



## Apportionment of the University Senate

**PRESENTED BY** Marcia Shofner, Chair

**REVIEW DATES** SEC – November 18, 2020 | SENATE – December 8, 2020

**VOTING METHOD** For Information Only

**RELEVANT POLICY/DOCUMENT** [Bylaws of the University Senate](#)

**NECESSARY APPROVALS** N/A

### ISSUE

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The University of Maryland Plan of Organization for Shared Governance requires in section 3.8.a that the University Senate be reapportioned every five years in order “to reflect more accurately the composition of the University community.” The Elections, Representation, & Governance (ERG) Committee is charged in the *Bylaws of the University Senate* with determining the correct apportionment for all constituencies every five years. In accordance with these provisions, in January 2020, the Senate Executive Committee (SEC) voted to charge the ERG Committee with calculating a new apportionment for all Senate constituencies in order to align Senate seats with current population data and constituency guidelines, and with recommending a transition plan for any reductions in seats, if necessary, in order to maintain an appropriate stagger of Senate seats.

### RECOMMENDATIONS

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The Elections, Representation, & Governance (ERG) Committee recommends that its calculations on apportionment, as shown immediately following this report, be accepted and implemented for the next election cycle.

The ERG Committee recommends that the Senate Office should take appropriate steps to maintain a stagger for Senate seats, in keeping with the principle that one-third of the Senators in a specific category should turn over at one time. In assigning term years for new Senate seats, the Senate Office should prioritize longer terms wherever possible. In phasing out seats where the apportionment results in fewer representatives, the Senate Office should seek to eliminate seats where the stagger is off-balance.

The ERG Committee recommends that Colleges should determine how to revise their sub-apportionments between departments to accommodate any gains or losses in Faculty Senate seats as needed.

The ERG Committee recommends that for the PTK Faculty Senator seats in SVPAAP and VPR, the Senate Office should provide a list of eligible faculty to the unit each year so that the unit can appropriately conduct its election processes.

## **COMMITTEE WORK**

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The ERG Committee began its work on the charge at its meeting on February 28, 2020. The committee reviewed relevant sections of the Plan and *Bylaws*, and the committee's previous work on apportionment in 2015. To calculate apportionment, the ERG Committee works with the Office of Institutional Research, Planning, and Assessment (IRPA) to gather population using data from the fall data freeze, which provides a snapshot of the University population in time, and divide the data into categories that match Senate constituency groups. Once the data is finalized, the committee uses the ratios provided in the Plan and *Bylaws* to calculate the correct number of Senate seats.

In spring 2020, representatives of the committee provided IRPA with constituency definitions for population groups. In summer 2020, IRPA provided population counts collected from its spring 2020 data freeze for testing. The committee consulted with the Senate Leadership, which determined that it would be best to use spring 2020 data for apportionment calculations due to the potential impact of the COVID-19 pandemic on University populations.

The ERG Committee reviewed population data and completed its final calculations at its meeting on November 4, 2020. The committee's calculations can be found in the enclosed report. The new apportionment results in an increase in the total number of Senate seats from 224 to 239, in large part due to increases in representation for PTK faculty. The committee also discussed recommendations related to the adding and removal of the new Senate seats.

On November 4, 2020, the ERG Committee voted to approve the revised apportionment and its recommendations for transitioning Senate seats.

## **ALTERNATIVES**

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Not applicable.

## **RISKS**

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There are no known risks to the University.

## **FINANCIAL IMPLICATIONS**

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There are no known financial implications.



## Apportionment of the University Senate

### 2020-2021 Committee Members

**Marcia Shofner** (Chair)  
**MacKenzie Allen** (Undergraduate Student)  
**Sarah Babineau** (Ex-Officio Director of Human Resources Rep)  
**Holly Brewer** (Faculty Senator)  
**Leigh Ann DePope** (Faculty)  
**Samaa Eldadah** (Undergraduate Student)  
**Abigail Esquivias** (Graduate Student Senator)  
**Ursula Gorham-Oscilowski** (Faculty)  
**Robert Koulisch** (Faculty)  
**Sharon La Voy** (Ex-Officio Associate VP IRPA Rep)

**Calvin Oates** (Exempt Staff)  
**Alan Peel** (Faculty)  
**Matthew Salerno** (Undergraduate Student)  
**Jacob Scocca** (Graduate Student)  
**Nathan Sparks** (Non-Exempt Staff Senator)  
**Hilary Thompson** (Faculty)

### Date of Submission

**November 2020**

## BACKGROUND

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The University of Maryland Plan of Organization for Shared Governance requires in section 3.8.a that the University Senate be reapportioned every five years in order “to reflect more accurately the composition of the University community.” The Elections, Representation, & Governance (ERG) Committee is charged in the *Bylaws of the University Senate* with determining the correct apportionment for all constituencies every five years. In accordance with these provisions, in January 2020, the Senate Executive Committee (SEC) voted to charge the ERG Committee with calculating a new apportionment for all Senate constituencies in order to align Senate seats with current population data and constituency guidelines, and with recommending a transition plan for any reductions in seats, if necessary, in order to maintain an appropriate stagger of Senate seats (Appendix 3).

## COMMITTEE WORK

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The ERG Committee began its work on the charge at its meeting on February 28, 2020. The committee reviewed relevant sections of the Plan and *Bylaws*, and reviewed the ERG Committee’s past work on apportionment in 2015 ([Senate Document #14-15-35](#)). The committee learned that the ratios on which Senate representation is based were determined by the Plan of Organization Review Committee ([Senate Document #14-15-19](#)), and were established in the Plan and *Bylaws* in 2015 ([Senate Document #14-15-20](#)). The ERG Committee was charged to apply the ratios within the Plan and *Bylaws* to current University population data to calculate the number of Senate seats in each constituency prior to the 2020-2021 elections.

In spring 2020, in order to facilitate the ERG Committee’s work, representatives of the committee met with the Office of Institutional Research, Planning, and Assessment (IRPA) to discuss the apportionment process, and provided IRPA with constituency definitions used to guide the development of query parameters for this apportionment. The committee met with representatives from IRPA at its September 9, 2020 meeting to review the constituency definitions, updated query parameters, and the apportionment process.

The ERG Committee worked closely with IRPA throughout the course of its review. It reviewed population data and completed its final calculations at its meeting on November 4, 2020.

### *Apportionment Ratios and Application of Ratios*

Article 3 of the Plan specifies the definitions of constituency groups and the ratios by which Senate representation is determined, as follows:

#### Faculty Senators

- Article 3.2.b.(1):“One faculty Senator shall be elected by the tenured or tenure-track faculty for each 15 faculty members as defined in 3.2.a.(1) above, or major fraction thereof (8 or more).”
- Article 3.2.b (2):“One faculty Senator shall be elected by the professional track faculty for each 30 faculty members as defined in 3.2.a.(2) above, or major fraction thereof (16 or more).”

#### Staff Senators

- Article 3.3.b: “One staff Senator shall be elected for each 200 staff constituents or major fraction thereof (101 or more) in each category.”

#### Undergraduate Student Senators

- Article 3.4: Full-time undergraduate students are represented by one elected Senator for every 1,000 undergraduate students.
- Full-time graduate students are represented by 10 Senators elected at large.

### *Changes in Senate Representation Since the 2015 Apportionment*

The data provided by IRPA reflected recommendations made by the ERG Committee after the previous apportionment. Since the last apportionment, the College of Information Studies and the School of Public Policy have created new undergraduate programs, and as a result, the ERG Committee added new student representation. Article 3.4.a.(1) of the Plan states that “each College or School with undergraduate enrollment and the Office of Undergraduate Studies shall be represented by at least one undergraduate student Senator.” In 2017, the ERG Committee applied the apportionment ratio identified in Article 3.4.a of the Plan to the enrollment numbers for both new programs, which were provided by the Office of the Registrar, resulting in an increase of two undergraduate Senate seats ([Senate Document #16-17-27](#)).

Two recommendations for PTK faculty representation were made since the 2015 apportionment. In December 2015, the *Bylaws* were amended to include faculty with visiting titles who have been at the University for more than two years in the part-time PTK single member constituency, to ensure that long-term members of the University community are appropriately represented ([Senate Document #15-16-15](#)). In accordance with a memo from the ERG Committee to the Senate Office dated January 22, 2018, full-time and part-time teachers in the Center for Young Children and Professors of the Practice were included in the relevant population counts for the full-time and part-time PTK constituencies, as both categories are considered faculty positions.

### *Calculating Apportionment Based on Population Data*

To conduct apportionment, the ERG Committee works very closely with IRPA to gather population data for each Senate constituency group. IRPA shares data collected from its spring and fall data

freezes with the committee, which provide population numbers for the University at a snapshot in time. The ERG Committee and IRPA then work together to determine how the data should be divided in order to match Senate constituency groups, based on the eligibility provisions in the Plan and *Bylaws*.

In summer 2020, IRPA provided population counts to the Senate Office using data from the spring 2020 freeze to allow for testing to determine whether the constituency parameters used to divide the data were appropriate. In fall 2020, the committee worked with IRPA to refine the parameters to align with Senate constituency groupings.

Apportionments have used data from IRPA's fall data freeze in order to calculate Senate representation based on the most current data available at the time of apportionment. This data is frozen on the same day each October, extensively cleaned by IRPA, and used for reporting to state and federal governments. In September 2020, representatives from IRPA expressed concerns that data from the upcoming fall data freeze may not be representative of the University population, due to the COVID-19 pandemic, which has had an impact on various constituency populations. IRPA suggested the committee may wish to consider using spring 2020 data. In response to IRPA's concerns, the ERG Committee consulted with the Senate Leadership, which determined that it would be best to use spring 2020 freeze data for apportionment calculations in order to ensure that Senate representation is unaffected by any temporary impacts on populations due to COVID-19.

#### *Necessary Adjustments to IRPA Data*

The data provided by IRPA was adjusted to align with Senate constituency definitions in a few ways before being finalized. Section 3.6.c of the Plan provides representation for deans apart from faculty, stating that "All academic and administrative deans shall be voting ex officio Senators." Accordingly, deans were removed from population data to avoid being counted twice, both as a dean and a member of the faculty constituency from their unit. After consulting with the Office of the Senior Vice President and Provost (SVPAAP) and Education Abroad, exchange students were removed from the population counts, as they are enrolled at other institutions and attend the University for a year or less.

Following the eligibility instructions in the Plan, IRPA pulled professional track (PTK) faculty data based on their primary appointment. The final data showed five faculty members with primary appointments in the Office of Undergraduate Studies (UGST), which is outside of a traditional College, School, or Division where the Senate had previously agreed to grant representation. After consideration, these faculty, four of whom are members of the new University Honors program, were included under SVPAAP, as UGST is not an academic college and reports to SVPAAP. In making this decision, the committee also acknowledged the difficulty for a small number of faculty members to consistently fill a Senate seat, and the equity imbalance involved with giving one seat to five PTK faculty compared to other Colleges that have one seat for 30 PTK faculty.

Finally, adjustments were considered for faculty who hold joint appointments of equal time in two or more Colleges. Section 3.2.c of the Plan states that "Faculty who hold joint appointments of equal time in two or more academic or administrative units may vote in or be elected to a Senate seat from only one of those units. Such individuals may be asked by the Office of the University Senate to indicate in which unit they wish to have voting representation. Individuals may change their voting representation only when the Senate is reapportioned."

In accordance with the Plan, in October 2020, IRPA provided a list of faculty with appointments evenly divided between Colleges. The committee contacted all appropriate faculty to ask them to choose in which College they would like to be represented on the Senate; the notification indicated that if the faculty member did not respond, their representation would default to their tenure home. Out of 17 faculty members contacted, four responded, and each indicated that they would like to be represented according to their tenure homes. Therefore, no adjustments to the data to accommodate faculty with joint appointments was necessary.

### *Changes in Senate Representation Since the 2015 Apportionment*

The data provided by IRPA reflected recommendations made by the ERG Committee after the previous apportionment. Since the last apportionment, the College of Information Studies and the School of Public Policy have created new undergraduate programs, and as a result, the ERG Committee added new student representation. Article 3.4.a.(1) of the Plan states that “each College or School with undergraduate enrollment and the Office of Undergraduate Studies shall be represented by at least one undergraduate student Senator.” In 2017, the ERG Committee applied the apportionment ratio identified in Article 3.4.a of the Plan to the enrollment numbers for both new programs, which were provided by the Office of the Registrar, resulting in an increase of two undergraduate Senate seats ([Senate Document #16-17-27](#)).

Two recommendations for PTK faculty representation were made since the 2015 apportionment. In December 2015, the *Bylaws* were amended to include faculty with visiting titles who have been at the University for more than two years in the part-time PTK single member constituency, to ensure that long-term members of the University community are appropriately represented ([Senate Document #15-16-15](#)). In accordance with a memo from the ERG Committee to the Senate Office dated January 22, 2018, full-time and part-time teachers in the Center for Young Children and Professors of the Practice were included in the relevant population counts for the full-time and part-time PTK constituencies, as both categories are considered faculty positions.

### *Review of Apportionment Calculations*

At its meeting on November 4, 2020, the ERG Committee reviewed the Spring 2020 data divided by Senate constituency group and a draft apportionment based on the representation ratios in the Plan and *Bylaws*.

The data provided by IRPA from the spring 2020 data freeze show a few notable changes in University populations, including a significant increase in the number of PTK faculty and a decrease in the number of T/TT faculty, since the 2015 apportionment. According to data reports produced by IRPA which can be filtered by PTK indicators (<https://reports.umd.edu/>), increases in full time PTK in Senate constituency groups over time have generally matched increases in full time PTK faculty for ARHU, AGNR, and ENGR. Growth in BSOS, CMNS, and SPHL is concentrated in the titles of Faculty Specialist, Senior Faculty Specialist, and Senior Lecturer. IRPA indicated to the committee that data used to calculate the 2015 apportionment was likely pulled by title, as there was no PTK indicator in the IRPA data warehouse at that time.

The ERG Committee’s calculations for apportionment based on Spring 2020 population data can be found in the table immediately following this report. The new apportionment results in changes in the total number of Senate seats with an increase from 224 to 239, in large part due to increases in representation for PTK faculty. An overview of the representation for seats apportioned by the ratio is found below:

### T/TT Faculty Senate Seats

- ARHU (from 21 seats to 19 seats) lost two seats
- BMGT (from 7 seats to 6 seats), EDUC (from 6 seats to 5 seats), and CMNS (from 22 to 21 seats) each lost one seat
- INFO (from 1 seat to 2 seats) and LIBR (from 4 seats to 5 seats) each gained one seat
- AGNR (12), ARCH (1), BSOS (12), ENGR (14), JOUR (1), PLCY (1), SPHL (5) had no change in seats

### PTK Faculty Senate Seats

- BSOS gained five seats (from 2 seats to 7 seats)
- CMNS gained four seats (from 8 seats to 12 seats)
- ARHU gained three seats (from 3 seats to 6 seats)
- AGNR (from 3 seats to 5 seats) and ENGR (from 3 seats to 5 seats) each gained two seats
- SPHL gained one seat (from 1 seat to 2 seats)
- ARCH (1), BMGT (2), EDUC (2), INFO (1), JOUR (1), PLCY (1), LIBR (1), SVPAAP (1), VPR (1), MFRI (1) had no change in seats

### Staff Senate Seats

- Full-Time Exempt Staff in Divisions gained one seat (from 8 seats to 9 seats)
- Full-Time Exempt Staff in Colleges, Schools and Academic Affairs (8) had no change in seats
- Non-Exempt Staff in Colleges, Schools, and Academic Affairs (2) had no change in seats; and
- Non-Exempt Staff in Divisions (6) had no change in seats

### Student Seats

- Full-time undergraduate students (29) had no change in seats
- Full-time graduate students are represented by 10 members at large and are unaffected by apportionment calculations
- Part-time undergraduate students and part-time graduate students are represented by single-member representatives and are unaffected by apportionment calculations

### *Impact of Apportionment Changes*

At its November 4, 2020 meeting, the ERG Committee discussed the overall increase in the size of the Senate, and the shift in ratio of Senators between Tenured/Tenure-Track (T/TT) faculty and the rest of the elected members of the Senate at length. The committee acknowledged that the application of the apportionment ratios as laid out in the Plan results in a change in the balance of the Senate. In 2015, the Plan of Organization Review Committee determined the ratios for Senate representation based on the principle that “tenured/tenure-track faculty maintain a 50% representation in the Senate” ([Senate Document #14-15-19](#)). To maintain that balance, PORC developed specific representation ratios for the Plan and *Bylaws* that would lead to a majority representation of T/TT faculty on the Senate. PORC determined that the representation ratio for T/TT faculty should be changed from one Senator for every eligible 17 faculty members (a ratio of 1:17) to one Senator for every eligible 15 faculty members (a ratio of 1:15). It also set the PTK ratio at one Senator for every 30 eligible faculty members (a ratio of 1:30). In the 2015 apportionment, these ratios resulted in 107 T/TT faculty and 102 elected Senators from other constituencies, and T/TT faculty comprised 51% of elected Senators. Due to an increase in the number of PTK faculty,

applying these same ratios to Spring 2020 population data results in a significant shift, whereby T/TT faculty now comprise 46% of the Senate.

The ERG Committee considered the effect of deviating from the principle laid out by PORC, and of lessening the impact of T/TT faculty within the Senate. The discussion focused on the significant institutional knowledge that T/TT faculty bring to the Senate due to their longevity at the institution, and the important role T/TT faculty play in governance due to the privileges of tenure. The committee considered the impact of this shift, but noted that the scope of its charge on apportionment is limited to applying the ratios for each constituency to current population data as noted in Article 6.5 of the *Bylaws*.

### *Transition Plan for Senate Seats*

At its November 4, 2020 meeting, the ERG Committee reviewed the current seats on the Senate, and discussed plans for adding and removing seats as needed in the new apportionment.

The Plan lays out procedures for transition of seats in 3.8.b., which states that any category that gains representation shall elect new Senators in the next election, and any category that loses representation “shall retain all currently elected Senators until the end of the Senator(s) term(s) or until the Senator(s) resign(s). Upon completion of the term(s) or resignation(s) from the Senate, the vacated seat shall not be replaced.” Given this guidance, the Senate should add the new seats immediately and remove seats as needed through attrition over the next few years.

The ERG Committee considered the stagger of Senate seats in creating a transition plan for the new apportionment. Currently, term years for faculty and staff seats on the Senate are staggered based on the principle that only one-third of the faculty and staff terms should end at the same time, in order to preserve institutional knowledge. During the previous apportionment in 2015, the committee recommended that the Senate Office should randomly assign term years of one to three years for Colleges which gained one new seat, and should assign term years working backwards from three-year terms for Colleges which gained two or more new seats. This recommendation was made because of the large number of PTK seats created during that apportionment. The ERG Committee considered taking the same approach with the new seats created in this apportionment, but acknowledged that since PTK faculty seats already exist, assigning term years in such a way could throw the stagger off balance, possibly resulting in too many or too few seats transitioning at the same time. The committee recommended that seats should be added after assessing the term years of seats in the same category and College, while prioritizing longer terms whenever the term given would not affect the stagger of seats. The ERG Committee also recommended that seats should be eliminated in a manner designed to preserve the current stagger.

The ERG Committee also discussed the procedures for sub-apportionment of Senate seats within Colleges and Schools. The committee agreed that Colleges and Schools should retain the ability to determine how Faculty Senate seats are distributed between departments, as they are best situated to determine the composition of their faculty populations and how they would prefer faculty to be represented.

During the 2015 apportionment, the ERG Committee recommended that the Senate Office provide a list of eligible faculty members to SVPAAP and VPR because Divisions do not have the same structures for PTK faculty as Colleges or Schools. For the new apportionment, the committee agreed that the Senate Office should continue to provide a list of eligible faculty to SVPAAP and

VPR, with the addition of the University Honors PTK faculty to SVPAAP, to ensure they have an accurate list of faculty members in order to run their own elections processes.

After due consideration, the ERG Committee voted to approve the revised apportionment and its recommendations for transitioning Senate seats on November 4, 2020.

## RECOMMENDATIONS

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The Elections, Representation, & Governance (ERG) Committee recommends that its calculations on apportionment, as shown immediately following this report, be accepted and implemented for the next election cycle.

The ERG Committee recommends that the Senate Office should take appropriate steps to maintain a stagger for Senate seats, in keeping with the principle that one-third of the Senators in a specific category should turn over at one time. In assigning term years for new Senate seats, the Senate Office should prioritize longer terms wherever possible. In phasing out seats where the apportionment results in fewer representatives, the Senate Office should seek to eliminate seats where the stagger is off-balance.

The ERG Committee recommends that Colleges should determine how to revise their sub-apportionments between departments to accommodate any gains or losses in Faculty Senate seats as needed.

The ERG Committee recommends that for the PTK Faculty Senator seats in SVPAAP and VPR, the Senate Office should provide a list of eligible faculty to the unit each year so that the unit can appropriately conduct its election processes.

## APPENDICES

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Appendix 1 - Senate Constituency Definitions in the Plan of Organization and *Bylaws*

Appendix 2 - Current Apportionment of the University Senate

Appendix 3 - Senate Executive Committee Charge on Apportionment of the University Senate

**PROPOSED APPORTIONMENT OF THE UNIVERSITY SENATE 2021-2026**

<b>APPORTIONMENT OF FACULTY SENATORS</b>	
<b>Tenured and Tenure Track Faculty:</b>	
School of Architecture, Planning & Preservation	1
College of Agriculture & Natural Resources	12
College of Arts & Humanities	19
College of Behavioral & Social Sciences	12
Robert H. Smith School of Business	6
College of Computer, Mathematical & Natural Sciences	21
College of Education	5
A. James Clark School of Engineering	14
School of Public Health	5
College of Information Studies	2
Libraries	5
Philip Merrill College of Journalism	1
School of Public Policy	1
<b>Total:</b>	<b>104</b>
<b>Professional Track Faculty:</b>	
School of Architecture, Planning & Preservation	1
College of Agriculture & Natural Resources	5
College of Arts & Humanities	6
College of Behavioral & Social Sciences	7
Robert H. Smith School of Business	2
College of Computer, Mathematical & Natural Sciences	12
College of Education	2
A. James Clark School of Engineering	5
School of Public Health	2
College of Information Studies	1
Libraries	1
Maryland Fire Rescue Institute	1
Philip Merrill College of Journalism	1
School of Public Policy	1
SVPAAP (Office of the Senior Vice President and Provost)	1
Division of Research	1
<b>Total:</b>	<b>49</b>
<b>APPORTIONMENT OF STAFF SENATORS</b>	

Exempt Staff in Colleges, Schools, and Academic Affairs	8
Exempt Staff in Divisions	9
Non-Exempt Staff in Colleges, Schools, and Academic Affairs	2
Non-Exempt Staff in Divisions	6
<b>Total:</b>	<b>25</b>
<b>APPORTIONMENT OF UNDERGRADUATE SENATORS BY COLLEGE</b>	
School of Architecture, Planning & Preservation	1
College of Agriculture & Natural Resources	1
College of Arts & Humanities	2
College of Behavioral & Social Sciences	4
Robert H. Smith School of Business	3
College of Computer, Mathematical & Natural Sciences	5
College of Education	1
College of Information Studies	1
A. James Clark School of Engineering	4
School of Public Health	2
School of Public Policy	1
Philip Merrill College of Journalism	1
College of Letters and Sciences	3
<b>Total</b>	<b>29</b>
<b>GRADUATE STUDENT SENATORS</b>	
<b>Total</b>	<b>10</b>
<b>SINGLE MEMBER CONSTITUENCIES</b>	
Part Time Research, Teaching, Adjunct Faculty	1
Emeritus Faculty	1
Head Coaches	1
Post-Doctoral Associates, Junior Lecturers, Faculty Assistants	1
Contingent Staff	1
Part-Time Graduate Students	1
Part-Time Undergraduate Students	1
<b>Total:</b>	<b>7</b>
<b>VOTING EX-OFFICIO SEATS</b>	

<b>Total:</b>	<b>15</b>
<b>TOTAL SENATE SEATS</b>	<b>239</b>

Plan of Organization for Shared Governance for the University of Maryland

- 2.3 At the request of the President, the Senate shall elect representatives to committees or councils.
- 2.4 At the request of the President, the Executive Committee of the Senate may appoint or nominate representatives to committees or councils.

**ARTICLE 3**  
MEMBERSHIP AND ELIGIBILITY

- 3.1 There shall be a Senate, a unicameral body composed of voting representatives called Senators from the following constituencies and certain non-voting ex officio members.
- 3.2 Faculty Senators:
  - 3.2.a Faculty constituencies include:
    - (1) full-time tenured and tenure-track faculty and their equivalent, defined as:
      - (a) faculty who hold a tenured or tenure-track appointment at the rank of Professor, Associate Professor, Assistant Professor,
      - (b) Librarian faculty who hold a permanent status or permanent status-track appointment at the rank of Librarian II, Librarian III, or Librarian IV,
      - (c) Field faculty with titles parallel to the rank of Professor, Associate Professor, Assistant Professor, and
      - (d) Instructors and Lecturers who have job security; and
    - (2) full-time professional track faculty, defined as:
      - (a) All professional track faculty (as defined in II-1.00 [G]), and Librarian I faculty (as defined in II-1.00 [A]), excluding the term-limited and entry-level professional track titles.

Part-time faculty may not be added together to compose a faculty constituent.

- 3.2.b Representatives to the Senate shall be elected from those faculty constituents who have been under contract to the University at least since August of the academic year during which the election is held. All these Senators shall be elected in accordance with the individual Plan of Organization of their College or School, or, for Library faculty, the Plan of Organization of the Library, as approved by the Senate. Faculty serving as administrators shall be considered members of the units in which they hold faculty rank and are thus eligible for election to the Senate from those units.

However, notwithstanding the below rate of representation, each College or School shall be entitled to at least as many Senators as there are academic departments. Any College or School with fewer than a major fraction of faculty members shall be entitled to elect one Senator for each faculty constituency defined in 3.2.a.

- (1) One faculty Senator shall be elected by the tenured or tenure-track faculty for each 15 faculty members as defined in 3.2.a.(1) above, or major fraction thereof (8 or more); and
- (2) One faculty Senator shall be elected by the professional track faculty for each 30 faculty members as defined in 3.2.a.(2) above, or major fraction thereof (16 or more).

3.2.c Faculty who hold joint appointments of equal time in two or more academic or administrative units may vote in or be elected to a Senate seat from only one of those units. Such individuals shall be asked by the Office of the University Senate to indicate in which unit they wish to have voting representation. Individuals may change their voting representation only when the Senate is reapportioned.

3.2.d In apportioning senatorial representation among academic departments and programs or other units within Colleges and Schools, such representation must be fair and equitable. Since section 3.2.b ensures that a College or School has at least as many faculty senators as it has academic departments, provisions to combine academic departments to share a faculty Senate seat (or to elect the faculty Senator in rotation among the units) will require compelling arguments based on great disparities in size among the departments of the College or School in order to satisfy the requirements of this section in the review specified in section 11.3.a. Academic programs or other units without departmental status in the College or School may be combined, or combined with an appropriate department, for purposes of senatorial representation in order to achieve fairness and equity within the College or School. In such situations, all faculty from the units shall be equally eligible for nomination and election to the Senate.

3.2.e In the case of the reorganization of the existing academic departments or creation of new academic departments within a College or a School, the College or School shall be responsible for submitting a reapportionment plan under the review procedures of section 11.3.a to provide representation for the affected constituencies. If the reorganization or creation of departments would entitle the College or School to new representatives under section 3.2.b, such additional representatives shall be awarded to the College or School.

In the case of the creation of a new departmentalized College or School, the new College or School shall submit an apportionment plan under the review procedures of section 11.3.a.

In all cases of creating a new College or School, the Senate shall ensure that the number of its faculty representatives in the Senate meets the requirements of section 3.2.b, creating new Senator seats as necessary.

In all cases covered under the provisions of this section, currently elected Senators from the affected units shall serve until the end of their terms, or until they resign, just as they would under a regular reapportionment of the Senate as specified in section 3.8.b.(2).

- 3.2.f The term of each elected faculty Senator shall be three years, irrespective of any academic reorganizations that may take place during that time. Senators who have served a full term shall for a period of one year be ineligible for re-election or for appointment to the Senate.

3.3 Staff Senators:

- 3.3.a For purpose of representation in the Senate, staff constituents are defined as those who hold a full-time permanent appointment as defined by the applicable University definitions and classifications. Part-time staff may not be added together to comprise a staff constituent. The Bylaws shall provide provisions to divide the staff constituency into no more than four categories, nor less than two categories, which are consistent with applicable University regulations for purposes of representation.
- 3.3.b One staff Senator shall be elected for each 200 staff constituents or major fraction thereof (101 or more) in each category. Any category with fewer than 200 persons shall be entitled to elect one Senator. The candidates receiving the highest number of votes as determined by procedures established by the appropriate Senate committee shall be declared elected.
- 3.3.c The term of each elected staff Senator shall be three years. Staff Senators who have served a full term shall for a period of one year be ineligible for re-election or for appointment to the Senate.
- 3.3.d Terms of staff Senators shall be staggered under a mechanism included in the Senate Bylaws.
- 3.3.e The senatorial responsibilities of each staff Senator shall be considered a part of his/her official duties.

3.4 Student Senators:

For purposes of representation in the Senate, the student constituency is divided into two independent categories.

3.4.a Undergraduate Student Senators:

- (1) One student Senator shall be elected for each 1000 full-time undergraduate students or major fraction thereof (501 or more). Each College or School with undergraduate enrollment and the Office of

Undergraduate Studies shall be represented by at least one undergraduate student Senator.

- (2) The term of each elected undergraduate student Senator shall be one year. Undergraduate student Senators are eligible for re-election for up to three consecutive terms.
- (3) No undergraduate student shall be elected to, or serve in, office if not in satisfactory academic and disciplinary standing as defined in University publications.
- (4) An undergraduate student Senator must be continuously enrolled in an undergraduate program at the University for at least twelve academic hours during the academic semesters served in the Senate and shall not hold faculty rank, or an administrative or staff position, but may be employed by the University as a student employee.

3.4.b Graduate Student Senators:

- (1) Ten graduate student Senators shall be elected in an at-large election. No more than two graduate student Senators may be from the same College or School.
- (2) The term of each elected graduate student Senator shall be one year. Graduate student Senators may be re-elected for up to three consecutive terms.
- (3) No graduate student shall be elected to, or serve in, office if not in satisfactory academic and disciplinary standing as defined in University publications.
- (4) A graduate student Senator must be continuously enrolled and be certified by the Graduate School as a full-time graduate student in a graduate degree program at the University during the academic semesters served in the Senate, and shall not hold faculty rank, nor an administrative or staff position, but may be a graduate assistant, graduate research assistant, or graduate fellow.

3.5 Other Senators

In order to provide some representation for members of the campus community who do not meet the criteria for inclusion in the Faculty, Staff, or Student constituencies, the Senate, in its Bylaws, may define up to ten additional constituencies, each to be represented by one Senator, elected or appointed according to procedures to be set forth in Bylaws.

3.6 Ex Officio Members of the Senate

- 3.6.a Unless elected as a voting member of the Senate by an appropriate constituency, the following shall be non-voting ex officio members of the Senate:

- (1) the President;
- (2) the Senior Vice President & Provost;
- (3) the Vice Presidents;
- (4) the University ombuds officers;
- (5) the Directors of Centers, Institutes, Academic Programs, and Undergraduate Admissions;
- (6) the Chairs of Academic Departments;
- (7) the Executive Secretary and Director of the Senate;
- (8) the President of the Student Government Association;
- (9) the President of the Graduate Student Government Association;
- (10) the chief executive officer of any institution-wide constituency group recognized in Article 3 and not otherwise provided for in Article 3.5; and
- (11) the Director of Athletics.

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

3.6.c All academic and administrative deans shall be voting ex officio Senators.

### 3.7 Disqualification from the Senate

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

3.7.b Membership in the Senate shall terminate in accordance with provisions in the Bylaws.

### 3.8 Reapportionment of the Senate

3.8.a In accordance with the procedures set forth in the Bylaws of the Senate, reapportionment of the Senate shall be conducted every five years to reflect more accurately the composition of the University community.

3.8.b Upon reapportionment:

- (1) a department, unit, or staff category that gains representation through reapportionment shall nominate and elect constituent(s) in the next election cycle;
- (2) a department, unit, or staff category that loses representation through the reapportionment shall retain all currently elected Senators until the end of the Senator(s) term(s) or until the Senator(s) resign(s). Upon completion of the term(s) or resignation(s) from the Senate, the vacated seat shall not be replaced.

- 3.8.c Reapportionment shall occur immediately upon final approval of this University of Maryland Plan of Organization for Shared Governance, except when a reapportionment has occurred within the previous five years.
- 3.8.d Reapportionment of senatorial representation among units mandated by this University of Maryland Plan of Organization for Shared Governance to conduct senatorial elections shall be the responsibility of those units and shall be conducted as fairly and equitably as possible.

**ARTICLE 4**  
**SENATORIAL ELECTIONS, EXPULSION, AND RECALL**

- 4.1 Subject to the provisions of Article 3 defining the eligibility of members and the provisions of this Article, each College, School, or other units of the University is responsible for providing a Plan of Organization that will ensure the timely nomination and election of faculty, staff, and student senators. These Plans shall have provisions to promote equitable representation.
- 4.2 The appropriate Senate committee shall advise on all senatorial elections and referenda, as needed, to ensure that procedures for candidacy and election, as well as standards of eligibility, are consistent with this Plan. No committee of the Senate that is responsible for advising on senatorial elections shall itself make or require specific nominations for election to the Senate. The Senate is the ultimate judge of the eligibility of any elected Senator, and may reject the choice of any constituency group.
- 4.3 Ties shall be broken by the elected members from the relevant constituency serving on the Executive Committee, following a review of the original candidacy statements of the tied individuals. For those constituencies on the Executive Committee that have more than one representative, if the tiebreak procedures result in another tie, the Chair of the Senate will then select the final winner.
- 4.4 Election of Faculty Senators:  
  
Faculty Senators representing tenured/tenure-track faculty and professional track faculty shall be elected in separate elections.
  - 4.4.a The Library and each non-departmentalized College or School shall form an election committee to conduct elections of faculty Senators in accordance with the Plan of Organization of that College or School and in accordance with the policies established by the Senate. The committee shall solicit nominations from the membership of the College or School for election to replace outgoing senators.
  - 4.4.b Each departmentalized College or School may form an election committee to conduct elections of faculty Senators in accordance with its Plan of Organization and in accordance with the policies established by the Senate. Every department or equivalent academic unit shall have the right to submit nominations for the election of faculty members to the College or School's election committee.

# 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) Emeritus 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*). Also in accordance with Article 4.10 of the *Plan*, until the member attends a meeting of the Senate, or the Senator is expelled, that Senator shall be counted in the total membership when a quorum is defined for a meeting.

2.4 If an elected Senator is no longer a member of the constituency by which he or she was elected, the seat shall be vacated and the Senator shall 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 he or she is 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, he or she shall be replaced immediately 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 shall be mailed, by campus or electronic-mail, from the Office of the University Senate to the membership no later than one calendar 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 sit with the Senate and 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.

Appendix 2- Current Apportionment of the University Senate

**2016-2021 APPORTIONMENT OF THE UNIVERSITY SENATE**

<b>APPORTIONMENT OF FACULTY SENATORS BY COLLEGE</b>	
<b>Tenured and Tenure Track Faculty:</b>	
School of Architecture, Planning & Preservation	<b>1</b>
College of Agriculture & Natural Resources	<b>12</b>
College of Arts & Humanities	<b>21</b>
College of Behavioral & Social Sciences	<b>12</b>
Robert H. Smith School of Business	<b>7</b>
College of Computer, Mathematical & Natural Sciences	<b>22</b>
College of Education	<b>6</b>
A.J. Clark School of Engineering	<b>14</b>
School of Public Health	<b>5</b>
College of Information Studies	<b>1</b>
Libraries	<b>4</b>
Philip Merrill College of Journalism	<b>1</b>
School of Public Policy	<b>1</b>
<b>Total:</b>	<b>107</b>
<b>Professional Track Faculty:</b>	
School of Architecture, Planning & Preservation	<b>1</b>
College of Agriculture & Natural Resources	<b>3</b>
College of Arts & Humanities	<b>3</b>
College of Behavioral & Social Sciences	<b>2</b>
Robert H. Smith School of Business	<b>2</b>
College of Computer, Mathematical & Natural Sciences	<b>8</b>
College of Education	<b>2</b>
A.J. Clark School of Engineering	<b>3</b>
School of Public Health	<b>1</b>
College of Information Studies	<b>1</b>
Libraries	<b>1</b>
Maryland Fire Rescue Institute	<b>1</b>
Philip Merrill College of Journalism	<b>1</b>
School of Public Policy	<b>1</b>
SVPAAP (Office of the Senior Vice President and Provost)	<b>1</b>
Division of Research	<b>1</b>
<b>Total:</b>	<b>32</b>

<b>APPORTIONMENT OF STAFF SENATORS</b>	
Exempt Staff in Colleges, Academic Affairs	<b>8</b>
Exempt Staff in Divisions	<b>8</b>
Non-Exempt Staff in Colleges, Academic Affairs	<b>2</b>
Non-Exempt Staff in Divisions	<b>6</b>
<b>Total:</b>	<b>24</b>
<b>APPORTIONMENT OF UNDERGRADUATE SENATORS BY COLLEGE</b>	
School of Architecture, Planning & Preservation	<b>1</b>
College of Agriculture & Natural Resources	<b>1</b>
College of Arts & Humanities	<b>2</b>
College of Behavioral & Social Sciences	<b>4</b>
Robert H. Smith School of Business	<b>3</b>
College of Computer, Mathematical & Natural Sciences	<b>5</b>
College of Education	<b>1</b>
A.J. Clark School of Engineering	<b>4</b>
School of Public Health	<b>2</b>
Philip Merrill College of Journalism	<b>1</b>
Undergraduate Studies	<b>3</b>
College of Information Studies	<b>1</b>
School of Public Policy	<b>1</b>
<b>Total</b>	<b>29</b>
<b>GRADUATE STUDENT SENATORS</b>	
<b>Total</b>	<b>10</b>
<b>SINGLE MEMBER CONSTITUENCIES</b>	
Part Time Research, Teaching, Adjunct Faculty	<b>1</b>
Emeritus Faculty	<b>1</b>
Head Coaches	<b>1</b>
Post-Doctoral Associates, Junior Lecturers, Faculty Assistants	<b>1</b>
Contingent Staff	<b>1</b>
Part-Time Graduate Students	<b>1</b>

Exempt Staff in Colleges, Schools, and Academic Affairs	8
Exempt Staff in Divisions	9
Non-Exempt Staff in Colleges, Schools, and Academic Affairs	2
Non-Exempt Staff in Divisions	6
<b>Total:</b>	<b>25</b>
<b>APPORTIONMENT OF UNDERGRADUATE SENATORS BY COLLEGE</b>	
School of Architecture, Planning & Preservation	1
College of Agriculture & Natural Resources	1
College of Arts & Humanities	2
College of Behavioral & Social Sciences	4
Robert H. Smith School of Business	3
College of Computer, Mathematical & Natural Sciences	5
College of Education	1
College of Information Studies	1
A. James Clark School of Engineering	4
School of Public Health	2
School of Public Policy	1
Philip Merrill College of Journalism	1
College of Letters and Sciences	3
<b>Total</b>	<b>29</b>
<b>GRADUATE STUDENT SENATORS</b>	
<b>Total</b>	<b>10</b>
<b>SINGLE MEMBER CONSTITUENCIES</b>	
Part Time Research, Teaching, Adjunct Faculty	1
Emeritus Faculty	1
Head Coaches	1
Post-Doctoral Associates, Junior Lecturers, Faculty Assistants	1
Contingent Staff	1
Part-Time Graduate Students	1
Part-Time Undergraduate Students	1
<b>Total:</b>	<b>7</b>
<b>VOTING EX-OFFICIO SEATS</b>	

Part-Time Undergraduate Students	<b>1</b>
<b>Total:</b>	<b>7</b>
<b>VOTING EX-OFFICIO SEATS</b>	
<b>Total:</b>	<b>15</b>
<b>TOTAL SENATE SEATS</b>	<b>224</b>



## Apportionment of the University Senate (Senate Document #19-20-37)

Elections, Representation & Governance (ERG) Committee | Chair: Alan Peel

The Senate Executive Committee (SEC) and Senate Chair Lanford request that the Elections, Representation, & Governance (ERG) Committee calculate the apportionment of all senators on the University Senate in accordance with the University of Maryland Plan of Organization for Shared Governance and the Bylaws of the University Senate.

Specifically, the ERG Committee should:

1. Review Article 3 - Membership & Eligibility of the [University of Maryland Plan of Organization for Shared Governance](#).
2. Review Article 2 - Membership in the [Bylaws of the University Senate](#).
3. Review the recommendations of the ERG Committee in Apportionment of the University Senate ([Senate Document #14-15-35](#)).
4. Consult with a representative from the Office of Institutional Research Planning and Assessment (IRPA) regarding current populations of the various constituencies represented on the University Senate.
5. Recommend a revised apportionment for the University Senate by applying the apportionment ratios prescribed in the Plan and categories outlined in the Bylaws to data on current populations to calculate the number of seats for each constituency.
6. If necessary, recommend a transition plan for any reductions in seats in order to maintain an appropriate stagger.

We ask that you submit a report to the Senate Office no later than **November 6, 2020**. If you have questions or need assistance, please contact Reka Montfort in the Senate Office at [reka@umd.edu](mailto:reka@umd.edu) or 301.405.5804.