect the physical, mental, and social health and well-being of the diverse communities throughout Maryland, the nation, and the world through leadership and collaboration in interdisciplinary education, research, practice, and public policy.

The mission of the SPH is implemented through the academic units, centers, and initiatives as listed below, and the Office of the Dean. Units with Undergraduate (UG) and Graduate (G) degrees noted below.

Departments:

- Behavioral and Community Health (UG and G)
- Epidemiology and Biostatistics (G)
- Family Science (UG and G)
- Global, Environmental and Occupational Health (UG and G)
- Health Policy and Management (G)
- Kinesiology (UG and G)

Academic Units:

- Public Health Science (UG)

Centers:

- Maryland Center for Health Equity (Primary Center housed under the SPH)
- Maryland Center for Health Literacy (Primary Center housed under the SPH)

Initiatives:

- Global Health Initiative,
- Happiness and Wellness Initiative, and
- Public Health Practice & Community Engagement Initiative

Each academic department within the SPH shall have a plan of organization that is aligned with the most recent SPH and University Plans of Organization and that embodies shared governance principles and relevant University policies such as the II-1.00(A) University of Maryland Policy and Procedures on Appointment, Promotion and Tenure of Faculty.

ARTICLE II – SHARED GOVERNANCE

The SPH is dedicated to the principles of shared governance through the active participation of tenured/tenure-track (T/TK) and professional track (PTK) faculty, exempt and non-exempt staff, and undergraduate and graduate students in establishing the goals, policies, and programs of the University and the SPH. Note: where “faculty” is not specified as either T/TK or PTK, the term includes both groups and “staff” refers to both exempt and non-exempt employees within the School. The SPH acknowledges that executive authority flows from the Provost through the deans, whereas shared governance authority originates in the University Plan of Organization and flows through the Senate to the Colleges and Schools. Shared governance is an essential component in the development and maintenance of an educational environment that promotes the highest standards of excellence in teaching, learning, research, and service.

The number of T/TK University Senators apportioned to the SPH is established by the University Senate. Should that number exceed the number of academic units, each unit will elect one T/TK University Senator, with any remaining seats being at-large. Should the number of academic units exceed the number of University Senators, the following equitable rotational plan will be followed: Health Policy and Management (HPM) (formerly named Health Services Administration, HLSA); Behavioral and Community Health (BCH); Kinesiology (KNES); Epidemiology and Biostatistics (EPIB); Global, Environmental, and Occupational Health (GEOH); and Family Science (FMSC). PTK University Senate seats apportioned to the SPH will be elected at-large by and from the entire PTK faculty of the SPH.

The responsibility for electing T/TK faculty members to fill University Senate seats is left to the individual academic units. Academic units are responsible for informing the Dean's Office of election results, which, in turn, informs the University Senate. Academic units will form election committees made up of both T/TK and PTK faculty members for this purpose. If a rotation is followed, in the fall of the final year of an elected Senator's term, the next unit in rotation will elect a new University Senator to represent the SPH. All SPH elections must be completed by February 1 each year so that new Senators are eligible to run for elected committee and council positions in the University Senate.

Per the University Senate, one PTK faculty will represent the SPH for a three-year term. The PTK faculty is elected from the entire SPH PTK faculty constituency through a simple majority vote of PTK faculty in an election coordinated by the Senate Executive Committee (SEC).

Any Senator who has just completed their full 3-year term is ineligible for re-election, but may run again the following year. Senators who have not served a full 3-year term are eligible to run again. Senators who step down early may be replaced by a newly elected Senator for that academic unit, or for the SPH in the case of PTK faculty appointments, who will serve the remainder of the term. If a unit or the Dean encounters problems in electing a representative, the unit shall notify the Senate Executive Committee (as described in Article IV of this Plan).

Note that all committee, council, assembly, and meeting business referred to in this Plan will be conducted in accordance with the most recent edition of Robert's Rules of Order Newly Revised unless otherwise specified and a simple majority will constitute quorum.

ARTICLE III – SPH ADMINISTRATION

The administration of the SPH is overseen by the Dean, Associate and Assistant Deans, the Chief of Staff, and Unit Chairpersons and Directors; facilitated by the SPH Cabinet (as described in Article III, Section B of this Plan); advised by the constituent groups as identified below; and is responsive to the SPH Senate Executive Committee (SEC) (as described in Article IV of this Plan). All committees and councils within the Dean's Office will be structured with consideration of a diverse and broadly representative membership.

A. Administration

1. Dean

As the chief executive, administrative and academic officer of the SPH, the Dean is responsible for professional and academic leadership. In addition, the Dean must exercise all functions delegated to them by the Senior Vice President and Provost, including fiscal oversight; recommendations for appointments, promotion, and tenure; personnel matters; curriculum and research development; strategic planning; diversity and inclusion; development; facilities; and outreach.

2. Associate and Assistant Deans

The Dean may appoint Associate and Assistant Deans who serve at the Dean's discretion to oversee specific functions including, but not limited to, academic, student, faculty, research, finance, and administrative affairs; diversity and inclusion; development; and strategic initiatives. The Dean may also appoint a Principal Associate Dean to serve as the chief academic and administrative leader for the SPH and key member of the SPH's leadership team. The Principal Associate Dean works in close cooperation with the Dean, the Associate and Assistant Deans, the Chief of Staff, and the Unit Chairpersons and Directors within the SPH's leadership team.

3. Unit Chairpersons and Directors

Each Chairperson and Director serves as the chief administrative officer of their unit/center/initiative, exercising all functions delegated by the Dean. These responsibilities include oversight of a unit/center/initiative budget; recommendations for appointments, promotions, and tenure (for departments); curriculum and research development and implementation; engagement in and implementation of diversity and inclusion initiatives; and outreach and development.

B. Standing Committees and Councils in the Dean's Office

1. SPH Cabinet

a. Membership

The SPH Cabinet is comprised of the Dean (who serves as Chairperson), the Associate and Assistant Deans, the Chief of Staff, the Unit Chairpersons and Directors, the SPH Equal Employment Opportunity Partner(s), the Chair of the SPH SEC. Other members selected and appointed by the Dean include a PTK representative and two staff members (one exempt and one non-exempt to the extent of availability) serving two-year terms. The cabinet also includes three student members (one undergraduate, one master's, one doctoral) appointed by and from the SPH Student Undergraduate and Graduate Advisory Committees (as described in Article III, Section B7 of this Plan) serving one-year terms.

b. Function

The SPH Cabinet is advisory to the Dean, and is responsible for strategic planning, problem-solving, and communications across and at the level of the SPH. It also serves as a forum for the Dean to invite special guests to present campus resources and collaborative opportunities to cabinet members. This is a working group with a primary focus on structural, organizational, and administrative issues in the SPH. The Dean may establish ad hoc committees under the rubric of the SPH Cabinet as necessary.

c. Meetings

The SPH Cabinet meets at least once per semester.

2. Chairs' Forum

a. Membership

The Chairs' Forum is comprised of the Dean (who serves as Chairperson), the Principal Associate Dean, the Unit Chairpersons/leaders of the six academic units (or a designated proxy, if unable to attend). The Assistant/Associate Deans for Finance, Faculty, and Education, and the Chief of Staff attend as ex-officio members.

b. Function

The Chairs' Forum serves as a working group and advisory committee to the Dean and is responsible for sharing in the creation of agenda items for the forum, cultivation of new opportunities, and strategic planning across the SPH and the six academic units. It also considers opportunities for cross-campus and cross-academic institution collaborations, and collaborations with other partners external to the University. Strategic planning is a responsibility that is also shared with the Chairs' & More Forum, SPH SEC, and SPH Senate, and is informed by additional constituencies in the school and campus and community partners. Any SPH-wide items identified for SPH Senate action by the Chairs' Forum must be forwarded to the SPH SEC.

c. Meetings

Meetings will be held approximately every other month and can be called more often as needed by the Dean. Members of the Chairs' Forum can also request that the Dean call a meeting.

3. Chairs' & More Forum

a. Membership

The Chairs' and More Forum is comprised of the Dean (who serves as Chairperson), the Associate and Assistant Deans, the Chief of Staff, and Unit Chairpersons and Directors.

b. Function

The Chairs' & More Forum serves as a forum for senior leadership across the SPH to meet with the Dean to exchange ideas and share information relevant to academic units, centers, SPH initiatives, and operational units. It is responsible for sharing in the creation of agenda items for the forum, cultivation of new opportunities, and strategic planning across the SPH and the six academic units. It also considers opportunities for cross-campus and cross-academic institution collaborations, and collaborations with other partners external to the University. Strategic planning is a responsibility that is also shared with the Chairs' Forum, SPH SEC, and SPH Senate, and is informed by additional constituencies in the school and campus and community partners. Any SPH-

wide items identified for Senate action by the Chairs' & More Forum must be forwarded to the SPH SEC.

c. Meetings

Meetings will be held approximately every other month and can be called more often as needed by the Dean. Members of the Chairs' Forum can also request that the Dean call a meeting.

4. Dean's Council

a. Membership

The SPH Dean's Council is comprised of approximately 10-20 individuals from outside the University who are appointed by the Dean. The membership is committed to the advancement of the SPH and represents the leadership of key constituencies in the public, private, and nonprofit sectors related to public health. Nominations are solicited and recommended by the Associate and Assistant Deans, the Chief of Staff, and Unit Chairpersons and Directors. The Dean and Assistant Dean for Development (along with the Principal Associate Dean and Chief of Staff, when available and relevant) review the nominations and meet with potential nominees. Final appointment decisions and invitations to serve are made by the Dean.

The Dean's Council is an advisory group that serves on behalf of the SPH for two-year terms beginning in July; terms are renewable pending evaluation and recommendation from the Dean and senior leadership, along with continued interest of the council member. Members may serve three consecutive terms, with one year's break required before serving again. In the event that a member ceases to attend meetings on a regular basis or otherwise becomes unable to provide continuing advice and support, the Dean, after consultation with the appointed Chair of the Dean's Council, may remove that member.

The Dean and Assistant Dean for Development, with input from the Principal Associate Dean and Chief of Staff, appoint a Chair for the Dean's Council, who serves as a direct advisor to the Dean, assists in creating agenda items for the meetings, and provides executive leadership for each meeting. This same process is used to appoint a Campaign Cabinet, which shall be responsible for assisting the Assistant Dean for Development in prospect identification, qualification, cultivation, solicitation and stewardship. Those serving on the Campaign Cabinet will have a minimum requirement of membership in the Colonnade Society at \$2,500 annually. Officers of the Dean's Council may also be appointed (and are determined by the Chair, Dean, and the Campaign Cabinet Chair).

b. Function

The SPH Dean's Council provides strategic advice to inspire fearless ideas to help the SPH achieve its mission. The members are an engaged, strategic, informed, and invested group of volunteers who provide senior-level advocacy for, and service to, the SPH in a comprehensive and sustained manner. They share advice, counsel, perspective, connections, and provide feedback to the Dean and senior leadership of the SPH. Another primary responsibility of council members is to establish and facilitate working relationships between the SPH and partners, collaborators, investors, and leaders in the public, private, and nonprofit sectors; and strengthen the SPH's financial position.

c. Meetings

The Dean's Council is an advisory group that holds two in-person meetings annually (fall and spring), with additional meetings on an as-needed basis.

5. Community Advisory Council (CAC)

a. Membership

The Community Advisory Council is comprised of between 10 and 20 public health practitioners from local and state health and policy organizations. These members represent leaders from key constituencies in the public, private, and nonprofit sectors with expertise in the public health forum. Members are appointed through the same process as the Dean's Council and follow the same term limits.

b. Function

The CAC provides advice and guidance to the Dean, senior leadership, faculty, and staff to enhance the SPH's community engagement and program development. The Dean can invite faculty, staff, and students as appropriate. The council members serve as advisors to the Dean and the SPH, with emphasis on advice to the SPH. As public health practitioners, they advise the Dean concerning needs and directions for community-based research, service, and partnerships.

c. Meetings

The CAC meets, at minimum, twice a year (once each semester) and is convened and chaired by the Principal Associate Dean and the Associate Dean for Academic Affairs.

6. Diversity, Equity, Inclusion, Anti-Racism and Belonging Council

a) Membership

The SPH Diversity, Equity, Inclusion, Anti-Racism and Belonging (DEIAB) Council shall report to both the Senate and the Dean. The Dean for DEIAB (or Diversity Officer) or their designee will chair the council. The Chair of the council will select a Vice-Chair, who will support the Chair and the council. Other members of the council shall include one of the SPH's Equity Administrators, one representative from undergraduate education (designated by the Undergraduate Academic Programs Committee), one

representative from graduate education (designated by the Graduate Public Health Programs Committee), one faculty representative designated by each Unit Chairperson or Director through a process that involves nominations and self-nominations, three staff representatives (with one non-exempt to the extent of availability), two undergraduate student representatives, and two graduate student representatives from any degree program within the SPH. Students shall self-nominate or be nominated by faculty in their departments. The Dean for DEIAB/Diversity Officer will make final appointments to the committee based on a balance of representation in order to ensure a balance of perspectives. Faculty and staff representatives shall serve staggered two-year terms. Student representatives shall serve one-year terms.

Any member of the general faculty, staff, and student body can elect to attend/participate in the DEIAB Council meetings. Their voices will be considered as issues and concerns are shared, but only the regular members of the council will be voting members. Self-nominated “Diversity Champions” may also attend the meetings and assume responsibility for carrying the mission of DEIAB into their respective units, committees, and programs. Each of these methods of participation is meant to create a more inclusive opportunity for engaging in and promoting a diverse, equitable, inclusive, and anti-racist SPH that facilitates a sense of belonging.

b) Function

The DEIAB Council’s responsibilities shall be to (a) generate and stimulate activities and initiatives described in, or consistent with, the SPH’s Strategic Plan for DEIAB and SPH goals as established in the SPH’s Strategic Plan; (b) facilitate the implementation of activities designed to meet the SPH’s DEIAB goals; (c) monitor and evaluate progress in meeting the DEIAB goals described in the DEIAB strategic plan; and (d) report back to and advise the SPH Dean for DEIAB/Diversity Officer who is involved in the senate, as well as update the campus Vice President for Diversity & Inclusion.

c) Meetings

The DEIAB Council shall meet at minimum twice a semester. Action items shall be developed at each meeting. The action items will allow the work of the council to be carried out between meetings. The council’s first order of business each academic year shall be to review the Strategic Plan for Diversity & Inclusion and align it with outcome measures stated in the SPH Strategic Plan.

7. Planning and Evaluation Process for Strategic Implementation (PEPSI) Committee

1. Membership

The membership of PEPSI includes individuals in the following represented areas: Graduate Education (Associate Dean for Academic Affairs), Administrative Affairs (Chief of Staff), Planning & Evaluation (Associate Dean for Strategic Initiatives, who can also invite project-related staff from their office), Strategic Initiatives (Principal Associate Dean), Undergraduate Education (Associate Dean for Undergraduate Education), Public Health Practice (Asst/Assoc Dean or leadership of Public Health Practice), Faculty Affairs (Associate Dean for Faculty Affairs), and Research (Associate Dean for Research), and includes the SPH Senate Chair. Any SPH-wide items identified for Senate action by the PEPSI Committee must be forwarded to the SPH SEC.

2. Function

PEPSI shall: Aggregate data from all sources listed in the Outcome Measurement Table; provide an annual report of aggregate data and actions recommended or taken as a result of the PEPSI review to the SPH Senate, the Chairs and Chairs' & More Forum; review all aggregated data used to track progress on the SPH's Strategic Plan for the purpose of making evaluation and planning recommendations to the Dean and administrative bodies of the SPH; use data to create required CEPH reports to be forwarded to the Dean before submission to the accrediting body; contribute to other campus reporting that requires these data and assessments; and track and document changes that have resulted from these processes.

3. Meetings

The PEPSI Committee shall convene, at minimum, three times per year to review aggregated data, with additional meetings as needed for report planning and production.

8. SPH Graduate Student Advisory Committee (GSAC)

a. Membership

The SPH Graduate Student Advisory Committee shall be comprised of student members from each academic unit within the SPH and include, at minimum, student members from each degree-level and be inclusive of both online and in-person degree programs. Membership will also include senior leaders from SPH graduate student groups (to the extent of availability). At the start of each academic year, the students must submit a nomination form indicating their desire to serve on the committee. The students may be nominated to serve by the appropriate Unit Chairperson or Director of each academic unit/program with support from their faculty advisor or course instructor, or through self-nomination. The Chief of Staff will review the full list of nominees with the Dean and Associate Dean for Academic Affairs to ensure proper representation.

The chief criteria for service on the SPH GSAC are the student's engagement with the departmental and SPH student community, interest in engaging with the SPH and serving as an example across campus, and the ability to collect and represent a wide variety of student input on any issue. Student members may serve up to two years. The Dean will appoint a Dean's designee (e.g. the Associate Dean for Academic Affairs) to advise the committee and serve as an additional support/liason for the students. Each year, the initial meeting shall be called by the Dean or Dean's designee. The committee will elect its own Chair from among its membership. Meeting agendas will be established by committee members, the Chair, the Dean's designee and the Dean.

b. Function

The SPH GSAC shall be responsible for engaging with the broader SPH student community and providing the Dean with student perspectives on SPH-wide needs, problems, concerns, issues, future plans, and campus issues impacting the SPH. To support this effort two GSAC student members (one master's, one doctoral) will be appointed to the SPH Cabinet through selection by the committee's membership. Issues and suggestions can also be brought forward to the Chairs' Forum or Chairs' and More Forum. Two GSAC student members (one master's, one doctoral), selected by the GSAC committee's memberships, will also serve as liaisons to the Graduate Programs in Public Health (GPPH) Committee.

c. Meetings

The SPH GSAC meets, at minimum, twice a year (once each semester).

9. SPH Undergraduate Student Advisory Committee (USAC)

a. Membership

The SPH Undergraduate Student Advisory Committee shall be comprised of student members from each academic unit within the SPH, senior leaders from SPH student groups (to the extent of availability), and the undergraduate SPH representative to the University Student Government Association. At the start of each academic year, the students must submit a nomination form indicating their desire to serve on the committee. The students may be nominated to serve by the appropriate Unit Chairperson or Director of each academic unit/program with support from their faculty advisor or course instructor, or through self-nomination. The Chief of Staff will review the full list of nominees with the Dean and Associate Dean for Undergraduate Education to ensure proper representation.

The chief criteria for service on the SPH USAC are the student's engagement with the departmental and SPH student community, interest in engaging with the SPH and serving as an example across campus, and the ability to collect and represent a wide variety of student input on any issue. Student members may serve up to two years. The

Dean will appoint a Dean's designee (e.g. the Associate Dean for Undergraduate Education to advise the committee and serve as an additional support/liaison for the students. Each year, the initial meeting shall be called by the Dean or Dean's designee. The committee will elect its own Chair from among its membership. Meeting agendas will be established by committee members, the Chair, the Dean's designee and the Dean.

b. Function

The SPH USAC shall be responsible for engaging with the broader SPH student community and providing the Dean with student perspectives on SPH-wide needs, problems, concerns, issues, future plans, and campus issues impacting the SPH. To support this effort one student will be appointed to the SPH Cabinet through selection by the committee's membership. Issues and suggestions can also be brought forward to the Chairs' Forum or Chairs' and More Forum.

c. Meetings

The SPH USAC meets, at minimum, twice a year (once each semester).

C. Ad Hoc Committees

Additional committees shall be appointed by the Dean as necessary.

ARTICLE IV – THE SPH SENATE

The SPH Senate serves as the Faculty Advisory Council described in Article 11 of the University Plan of Organization. The purpose of the SPH Senate is to take action on behalf of the faculty, staff, and students in all matters pertaining to governance within the School in fulfilling its stated responsibilities. The SPH Senate is the executive body for enacting the shared governance functions of the School on a regular basis and is the primary organ of shared governance, providing a forum for the faculty, students, and staff to participate in the governance of the SPH. Together with the Dean, the Senate meets, at minimum, twice a year (once each semester) to discuss, vote on or learn of major initiatives of the campus and the SPH.

A. Functions of the Senate

- To establish and modify educational and other policies relevant to the functions of the SPH and within its purview.
- To review and approve amendments to the SPH Plan of Organization, and revisions of strategic plans.
- To advise the Dean of the SPH on any matter of concern to the SPH and to provide input on matters including, but not limited to, staffing, facilities use and planning, and the

proposed annual budget.

- To act as a referendum body on questions referred to it by the Dean, faculty, staff, and students of the SPH. Faculty, staff, and students can submit referendum items via email to the Chief of Staff to be considered by the Senate.
- To provide a forum for the exchange of information concerning the various activities and programs of the SPH.
- To regularly inform constituencies of SPH Senate actions.
- To serve as a Committee on Committees for the School in order to nominate a slate of candidates for service on all committees of the School and provide a slate of candidates from within the School from which administrators above the Department or Academic Program level may appoint representatives to bodies in order to participate in the search, nomination, and review of administrators within the SPH.

B. Membership

The Senate membership shall include all SPH employees with faculty appointments, as well as representatives from the SPH's staff and students. Voting members of the Senate include:

1. Faculty

All full time T/TK and PTK faculty with appointments of at least 50% in the SPH. If a faculty member has a joint appointment in two or more units, they shall be counted with the unit in which their tenure or primary appointment resides.

2. Staff

There shall be two staff members (with at least one non-exempt to the extent of availability) at minimum and no more than four staff members dependent on number of nominations received. Staff Senators will be elected by staff at-large within the SPH on an alternating schedule through a process conducted by the Senate Executive Committee (SEC). For purposes of representation in the Senate, staff constituents are defined as those who hold full-time, permanent appointments as defined by the applicable University definitions and classifications.

The terms of the elected staff members shall be two years.

3. Students

The student constituency is divided into two independent categories (undergraduate and graduate) from which Senators are elected. These terms are for one year, with a possibility of re-election.

a. Undergraduate Student Members

There shall be four undergraduate student Senators. These Senators must have declared a major from one of each of the four undergraduate programs (BCH, FMSC, KNES, PHSC) offered in the SPH and shall be elected each year from and by each unit's undergraduate student body. Names of the newly elected Student Senators shall be given to the Chair of the SEC prior to the first Senate meeting of the academic year.

b. Graduate Student Members

There shall be three graduate student Senators, one each from the professional master's programs (collectively), the academic master's programs (collectively), and the doctoral programs (collectively). Student Senators shall be elected each year by and from the students in each program. Names of the newly elected Senators shall be given to the Chair of the Senate at the start of the academic year.

4. Ex-officio Members of the SPH Senate

The following shall be ex-officio, non-voting members of the Senate:

- The Dean
- Assistant and Associate Deans
- Unit Chairpersons and Directors
- The Chief of Staff

C. Assembly

The SPH Senate shall assemble, at minimum, biannually, with additional meetings scheduled as needed. Biannual assemblies shall convene once a semester and are open to all faculty, staff, and students. The first assembly shall be for the purpose of receiving a state of the campus and SPH report by the Dean and considering other items as proposed by the Dean and the SEC. The second assembly shall convene at the end of the academic year, when all committees described in Article V shall provide a verbal or written report to the full Senate. An additional assembly may be held at the start of each new calendar year to provide an open forum for questions of the Dean and to address additional SPH Senate items as identified by the SEC. The Dean shall report any action on and/or disposition of recommendations from all SPH committees and provide a report of the School's expenditures of the prior fiscal year by program and category.

Special assemblies may be called by the Chair of the SEC (as defined in Article IV.E below), by a unit via the unit head, or by a petition signed by a minimum of 25 percent of the members of the SPH Senate.

Quorum of the Senate membership shall be a simple majority.

D. Election

1. Elections of the Senate Chair and Chair-Elect

The Chair-Elect of the Senate shall be a faculty member elected annually by a majority vote of the Senate at the second regularly scheduled assembly of the SPH Senate or via an electronic survey to the Senate membership in which a majority of Senators submit a response. The term of office of the Chair is as follows: One year as Chair-Elect, one year as Chair, and one year as Past-Chair to allow for transitions. The Chair of the Senate shall also serve as Chair of the SEC.

2. General Elections

The Chief of Staff oversees the elections process for the SPH student Senators and Chair-Elect. These elections are handled as described above. The Senate Chair has responsibility for ensuring that elections are conducted in a fair and equitable manner.

E. Senate Executive Committee (SEC)

The SPH Senate is supported by the SEC, standing committees of the Senate, and any ad hoc committees deemed necessary to fulfill the functions of the SPH.

1. Membership

The SEC has fourteen voting members and all six of SPH's academic units are represented. Membership shall include: six full-time T/TK faculty Senators (each elected by and from the full-time T/TK faculty in each unit), two full-time PTK faculty Senators (elected at-large by and from the SPH's full-time PTK faculty), the two staff Senators, one undergraduate Senator and one graduate Senator elected by and from the Senators for each category (ties will be decided by the SEC Chair), the SEC Chair, and the Senate Chair-Elect. The Dean will designate an ex-officio, non-voting member to assist with coordinating the work of the SEC. Each faculty and staff member shall serve for a period of two years; student Senators shall serve one-year terms with the possibility of re-election. Terms should be staggered such that only one-half of the faculty and staff Senators will terminate their membership at the end of a given year. This will ensure reasonable continuity of the membership serving on the SEC and provide for an evenly distributed overlap of new and continuing members each year.

The names of the newly elected unit T/TK and PTK representatives shall be given to the Chair of the SEC prior to the first Senate meeting of the academic year.

2. Quorum

To hold a meeting there must be simple majority.

3. Functions

The SEC shall respond to/develop proposals and recommend actions to be taken on any matter of concern to the SPH. The functions of the committee shall include, but not be limited to, the following:

- Develop and recommend to the full Senate updates/changes to plans and policies (involving topics such as appointment, promotion and tenure; accreditation; etc.) as required by University policies and the CEPH accrediting body for the governance of the SPH. Documentation, data, and language related to these plans and policies shall be provided to the SEC via standing committees of the Dean's Office and of the SPH.
- Assist in preparing the agenda for the Senate assemblies.
- Establish special or ad hoc committees for the SPH and appoint the membership of those committees in cases where members are not elected.
- Identify and refer to the full Senate those matters requiring Senate ratification and/or input.
- Advise the Dean on matters of concern to the administration and development of the SPH.
- Document the actions and proceedings of the SPH Senate.
- Review all SPH academic unit Plans of Organization the year following approved changes to the SPH Plan of Organization.
- Coordinate the election of PTK faculty Senators to the University Senate.

ARTICLE V – STANDING COMMITTEES OF THE SPH

The SPH is supported by seven standing committees, as well as any ad hoc committees deemed necessary to fulfill the functions of the SPH. All standing committees will be structured with consideration of a diverse, inclusive, and broadly representative committee membership. The standing committees include: The Appointment, Promotion, and Tenure Committee (APT); the Appointment, Evaluation and Promotion Committee (AEP); the Awards Committee; the Graduate Public Health Programs Committee (GPPH); the Programs, Curricula, and Courses Committee (PCC); the Research Committee; and the Undergraduate Academic Programs Committee (UAPC). Unless otherwise indicated, quorums will be a simple majority.

A. TTK Appointment, Promotion, and Tenure Committee (TTK APT)

As specified in the University of Maryland Policy and Procedures on Appointment, Promotion, and Tenure of Faculty (II-1.00 (A)), the School APT Committee functions as the second-level review of all faculty recommendations for promotion and tenure presented by departments. The APT Committee is an independent standing committee that formulates and presents recommendations directly to the Dean. (The first level review by tenured faculty, as mandated by campus policy, is separate and occurs at the departmental level in consultation

with the Dean's Office. The rules for promotion and tenure are set forth in UMCP and USM policies and are reflected in the Appointment, Promotion, and Tenure Manual published annually by the Office of Faculty Affairs. The rules below comply with USM and UMD policies. The policies and manual can be found on the faculty affairs website for policy II-1.00(A) at <https://policies.umd.edu/policy/1afb7240-747f-4ca5-8446-38a1945f0e1a/> and <http://www.faculty.umd.edu/policies/documents/APTManual.pdf>.

1. APT Committee Membership

The SPH APT Committee will be appointed annually by the Dean, who chooses at least one professor to represent each unit from a slate of candidates provided by the Unit Chairperson or Director, with consideration for gender, ethnic, and racial diversity in the committee membership. The committee must have a minimum of seven tenured full professors as members, and must always consist of an odd number of members. Members serve two-year terms, which shall be staggered. The committee shall elect its own Chair and an alternate Chair. The Dean shall also appoint the Associate Dean for Faculty Affairs or other designee as ex-officio, non-voting member of the committee. Membership of the committee will be made public.

2. APT Committee Voting

The Chair of the SPH APT Committee shall provide written notification as to the date, time, and place of the formal meetings of the committee. The Chair of the committee shall conduct the meetings and provide an opportunity for a full discussion of any candidate's complete application packet, including external letters of evaluation. All candidate materials will be exchanged and maintained as secure, password-protected, University-endorsed and -maintained electronic files as defined by the Office of Faculty Affairs and the APA system.

Following the discussion, a vote shall be taken by secret ballot. Members who voted on a candidate in a lower-level committee must recuse themselves from voting on the candidate in the SPH APT Committee; however they should be present during deliberations for the explicit purpose of answering questions about the unit-level criteria and procedures. All committee members are expected to be present for voting regardless of whether meetings are convened virtually, in person, or hybrid. Proxy voting is not permitted. The Dean's ex-officio designee will immediately count the secret ballots and report results to the committee.

In accordance with University policy, when a decision contrary to either the recommendation of the first-level administrator or the first-level faculty review committee (the academic unit) is anticipated, the second-level review committee (the SPH APT Committee) shall provide an opportunity for the chair of the first-level academic unit and the designated chair of the first-level unit review committee to meet

with the second-level committee to discuss their recommendations with the members of the second-level committee. All deliberations will remain confidential.

3. APT Committee Reporting of Votes

The Chair of the committee shall prepare a written report that specifies the date of the meeting, lists all members attending, notes any members who were absent, and represents the sentiments of the committee. This report should summarize, discuss, and evaluate the faculty member's contributions in the areas of (1) research, scholarly, and creative activities; (2) teaching and advising; and (3) service. In addition, a brief summary statement emphasizing the most significant contributions of the faculty member in these three areas should be presented. Particularly in cases of promotion to Associate Professor, the statement should include an evaluation of the faculty member's potential for continued contributions to the national and international recognition of the program. The report shall also include the recording of a positive or negative recommendation of the committee (subject to the requirement that all eligible voting members are present) and detail the exact count/breakdown of votes (number in favor of promotion, number opposed to promotion, number of voluntary abstentions, number of mandatory abstentions). When a vote is not unanimous, the report should detail the reasons for any negative votes or voluntary abstentions. A clear discussion of any areas of disagreement and concern raised in the committee deliberation is expected within the report.

Whether its recommendation is favorable or unfavorable, the committee shall, as soon as possible but no later than ten days after the decision, transmit through the Dean its decision, its exact vote count/breakdown, and a written justification to the Provost. The Dean of the SPH shall also promptly transmit their own independent recommendation, with written justification, to the Provost. Should the Dean disagree with the recommendation of the School committee, a clear outline of all areas of disagreement and concern is expected within the Dean's letter. University procedures for appointment, promotion, and tenure are then applied.

Written notification of the decisions of the Dean and second-level committee shall be provided by the Dean or the Dean's representative within two weeks to the administrator of the first-level unit, to the faculty spokesperson for the faculty review committee, and to the candidate.

4. APT Appeals Procedure

All appeals shall follow the Appeals Process as set forth in the II-1.00(A) UMCP Policy on Appointments, Promotion, and Tenure.

B. PTK Appointment, Evaluation, and Promotion Committee (PTK AEP)

As specified in the University of Maryland Guidelines for Appointment, Evaluation, and Promotion of Professional Track Faculty, the School AEP Committee functions as the

second-level review of all professional track faculty recommendations for promotion presented by departments. The Committee is an independent standing committee that formulates and presents recommendations directly to the Dean. Campus-level requirements for promotion of professional-track faculty are set forth in UMCP and USM policies and the UM Guidelines for Appointment, Evaluation, and Promotion of Professional Track Faculty are searchable on the UMD Office of Faculty Affairs website. The SPH PTK AEP Policy and Appendix A: Evaluation and Promotion Criteria describe the full policy and procedures for PTK appointment, evaluation, and promotion.

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1. PTK AEP Committee Membership

The SPH AEP Committee will be appointed annually by the Dean, who chooses from a slate of candidates provided by each Unit Chairperson or Director, with consideration for gender, ethnic, and racial diversity in the committee membership. Members serve two-year terms, which shall be staggered. The Committee will consist of a minimum of three PTK faculty members, at or above the rank being sought by the candidate/s, and preferably representing all departments and school-level institutes in the school whenever possible. The committee may consist entirely of PTK faculty or a mix of PTK and TTK faculty, with a majority of members (>50%) being PTK faculty. The committee must always consist of an odd number of members. The committee shall elect its own Chair and an alternate Chair. The Dean shall also appoint the Associate Dean for Faculty Affairs or other designee as ex-officio, non-voting member of the committee. Membership of the committee will be made public.

2. PTK AEP Committee Voting

The Chair of the SPH AEP Committee shall provide written notification as to the date, time, and place of the formal meetings of the committee. The Chair of the committee shall conduct the meetings and provide an opportunity for a full discussion of any candidate’s complete application packet, including any external letters of evaluation, if applicable. All candidate materials will be exchanged confidentially and maintained as secure, password-protected, University-endorsed and -maintained electronic files as defined by the Office of Faculty Affairs and the APA system.

Following the discussion, the committee shall vote by secret ballot. Members who voted on a candidate in a lower-level committee must recuse themselves from voting on the candidate in the SPH AEP Committee; however they should be present during deliberations for the explicit purpose of answering questions about the unit-level criteria and procedures. All committee members are expected to be present for voting regardless of whether meetings are convened virtually, in person, or hybrid. Proxy voting is not permitted. The Dean’s ex-officio designee will immediately count the secret ballots and report results to the committee.

In accordance with University policy, when a decision contrary to either the recommendation of the first-level administrator or the first-level faculty review committee (the academic unit) is anticipated, the second-level review committee (the SPH AEP Committee) shall provide an opportunity for the chair of the first-level academic unit and the designated chair of the first-level unit review committee to meet with the second-level committee to discuss their recommendations with the members of the second-level committee. All deliberations will remain confidential.

3. PTK AEP Committee Reporting of Votes

The Chair of the committee shall prepare a written report that specifies the date of the meeting, lists all members attending, notes any members who were absent, and represents the sentiments of the committee. This report should summarize, discuss, and evaluate the faculty member's contributions in the areas of activity for the appropriate faculty title as described by the candidate (e.g., research and scholarship, instruction, mentoring, practice, service). In addition, a brief summary statement emphasizing the most significant contributions of the faculty member in these areas should be presented. The report shall also include the recording of a positive or negative recommendation of the committee (subject to the requirement that all eligible voting members are present) and detail the exact breakdown of votes (number in favor of promotion, number opposed to promotion, number of voluntary abstentions, number of mandatory abstentions). When a vote is not unanimous, the report should detail the reasons for any negative votes or voluntary abstentions. A clear discussion of any areas of disagreement and concern raised in the committee deliberation is expected within the report.

Whether its recommendation is favorable or unfavorable, in cases of third-level PTK promotions, the committee shall, as soon as possible but no later than ten days after the decision, transmit through the Dean its decision, its vote, and a written justification to the Provost. The Dean of the SPH shall also promptly transmit their own independent recommendation, with written justification, to the Provost. Should the Dean disagree with the recommendation of the School committee, a clear outline of all areas of disagreement and concern is expected within the Dean's letter. University procedures for appointment, evaluation and promotion are then applied.

In cases of third-level PTK promotions, a written notification of the decisions of the Dean and second-level committee shall be provided by the Dean or the Dean's representative within two weeks to the administrator of the first-level unit, to the faculty spokesperson for the faculty review committee, and to the candidate.

In cases of second-level PTK promotions, candidates will receive written notification of the Dean's official decision concerning their promotion by the end of the current academic year.

4. PTK AEP Appeals Procedure

All appeals shall follow the Appeals Process as set forth in the SPH PTK Policy on Appointment, Evaluation, and Promotion.

C. Awards Committee

1. Membership

The Awards Committee is staffed by the SPH Program Administrative Specialist and overseen by the Dean's designee (Chief of Staff). The committee comprises a faculty representative from each of the SPH's six academic units. Members are identified by the Dean's designee in collaboration with Unit Chairs or Directors, as well as one member of the SPH staff, and one undergraduate and one graduate student. A Chair is elected by and from these members each year. Faculty, staff and student members will serve one-year terms with the possibility of re-election. The staff member will be selected by the Dean's designee from among SPH units and the Dean's Office. Membership cannot be filled by a Unit Chairperson or Director.

2. Function

The SPH Awards Committee is responsible for facilitating the annual recognition of outstanding faculty and staff performance in the areas of research/scholarship, service, and academics. Committee members are responsible for soliciting and facilitating award nominations from their respective units and for selecting award recipients each year. SPH Annual Faculty/Staff Awards are made in each of the following categories:

- The Doris Sands "Excellence in Teaching Award"
- The George F. Kramer "Practitioner of the Year Award"
- The Jerry P. Wrenn "Outstanding Service Award"
- The Muriel R. Sloan "Communitarian Award"
- The Research and Development Award
- The Leda Amick Wilson "Mentoring Award"
- The Viki Annand "Staff Excellence Award"
- The Gloria S. Friedgen "School Spirit Award"
- The Staff Teamwork and Community Builder Award
- The Public Health Practice Award
- The Community Engagement Partnership Award
- The 2nd Lieutenant Richard W. Collins III "Courage Against Hate" Award

3. Meetings

The Awards Committee shall meet at least once per year and on an as-needed basis. Awards are announced every year in the Spring semester prior to the award nomination process.

D. Graduate Public Health Programs Committee (GPPH)

1. Membership

The GPPH is composed of Graduate Program Designees of all graduate degree-granting units in the SPH. The Dean shall designate non-voting, ex-officio members as appropriate and shall appoint the Chair of the committee. Two members of the Graduate Student Advisory Council (GSAC) shall sit on GPPH. These two members are selected by the GSAC and will serve as liaisons between the two (GPPH and GSAC).

2. Function

The GPPH shall facilitate coordination between all graduate degree-granting units regarding public health curricula at the graduate level, as well as select fellowships recipients and identify nominees for other related SPH- or University-level awards for graduate applicants or students. Specifically, the GPPH:

- Coordinates new graduate student orientations, public health core course scheduling, and MPH/MHA course registration;
- Develops and manages policies, procedures, and forms common across MPH/MHA programs and across all graduate programs where possible and appropriate;
- Coordinates the collection/maintenance of data on the graduate public health programs relevant to the SPH's accreditation requirements;
- Ensures alignment of graduate programs with Council on Education for Public Health (CEPH) accreditation criteria; and
- Acts as the Fellowships Committee, which performs the tasks of selecting nominees for University-level fellowships or awards, or directly selecting specific applicants or students for SPH-level fellowships or awards.

3. Meetings

The GPPH shall meet at least once a month throughout the academic year.

E. Programs, Curricula, and Courses Committee (PCC)

1. Membership

The PCC shall be comprised of six faculty members, one elected by and from each academic unit; one member elected from the Centers not housed in an academic unit; one undergraduate and one graduate student selected by their respective members on the SEC

from among the student Senators; and the Dean's designee, who shall serve as an ex-officio, non-voting member. Faculty representatives shall serve staggered two-year terms. Student representatives shall serve one-year terms.

The names of faculty members shall be forwarded to the SEC Chair at the beginning of the academic year.

2. Function

The committee shall review and recommend policies regarding the establishment, modification, or abolishment of programs (i.e., areas of academic specialty within units), curricula, and courses within the SPH. The committee shall forward to the Dean all changes to programs, curricula, and courses that were approved by the committee and shall notify the appropriate departments of the approvals and any subsequent action. The committee shall return to the appropriate department those programs, curricula, and courses not receiving approval and include notations as necessary.

3. Meetings

Each year, the initial PCC meeting shall be called by the Dean's designee, at which time the committee shall elect its Chair. Meetings shall then be called by the Chair as needed.

F. Research Committee

1. Membership

The Research Committee comprises one faculty representative from every unit designated by each Unit Chairperson or Director via a nomination process and one faculty representative selected by the Dean from each of the SPH-level centers. The Dean will also select one staff member involved in research administration and one staff member involved in research planning and evaluation. The Associate Dean for Research will select both an undergraduate student representative and a graduate student representative. The Associate Dean for Research and the Communications Director serve as ex-officio, non-voting members. Faculty and staff representatives shall serve staggered two-year terms. Student representatives shall serve one-year terms. The committee shall elect its Chair from among its regular members.

2. Function

Committee members are responsible for reacting and responding to University research policies and practices, including research administration; supporting and enhancing research culture in the SPH (including major events); and identifying areas where the SPH needs to enhance collaborations and support for faculty, students, and staff. Committee members function as the research eyes and ears - and communicators - at the unit level. The committee annually reviews the SPH's proposal/award data compared with the University.

3. Meetings

The committee shall meet at least once a semester in person. The committee may establish subcommittees.

G. Undergraduate Academic Programs Committee (UAPC)

1. Membership

The UAPC shall include a faculty representative selected by the Chair or Director of each undergraduate degree-granting academic department via a nomination process, the Assistant/Associate Chair or Undergraduate Coordinator(s) from each of those academic departments, a professional advisor from Student Services, and the Associate Dean of Undergraduate Education, who will serve as Chair of the committee. One undergraduate and one graduate member will be selected by their respective student member of the SEC via solicited student nominations. Faculty representatives shall serve staggered two-year terms. Student members shall serve one-year terms.

2. Function

The committee shall review and recommend policies and best practices regarding excellence in undergraduate academic programs. The committee shall also proactively seek to foster cooperative and collaborative relationships and programs between departments.

3. Meetings

The UAPC shall meet three times each semester.

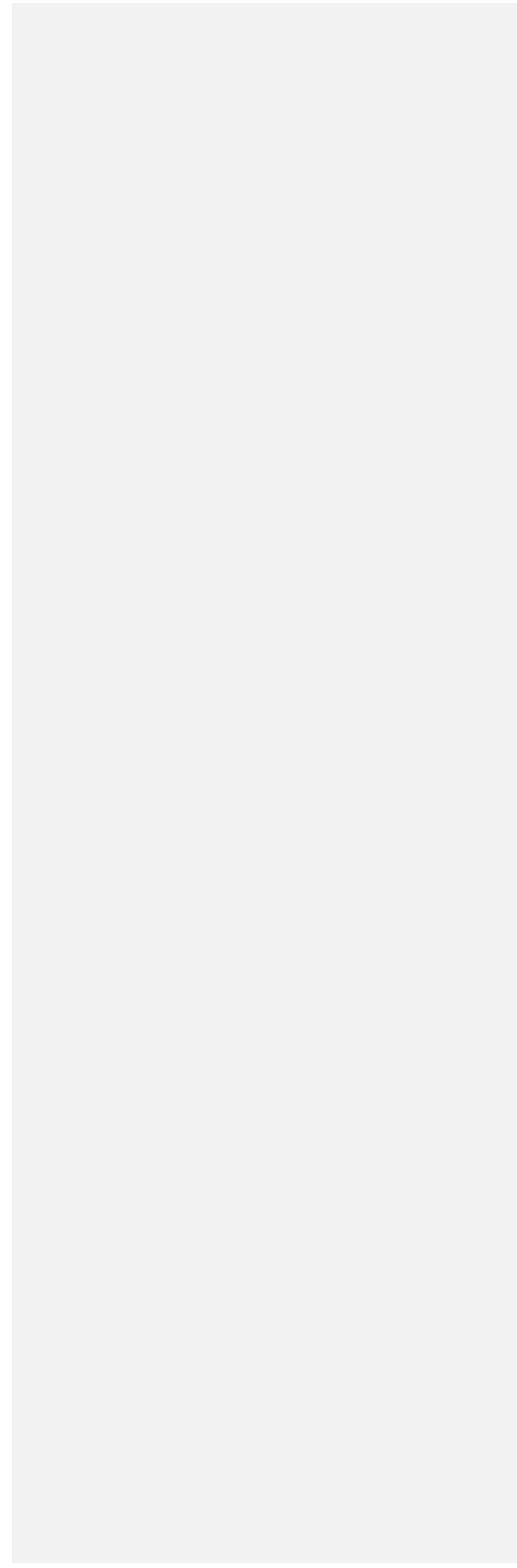
ARTICLE VI- REVIEW AND AMENDMENT

This Plan of Organization shall be reviewed and updated, at minimum, every ten years, by a committee established specifically for this purpose. The committee shall consist of members elected by and from the faculty, members elected by and from the staff, an undergraduate student member elected by and from the undergraduate students, and a graduate student member elected by and from the graduate students. The faculty members of the committee shall be elected from a slate consisting of candidates from each sub-unit. The Chief of Staff or their designee will assist the committee in its review, help it solicit feedback from members of the SPH, and organize votes on revisions to the Plan of Organization. Proposed amendments to the Plan of Organization shall be presented to the members of the SPH Senate at least thirty days prior to any action taken. Votes on amendments may be taken at a Senate assembly or via an electronic survey. A simple majority of the entire Senate shall be required for the adoption of any amendment or revised Plan of Organization.

SPH academic unit Plans of Organization will be reviewed the year following approved changes to the SPH Plan of Organization. Units will establish internal committees to review and update

their Plans, with a final review and vote according to the terms of each unit Plan, subject to the provisions of the University Plan of Organization. The SEC will review all revised Plans to ensure compliance with the University Plan of Organization and the SPH Plan of Organization. Plans not in compliance will be returned for revision.

Ratified on: Successful majority Vote of SPH Assembly on September 27, 2021; Successful review of Senate ERG on 2/4/2022 (Pending university ratification due to backlog of University Senate)





Transmittal | #25-26-43

Senate Programs, Curricula, & Courses Committee

Establish an Upper Division Certificate in Scientific Foundations of Health and Disease (Senate Document #25-26-43)

Presented By: Meredith Gore, Chair, Senate Programs, Curricula, and Courses Committee

Review Date: SEC - March, 25, 2026 | Senate - April 9, 2026

Voting Method: In a single vote

Relevant Policy/Document:

Necessary Approvals: Senate, President, USM Chancellor, and the Maryland Higher Education Commission

Issue:

The College of Computer, Mathematical, and Natural Sciences proposes to establish an Upper Division Certificate in Scientific Foundations of Health and Disease. Upper-division certificates are formal awards recognized by the Maryland Higher Education Commission that indicate the successful completion of at least 12 semester credits of upper-level undergraduate courses.

The proposed certificate program will provide students with a deep understanding of the biological and chemical mechanisms underlying disease. Students will leave the program knowing how basic scientific knowledge and research lead to medical advances.

This certificate program builds on the successful Science in the Evening program, which is a non-degree, non-certificate self-support program designed for students who already have bachelor's degrees but require additional undergraduate coursework to prepare for graduate programs in the health professions. Students can take undergraduate courses in biological sciences, chemistry, biochemistry and physics, as needed, to prepare for medical school or graduate programs in other health professions. The proposed certificate program will focus on higher-level life sciences courses and provide formal recognition that the student has acquired advanced knowledge of the biological and chemical mechanisms underlying health and disease.

The curriculum requires 13 core credits in the areas of genetics, cell biology and physiology, mammalian physiology, and the biochemistry of physiology. Students take an additional 9 credits of the upper-level coursework for a total of 22 credits. As a result of the program, students will understand the biochemical, chemical, biological, and genetic mechanisms underlying physiological functions and disease.

Admission to the certificate program requires a bachelor's degree, completion of prerequisite courses with a 3.0 average GPA, and admission to Science in the Evening. The courses offered in this program rely on a high level of mastery of the basic pre-health courses. Therefore, applicants will be required to have earned a 3.0 average in prerequisite courses in cellular and molecular biology, general and organic chemistry, and general physics.

Many of the instructional and administrative resources needed to launch and operate the certificate program are already in place with the Science in the Evening program. Tuition revenue will be able to cover new costs associated with the program.

The proposal was approved by the Senate Programs, Curricula, and Courses committee on March 6, 2026.

Recommendations:

The Senate Committee on Programs, Curricula, and Courses recommends that the Senate approve this new academic program.

Committee Work:

The committee considered this proposal at its meeting on March 6, 2026. Joelle Presson and Bob Infantino, from the College of Computer, Mathematical, and Natural Sciences, presented the proposal and answered questions from the committee. The committee approved the proposal.

Alternatives:

The Senate could decline to approve this new academic program.

Risks:

If the Senate does not approve this certificate, the university will forgo this opportunity to (1) provide formal recognition for students who complete existing coursework in preparation for graduate study in a pre-health field and (2) support students in pursuing career goals in a highly demanding profession.

Financial Implications:

There are no significant financial implications with this proposal. This certificate will be self-supported through tuition revenue, and the academic unit will be able to leverage existing faculty, administrative capacity, facilities, and online instructional infrastructure.



1047: SCIENTIFIC FOUNDATIONS OF HEALTH AND DISEASE

In Workflow

1. CMNS PCC Chair (jpresson@umd.edu; lpick@umd.edu)
2. CMNS Dean (rinfanti@umd.edu)
3. Academic Affairs Curriculum Manager (mcolson@umd.edu)
4. Senate PCC Chair (mcolson@umd.edu; gore@umd.edu)
5. University Senate Chair (mcolson@umd.edu)
6. President (mcolson@umd.edu)
7. Chancellor (mcolson@umd.edu)
8. MHEC (mcolson@umd.edu)
9. Provost Office (mcolson@umd.edu)
10. Undergraduate Catalog Manager (lyokoi@umd.edu; yeinj96@umd.edu)

Approval Path

1. Thu, 15 Jan 2026 17:15:08 GMT
Joelle Presson (jpresson): Approved for CMNS PCC Chair
2. Fri, 23 Jan 2026 20:18:05 GMT
Robert Infantino (rinfanti): Rollback to Initiator
3. Mon, 26 Jan 2026 19:43:06 GMT
Joelle Presson (jpresson): Approved for CMNS PCC Chair
4. Tue, 27 Jan 2026 11:40:22 GMT
Robert Infantino (rinfanti): Rollback to Initiator
5. Tue, 27 Jan 2026 18:43:05 GMT
Joelle Presson (jpresson): Approved for CMNS PCC Chair
6. Wed, 04 Feb 2026 18:09:30 GMT
Robert Infantino (rinfanti): Approved for CMNS Dean
7. Thu, 19 Feb 2026 00:00:46 GMT
Michael Colson (mcolson): Rollback to CMNS PCC Chair for Academic Affairs Curriculum Manager
8. Thu, 19 Feb 2026 14:12:45 GMT
Joelle Presson (jpresson): Approved for CMNS PCC Chair
9. Thu, 19 Feb 2026 15:51:48 GMT
Robert Infantino (rinfanti): Approved for CMNS Dean
10. Fri, 27 Feb 2026 19:19:45 GMT
Michael Colson (mcolson): Approved for Academic Affairs Curriculum Manager
11. Fri, 06 Mar 2026 15:08:30 GMT
Meredith Gore (gore): Approved for Senate PCC Chair

New Program Proposal

Date Submitted: Tue, 27 Jan 2026 18:41:55 GMT

Viewing: 1047 : Scientific Foundations of Health and Disease

Last edit: Mon, 23 Feb 2026 18:14:25 GMT

Changes proposed by: Joelle Presson (jpresson)

Program Name

Scientific Foundations of Health and Disease

Program Status

Proposed

Effective Term

Fall 2026

Catalog Year

2026-2027

Program Level

Undergraduate Program

Program Type

Undergraduate Certificate

Delivery Method

On Campus

Departments**Department**

Computer, Mathematical, and Natural Sciences

Colleges**College**

Computer, Mathematical, and Natural Sciences

Degree(s) Awarded**Degree Awarded**

Certificate, Upper Division

Proposal Contact

Joelle Presson jpresson@umd.edu

Proposal Summary

Science in the Evening is proposing an undergraduate upper division postbac certificate covering the biological and chemical mechanisms that underlie health and disease. Admission to the certificate program will require an undergraduate degree, admission to Science in the Evening, and completion of a list of prerequisites with a minimum 3.0 GPA. The certificate program will be run under, and be an extension of, Science in the Evening. All courses will be at the undergraduate level, offered to postbac students enrolled in Science in the Evening.

(PCC Log Number 25088)

Program and Catalog Information

Provide the catalog description of the proposed program. As part of the description, please indicate any areas of concentration or specializations that will be offered.

This upper division postbac certificate will provide students a deep understanding of the biological and chemical mechanisms underlying disease. Students will leave the program knowing how basic scientific knowledge and research lead to medical advances. Prospective students will have earned a bachelor's degree, will have had completed a set of lower-level courses with a 3.0 average GPA, and will have been admitted to the postbac Science in the Evening Program. The certificate requires 22 credits, including 13 required credits and 9 elective credits. The 9 elective credits must be taken within the Science in the Evening Program and include no more than 3 Special Topics credits. This certificate is available only to postbac students enrolled in the Science in the Evening Program.

Catalog Program Requirements. Please click on the help bubble for more specific information about formatting requirements.

Course	Title	Credits
Required courses 13 credits		
BSCI222	Principles of Genetics	4
BSCI331	Course BSCI331 Not Found (Cell Biology and Physiology)	3
BSCI450	Mammalian Systems Physiology	3
BCHM463	Biochemistry of Physiology	3
Elective courses 9 credits. No more than 3 Special or Selected Topics credits.		
BSCI338	Special Topics in Biology	
BSCI348	Special Topics in Cell Biology and Molecular Genetics	
BSCI439	Undergraduate Advanced Selected Topics in Biology	
BSCI422	Principles of Immunology	
BSCI433	Biology of Cancer	

BSCI452

Diseases of the Nervous System

Total Credits**22**

List the intended student learning outcomes. In an attachment, provide the plan for assessing these outcomes.

Learning Outcomes

Students will articulate the biochemical mechanisms that support physiological functions.

Students will articulate the chemical and biological mechanisms of physiological systems.

Students will articulate examples of the genetic mechanisms that underlie inherited disorders.

Students will demonstrate an understanding of specific disease mechanisms.

New Program Information

Mission and Purpose

Describe the program and explain how it fits the institutional mission statement and planning priorities.

The purpose of this new certificate is to provide postbac prehealth students with documentation that they have acquired a deep understanding of the biological and chemical mechanisms underlying health and disease, beyond the typical lower level prehealth curriculum. The program rests on UMD's excellence in both teaching and research, and will provide postbac students with an understanding of how scientific knowledge and research lead to medical advances.

Program Characteristics

What are the educational objectives of the program?

The program will expand the level of education for prehealth postbac students, providing them with an additional educational advantage for achieving their professional goals.

Describe any selective admissions policy or special criteria for students interested in this program.

Admission to the certificate program requires a bachelor's degree, completion of prerequisite courses with a 3.0 average GPA, and admission to Science in the Evening. The courses offered in this program rely on a high level of mastery of the basic prehealth courses. Therefore, applicants will be required to have earned a 3.0 average in the following courses.

1. Introduction to Biology Cells and Molecules
2. Principles of General Chemistry 1 and 2
3. Principles of Organic Chemistry 1 and 2
4. Principles of General Physics 1 and 2

Summarize the factors that were considered in developing the proposed curriculum (such as recommendations of advisory or other groups, articulated workforce needs, standards set by disciplinary associations or specialized-accrediting groups, etc.).

As Director of the SIE program I have worked with hundreds of prehealth students and guided their path to medical school and other health professions. I am highly knowledgeable about what makes for a competitive candidate. Admission to any health professional school is highly competitive and many students seek an extra edge. The medical school MCAT exam demands a deep knowledge of basic biology, chemistry, and physics and how they apply to medical science. I conclude that allowing students to deepen and broaden this understanding will enhance their professional school prospects. Because there are few or no programs like this offering undergraduate courses, I think it best to call attention to it on the students' transcripts by awarding a certificate.

Identify specific actions and strategies that will be utilized to recruit and retain a diverse student body.

The pool of postbac students who are interested in health professions is, in my experience, diverse along many dimensions. This same pool of students will be the applicants to this postbac certificate program.

Relationship to Other Units or Institutions

If a required or recommended course is offered by another department, discuss how the additional students will not unduly burden that department's faculty and resources. Discuss any other potential impacts on another department, such as academic content that may significantly overlap with existing programs. Use space below for any comments. Otherwise, attach supporting correspondence.

I do not believe this program will have any impact on or interactions with other units or institutions.

Accreditation and Licensure. Will the program need to be accredited? If so, indicate the accrediting agency. Also, indicate if students will expect to be licensed or certified in order to engage in or be successful in the program's target occupation.

No

Describe any cooperative arrangements with other institutions or organizations that will be important for the success of this program.

None

Faculty and Organization

Who will provide academic direction and oversight for the program? In an attachment, please indicate the faculty involved in the program. Include their titles, credentials, and courses they may teach for the program. Please click on the help bubble for a template to use for adding faculty information.

As Director of Science in the Evening I will be Director of this new program. The faculty who will teach in the program are provided in the attachment. This list includes faculty who are developing special topics courses specifically for this program. Note that all of these courses are open to all SIE students regardless of whether they are admitted to the certificate program.

Indicate who will provide the administrative coordination for the program

The Office of Extended Studies.

Resource Needs and Sources

Each new program is required to have a library assessment prepared by the University Libraries in order to determine any new library resources that may be required. This assessment must be done by the University Libraries. Add as an attachment.

The library assessment is attached.

Discuss the adequacy of physical facilities, infrastructure and instructional equipment.

All resources are currently available.

Discuss the instructional resources (faculty, staff, and teaching assistants) that will be needed to cover new courses or needed additional sections of existing courses to be taught. Indicate the source of resources for covering these costs.

This program, like SIE, is a self sustaining Extended Studies program and requires no new resources.

Discuss the administrative and advising resources that will be needed for the program. Indicate the source of resources for covering these costs.

None

Use the Maryland Higher Education Commission (MHEC) commission financial tables to describe the program's financial plan for the next five years. See help bubble for financial table template. Use space below for any additional comments on program funding. Please click on the help bubble for financial table templates.

The finances for this program will overlap with those for of the broader Science in the Evening. A statement of anticipated finances is attached.

Implications for the State (Additional Information Required by MHEC and the Board of Regents)

Explain how there is a compelling regional or statewide need for the program. Argument for need may be based on the need for the advancement of knowledge and/or societal needs, including the need for "expanding educational opportunities and choices for minority and educationally disadvantaged students at institutions of higher education." Also, explain how need is consistent with the Maryland State Plan for Postsecondary Education. Please click on the help bubble for more specific information.

This program supports the general societal need for highly educated medical school applicants. This fits the overall goals of the State of Maryland for an educated workforce and the goals of the University of Maryland.

Present data and analysis projecting market demand and the availability of openings in a job market to be served by the new program. Possible sources of information include industry or disciplinary studies on job market, the USBLS Occupational Outlook Handbook, or Maryland state Occupational and Industry Projections over the next five years. Also, provide information on the existing supply of graduates in similar programs in the state (use MHEC's Office of Research and Policy Analysis webpage for Annual Reports on Enrollment by Program) and discuss how future demand for graduates will exceed the existing supply. As part of this analysis, indicate the anticipated number of students your program will graduate per year at steady state.) Please click on the help bubble for specific resources for finding this information.

To our knowledge this program is unique. We know of no other upper level postbac certificate at the undergraduate level. There are, however, many standard premedical postbac programs and special masters programs that serve the large population of prehealth postbac students. I am well versed in what these programs offer. The attached market analysis done by Extended Studies is based on these sorts of programs.

Identify similar programs in the state. Discuss any differences between the proposed program and existing programs. Explain how your program will not result in an unreasonable duplication of an existing program (you can base this argument on program differences or market demand for graduates). The MHEC website can be used to find academic programs operating in the state. Please click on the help bubble for specific information on finding similar programs within the state.

I know of no similar programs at the undergraduate level. Other programs like this one are at the Master's level and so are financially out of reach for many students.

Discuss the possible impact on Historically Black Institutions (HBIs) in the state. Will the program affect any existing programs at Maryland HBIs? Will the program impact the uniqueness or identity of a Maryland HBI?

No

Supporting Documents

Attachments

Lightcast Analyst PDF Export - Program Overview Mult Interdisclinary regional.pdf
Lightcast Analyst PDF Export - Program Overview Multi Interdisciplinary Regional Graduate.pdf
Lightcast Analyst PDF Export - Program Overview Multi Interdisciplinary Natiional Graduate.pdf
Lightcast Analyst PDF Export - Program Overview Mult InterdisiplinaryStudies national.pdf
Certificate budget.docx
faculty list for certificate program.xlsx
6 semester plan for certificate.xlsx
Appendix 8 Collection_Assessment.pdf
Appendix 9 20260108_SIE_UD_Cert_Budget.pdf

Reviewer Comments

Robert Infantino (rinfanti) (Fri, 23 Jan 2026 20:18:05 GMT): Rollback: as we have discussed

Robert Infantino (rinfanti) (Tue, 27 Jan 2026 11:40:22 GMT): Rollback: Spelling :)

Michael Colson (mcolson) (Thu, 19 Feb 2026 00:00:46 GMT): Rollback: Rolling back for edits.

Key: 1047

Program Overview

Multi-/Interdisciplinary Studies, Other

Lightcast Q4 2025 Data Set

January 2026

Maryland

Parameters

Completions Year: 2024

Jobs Timeframe: 2023 - 2035

Job Postings Timeframe: Aug 2023 - Oct 2025

Programs:

Code	Description
30.9999	Multi-/Interdisciplinary Studies, Other

Regions:

Code	Description	Code	Description
10	Delaware	42	Pennsylvania
11	District of Columbia	51	Virginia
24	Maryland	54	West Virginia

Award Levels:

Description
Bachelor's Degree

Tuition Type: Tuition & Fees

Graduate Status: Undergraduate

Residency: In-State

<p>59</p> <p>Institutions</p> <p>0% Growth (2020-2024)</p>	<p>2,996</p> <p>Completions</p> <p>-1% Growth (2020-2024)</p>	<p>Completions Distribution</p> <p>Average: 50.8</p> <p>1 ----- 1,387</p> <p>Median: 7</p>
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Program Overview



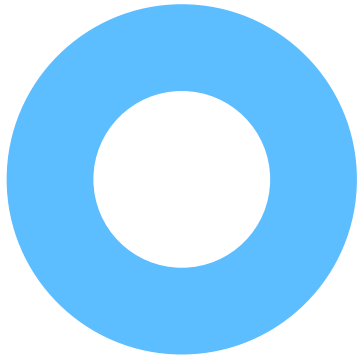
	Completions (2024)	% Completions	Institutions (2024)	% Institutions
● All Programs	2,996	100%	59	100%
● Distance Offered Programs	1,926	64%	9	15%
● Non-Distance Offered Programs	1,070	36%	50	85%

Market Share by Institution Type



Institution Type	Completions (2024)	Market Share
● Private not-for-profit, 4-year or above	1,857	62.0%
● Public, 4-year or above	1,139	38.0%

Market Share by Program

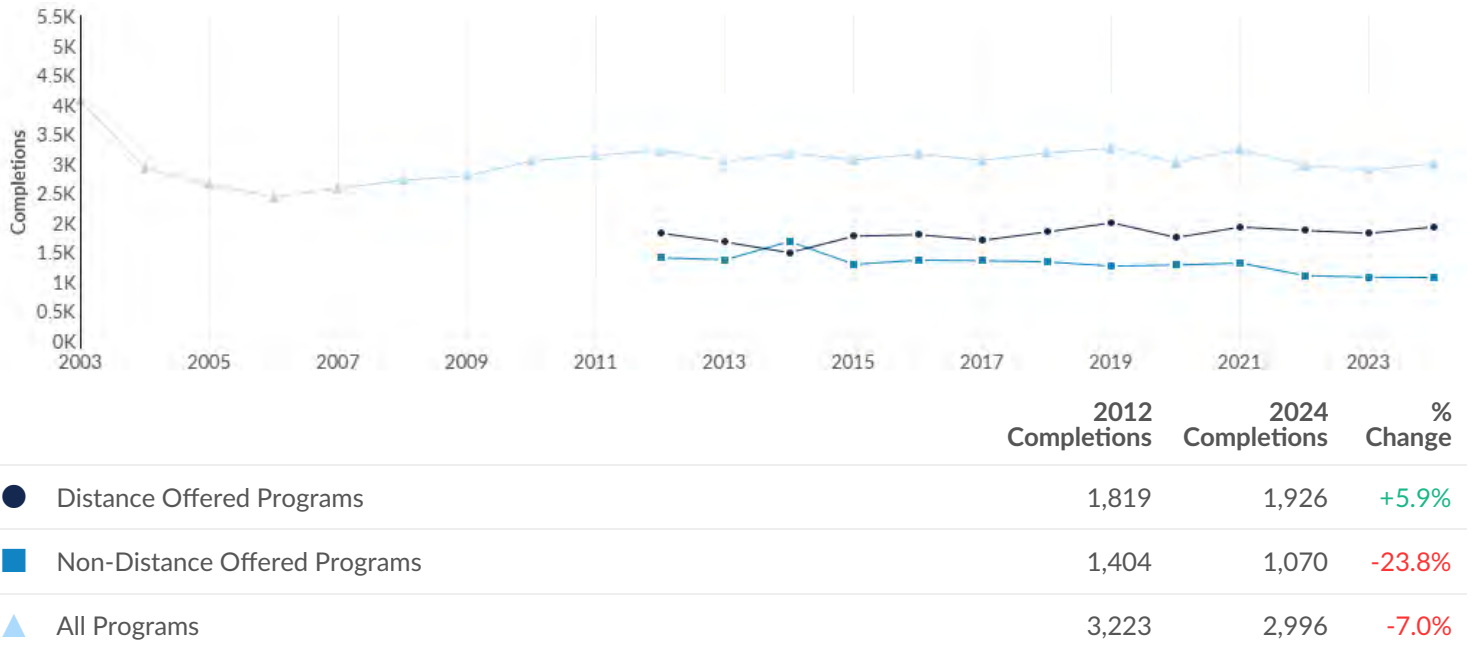


Program	Completions (2024)	Market Share
Multi-/Interdisciplinary Studies, Other (30.9999)	2,996	100.0%

Completions by Institution

Institution	Bachelor's Degree Completions (2024)	Growth % YOY (2024)	Market Share (2024)	IPEDS Tuition & Fees (2023)	Completions Trend (2020-2024)
Liberty University	1,387	2.3%	46.3%	\$15,822	
University of Maryland Global Campus	256	47.1%	8.5%	\$7,992	
Old Dominion University	159	-16.8%	5.3%	\$12,262	
Virginia Commonwealth University	147	-21.0%	4.9%	\$16,233	
American University	107	-14.4%	3.6%	\$56,543	
Radford University	102	-8.1%	3.4%	\$12,286	
William & Mary	101	17.4%	3.4%	\$25,041	
Franklin and Marshall College	82	-10.9%	2.7%	\$68,380	
Norfolk State University	72	16.1%	2.4%	\$9,910	
University of Virginia-Main Campus	64	20.8%	2.1%	\$22,323	

Regional Trends



Regional Completions by Award Level



Award Level	Completions (2024)	Percent
Bachelor's Degree	2,996	100.0%

Similar Programs

221
Programs (2024)

110,967
Completions (2024)

CIP Code	Program	Bachelor's Degree Completions (2024)
52.0201	Business Administration and Management, General	13,428
42.0101	Psychology, General	12,306
45.1001	Political Science and Government, General	5,359
52.0801	Finance, General	4,939
11.0101	Computer and Information Sciences, General	4,556
52.0101	Business/Commerce, General	4,458
52.1401	Marketing/Marketing Management, General	4,149
11.0701	Computer Science	3,939
43.0104	Criminal Justice/Safety Studies	3,497
54.0101	History, General	3,034

Appendix A

Program Selection Details

CIP Code	Program Name
30.9999	Multi-/Interdisciplinary Studies, Other

Appendix B - Data Sources and Calculations

Institution Data

The institution data in this report is taken directly from the national IPEDS database published by the U.S. Department of Education's National Center for Education Statistics.

State Data Sources

This report uses state data from the following agencies: Delaware Office of Occupational and Labor Market Information; District of Columbia Department of Employment Services; Maryland Department of Labor; Pennsylvania Department of Labor and Industry, Center for Workforce Information and Analysis; Virginia Employment Commission; West Virginia Department of Commerce

Program Overview

Multi-/Interdisciplinary Studies, Other

Lightcast Q4 2025 Data Set

January 2026

Maryland

Parameters

Completions Year: 2024

Jobs Timeframe: 2023 - 2035

Job Postings Timeframe: Aug 2023 - Oct 2025

Programs:

Code	Description
30.9999	Multi-/Interdisciplinary Studies, Other

Regions:

Code	Description	Code	Description
10	Delaware	42	Pennsylvania
11	District of Columbia	51	Virginia
24	Maryland	54	West Virginia

Award Levels:

Description	Description
Postbaccalaureate certificate	Master's Degree

Tuition Type: Tuition & Fees

Graduate Status: Graduate

Residency: In-State

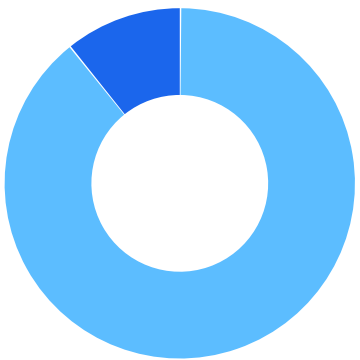
<p>16</p> <p>Institutions</p> <p>7% Growth (2020-2024)</p>	<p>1,209</p> <p>Completions</p> <p>83% Growth (2020-2024)</p>	<p>Completions Distribution</p> <p>Average: 75.6</p> <p>1 ————— 685</p> <p>Median: 5</p>
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Program Overview



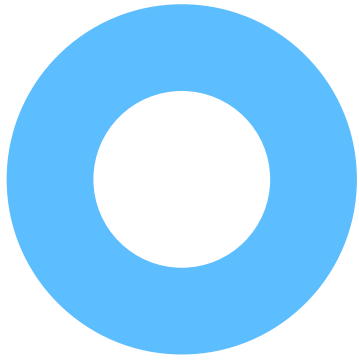
	Completions (2024)	% Completions	Institutions (2024)	% Institutions
● All Programs	1,209	100%	16	100%
● Distance Offered Programs	477	39%	6	38%
● Non-Distance Offered Programs	732	61%	10	63%

Market Share by Institution Type



Institution Type	Completions (2024)	Market Share
● Public, 4-year or above	1,078	89.2%
● Private not-for-profit, 4-year or above	131	10.8%

Market Share by Program

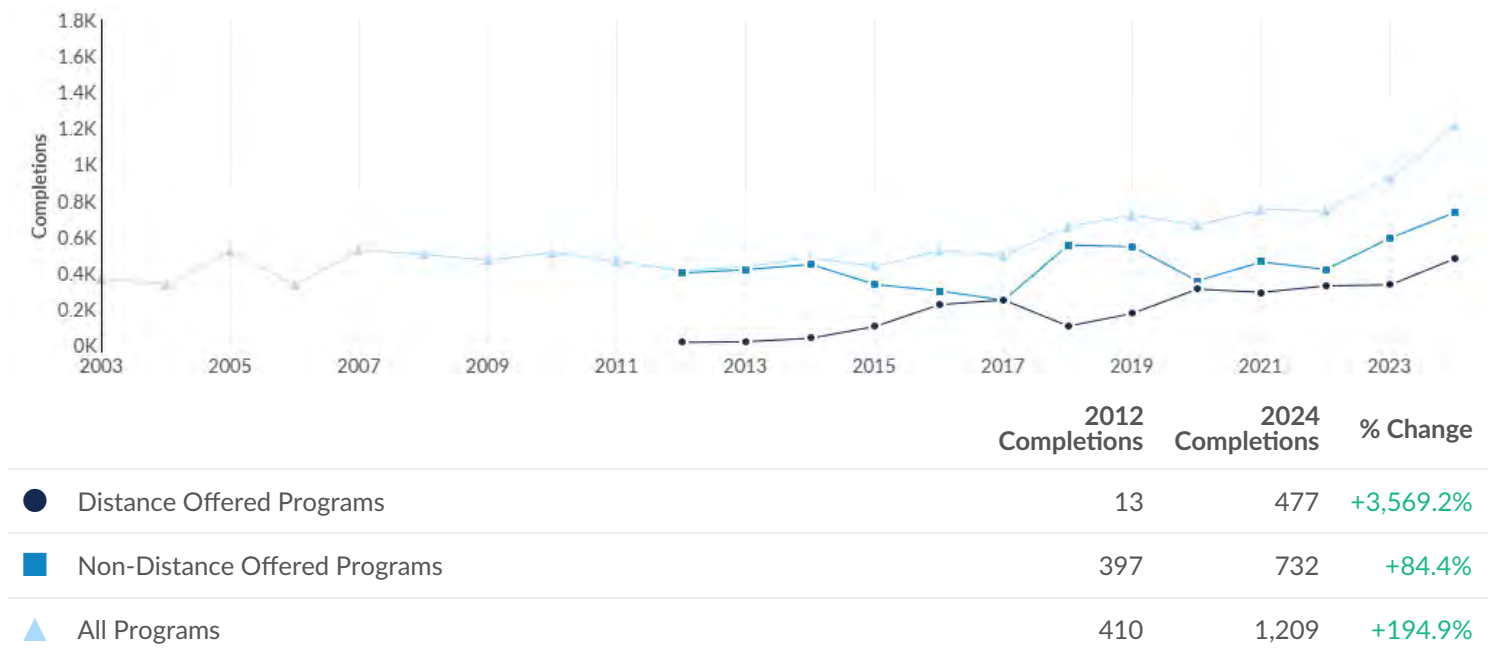


Program	Completions (2024)	Market Share
Multi-/Interdisciplinary Studies, Other (30.9999)	1,209	100.0%

Completions by Institution

Institution	Completions (2024)	Growth % YOY (2024)	Market Share (2024)	IPEDS Tuition & Fees (2023)	Completions Trend (2020-2024)
University of Maryland-Baltimore County	685	43.3%	56.7%	\$15,840	
University of Maryland-College Park	355	39.2%	29.4%	\$17,843	
Liberty University	95	-25.2%	7.9%	\$8,340	
George Mason University	19	58.3%	1.6%	\$17,446	
Georgetown University	16	6.7%	1.3%	\$59,306	
University of Maryland, Baltimore	10	100.0%	0.8%	\$17,760	
Goucher College	8	14.3%	0.7%	\$15,690	
Eastern Mennonite University	6	100.0%	0.5%	\$15,500	
Virginia Commonwealth University	4	100.0%	0.3%	\$16,753	
Maryland Institute College of Art	3	-70.0%	0.2%	\$55,150	

Regional Trends



Regional Completions by Award Level



Award Level	Completions (2024)	Percent
Postbaccalaureate certificate	151	12.5%
Master's Degree	1,058	87.5%

Similar Programs

216

Programs (2024)

59,704

Completions (2024)

CIP Code	Program	Completions (2024)
52.0201	Business Administration and Management, General	13,279
44.0701	Social Work	3,189
52.1301	Management Science	3,028
11.0101	Computer and Information Sciences, General	2,126
42.2803	Counseling Psychology	2,047
45.0901	International Relations and Affairs	2,019
52.1399	Management Sciences and Quantitative Methods, Other	1,650
51.0701	Health/Health Care Administration/Management	1,499
44.0401	Public Administration	1,325
11.0701	Computer Science	1,207

Appendix A

Program Selection Details

CIP Code	Program Name
30.9999	Multi-/Interdisciplinary Studies, Other

Appendix B - Data Sources and Calculations

Institution Data

The institution data in this report is taken directly from the national IPEDS database published by the U.S. Department of Education's National Center for Education Statistics.

State Data Sources

This report uses state data from the following agencies: Delaware Office of Occupational and Labor Market Information; District of Columbia Department of Employment Services; Maryland Department of Labor; Pennsylvania Department of Labor and Industry, Center for Workforce Information and Analysis; Virginia Employment Commission; West Virginia Department of Commerce

Program Overview

Multi-/Interdisciplinary Studies, Other

Lightcast Q4 2025 Data Set

January 2026

Maryland

Parameters

Completions Year: 2024

Jobs Timeframe: 2023 - 2035

Job Postings Timeframe: Aug 2023 - Oct 2025

Programs:

Code	Description
30.9999	Multi-/Interdisciplinary Studies, Other

Regions:

Code	Description
0	United States

Award Levels:

Description	Description
Postbaccalaureate certificate	Master's Degree

Tuition Type: Tuition & Fees

Graduate Status: Graduate

Residency: In-State

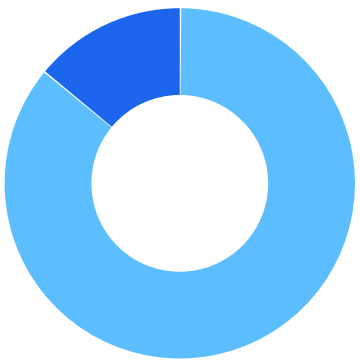
<p>114</p> <p>Institutions</p> <p>-5% Growth (2020-2024)</p>	<p>3,342</p> <p>Completions</p> <p>51% Growth (2020-2024)</p>	<p>Completions Distribution</p> <p>Average: 29.3</p> <p>1 ----- 866</p> <p>Median: 6</p>
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Program Overview



	Completions (2024)	% Completions	Institutions (2024)	% Institutions
● All Programs	3,342	100%	114	100%
● Distance Offered Programs	1,302	39%	55	48%
● Non-Distance Offered Programs	2,040	61%	62	54%

Market Share by Institution Type



Institution Type	Completions (2024)	Market Share
● Public, 4-year or above	2,871	85.9%
● Private not-for-profit, 4-year or above	471	14.1%

Program Overview

Multi-/Interdisciplinary Studies, Other

Lightcast Q4 2025 Data Set

January 2026

Maryland

Parameters

Completions Year: 2024

Jobs Timeframe: 2023 - 2035

Job Postings Timeframe: Aug 2023 - Oct 2025

Programs:

Code	Description
30.9999	Multi-/Interdisciplinary Studies, Other

Regions:

Code	Description
0	United States


Award Levels:

Description
Bachelor's Degree

Tuition Type: Tuition & Fees

Graduate Status: Undergraduate

Residency: In-State

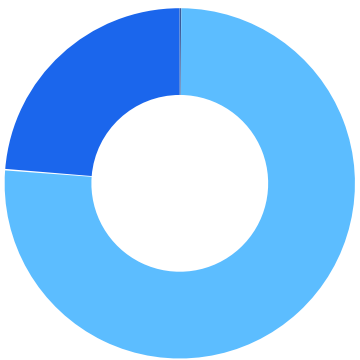
<p>452</p> <p>Institutions</p> <p>-6% Growth (2020-2024)</p>	<p>19,443</p> <p>Completions</p> <p>-24% Growth (2020-2024)</p>	<p>Completions Distribution</p> <p>Average: 43</p> <p>1 </p> <p>Median: 9</p>
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Program Overview



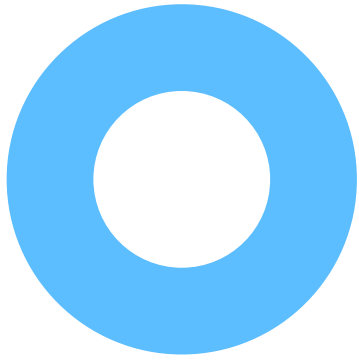
	Completions (2024)	% Completions	Institutions (2024)	% Institutions
● All Programs	19,443	100%	452	100%
● Distance Offered Programs	9,610	49%	128	28%
● Non-Distance Offered Programs	9,833	51%	324	72%

Market Share by Institution Type



Institution Type	Completions (2024)	Market Share
● Public, 4-year or above	14,811	76.2%
● Private not-for-profit, 4-year or above	4,629	23.8%
● Private for-profit, 4-year or above	3	0.0%

Market Share by Program

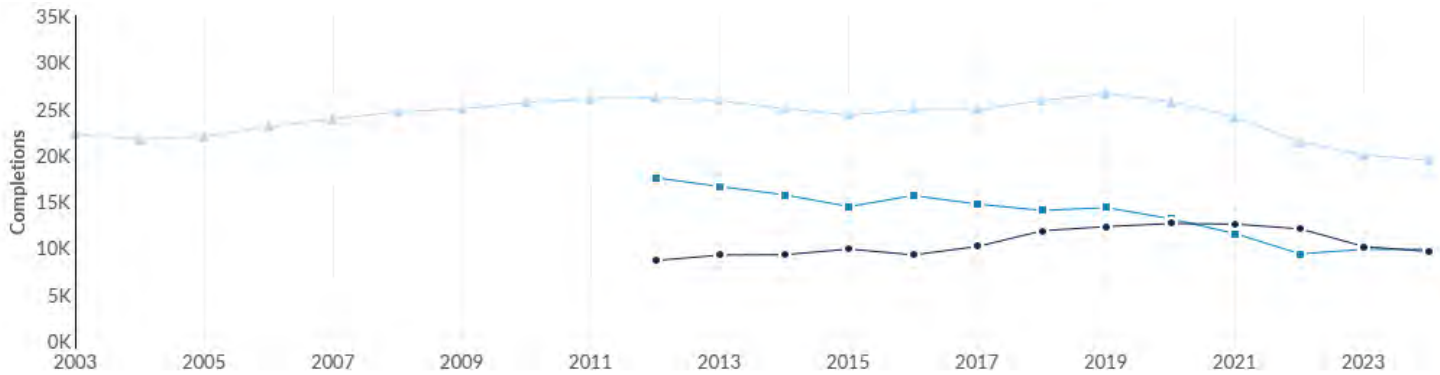


Program	Completions (2024)	Market Share
Multi-/Interdisciplinary Studies, Other (30.9999)	19,443	100.0%

Completions by Institution

Institution	Bachelor's Degree Completions (2024)	Growth % YOY (2024)	Market Share (2024)	IPEDS Tuition & Fees (2023)	Completions Trend (2020-2024)
Liberty University	1,387	2.3%	7.1%	\$15,822	
Texas A&M University-College Station	594	-0.2%	3.1%	\$12,841	
University of North Texas	557	3.1%	2.9%	\$11,164	
Georgia State University	543	19.6%	2.8%	\$8,478	
University of Minnesota-Twin Cities	406	-10.8%	2.1%	\$16,488	
Middle Tennessee State University	402	37.2%	2.1%	\$9,506	
The University of Texas Rio Grande Valley	359	-1.4%	1.8%	\$9,467	
Thomas Edison State University	352	-15.0%	1.8%	\$6,638	
East Texas A&M University	335	-0.6%	1.7%	\$10,026	
Lamar University	327	16.8%	1.7%	\$8,904	

Regional Trends



	2012 Completions	2024 Completions	% Change
● Distance Offered Programs	8,636	9,610	+11.3%
■ Non-Distance Offered Programs	17,543	9,833	-43.9%
▲ All Programs	26,179	19,443	-25.7%

Regional Completions by Award Level

Award Level	Completions (2024)	Percent
● Bachelor's Degree	19,443	100.0%



Similar Programs

276

Programs (2024)

988,590

Completions (2024)

CIP Code	Program	Bachelor's Degree Completions (2024)
52.0201	Business Administration and Management, General	136,515
42.0101	Psychology, General	118,241
11.0701	Computer Science	45,954
52.0801	Finance, General	45,433
52.1401	Marketing/Marketing Management, General	43,496
45.1001	Political Science and Government, General	38,368
11.0101	Computer and Information Sciences, General	28,929
43.0104	Criminal Justice/Safety Studies	27,709
52.0101	Business/Commerce, General	25,888
45.1101	Sociology, General	24,239

Appendix A

Program Selection Details

CIP Code	Program Name
30.9999	Multi-/Interdisciplinary Studies, Other

Appendix B - Data Sources and Calculations

Institution Data

The institution data in this report is taken directly from the national IPEDS database published by the U.S. Department of Education's National Center for Education Statistics.

State Data Sources

This report uses state data from the following agencies: Alabama Department of Labor; Alaska Department of Labor and Workforce Development; Arizona Commerce Authority; Arkansas Division of Workforce Services; California Employment Development Department; Colorado Department of Labor and Employment; Connecticut Department of Labor; Delaware Office of Occupational and Labor Market Information; District of Columbia Department of Employment Services; FloridaCommerce; Georgia Labor Market Explorer; Hawaii Workforce Infonet; Idaho Department of Labor; Illinois Department of Employment Security; Indiana Department of Workforce Development; Iowa Workforce Development; Kansas Department of Labor; Kentucky Center for Statistics; Louisiana Workforce Commission; Maine Department of Labor; Maryland Department of Labor; Commonwealth of Massachusetts, Mass.gov; Michigan Department of Technology, Management and Budget; Minnesota Department of Employment and Economic Development; Mississippi Department of Employment Security; Missouri Economic Research and Information Center; Montana Department of Labor and Industry; Nebraska Department of Labor, NEworks; Nevada Department of Employment, Training and Rehabilitation; New Hampshire Employment Security; New Jersey Department of Labor and Workforce Development; New Mexico Department of Workforce Solutions; New York Department of Labor; North Carolina Department of Commerce; North Dakota Job Service; Ohio Department of Job and Family Services; Oklahoma Employment Security Commission; Oregon Employment Department; Pennsylvania Department of Labor and Industry, Center for Workforce Information and Analysis; Rhode Island Department of Labor and Training; South Carolina Department of Employment and Workforce; South Dakota Department of Labor and Regulation; Tennessee Department of Labor & Workforce Development; Texas Workforce Commission; Utah Department of Workforce Services; Vermont Department of Labor; Virginia Employment Commission; Washington State Employment Security Department; West Virginia Department of Commerce; Wisconsin Department of Workforce Development; Wyoming Department of Workforce Services

Certificate budget

All of these are the same as SIE since these courses fully overlap with Sle

- Proposed tuition rate - Units can use the standard undergraduate rate or flat rate per credit/course. The tuition cannot be below the in-state undergraduate rate.
UMD instate per credit tuition
- Average instructor salary per course
6900.00 Range 6800 – 7100
Cost covered by Sle
- If applicable, the number of GA appointments per year and the estimated average salary per GA
One for Genetics offered once a year. 2500 . Cost covered by SIE
- If applicable, the number of graders per year and the estimated average salary per grader
One for Biochemistry. 2000. Offered every semester. Cost covered by Sie.
- Administrative staffing and the estimated salaries for each staff member (e.g., director, coordinator) as well as the estimated FTE for those staff members that will be dedicated to this program.
This is covered by Admin Asst for SIE. This person works about 10% time for SIE and this will fully overlap with these certificate courses.
- If applicable, total estimated equipment expenses on an annualized basis
none
- If applicable, total estimated marketing expenses on an annual basis. Note that all marketing costs are the responsibility of the unit.
None. Marketing is done for free through AAMC.org list of postbac programs.
- If applicable, total estimated operational expenses on an annual basis (e.g., travel, recruitment)
none
- If applicable, the number of new courses to be developed and the average estimated course development expenses (i.e., salaries paid to instructors for course development above and beyond the salary to teach the course).
I anticipate 3 or more new courses to add to the curriculum. All are currently underdevelopment at no cost.

Name	highest degree earned	Academic Field for Highest Degree Earned	UMD Title (indicate if part-time)	courses
Joelle Presson	Ph.D.	Neuroscience	Assistant Dean CMNS and Director SIE. 50% time.	Director of Program. Developing a course on race, stress, and disease.
William Higgins	Ph.D.	Physiology	Senior Lecturer	BSCI450 Mammalian Physiology. Developing a new course in Pathphysiology
Betsy Read-Cannole	Ph.D.	Cell Molecular	Part time instructor in SIE	BSCI331 Cell Biology of Physiology
Beth Parent	Ph.D.	Cell Molecular	Part time instructor in SIE	BSCI433 Biology of Cancer
Sandra Fox-Moon	Ph.D.	Immunology	Part time instructor in SIE	BSCI422 Immunology
Chan Lin	Ph.D.	Neuroscience	Senior Lecturer	BSCI452 Disease of the Nervous System
Eric Lonktok	Ph.D.	Biochemistry	Part time instructor in SIE	BSCI348B Molecular Basis of Rare Diseases
Chrisiana Guest	Ph.D.	Chemistry	Senior Lecturer	BCHM463 Biochemistry
Christipher Capp	Ph.D.	Chemistry	Senior Lecturer	BCHM463 Biochemistry
Bonnie Dixon	PhD.	Chemistry	Principle Lecturer	Developing a course in pharmacology

A sample plan for a student who enters Science in the Evening as a beginning preprofessional student and finishes the certificate before applying to professional school .
 There are other ways that a student could start SIE with gen chem 1 and bio 1 and finish the certificate before applying to professional school
 A student could also apply to health professional school and finish the certificate during the glide year.

semester	courses	credits taken	credits toward certificate
fall 1	BSCI170,/171; CHEM131/132	8	0
spring 1	BSCI222, CHEM231/232	8	0
fall 2	BSCI331, CHEM241/242	7	3
spring 2	BSCI450, BSCI348, CHEM271/272	10	6
summer 2	BSCI338	3	3
fall 3	BSCI422, BSCI452, BCHM463	9	9
spring 3	BSCI433, apply to medical school	3	3
Total credits		48	24

apply to certificate program at end of spring 2.



UNIVERSITY
LIBRARIES

University of Maryland Libraries
4119C McKeldin Library
7649 Library Lane, College Park, MD 20742-7011
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DATE: January 16, 2026

TO: *Joelle Presson*, PhD (jpresson@umd.edu)
Assistant Dean, Undergraduate Academic Programs
College of Computer, Mathematical, & Natural Sciences

FROM: *Nedelina Tchangalova*
Public Health & Hearing and Speech Sciences Librarian, UMD Libraries

CC: *Daniel Mack*, Associate Dean of Collections, UMD Libraries
Maggie Saponaro, Director, Collection Development Strategies, UMD Libraries
Kapil Vasudev, Collection Development Strategies Librarian, UMD Libraries

RE: Library Resources in Support of the New Undergraduate Certificate Program in Scientific Foundations of Health and Disease

We are providing this assessment in response to a proposal to establish a new post-baccalaureate certificate in Scientific Foundations of Health and Disease at the University of Maryland (UMD), College Park. The UMD Libraries evaluated their collections to determine how well existing resources and services support the curriculum of the proposed program.

Guided by a mission of stewardship, access, and inclusive service, the UMD Libraries support teaching and research across a wide range of instructional modalities. The existing collections will adequately support the instructional and research needs of the proposed undergraduate certificate, especially in biological and chemical mechanisms underlying health and disease.

As a unit with strong connections to academic partners on and off campus, UMD Extended Studies' [Science in the Evening \(SIE\) program](#) expects library resources to be readily accessible. The UMD Libraries' current collections and purchasing practices support flexible access while maintaining high academic quality and integrity, ensuring these expectations are met both now and over the life of the program.

In addition, the UMD Libraries maintain partnerships with state, regional, and national institutions and consortia to expand access to research materials. Membership in the [Big Ten Academic Alliance \(BTAA\)](#) allows patrons to obtain print materials through interlibrary loan, while collaborations with BTAA, [HathiTrust](#), and the [University System of Maryland and Affiliated Institutions \(USMAI\)](#) provide broad access to both print and digital content. Through these arrangements, biological, chemical, medical, and public health monographs and journals not held locally remain readily available. The Libraries' existing collections in these areas will continue to support the teaching and research needs of the Extended Studies' SIE program.

Library Collections Supporting the Certificate in Scientific Foundations of Health and Disease

[McKeldin Library](#) and [STEM Library](#) provide strong support for undergraduate and graduate study through extensive multidisciplinary collections that address the biological, chemical, and physical foundations of health and disease, including advanced resources for studying underlying molecular and cellular mechanisms. A significant portion of these collections is available electronically, providing students and teaching faculty with seamless on- and off-campus access regardless of their location.

1. Print and Electronic Books

The UMD Libraries' current collection of print books and eBooks in biology, microbiology, general and organic chemistry, and physics is sufficient to meet the needs of the SIE curriculum. Scholarly books in these premedical disciplines are acquired regularly, and titles not already in the collection can typically be added upon request.

Searches of the UMD Libraries' [Discover catalog](#) using representative subject terms returned substantial numbers of relevant monographs across key biomedical areas (see Table 1). Results expanded significantly when holdings from the USMAI consortium were included, demonstrating broad access to foundational and advanced literature supporting the curriculum. When electronic versions are unavailable, students may request scanned book chapters from USMAI and BTAA partner libraries through [Interlibrary Loan](#).

Table 1. Sample catalog search results

Search terms	UMD Libraries titles	UMD and USMAI consortium titles
Principles of genetics	1,248	3,081
Mammalian systems physiology	323	643
Biology of cancer	4,048	8,942
Diseases of the nervous system	3,509	9,305

Currently, the UMD Libraries provide access to several multidisciplinary eBook collections supporting study in biology, molecular and cellular mechanisms, microbiology, biochemistry, chemistry, and related biomedical sciences, including [Credo Reference](#), the [EBSCO eBook Academic Comprehensive collection](#), the [Gale Virtual Reference Library](#), [ProQuest eBook Central](#), [Springer eBooks](#), [World Scientific eBooks](#), and more.

2. Serial Publications

The UMD Libraries currently subscribe to a substantial number of scholarly journals, most of which are available online, that directly support research and teaching in molecular and cellular biology, microbiology, biochemistry, chemistry, physics, and related biomedical sciences.

The UMD Libraries provide access to many of the top-ranked journals indexed in the [Journal Citation Reports \(JCR\)](#),¹ life science and biomedical subject categories relevant to the study of health and disease, as represented in the following groups (categories):

- **Science Citation Index Expanded (SCIE)**, including:

¹ *Journal Citation Reports* is a tool for evaluating scholarly journals. It computes these evaluations from the relative number of citations compiled in the *Science Citation Index* and *Social Sciences Citation Index* database tools.

- **Biology & Biochemistry** (e.g., *Biochemistry & Molecular Biology, Biology, Cell Biology, Genetics & Heredity, Microbiology*)
- **Chemistry** (e.g., *Inorganic & Nuclear Chemistry, Organic Chemistry, Physical Chemistry*)
- **Clinical Medicine** (e.g., *Health Care Sciences & Services, Neurosciences, Public, Environmental & Occupational Health*)
- **Physics** (e.g., *Biophysics, Multidisciplinary Physics*)
- **Emerging Sources Citation Index (ESCI)**, which includes newer and interdisciplinary journals relevant to evolving areas of biomedical and life science research, particularly those exploring emerging approaches to understanding disease processes, experimental biology, and translational science.

While the SIE program's interdisciplinary focus extends beyond any single JCR category, the UMD Libraries provide extensive access to highly ranked journals across fields that underpin the scientific foundations of health and disease. These include core areas that examine biological systems, chemical interactions, and physiological processes, as well as complementary disciplines that contribute to understanding disease progression, experimental investigation, and translational discovery. The Libraries also provide access to top-ranked journals across the sciences that support quantitative, experimental, and analytical approaches used in contemporary biomedical research.

Relevant top-ranked titles supporting the Scientific Foundations of Health and Disease certificate curriculum include:

- [Annual Review of Biochemistry](#) (eISSN: 1545-4508)
- [Annual Review of Cell and Developmental Biology](#) (eISSN: 1081-0706)
- [Cancer Research](#) (eISSN: 1538-7445)
- [Cell](#) (eISSN: 1097-4172)
- [Journal of Biological Chemistry](#) (eISSN: 0021-9258)
- [Journal of Neuroscience](#) (eISSN: 1813-1956)
- [Journal of Physiology](#) (eISSN: 1469-7793)
- [Nature Medicine](#) (eISSN: 1546-170X)
- [Nature Reviews. Molecular Cell Biology](#) (eISSN: 1471-0080)
- [Proceedings of the National Academy of Sciences of the United States of America](#) (eISSN: 1091-6490)

Articles in journals not held by the UMD Libraries are likely to be available through [Interlibrary Loan](#) and [Document Delivery services](#).

3. Databases

The Libraries' [Database Finder](#) offers online access to a wide range of databases that index scholarly literature, research data, and related information sources. Many of these databases directly support the interdisciplinary nature of the proposed program, particularly in areas that address biological systems, chemical and physical processes, and experimental approaches to understanding human health and disease. Key databases include:

- [Academic Search Ultimate](#) (EBSCO): Multidisciplinary resource supporting foundational science coursework and cross-cutting research topics.
- [BIOSIS Previews](#) (Clarivate): Specialized indexing for experimental biology, microbiology, and preclinical life science research.
- [Dissertations & Theses Global](#) (ProQuest): Access to doctoral and master's research in the biomedical and life sciences, including emerging areas of disease-focused investigation.
- [JoVE](#) (Journal of Visualized Experiments): Peer-reviewed video-based research and teaching content supporting experimental methods in biology, chemistry, and biomedical sciences.

- [PubChem](#) (National Institutes of Health): Open-access chemical information resource providing data on molecular structures, properties, and biological activities relevant to biochemical and pharmacological research.
- [PubMed](#) (National Library of Medicine): Core biomedical literature supporting research in molecular biology, genetics, physiology, biochemistry, and disease mechanisms.
- [ScienceDirect](#) (Elsevier): Extensive full-text access to journals and reference works in biology, chemistry, biochemistry, physiology, and related biomedical disciplines.
- [Scopus](#) (Elsevier): Broad coverage of life sciences, chemistry, physics, and biomedical research, with strong citation analysis tools.
- [Web of Science](#) (Clarivate): Multidisciplinary indexing with robust citation tracking across the biological, chemical, and physical sciences.

In most cases, these databases provide full-text access to the journal articles students need. When an article is not available online, the UMD Libraries can supply a copy through [Interlibrary Loan](#) services.

The UMD Libraries prioritize acquiring electronic materials, which provide flexible online access and support stronger research and teaching experience. This approach is particularly beneficial for collaborative initiatives, ensuring broad access without compromising educational or research quality. The UMD Libraries' purchasing and access priorities align well with these goals.

Additional Materials and Resources

In addition to serials, books, and databases available through the University Libraries, students in the proposed program will have access to a broad range of media, datasets, software, and technology resources:

- **Media in various formats**, suitable for both on-site use and integration into ELMS course materials, are available at [McKeldin Library](#), as well as through several electronic video collections (e.g., [Counseling and Therapy in Video](#), [Kanopy](#), [Sage Video](#), [Sage Research Methods](#), and others accessible via the [Database Finder](#)).
- **Geographic Information Systems (GIS)** datasets are available through the [GIS and Data Service Center](#).
- **Statistical consulting** and additional research support (e.g., conducting **systematic review**, using **citation tools**) are available through the [Research and Learning Services](#).
- **Technology support and services** are available through the [TLC Tech Desk](#).

The subject specialist librarian for the discipline, [Nedelina Tchangalova](#) (nedelina@umd.edu), is also an important resource for programs such as the one proposed. Through departmental partnerships, [subject specialists](#) actively develop innovative services and materials that support the University's evolving academic programs and changing research interests. Subject specialists offer one-on-one research assistance online, in person, or by phone. They also provide information literacy instruction and can answer questions regarding publishing, copyright, and preserving digital works.

Other Research Collections

Due to the University's unique location near Washington, D.C., Baltimore, and Annapolis, University of Maryland students and faculty benefit from proximity to some of the nation's finest libraries, archives, and research centers. Institutions such as the [Library of Congress](#), the [National Archives](#), the [National Library of Medicine](#), and the [National Agricultural Library](#) provide valuable resources supporting advanced study of foundational biomedical sciences and the mechanistic understanding of health and disease.

Interlibrary Loan Services

Through the UMD Libraries' membership in BTAA, faculty and students have access to the [UBorrow](#) program, which enables expedited borrowing from the collections of other BTAA member institutions.

In addition, when materials are not available within the holdings of the USMAI libraries consortium of 17 academic libraries, resources can be requested through the [Interlibrary Loan](#) service at no cost to students or faculty. Most recent journal articles can be delivered electronically, providing convenient and timely access to needed materials

The UMD Libraries also offer an [article/chapter request service](#) that scans and delivers journal articles or book chapters within three business days, provided the requested items are available in print or microform on the UMD Libraries' shelves. If it is not available locally, the request is automatically routed to the Interlibrary Loan service, which will obtain the material from another library; again, at no charge to the requester.

Conclusion

With extensive journal holdings, multidisciplinary databases, and a wide range of research support services and tools, the UMD Libraries are well equipped to support teaching and learning in the scientific foundations of health and disease. These resources, further strengthened by a robust monograph collection, provide comprehensive coverage across the core biological, chemical, and physical sciences that underpin advanced premedical study.

To ensure equitable access for remote and online learners, the UMD Libraries offer [Scan & Deliver](#) and [Interlibrary Loan](#) services, which provide electronic access to materials not otherwise available online. These services are particularly valuable for students enrolled in online or hybrid courses.

Based on this review, we assess that the University of Maryland Libraries are well positioned to support the curricular and research needs of the proposed post-baccalaureate certificate in Scientific Foundations of Health and Disease within the Science in the Evening program.

Nedelina Tchangalova

Nedelina Tchangalova
Public Health & Hearing and Speech Sciences Librarian

January 16, 2026

CC: *Daniel Mack*, Associate Dean of Collections, UMD Libraries
Maggie Saponaro, Director, Collection Development Strategies, UMD Libraries
Kapil Vasudev, Collection Development Strategies Librarian, UMD Libraries

Science in the Evening: Scientific Foundations of Health and Disease					
Upper-Division Undergraduate Certificate					
Tuition Revenue					
	Year 1	Year 2	Year 3	Year 4	Year 5
A. Total Enrolled Students	5	10	10	10	10
First year enrollment	5	5	5	5	5
Second year enrollment		5	5	5	5
B. Total # of Credit Hours (by enrollment term)	13	26	26	26	26
Number of credits taken by students in year 1	13	13	13	13	13
Number of credits taken by students in year 2		13	13	13	13
C. Per-credit Rate (assumes 3% annual increase)	\$437	\$450	\$464	\$478	\$492
Total Tuition Revenue	\$28,405	\$117,029	\$120,539	\$124,156	\$127,880

Direct Expenses					
	Year 1	Year 2	Year 3	Year 4	Year 5
A. Faculty Salaries and Fringe	\$11,273	\$23,222	\$23,919	\$24,636	\$25,375
Average faculty 3-credit course salary	\$6,900	\$7,107	\$7,320	\$7,540	\$7,766
Total number of courses (25% FTE)	5	10	10	10	10
Total Faculty Salaries	\$8,625	\$17,768	\$18,301	\$18,850	\$19,415
Total Faculty Fringe Benefits (30.7%)	\$2,648	\$5,455	\$5,618	\$5,787	\$5,960
B. University Fees	\$1,430	\$5,720	\$5,720	\$5,720	\$5,720
Campus Fees (\$22 per credit per student)	\$1,430	\$5,720	\$5,720	\$5,720	\$5,720
Total Direct Expenses	\$12,703	\$28,942	\$29,639	\$30,356	\$31,095

Distributable Revenue					
	Year 1	Year 2	Year 3	Year 4	Year 5
Total Annual Tuition Revenue	\$28,405	\$117,029	\$120,539	\$124,156	\$127,880
Total Annual EXST Administrative Fee (10% of Gross Revenue)	(\$2,841)	(\$11,703)	(\$12,054)	(\$12,416)	(\$12,788)
Total Annual Direct Expenses	(\$12,703)	(\$28,942)	(\$29,639)	(\$30,356)	(\$31,095)
Distributable Revenue	\$12,862	\$76,384	\$78,847	\$81,384	\$83,997

Indirect Expenses					
	Year 1	Year 2	Year 3	Year 4	Year 5
A. Administrative Staff Salaries and Fringe	\$18,846	\$19,223	\$19,607	\$20,000	\$20,400
Director (5% FTE)	\$7,500	\$7,650	\$7,803	\$7,959	\$8,118
Coordinator (10% FTE)	\$8,000	\$8,160	\$8,323	\$8,490	\$8,659
Administrative staff fringe benefits: 36.6%	\$5,673	\$5,786	\$5,902	\$6,020	\$6,141
B. Support Staff	\$8,837	\$9,013	\$9,194	\$9,377	\$9,565
Graduate Assistant (10% FTE)	\$3,543	\$3,613	\$3,686	\$3,759	\$3,835
GA tuition remission (10%)	\$2,810	\$2,866	\$2,923	\$2,982	\$3,041
Grader	\$2,000	\$2,040	\$2,081	\$2,122	\$2,165
Support staff fringe (5.8%)	\$484	\$494	\$504	\$514	\$524
Total Indirect Expenses	\$27,683	\$28,236	\$28,801	\$29,377	\$29,965

Net Revenue					
	Year 1	Year 2	Year 3	Year 4	Year 5
EXST Distribution	\$12,862	\$76,384	\$78,847	\$81,384	\$83,997
Indirect Expenses	(\$27,683)	(\$28,236)	(\$28,801)	(\$29,377)	(\$29,965)
Balance	-\$14,821	\$48,147	\$50,046	\$52,007	\$54,032