

**Revisions to the A. James Clark School of Engineering Plan of Organization  
(Senate Document #16-17-14)****TO Wallace D. Loh | President****FROM Christopher Walsh | Chair, University Senate**

I am pleased to forward the accompanying legislation for your consideration and approval. Andy Horbal, Chair of the Elections, Representation, & Governance Committee, presented the Revisions to the A. James Clark School of Engineering Plan of Organization (Senate Document #16-17-14), which the University Senate approved at its meeting on March 6, 2019. Please inform the Senate of your decision and any administrative action related to your conclusion.

**Approved:**

A handwritten signature in black ink, appearing to read "Wallace D. Loh", written over a horizontal red line.

**Wallace D. Loh  
President****Date:****03-12-2019**

Copies of this approval and the accompanying legislation will be forwarded to:

**Mary Ann Rankin**, Senior Vice President and Provost  
**Reka Montfort**, Executive Secretary and Director, University Senate  
**Michael Poterala**, Vice President and General Counsel  
**Cynthia Hale**, Associate Vice President for Finance and Personnel  
**John Bertot**, Associate Provost for Faculty Affairs  
**Elizabeth Beise**, Associate Provost for Academic Planning & Programs  
**Sylvia B. Andrews**, Academic Affairs  
**Darryll Pines**, Dean, A. James Clark School of Engineering  
**Christopher Cadou**, Chair of the ENGR Plan Review Committee  
**Andy Horbal**, Chair of the Elections, Representation, & Governance Committee



## Revisions to the A. James Clark School of Engineering Plan of Organization

**PRESENTED BY** Andy Horbal, Chair

**REVIEW DATES** SEC – February 26, 2019 | SENATE – March 6, 2019

**VOTING METHOD** In a single vote

**RELEVANT POLICY/DOCUMENT** [UMD Plan of Organization for Shared Governance](#), [University Senate Bylaws](#)

**NECESSARY APPROVALS** Senate, President

### ISSUE

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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. The A. James Clark School of Engineering (ENGR) submitted changes to its Plan of Organization to the University Senate for review in September 2016.

### RECOMMENDATIONS

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The ERG Committee recommends that the Senate approve the revised A. James Clark School of Engineering Plan of Organization.

### COMMITTEE WORK

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The ERG Committee reviewed the ENGR Plan during October and November 2016. It returned its feedback in December 2016, when it recommended that ENGR streamline its Plan, clarify committee functions and procedures, provide for the election of University Senators, and consider expanding the faculty constituency to include part-time faculty. ENGR submitted a new draft in February 2017 that expanded both faculty and staff representation and deleted provisions that were unnecessary or inappropriate. Over the course of spring 2017, the committee and a representative from ENGR worked to eliminate ambiguities and potential contradictions and devise a new apportionment plan that would provide the School greater flexibility.

The School solicited comment on the revised Plan over the summer and fall of 2017. In spring 2018, ENGR proposed several additional amendments to the School’s administrative structure and mechanism for apportioning University Senators. The ERG Committee reviewed these changes and made additional, minor adjustments that clarified election procedures for University Senators and ensured that both tenured/tenure-track and professional track faculty are included on Plan review

committees. ENGR accepted the proposed changes. The ERG Committee voted to approve the revised Plan by an email vote concluding September 14, 2018.

The Faculty Affairs Committee worked with ENGR to revise its APT policy, which was approved by the committee through an email vote concluding May 31, 2017. ENGR subsequently proposed a change in the term lengths of members of its APT committee; the Faculty Affairs Committee approved this change at its meeting on September 7, 2018. The Engineering Assembly approved the revised version of its Plan in an electronic vote concluding on December 11, 2018.

The Faculty Affairs Committee also worked with ENGR to revise its AEP policy, which was approved by the committee in an email vote concluding on January 17, 2019. ENGR approved the revised policy in a vote concluding on February 12, 2019.

## **ALTERNATIVES**

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The Senate could reject the revised Plan of Organization and the existing Plan would remain in effect.

## **RISKS**

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There are no associated risks.

## **FINANCIAL IMPLICATIONS**

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There are no financial implications.



## Revisions to the A. James Clark School of Engineering Plan of Organization

### 2018-2019 Committee Members

**Andy Horbal** (Chair)

**Leigh Ann DePope** (Faculty)

**Jonathan Herrington** (Ex-Officio UHR Rep)

**Wendell Hill** (Faculty)

**Alexander Houck** (Non-Exempt Staff)

**Christine Johnson** (Faculty)

**Sharon La Voy** (Ex-Officio Associate VP IRPA Rep)

**Lisha Lai** (Graduate Student)

**Elizabeth Lathrop** (Faculty)

**Olivia Mandell** (Undergraduate Student)

**Elizabeth McClure** (Faculty)

**MacGregor Obergfell** (Graduate Student)

**Bria Parker** (Faculty)

**Benjamin Reichard** (Undergraduate Student)

### Date of Submission

**February 2019**

## BACKGROUND

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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. The A. James Clark School of Engineering (ENGR) submitted changes to its Plan of Organization to the University Senate for review in September 2016.

## COMMITTEE WORK

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An ERG subcommittee reviewed the revised Plan and Bylaws in October and November of 2016 (while Bylaws do not need to be reviewed by the Senate, the ERG Committee provided feedback at the School's request). ERG also submitted ENGR's appointment, promotion, and tenure (APT) policy and appointment, evaluation, and promotion (AEP) policy to the Faculty Affairs Committee in November 2016. The full ERG Committee reviewed the subcommittee's recommendations and returned its feedback to ENGR in December 2016.

The ERG Committee recommended that ENGR streamline both documents. The committee proposed that ENGR reassign specific committee functions, such as responsibility for reviewing department Plans of Organization, to ensure its Faculty Advisory Committee met the criteria established by the University's Plan. The committee noted missing language related to the election of University Senators, as well as missing language establishing the frequency of certain committee meetings. Additionally, the committee expressed concerns that limiting eligibility for service and voting to "full-time" faculty unnecessarily restricted representation.

ENGR submitted a revised draft that addressed many of the committee's concerns in February 2017. It removed the stipulation that the faculty constituency was restricted to "full-time" faculty. Additionally, it ensured representation for both exempt and non-exempt staff, clarified how staff and student members of the Faculty Advisory Committee would be selected, and deleted provisions that

were unnecessary or inappropriate. It also added a review cycle for departmental Plans. The ERG Committee met with a representative from ENGR several times over the course of the spring 2017 semester, working to eliminate ambiguities and potential contradictions and devise a new apportionment plan that would provide the School greater flexibility. The ERG Committee voted to approve the Plan at its meeting on April 26, 2017.

The School solicited comment on the revised Plan over the summer and fall of 2017, and considered several substantive revisions to the membership of its Assembly and method of approving Plan revisions. In spring 2018, ENGR decided against any significant changes, and instead proposed several additional amendments to the School’s administrative structure and mechanism for apportioning University Senators. The ERG Committee reviewed these changes and made additional, minor adjustments that clarified election procedures for University Senators and ensured that both tenured/tenure-track and professional track faculty are included on Plan review committees. ENGR accepted the proposed changes. The ERG Committee voted to approve the revised Plan by an email vote concluding September 14, 2018.

The Faculty Affairs Committee worked with ENGR to revise its APT policy, which was approved by the committee through an email vote concluding May 31, 2017. ENGR subsequently proposed a change in the term lengths of members of its APT committee; the Faculty Affairs Committee approved this change at its meeting on September 7, 2018. The Engineering Assembly approved the revised version of its Plan in an electronic vote concluding on December 11, 2018.

The Faculty Affairs Committee also worked with ENGR to revise its AEP policy, which was approved by the committee in an email vote concluding on January 17, 2019. ENGR approved the revised policy in a vote concluding on February 12, 2019.

## **RECOMMENDATIONS**

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The Elections, Representation, & Governance Committee recommends that the Senate approve the revised Plan of Organization for the A. James Clark School of Engineering.

## **APPENDICES**

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Appendix 1—2006 A. James Clark School of Engineering Plan of Organization

**PLAN OF ORGANIZATION**

**A. JAMES CLARK SCHOOL OF ENGINEERING  
THE UNIVERSITY OF MARYLAND COLLEGE PARK**

Adopted by the Engineering Assembly  
December 11, 2018

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Christopher Cadou, Chair of the  
Engineering Council

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Date

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Darryll Pines, Dean of Engineering

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Date

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## **Preamble**

The purpose of this Plan of Organization is to provide a framework within which the A. James Clark School of Engineering can fulfill its mission in accordance with the Plan of Organization for Shared Governance at the University of Maryland. Shared governance means that faculty, staff, students, and administrators at all levels work together to make decisions regarding the School's operation as well as the formation and articulation of a vision for it. Therefore, an important objective of this Plan is to capitalize on our diversity by ensuring that as many constituencies and demographic groups as possible participate meaningfully in the governance of the A. James Clark School of Engineering.

## **Mission Statement**

The mission of the A. James Clark School of Engineering at the University of Maryland is to serve the state of Maryland and the nation by 1) training the next generation of engineers who will address society's current and emerging challenges, 2) conducting scholarly research to advance our understanding of the physical and social bases of these challenges, 3) developing a culture of innovation and entrepreneurship that applies this new understanding quickly and efficiently to society's challenges, and 4) building a culture of collegiality among faculty, staff, students, alumni, donors, and friends of the A. James Clark School of Engineering to support our mission.

## **Related Documents:**

1. A. James Clark School of Engineering Policy on Appointment and Promotion of Professional Track Faculty
2. A. James Clark School of Engineering APT Policy
3. A. James Clark School of Engineering Plan of Organization for Student Governance
4. A. James Clark School of Engineering Bylaws of the Engineering Senate

## **Definitions and Terms:**

- A. Faculty. Employees of the University who satisfy the following two conditions:
  - a. Hold a faculty rank as defined in the Faculty Handbook.
  - b. Hold at least 50% of their appointment within the School.
- B. Tenured/Tenure-Track Faculty (T/TT). Faculty and their equivalent as defined in 3.2.a (1) of the University Plan.
- C. Professional Track Faculty (PTK). Faculty as defined in 3.2.a (2) of the University Plan.
- D. Exempt Staff. Those who hold a permanent, exempt appointment as defined by the applicable University definitions and classifications.
- E. Non-exempt Staff. Those who hold a permanent, non-exempt appointment as defined by the applicable University definitions and classifications.
- F. Undergraduate Students. People who are enrolled full time in the School's undergraduate academic programs.
- G. Graduate Students. People who are enrolled full time in the School's graduate academic programs.
- H. Administration. Faculty and Staff of the School that are responsible for its operation and leadership. It consists of the Dean, Associate and Assistant Deans, the Department

Chairpersons and Directors, and the Administrative Council. The Administrative Council consists of the Dean, his/her immediate administrative staff, and the Department Chairpersons, and Directors. The Dean chairs the Administrative Council.

I. Units within the School

a. Academic Departments

Department of Aerospace Engineering  
Department of Chemical and Biomolecular Engineering  
Department of Civil and Environmental Engineering  
Department of Electrical and Computer Engineering  
Department of Fire Protection Engineering  
Department of Materials Science and Engineering  
Department of Mechanical Engineering  
Fischell Department of Bioengineering

b. Institutes

Institute for Research in Electronics and Applied Physics (IREAP)  
Institute for Systems Research (ISR)

c. Other Support Units

Dean's Office  
Cooperative Engineering Education and Career Services  
Office of Advanced Engineering Education

J. University Senate. Unicameral legislative body defined in Article 1 of the University Plan.

K. Bylaws of the Engineering Senate. A separate document describing the membership and operations of the Engineering Senate and its committees.

L. Acronyms/Abbreviations

- a. University Plan: Refers to the founding document of the University Senate, titled 'Plan of Organization for Shared Governance at the University of Maryland College Park.'
- b. PTK Policy: Refers to the document titled 'A. James Clark School of Engineering Policy on Appointment and Promotion of Professional Track Faculty.'
- c. T/TT Policy: Refers to the document titled 'A. James Clark School of Engineering APT Policy.'
- d. Student Plan: Refers to the document titled 'A. James Clark School of Engineering Plan of Organization for Student Governance.'
- e. School: Refers to the 'A. James Clark School of Engineering.'

**1.1. The Engineering Senate and its Functions**

- 1.2. There shall be an Engineering Senate that will be an integral part of the School's system of governance. The powers of the Engineering Senate shall be limited so that they do not contravene the powers delegated by the President to the Dean of the School.
- 1.3. The Senate shall consider any matter of concern to the School including, but not limited to, educational, budgetary, and personnel matters; School-community matters; long range plans; facilities; and faculty, staff and student affairs. The Engineering Senate shall advise the Dean, President, Chancellor, or Board of Regents as it deems appropriate.
- 1.4. The functions of the Engineering Senate shall include, but shall not be limited to, the following:
  - 1.4.1. Advise the Dean on all matters of concern.
  - 1.4.2. Receive and consider recommendations from, and consult with, the Dean.
  - 1.4.3. Receive and consider recommendations from, and advise and consult with, all sectors of the School community on matters of concern.
  - 1.4.4. Consult with the Dean on all general policy matters pertaining to employment as well as programs of the instructional, research, and supportive staff of the School.
  - 1.4.5. Submit proposals to the Dean or to School constituencies (including faculty, exempt staff, non-exempt staff, undergraduate students, and graduate students) as in its judgement may serve to improve the quality of School life.
  - 1.4.6. Provide for the review of administrative implementation of policies adopted by the Engineering Senate as appropriate.
  - 1.4.7. Assist in the selection of the Dean.
  - 1.4.8. Support periodic reviews of the Dean and other administrative officers of the School in keeping with the policy outlined in I.600(B) - 'Policy on the Review of Deans of Academic Units.'
  - 1.4.9. Formulate and recommend to the Dean policies relating to education, research, and instructional resources for the School, and review proposals and recommend review of standards of any individual unit.
  - 1.4.10. Formulate and recommend to the Dean policies relating to programs, curricula, and courses, including policies on the establishment, reorganization, or abolition of academic units.
  - 1.4.11. Work for the promotion of student welfare and the enhancement of student life.
  - 1.4.12. Work for the advancement of faculty life, employment, morale, and perquisites, and ensure academic freedom and the protection of faculty research interests.
  - 1.4.13. Work to advance and enhance exempt and non-exempt staff life, conditions of employment, morale, and welfare.
  - 1.4.14. Work for a favorable academic environment and harmonious relations with the neighboring communities and surrounding areas.
  - 1.4.15. Consult and advise on long-range plans as they relate to the School budget, physical plant development, and other aspects of School life, including ways in which these aspects may be improved, and provide means to keep such plans under continual review.
  - 1.4.16. Supervise all Senatorial elections and other duties relating to the supervision of the Engineering Senate as might be deemed appropriate.
  - 1.4.17. Initiate proposed changes to this Plan, when necessary or desirable, in accordance with Article 6.

- 1.4.18. Determine unit eligibility for representation in the Engineering Senate.
- 1.4.19. Constitute, as necessary, committees to review and revise the School's policies on the promotion of T/TT and PTK faculty.

## **2. Relation of the Engineering Senate to the Office of the Dean**

- 2.1. The Engineering Senate and the Dean shall exchange, in a timely manner, information that concerns the actions and/or activities of the Engineering Senate.
  - 2.1.1. The Engineering Senate and its committees shall obtain information from the Office of the Dean. The Faculty Advisory Committee of the Engineering Senate, or the presiding officer of the Engineering Senate, shall distribute such information either to the entire Engineering Senate or to its committees, as the case requires. In particular, the Engineering Senate shall be supplied with up-to-date charges of organization that describe the structure of the office of the Dean.
  - 2.1.2. At least once each academic semester, the Dean shall be invited to present a report on any matter of concern to a regular or special meeting of the Engineering Senate.
  - 2.1.3. The presiding officer of the Engineering Senate shall make a report of all appropriate Engineering Senate decisions, or Faculty Advisory Committee decisions made on behalf of the Engineering Senate, and send that report to the Dean within ten working days.
- 2.2. Decisions of the Engineering Senate shall be implemented when approved by the Dean.
  - 2.2.1. In the event that the Dean does not choose to implement the decisions and/or recommendations in whole or in part, the Dean shall inform the Engineering Senate in writing through the Faculty Advisory Committee within fifteen working days, citing reasons for the dissent.
  - 2.2.2. In case the decision of the Dean's Office requires longer than fifteen working days, the Dean shall notify the Faculty Advisory Committee within those fifteen working days of the reason for the delay and specify a reasonable date to respond to the Engineering Senate. The procedures shall be repeated if additional time is required.
  - 2.2.3. At the beginning of each academic year, the Faculty Advisory Committee and the Dean's Office shall submit a written report to the Engineering Senate on the status of all of the Engineering Senate's active recommendations.
- 2.3. At the request of the Dean, the Engineering Senate shall elect representatives to committees or councils.
- 2.4. At the request of the Dean, the Faculty Advisory Committee may appoint or nominate representatives to committees or councils.

## **3. Membership and Eligibility**

- 3.1. There shall be an Engineering 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
  - 3.2.1. Faculty constituencies include:
    - (1) Tenured and tenure-track faculty as defined in II-1.00 [A] and the T/TT Policy.
    - (2) Professional track faculty as defined in II-1.00[G] and the PTK Policy with greater than 50% appointments, but excluding the term-limited and entry-level professional track titles.

- Part-time faculty may not be added together to compose a faculty constituent.
- 3.2.2. Representatives to the Engineering 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 Plans of Organization of their units.
  - 3.2.3. Faculty who hold joint appointments of equal time in two or more units may vote or be elected to an Engineering Senate seat from only one of those units. Such individuals shall be asked by the Faculty Advisory Committee in which unit they wish to have voting representation. Individuals may change their voting representation only when the Engineering Senate is reapportioned.
  - 3.2.4. The specific apportionment of Senatorial representatives between departments and research institutes in the School shall be stated in the Bylaws but shall follow the general guideline of two T/TT faculty Senators per PTK faculty Senator for each department or research institute.
  - 3.2.5. Apportionments of Senatorial representation among the departments, institutes (or units), and types of faculty should be reviewed and revised as needed when the Plan of Organization is amended or replaced.
  - 3.2.6. In the case of the reorganization of existing academic departments or the creation of new academic departments or research institutes, the Faculty Advisory Committee shall appoint a special committee to reapportion Senatorial representation between academic departments and research institutes.
    - (1) The special reapportionment committee shall consist of two T/TT representatives from each department or institute and one PTK representative from each department or institute.
    - (2) Representatives to the reapportionment committee do not have to be members of the Engineering Senate.
    - (3) Revised apportionment schemes must be approved by simple majority votes of the Faculty Advisory Committee and the Engineering Senate.
    - (4) 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 Engineering Senate as specified in section 3.8.
  - 3.2.7. 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 Engineering Senate.
- 3.3. Staff Senators
- 3.3.1. Exempt staff constituencies are defined as those employees of the School who hold a permanent, exempt appointment as defined by the applicable University definitions and classifications.
    - 3.3.1.1. Two exempt staff Senators shall represent the exempt staff constituency.
    - 3.3.1.2. The term of each elected exempt staff Senator shall be three years. Exempt staff Senators who have served a full term shall for a period of one year be ineligible for re-election or appointment to the Engineering Senate.

- 3.3.1.3. The Senatorial responsibilities of each staff Senator shall be considered a part of his/her official duties.
    - 3.3.2. Non-exempt staff constituencies are defined as those employees of the School who hold a permanent, non-exempt appointment as defined by the applicable University definitions and classifications.
      - 3.3.2.1. Two non-exempt staff Senators shall represent the non-exempt staff constituency.
      - 3.3.2.2. The term of each elected non-exempt 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 Engineering Senate.
      - 3.3.2.3. The Senatorial responsibilities of each non-exempt staff Senator shall be considered a part of his/her official duties.
  - 3.4. Student Senators
    - 3.4.1. Undergraduate Student Senators
      - 3.4.1.1. Four undergraduate Senators shall be elected in accordance with the procedures outlined in the Student Plan.
      - 3.4.1.2. 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.
      - 3.4.1.3. No undergraduate student shall be elected to, or serve in, office if not in satisfactory academic and disciplinary standing as defined in University publications.
      - 3.4.1.4. An undergraduate student Senator must be continuously enrolled in the School for at least twelve academic hours during the academic semesters served in the Engineering Senate and shall not hold faculty rank, or an administrative or staff position, but may be employed by the University as a student employee.
    - 3.4.2. Graduate Student Senators
      - 3.4.2.1. Two graduate Senators shall be elected in accordance with the procedures outlined in the Student Plan.
      - 3.4.2.2. The term of each elected graduate student Senator shall be one year. Graduate student Senators are eligible for re-election for up to three consecutive terms.
      - 3.4.2.3. No graduate student shall be elected to, or serve in, office if not in satisfactory academic and disciplinary standing as defined in University publications.
      - 3.4.2.4. A graduate student Senator must be continuously enrolled and be certified by the Graduate School as a full-time graduate student in the A. James Clark School of Engineering during the academic semesters served in the Engineering Senate and shall not hold faculty rank, or an administrative or staff position, but may be a graduate assistant, graduate research assistant, or graduate fellow.
  - 3.5. Single Member Constituency Senators
    - 3.5.1. In order to provide some representation for members of the School community who do not meet the criteria for inclusion in the faculty, staff, or student constituencies, the Engineering Senate, in its Bylaws, may define up to ten additional

constituencies that are represented by one Senator, elected or appointed according to procedures to be set forth in the Bylaws.

3.6. Ex Officio Members of the Engineering Senate

3.6.1. The following shall be non-voting ex officio members of the Engineering Senate:

(1) the Dean

(2) the Directors of Institutes and Associate and Assistant Deans

(3) the Department Chairpersons

(4) the President of the Engineering Student Government Association

(5) the President of the Engineering Graduate Student Government Association

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

3.7. Disqualification from the Engineering Senate

3.7.1. 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.

3.7.2. Membership in the Engineering Senate shall terminate in accordance with provisions in the Bylaws if the Senator is no longer a member of the constituency by which he/she was elected.

3.8. Apportionment

In accordance with the procedures set forth in the Bylaws, reapportionment of the Engineering Senate shall be conducted every time the Plan is updated or whenever significant changes in any School population occurs.

**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 academic department of the School plus the Institute for Systems Research 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 and establish election committees to elect T/TT and PTK faculty to represent the department or the unit in the Engineering Senate. Separate elections must be held for T/TT Senators (by T/TT faculty) and PTK Senators (by PTK faculty), but the same election committee may administer both elections.

4.2. The Engineering Senate is the ultimate judge of the eligibility of any elected Senator, and may reject the choice of any constituency group.

4.3. All elections shall be completed in advance of the Annual Transition Meeting of the Engineering Senate.

4.4. In the event of a vacancy in the Engineering Senate, the Faculty Advisory Committee shall appoint an individual from the constituency to complete the term in accordance with the Bylaws.

4.5. Every elected Senator shall be subject to recall.

4.5.1. Recall proceedings may be initiated against any elected Senator for dereliction of duty or malfeasance.

4.5.2. Procedures for initiating a recall shall be specified in the Plans of Organization of the individual units.

- 4.5.3. Any petition for recall must contain specific charges. The petition must be delivered to the Chair of the Engineering Senate who shall inform the Senator concerned of the charges. The Senator shall be allowed to respond to all charges at a special meeting of the Faculty Advisory Committee to be called by the Chair of the Engineering Senate within ten working days of receipt of a valid petition.
- 4.5.4. Articles of Recall will require the approval of a majority of the voting members of the Faculty Advisory Committee.

## **5. Officers of the Engineering Senate, their Nomination, Election, Appointment, and Impeachment**

- 5.1. The officers of the Engineering Senate shall be the Chair and the Chair-Elect. The advisors of the Engineering Senate shall be the Executive Secretary, Parliamentarian, and immediate Past Chair of the Engineering Senate.
- 5.2. Chair of the Engineering Senate
  - 5.2.1. The term of the office of the Chair shall be one year, preceded by a one-year term as Chair-Elect. No one may serve as Chair for two consecutive terms.
  - 5.2.2. The constituency or unit from which the Chair was elected shall immediately elect a new Senator to fulfill any unexpired term.
  - 5.2.3. The Chair shall preside over all meetings of the Engineering Senate and shall be a member of the Engineering Senate casting a vote only when required to break a tie.
- 5.3. Chair-Elect of the Engineering Senate
  - 5.3.1. The Chair-Elect shall be selected from the elected membership of the Engineering Senate.
  - 5.3.2. The term of office for the Chair-Elect shall be one year. No one may serve as Chair-Elect for two consecutive terms.
  - 5.3.3. In the absence of the Chair, the Chair-Elect shall preside over meetings.
  - 5.3.4. If the Chair is vacated, the Chair-Elect shall serve as Acting Chair until the next regular election of the Chair-Elect. In the event that the Chair-Elect is vacated, the Engineering Senate shall elect a new Chair-Elect at the next regularly scheduled Engineering Senate meeting.
  - 5.3.5. The Chair-Elect or Acting Chair, except when presiding as Chair of the Engineering Senate, shall retain all the voting privileges of a Senator.
- 5.4. Executive Secretary
  - 5.4.1. The Executive Secretary shall serve at the pleasure of the Faculty Advisory Committee of the Engineering Senate and the Dean.
  - 5.4.2. The Executive Secretary shall be responsible for all records of the Engineering Senate, for taking and transcribing minutes of the Engineering Senate and the Faculty Advisory Committee, for distributing all official notices and materials to and on behalf of the Engineering Senate, and for other duties as stated in the Bylaws.
  - 5.4.3. The Executive Secretary shall serve without vote.
  - 5.4.4. The Faculty Advisory Committee may designate a person to perform the responsibilities of the Executive Secretary if the office is vacant.
- 5.5. Past Chair of the Engineering Senate
  - 5.5.1. The term of the Past Chair shall be one year, preceded by a one-year term as Chair of the Engineering Senate.

- 5.5.2. The Past Chair shall meet regularly with the Chair of the Engineering Senate, Chair-Elect of the Engineering Senate, and the Dean.
- 5.5.3. The Past Chair shall have voice on the Engineering Senate floor, but shall serve without vote.
- 5.6. **Parliamentarian**
  - 5.6.1. The term of the Parliamentarian shall be one year, without limit to the number of terms. If the Parliamentarian is appointed mid-year, the Parliamentarian shall serve out the remainder of the term before being appointed to a full-year term. The Parliamentarian serves at the pleasure of the Chair.
  - 5.6.2. The Parliamentarian shall have responsibility for advice on questions of procedure.
  - 5.6.3. The Parliamentarian shall serve without vote, but if an elected Senator, shall retain all voting privileges.
  - 5.6.4. Upon expiration of the appointed term, or resignation of the Parliamentarian, the Parliamentarian may be granted the honorary title of Parliamentarian Emeritus by the Faculty Advisory Committee.
- 5.7. **Nominations and Appointment of Officers and Advisors of the Engineering Senate**
  - 5.7.1. Nominations for Chair-Elect shall be received through the Nominations and Awards Committee as set forth in the Bylaws; additional nominations may be received from the floor. The voting for Chair-Elect shall be taken by secret ballot. The ballots shall be counted immediately and the candidate having a majority of the votes shall be declared elected. In the event that no candidate receives a majority of the votes there shall be an immediate runoff between the two candidates receiving the highest number of votes. If any election for Chair-Elect results in a tie, the Engineering Senate Chair will cast the deciding vote.
  - 5.7.2. Appointment of the Executive Secretary shall rest with the Dean. The Faculty Advisory Committee shall recommend one or more candidates, within search guidelines, to the Dean.
  - 5.7.3. Appointment of the Parliamentarian shall rest with the Chair subject to approval by the Faculty Advisory Committee of the Engineering Senate.
- 5.8. **Impeachment of Officers of the Engineering Senate**
  - 5.8.1. Impeachment proceedings may be initiated against the Chair or Chair-Elect of the Engineering Senate for dereliction of duty or malfeasance.
  - 5.8.2. Initiation of impeachment proceedings shall require a petition signed by one-half of the elected members of the Engineering Senate, or by ten percent of the electorate of each constituency.
  - 5.8.3. Any petition for impeachment must contain specific charges. The officer shall be allowed to respond to all charges at a special meeting of the Engineering Senate to be called by the Dean within twenty working days of receipt of a valid petition. The Dean shall be the presiding officer at this meeting. A two-thirds vote of all elected Senators present and voting is required to remove the officer.
  - 5.8.4. Any vacancy resulting from provisions in Article 5.8 shall be filled in accordance with provisions in Article 4.4.
  - 5.8.5. In the event of unusual and compelling circumstances preventing the Dean from fulfilling the duties specified in Article 5.8, the Dean may designate an Associate Dean to fulfill them.

## **6. Amendments, Review, and Revision**

- 6.1. All changes to this Plan shall be passed and approved in accordance with provisions in this Article.
- 6.2. Proposed amendments to the current Plan shall be presented in writing to the Executive Secretary, who shall transmit them to members of the Engineering Senate at least ten working days in advance of any regular or special meeting. Amendments may be proposed by one or more Senators, by committees of the Engineering Senate, or by written petition signed by 150 members of the major constituencies, which are the faculty, staff, and student constituencies defined in sections 3.2, 3.3 and 3.4 respectively.
  - 6.2.1. Amendments approved by a majority vote of the Engineering Senate shall be submitted to a School-wide referendum conducted by the Faculty Advisory Committee. Passage of amendments on a School-wide referendum shall require a majority of the votes cast within each of two of the three major constituencies (faculty, staff, and student).
- 6.3. Review of the current Plan shall be undertaken at least every ten years by a committee composed of members elected by the Engineering Senate. The Faculty Advisory Committee may institute a review of the Plan by such a committee in the third or subsequent year following a review if in its judgment there have been changes in the University or School significant enough to justify a review.
  - 6.3.1. The committee shall be sponsored by the Engineering Senate, but no more than two current Senators may serve on the committee.
  - 6.3.2. The Faculty Advisory Committee shall develop a slate of nominees to be approved by the Engineering Senate. Further nominations shall not be accepted from the floor of the Engineering Senate. The Faculty Advisory Committee shall consult with Chairpersons of the units, the Presidents of the Engineering Student Government Association and the Engineering Graduate Student Government Association, and the Office of the Dean to solicit nominees for the slate.
  - 6.3.3. Each unit shall have one representative faculty member on the committee. In addition there shall be one representative of each of the following: School-wide administrators, undergraduate students, graduate students, exempt staff members and non-exempt staff members. The Executive Secretary and the Parliamentarian shall serve as non-voting ex officio members of the committee. Both T/TT and PTK constituencies must be represented on the committee.
  - 6.3.4. The committee shall elect its own presiding officer.
  - 6.3.5. Members of the committee shall serve until their report has been accepted or rejected by the Faculty Advisory Committee of the Engineering Senate.
  - 6.3.6. The requirements for adopting a revision shall be the same as those for adopting an amendment to the Plan as described in Article 6.2.1.
- 6.4. Proposals to draft an alternative to this Plan may be initiated by a resolution approved by a majority of the elected members of the Engineering Senate or by individual majorities of all three major constituencies.
  - 6.4.1. The committee drafting an alternative Plan shall be constituted according to Article 6.3, except that the Faculty Advisory Committee shall select the members.
  - 6.4.2. To replace the current Plan, the alternative Plan must be submitted to a School-wide referendum; approval will require two-thirds of the votes cast within each constituency.

- 6.5. In all Engineering Senate referenda on amendments, no ballot shall be valid unless returned by a specified date not later than fifteen calendar days after the distribution of all ballots.
- 6.6. Any approved amendment or revision to this Plan shall be submitted to the Chair of the Engineering Senate who, within forty-eight hours, shall submit the approved change to the appropriate committee of the University Senate as described in 11.3.a of the University Plan for approval and final ratification by the University Senate and the President of the University.
  - 6.6.1. Any amendment of this Plan ratified by the University Senate and President shall take effect one month after such approval.
  - 6.6.2. Any revision of the entire Plan or any alternative Plan that has been ratified by the University Senate shall become effective as of the first meeting of the Engineering Senate during the Fall Semester following final approval.
  - 6.6.3. Transition rules may be adopted by the Engineering Senate as appropriate providing such rules do not violate provisions of the Plan then in effect or the intent of provision in the approved amendment(s) or in the approved revised or alternative Plan. If conflicts arise between the two documents, the ratified amendment(s), revised Plan, or alternate Plan shall take precedence.

## **7. Bylaws**

- 7.1. The Engineering Senate shall have the power to organize its staff and to make Bylaws and regulations for its own proceedings, so long as those Bylaws and regulations do not contravene the statutes of the University; the power of the Board of Regents; the powers delegated to the Chancellor, President, or Dean; the University Plan and this Plan.
- 7.2. Amendments to the Engineering Senate's procedural rules in the Bylaws shall be provided to the Engineering Senate members seven calendar days in advance of any regular meeting and shall require approval by a two-thirds vote of the elected members of the Engineering Senate present and voting.

## **8. Committees**

- 8.1. The Engineering Senate Bylaws shall provide for a Faculty Advisory Committee and other standing or special committees as may be necessary or desirable. The composition of the committees should represent as broad a spectrum of interests as possible consistent with the functions of the committees and the availability of candidates to serve.
- 8.2. Standing Committees
  - 8.2.1. Standing committees shall be chaired by Senators, but membership shall not require Engineering Senate membership except as noted in the Bylaws.
  - 8.2.2. Standing committees shall be specified in the Bylaws.
  - 8.2.3. Standing committees shall meet at least twice per semester.
- 8.3. The Faculty Advisory Committee
  - 8.3.1. The Faculty Advisory Committee shall include the Chair and Chair-Elect of the Engineering Senate and the following: two faculty members, elected by and from the T/TT faculty Senators; one faculty member elected by and from the PTK faculty Senators; one exempt staff Senator; one non-exempt staff Senator; one undergraduate student Senator; and one graduate student Senator. The Dean or his/her representative, the Parliamentarian, and the Executive Secretary shall be non-voting ex officio members of the Faculty Advisory Committee.

- 8.3.2. The exempt staff Senator, the non-exempt staff Senator, the undergraduate student Senator, and the graduate student Senator shall be the Senators who received the most votes from their respective constituencies in the Engineering Senate elections.
- 8.3.3. The elected faculty members of the Faculty Advisory Committee shall not be from the same academic unit. No elected member of the committee shall be elected to the committee for more than three successive one-year terms. The Chair of the Engineering Senate shall be the presiding officer of the Faculty Advisory Committee.
- 8.3.4. The Faculty Advisory Committee shall assist in implementing the actions of the Engineering Senate and shall serve as a channel through which any member of the School community may introduce matters for the Engineering Senate's consideration. All actions of the Faculty Advisory Committee shall be subject to confirmation by the Engineering Senate.
- 8.3.5. The Faculty Advisory Committee shall meet at least four times per semester. Of these, at least two shall be private meetings with the Dean. The Faculty Advisory Committee shall serve as a major advisory panel to the School administration and the chief agency for implementing and overseeing the operation of shared governance, including enhancement of Engineering Senate structures and facilitation of Engineering Senate consideration of policy issues.
- 8.3.6. The Faculty Advisory Committee shall assist in the periodic review of the Dean and his/her administration by providing the Provost with a list of nominees for the review committee.
- 8.3.7. The Faculty Advisory Committee shall provide for the periodic review and update of the policies for appointment, promotion and tenure of T/TT faculty and appointment and promotion of PTK faculty by providing for the creation of separate special committees for these purposes (specified in 8.6 and 8.7 below).
- 8.3.8. The Faculty Advisory Committee shall review and approve department and Institute Plans of Organization at least every ten years.
  - (1) This shall be accomplished by appointing a special committee to review each department's Plan for alignment with provisions of this Plan and the University Plan and to make recommendations for changes as needed.
  - (2) The special committee should be appointed no later than the eighth year following the most recent approval of the department or the Institute for Systems Research's current Plan.
  - (3) One special committee may be appointed to review all Plans or separate committees may be appointed to review one or more Plans as deemed necessary by the Faculty Advisory Committee.
  - (4) The results of the special committee's review shall be presented to the Faculty Advisory Committee nine years plus or minus one month from the date of the Plan's most recent approval by the Faculty Advisory Committee. The Faculty Advisory Committee may request changes or a re-review by the special committee.
  - (5) All Plans shall be approved by separate (simple majority) votes of the Faculty Advisory Committee.
  - (6) The Faculty Advisory Committee's review and approval must be completed no later than ten years after each Plan's most recent approval.

- 8.3.9. The Faculty Advisory Committee shall conduct elections for at-large PTK faculty representatives to the University Senate. The Faculty Advisory Committee shall solicit nominations from the School's PTK faculty by means of a written memorandum which may be delivered electronically. The Faculty Advisory Committee will act as the elections committee in accordance with Article 4.4 of the University Plan.
- 8.4. College Appointment, Promotion, and Tenure (APT) Committee
- 8.4.1. Membership
- (1) The College APT Committee will have fifteen members, with one Full Professor and one Associate Professor member from each department, with the exception of Fire Protection Engineering, which will have one tenured member.
  - (2) College APT Committee members are voting members, but will not vote on cases from their own department if they voted at the unit level.
  - (3) The College APT Committee shall elect one of its Full Professor members to serve as its Chair. An alternate Chair shall be elected to serve during consideration of cases from the Chair's unit.
  - (4) The term of each member is two years.
- 8.4.2. The College APT Committee advises the Dean on proposed appointments and promotions to the rank of Associate and Full Professor.
- 8.4.3. The composition and procedures of the College APT Committee are defined in the T/TT Policy.
- 8.5. Special Committees
- 8.5.1. The Engineering Senate may, by action of a majority of the membership of the Engineering Senate, establish special committees of limited scope and term of duration as is determined to be useful to the effective and efficient conduct of the business of the Engineering Senate. When forming special committees, the Engineering Senate shall specify the frequency of meetings, as appropriate.
- 8.5.2. Additional procedures for forming and operating special committees may be specified as needed in the Bylaws.
- 8.6. Engineering Senate Special Committee on Appointment, Promotion, and Tenure (ESAPT)
- 8.6.1. The committee is charged with reviewing and updating policies associated with the appointment, promotion, and tenure of T/TT faculty, and will be formed as needed.
- 8.6.2. The committee shall consist of two Full Professors, and one Associate Professor representative from each department in the School who are elected by and from the department's T/TT faculty according to procedures established in the respective departments' Plans of Organization.
- 8.6.3. The committee shall be chaired by a Full Professor elected by and from the committee's members.
- 8.6.4. The ESAPT committee sets and reviews the policies and procedures used to form and operate the College APT Committee codified in T/TT Policy. It is not to be confused with the College APT Committee itself, which hears and evaluates promotion cases.
- 8.7. Engineering Senate Special Committee on Appointment and Promotion of Professional Track Faculty (ESAPTK)

- 8.7.1. The committee is charged with reviewing and updating policies associated with the appointment and promotion of PTK faculty, and will be formed as needed.
- 8.7.2. The committee shall consist of the Full Professor members of the ESAPT Committee and at least two PTK faculty members from each category (instructional, research, and specialist) who are at the highest ranks in their respective categories.
- 8.7.3. The committee shall be chaired by a Full Professor elected by and from the committee's members.
- 8.7.4. Every two years, the ESAPTK committee shall adjust the number of required PTK faculty representatives specified in 8.7.2 above as the newly adopted higher ranks become populated until such time as a steady-state representation of approximately one PTK representative per twenty PTK faculty members in the School (excluding post-doctoral ranks) is achieved, with proportionate representation from instructional, research, and specialist tracks.
- 8.7.5. The ESAPTK Committee is not to be confused with the College APPTK Committee which hears and evaluates PTK promotion cases. The ESAPTK Committee sets and reviews the policies and procedures used to form and operate the College APPTK Committee codified in the PTK Policy.

## **9. Meetings of the Engineering Senate**

- 9.1. The Engineering Senate shall meet regularly as provided in its Bylaws. *Robert's Rules of Order, Newly Revised* shall be the standard reference to govern problems of parliamentary procedure not covered in the Engineering Senate's Bylaws.
- 9.2. The Engineering Senate Bylaws shall set forth the Engineering Senate rules for the:
  - (1) Number of members and any restrictions on representation to reach a quorum for purposes of taking a vote,
  - (2) Voting procedures and permissible voting methods, and
  - (3) Permissible methods of participation.
- 9.3. The Engineering Senate will convene a School-wide assembly (termed the Engineering Assembly) at least once per semester for the purposes of explaining the issues currently before the Engineering Senate and for soliciting feedback. This meeting will serve as one of the Senate's meetings, will be recorded in the Engineering Senate minutes, and will represent one method for bringing new issues to the Engineering Senate's attention.

## **10. Staff and Facilities**

- 10.1. The administration at all levels shall furnish, to the extent provided for by formal budget, assistance to the Engineering Senate as a whole and to its committees in connection with its official business, including elections, as may be authorized by the Faculty Advisory Committee of the Engineering Senate.

## **11. Plans of Organization of Units within the School of Engineering**

- 11.1. Each department and Institute shall have a Plan of Organization that conforms to Article 11 of the University Plan.
- 11.2. These Plans shall be reviewed and approved by the Faculty Advisory Committee at least every ten years, as provided for in 8.3.8.

**12. Election of University Senators**

- 12.1. Consistent with the University Plan Article 3.2, each department will elect one T/TT faculty Senator. Any additional T/TT Senate seats apportioned to the College will be elected at large. Elections shall be conducted according to each unit's Plan of Organization and the procedures set forth in the University Plan.
- 12.2. PTK faculty Senators shall be elected at large according to the procedures set forth in 8.3.9 and the University Plan.
- 12.3. All Senators will serve three-year terms with the exception of replacement Senators who will serve out the remainder of the original term.
- 12.4. Staff and student Senator elections are conducted by the University Senate.

**UNIVERSITY OF MARYLAND at COLLEGE PARK**

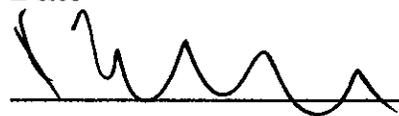
**A. JAMES CLARK SCHOOL OF ENGINEERING**

**PLAN OF ORGANIZATION**

Adopted by the Engineering Assembly  
at its December 14, 2005 meeting  
revised August, 2006

  
Lourdes Salamanca-Riba, Chair of the  
Engineering Council

11/03/06  
Date

  
Nariman Farvardin, Dean of  
Engineering

11/06/06  
Date

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**SCHOOL OF ENGINEERING  
THE UNIVERSITY OF MARYLAND COLLEGE PARK  
PLAN OF ORGANIZATION**

**Preamble**

The purpose of this Plan of Organization is to provide a framework within which the School of Engineering can fulfill its mission in an orderly and fair manner with due regard to the shared rights, responsibilities, and participatory membership of the entire School community.

**Mission Statement**

The mission of the School of Engineering at The University of Maryland is to provide a quality engineering education, to conduct strong research programs, to foster a close partnership with industry and government, and to provide related service to the campus community and the community at large.

A major focus of the School's activities is to provide quality engineering education with sufficient scope to include the basic and specialized engineering training necessary for the current and emerging needs of society.

The School has related responsibility to contribute to the advancement of knowledge by conducting research at the cutting edge of science and technology. Since science and technology are rapidly advancing, the School also has a professional responsibility to provide continuing education programs so the practicing engineer can remain effective.

The School faculty and administration also sees as part of its mission, an obligation to serve the needs of the campus community and the community at large in the spirit of collegial cooperation.

## **Article I. Units within the School**

Without prejudice to future status, the School of Engineering shall consist of the following units:

### A. Academic Departments:

- Department of Aerospace Engineering
- Department of Chemical and Biomolecular Engineering
- Department of Civil and Environmental Engineering
- Department of Electrical and Computer Engineering
- Department of Fire Protection Engineering
- Department of Materials Science and Engineering
- Department of Mechanical Engineering

### B. Research Institutes:

- Institute for Systems Research
- Institute for Research in Electronics and Applied Physics

### C. Service Units:

- Maryland Technology Enterprise Institute
- Cooperative Engineering Education
- Center for Minorities in Science and Engineering
- Engineering Information Technology
- Office of Advanced Engineering Education

## **Article II. Administration**

### A. The Dean

The Dean is the Chief Administrative Officer of the School. The Dean exercises those functions delegated to him/her by the President and the Provost, including responsibility for the School budget, and for the submission of recommendations concerning appointments, tenure, and promotion. **The Dean is also responsible for implementing, enforcing and executing University and College Policies.**

### B. Department Chairpersons and Directors

The Department Chairpersons and Directors are the administrative officers of their units. They exercise those functions delegated to them by the Dean, including responsibility for their unit budget, and for the submission of recommendations concerning appointments, tenure, and promotion.

### **Article III. Administrative Council**

#### **A. Membership**

The Administrative Council consists of the Dean, his/her immediate administrative staff, the Department Chairpersons, and Directors. The Dean chairs the Administrative Council.

#### **B. Functions**

The Administrative Council is advisory to the Dean and provides a forum for the exchange of information and discussion of matters pertinent to the administration of the School as a whole and/or the administration of the Departments and other units.

#### **C. Meetings**

The Administrative Council meetings are convened by the Dean and are held bi-monthly during the academic year. Special meetings can be called at any time by the Dean. Summary notes are submitted by the Dean and are considered approved unless expressly amended at the subsequent Council meeting.

### **Article IV. Engineering Student Council**

#### **A. Membership**

The membership of the Engineering Student Council is composed of one voting representative and an alternate (who shall vote in the absence of the representative) from each of the School's student societies recognized by the Dean's Office, and eleven at-large voting elected representatives from the general engineering student body. They are selected to serve on the Council in accordance with the rules established in their individual societies and the Constitution of the Engineering Student Council.

#### **B. Goals**

- B1. To establish a secure community for new students as they enter the School of Engineering.
- B2. To promote individual society events and to coordinate multisociety events promoting engineering.
- B3. To obtain a united student voice with the administration on matters of policy and curriculum.

- B4. To complete the engineering education process by instilling a sense of pride and accomplishment in the graduates.

C. Functions

- C1. The Engineering Student Council is advisory to the Dean and provides a forum for the exchange of information and discussion of matters pertinent to the undergraduate experience in the School.
- C2. The President, or any Vice President in the absence of the President, of the Engineering Student Council serves as the undergraduate student representative on the Engineering Council.
- C3. The Engineering Student Council shall coordinate activities among the students and faculty of the School of Engineering.

D. Officers

- D1. President, Vice President Programs, Vice President Finance, Vice President Communication, and the Vice President Membership.
- D2. The officers shall be elected annually by the members of the Council.

E. Meetings

Meetings are held bi-monthly during the academic year at a time and place designated by the President of the Engineering Student Council. Minutes are distributed after each meeting.

F. Notices

- F1. Notices of meetings are posted in the Engineering Classroom Building and sent to each member society and representative.
- F2. A newsletter is distributed periodically outlining activities of the Council and the engineering societies.

G. Committees

The President of the Council may constitute standing and ad-hoc committees as deemed necessary.

## **Article V. The Engineering Assembly**

### **A. Membership**

- A1. Faculty members who satisfy the following two conditions:
1. Being a full-time employee on the School Park campus, holding a faculty rank as defined in the Faculty Handbook.
  2. Holding at least 50% of their appointment within the School of Engineering.
- A2. Those non-classified resident employees of the School of Engineering who are not included in the foregoing categories but who occupy administrative positions designated by the following titles or their equivalents shall be ex officio members of the Engineering Assembly:
- Dean of the School
  - Associate or Assistant Deans of the School
  - Chairperson of an Academic Department or Director of a Research Institute or Service Unit of the School.
- A3. Two undergraduates and two graduate students from each academic Department, chosen in accordance with the respective Department Plans of Organization. The student Councilors should oversee this selection. Names of the representatives must be communicated to the Secretary of the Engineering Council by the end of the previous academic year.
- A4. **Two staff members (one exempt and one non-exempt)** from each Academic Department or Research Institute, chosen in accordance with the respective units' Plans of Organization; as well as a total of two staff members (one Classified staff member and one Associate staff member) from the Service Units of the School selected by the Dean. In any given year, each unit (as well as the collection of Service Units) may decide to forego its right to representation in either staff category or in both. Names of the representatives must be forwarded to the Secretary of the Engineering Council.

## B. Functions

- B1. To adopt the Plan of Organization of the School of Engineering and amendments thereto.
- B2. To act as a referendum body.
- B3. To initiate action which shall be included in the agenda of the next regular meeting of the Engineering Council.
- B4. To provide for orderly dialogue and debate of issues of concern to the School.
- B5. To initiate and/or recommend action on any matter of concern to the School and advise the Dean, upon request or its own initiative, on any matter of concern to the School.
- B6. To receive information of general School interest from any University office or body.

## C. Officers

- C1. The Executive Committee of the Engineering Assembly is composed of the Chairperson, Vice Chairperson, and Secretary of the Engineering Council.
- C2. The Chairperson of the Engineering Assembly
  - (1) Presides over Assembly meetings; acts as facilitator in Assembly discussion and business.
  - (2) Accepts nominations for standing and ad-hoc Assembly committees from members of the Engineering Assembly, appoints committee chairpersons; coordinates work of standing and ad-hoc committees of the Engineering Assembly.
  - (3) In consultation with other officers, schedules meetings, and prepares agendas.
- C3. The Vice Chairperson
  - (1) Acts as assistant to the Chairperson, and stands in for the Chairperson when necessary.

C4. The Secretary

- (1) Records and summarizes minutes from each Assembly meeting and distributes these minutes to members.
- (2) Distributes Assembly agenda to members.
- (3) Keeps copies of minutes of all Assembly, Assembly Executive Committee, and Assembly committee meetings on file in the Dean's Office for reference purposes.

D. Meetings

- D1. A regular meeting is held at least once each semester at a time and place designated by the Engineering Assembly Chairperson.
- D2. Special meetings are called at the request of the Dean, the Engineering Council, the Administrative Council, a standing or ad-hoc committee, or by petition signed by not fewer than one-fifth of the members of the Assembly.
- D3. A quorum consists of one-third of the voting members of the Assembly.
- D4. Business is conducted in accordance with the latest edition of Robert's Rules of Order when not otherwise in conflict with this Plan of Organization.
- D5. The Chairperson may not entertain major new motions or other items of business without prior circulation as an agenda item.

E. Notices and Minutes

- E1. Copies of the agenda for regular meetings of the Engineering Assembly will be distributed at the beginning of each regular meeting. Except in case of emergency, members shall be notified in writing at least one week prior to the time of any special meeting.
- E2. Minutes are sent to each member of the Engineering Council. Minutes are considered correct unless written amendments are received by the Secretary within ten days after the minutes have been issued.

F. Actions

- F1. Actions of the Engineering Assembly are in the form of recommendations to the Dean of the School.
- F2. At the last regular assembly meeting each spring semester, the Engineering Council reports to the Engineering Assembly the status of any pending Assembly recommendations.
- F3. Recommendations of the Engineering Assembly are by majority vote.

**Article VI. The Engineering Council**

A. Membership

A1. Ex officio members

- (1) With full voting privileges: the Dean of the School.
- (2) Without voting privileges, unless also elected as voting members of the Council (see A2 below): the Associate and Assistant Deans of the School, the Chairpersons of Academic Departments and the Directors of Research Institutes and Service Units as listed in Art. I.

A2. Other Members

Elections to the Engineering Council shall take place by the end of the spring semester. At least one half of the Engineering Council shall be elected each year. The elected membership shall be as follows:

- (1) Faculty Councilors elected in accordance with their unit's Plan of Organization. Each Faculty Councilor shall be a full-time faculty member who has been under contract at least since August 17 of the academic year during which the election is held. Faculty Councilors shall be apportioned in accordance with the size of the respective Academic Departments and Research Institutes, specifically in accordance with the number of full-time equivalent (FTE) faculty members in the unit as of August 17 of the academic year in which the election is held, as follows: Up to 20: one Councilor; over 20 and up to 40: two Councilors; over 40 and up to 60: three Councilors; over 60: four Councilors. Faculty Councilors serve for a

two-year term which can be renewed for up to a maximum of two consecutive terms.

- (2) Two student Councilors. The undergraduate Councilor shall be the President, or any Vice President in the absence of the President, of the Engineering Student Council. The graduate Councilor shall be elected by the graduate student representatives on the Engineering Assembly and shall be one of these representatives. The former graduate Councilor shall administer this election. The name of the new graduate Councilor shall be communicated to the Secretary of the Engineering Council before the end of the first month of the academic year. The student Councilors shall serve for a one year term, renewable for one additional year (for a maximum of at most two years.)
- (3) Two staff Councilors appointed by the Engineering Council from the membership of the Engineering Assembly (one Classified and one Associate staff). They shall serve for two-year nonrenewable terms.

#### B. Functions

The Council, as the organization representing all components of the School, shall consider all matters of concern to the School, and is expected to assume a position of leadership in the following functions:

- B1. The new Engineering Council will take office June 1 of the year they are elected.
- B2. Between regular or special meetings of the Assembly, the Engineering Council may act on behalf of the full Assembly. Any action so taken will be reported to the full Assembly.
- B3. The Engineering Council shall serve as an advisory body to the Dean and may act on behalf of the Engineering Assembly in matters of urgency.
- B4. The Council shall formulate and recommend action on educational and research policies, student life and activities and staff activities within the School of Engineering.
- B5. Submit requests for action on such policies to the Dean or other administrators.

- B6. Consult with the Dean, Chairpersons, and the Directors of each of the several administrative units of the School on all general policy matters pertaining to the employment and programs of the instructional, research and supportive staffs of the School including strategic planning.
- B7. The Council shall be consulted by the Dean, Chairperson, and the Directors of each of the units of the School for its opinion and recommendations on educational and research policies, strategic planning, student life and activities, and on all general policy matters pertaining to the employment of the technical, instructional and research staff of the School.
- B8. Advise the Senate, President, and the Board of Regents through the Dean on matters of concern to the School.
- B9. Conduct or call for referenda in the Engineering Assembly.
- B10. The Council shall receive reports from the committees and the Engineering Assembly, take action on them, and transmit them to the appropriate administrative officer or University Senate committee.
- B11. When necessary or desirable, initiate proposed changes of this Plan of Organization in accordance with procedures herein.  
**In addition, Plans of Organization of the units in the Clark School shall be submitted to the Engineering Council for review and approval. Approved plans will be attached to the School Plan as required by the Campus Plan 11.1.c-last sentence.**
- B12. The Council may constitute ad hoc committees of the Assembly as needed.
- B13. The Council shall have such other functions as are logical or **required** in conformance with organization of the University as a whole and the School of Engineering in particular.
- B14. The Secretary of the Council shall maintain Council Proceedings in the office of the Dean. These proceedings shall be available for reading in the repository upon request. These proceedings shall include: the minutes (with corrections) of all meetings of the Council and the Executive Committee and all committee reports.

C. Officers

The officers of the Council shall be the Chairperson, the Vice Chairperson, and the Secretary. They shall be elected annually by the Engineering Council (they shall also serve as the officers of the Engineering Assembly). Until the election is completed, the previous year's Chairperson shall remain in office.

D. Meetings

There shall be at least four meetings of the Council in each academic year. The first meeting should normally be held within four weeks after the start of the academic year. Special meetings may be called by the Chairperson of the Council. Upon request by the Executive Committee of the Council, action of the Council, or petition signed by no fewer than eight members of the Council, the Chairperson shall call a special meeting of the Council within the time requested by the initiators of the call. A quorum shall consist of no less than one-half of the voting membership of the Council. Any member of the Engineering Assembly may attend meetings of the Council without vote. Upon favorable majority vote of the Council, such visitors may address the Council for a time period agreed upon by the Council. The Council may declare an executive session by a majority vote of the members present.

**Article VII. Standing Committees of the Assembly**

Standing and ad-hoc committees are constituted by the Engineering Council of the Engineering Assembly as needed and in accordance with University policy and with provisions of this Plan of Organization. School committees are advisory to the Dean. Without prejudice to future action, current standing committees are:

Human Relations Committee

Programs, Curricula and Courses Committee (PCC)

A. Membership

A1. Unless otherwise specified in this Plan of Organization, School committees are composed of a maximum of seven members, normally one faculty member from each Department. In addition to faculty membership, the Human Relations Committee shall have one student and one staff

member chosen by the Engineering Council from the membership of the Assembly. Faculty members are selected in accord with the respective Department Plans of Organization. Unless otherwise specified, standing committees shall have the autonomy to develop their own internal procedure and agenda. Minor or routine matters may be submitted by the committee directly to the Dean for transmittal outside the School. Matters of major School concern shall be submitted to the Engineering Assembly for its recommendations. All committee members shall have voting power.

- A2. Members serve for a renewable two-year term. Terms are staggered in such a way that, in any given year, close to half of the members are continuing members.

#### B. Functions

- B1. Equity and Human Relations Committee  
This committee shall help to coordinate and implement equal employment and educational opportunity efforts for the School, and otherwise promote an equitable environment, and the general welfare of School citizens. The membership of the committee shall be a faculty member designated as the equity officer from each academic department, center and institute in the School. In addition there will be two student (one undergraduate, and one graduate) and two staff persons selected from the Engineering Assembly. The School Equity Officer shall serve as the Chair of this committee.
- B2. The Committee on Programs, Curricula, and Courses (PCC)  
The Committee shall review and recommend action on all proposals from the departments in the School of Engineering for all new courses and curricula and all substantial changes in existing courses and curricula (e.g., add/drop courses, hours, content, prerequisites) leading to all existing degree programs in the School of Engineering. It shall report on such matters directly to the Dean of Engineering who shall

in turn report its actions, with his/her comments, to the Vice President for Academic Affairs/Provost. The Committee shall also review and made recommendations on the establishment or abolition of departments, degrees, programs and curricula in the School of Engineering to the Dean of the School of Engineering.

C. Meetings

School committees meet as needed. Written notice of meetings shall be given by the Committee Chairperson normally one week in advance of the time of a proposed meeting. Minutes are submitted by the Committee Chairperson and are considered approved unless written amendment notice is filed by a committee member within seven days of the minutes submission date.

D. Summary Reports

A summary of actions taken is presented by each Committee Chairperson at the last Engineering Assembly of the academic year.

E. Other Committees

In addition to the committees listed above ad-hoc committees and/or task forces as appropriate may be constituted as deemed necessary by the Dean, the Administrative Council, the Engineering Council, the Engineering Assembly, or by a standing or an ad hoc committee. These bodies may be constituted at any time and report to the agent who established them.

## **Article VIII. Appointment, Promotion and Tenure**

*Note. This article is to be viewed as complementing the document "University of Maryland Policy on Appointment, Promotion and Tenure of Faculty" 08/23/05 revision (referred to below as PAPTF). In case of conflict, the campus document is the governing document.*

A. Criteria for Tenure and Promotion

The factors to be considered in tenure and promotion fall into three general categories: (1) teaching and advisement, (2) research, and (3)

service. The first two categories overlap significantly and have the highest importance. There is also overlap in the evaluation of research and service since many types of professional service, such as service on editorial boards or peer-review panels, are also indicators of research performance. More specific criteria in the three general categories are given below. All criteria are to be interpreted with specific reference to the candidate's particular field of expertise, and on the academic needs of the department, school, and institution. Before the first renewal of the contract for a candidate, considerations relating to the present or future programmatic value of the candidate's particular field of expertise or other larger institutional objectives may be legitimately considered in the context of contract renewal. After the first faculty contract renewal, however, programmatic changes may not be a consideration in the tenure decision of that candidate. (PAPTF).

#### A1. Teaching and advisement

##### (1) Relevant Activities

Factors to be considered in evaluating the quality of teaching and advisement should include:

- supervision of graduate students
- attainment of Ph.D. candidacy by doctoral advisees
- completion of M.S. theses and Ph.D. dissertations by advisees
- development of new courses and enhancement/modernization of existing ones
- teaching evaluation by students
- teaching evaluation by peers
- advisement of undergraduate students
- outreach educational activities, such as tutorials at conferences, or courses for the industry
- participation in thesis committees

##### (2) Tenure and promotion to the rank of Associate Professor.

The candidate should have established the foundations of a successful teaching track-record and of advisement activities, demonstrating his or her ability to excel in the activities listed above. The supervision of doctoral students

who have attained candidacy and have made substantial progress towards, or have already completed, their PhD under the candidate's supervision is an important activity.

(3) Promotion to the rank of Professor.

The candidate should have established a strong track-record in teaching and graduate advisement. Evidence of the candidate's potential is not sufficient; the accomplishments must be clear and at hand. The candidate's achievements would normally include successful completion of doctoral dissertations by his/her advisees.

A2. Research

(1) Relevant activities.

Factors to be considered in evaluating the quality of research and scholarship should include:

(1.1) Publication of research

- peer-reviewed papers in archival journals
- papers in refereed conference proceedings
- patents and other publications

(1.2) Other evidence of research

- peer-reviewed external grants and contracts
- a sustained funded program appropriate to the candidate's research interests
- participation in important decision-making research panels
- other forms of peer recognition of the importance of the candidate's research.
- graduation and placement of PhD students

Quality is an important factor in all of these categories. The mere presence or volume of activity (such as the publication of several papers) is not, by itself, an indicator. The quality and competitiveness of the journals and the quality and comprehensiveness of the papers themselves are crucial. Unrefereed papers may be much weaker indicators of research accomplishments. Multiple authorship of publications should be taken into account if other evidence suggests that a major role in the

research was played by authors other than the candidate and his/her own advisees.

Although external research funding is important to sustain a research program, a large volume of external funding is not a sufficient indicator of good research quality, nor is a moderate volume of funding an indicator of mediocre research quality. The evaluation of research funding must take into account what the candidate accomplished with the grants, as well as the way in which the grants were awarded; grants awarded through peer-review are definite indicators of research quality.

(2) Tenure and promotion to the rank of Associate Professor.

The candidate should have established a successful research program, with high potential for influential accomplishments. The candidate should have published in refereed journals and premier refereed conference proceedings. The quality of the published papers should be evident in the comments of the external evaluators. The candidate must have demonstrated the ability to develop a competitive research program.

(3) Promotion to the rank of Professor.

The candidate should have established a strong nationally and internationally recognized research program evidenced by published results and external grants, graduation and placement of PhD students, and should have received clear recognition for the importance of his/her research accomplishments. Evidence of the candidate's potential is not sufficient; the accomplishments must be clear and at hand, and should include demonstration of leadership in research and excellent national or international recognition.

A3. Service

(1) Factors to be considered in evaluating the quality of service activities should include:

- service to the Department
- service to the School of Engineering
- service to the campus

- service to the candidate's profession, such as to professional societies
- service to the Federal, State, and local governments and the community
- interaction with industry and external research organizations
- service on editorial boards of archival journals and major conference program committees

Participation in committees and in other service capacities should be accompanied by specific accomplishments.

(2) Tenure and promotion to the rank of Associate Professor. A candidate's contributions to service activities should be apparent.

(3) Promotion to the rank of Professor.

A candidate's service should demonstrate that the candidate has become an influential force in his/her Department and has made substantial contributions to his/her profession.

#### A4. New Appointments at Tenured Ranks

The criteria outlined in sections A1, A2, and A3 apply primarily to promotion and tenure of faculty who are already in a university environment, in this campus or elsewhere. It is understood that individuals with other backgrounds who are candidates for a new appointment, at a tenured rank, are to be judged for their overall quality and accomplishments, maintaining the overall quality standard suggested by this document.

### B. First Level Mentoring and Periodic Review of Faculty

#### B1. Mentoring

Each department or unit shall provide for the mentoring of each assistant professor by one or more members of the senior faculty other than the chair of the department or head of the unit. Mentors should encourage, support and assist these faculty members and be available for consultation on matters of professional development. Favorable informal assessments and positive comments by mentors are purely advisory to the

faculty member and do not guarantee a favorable tenure and/or promotion decision.

## B2. Faculty Review

Each department or unit shall perform a formal intermediate review of the progress towards meeting the criteria for tenure and promotion no later than the third year of an assistant professor's appointment. The departments or units shall perform a formal intermediate review of the progress towards meeting the criteria for promotion to the rank of professor no later than the fifth year of a tenured associate professor's appointment and every five years thereafter.

## C. Procedures for Search and Promotion Consideration

### C.1 First Level

Procedures for search and appointment of faculty shall be outlined in each Department's Plan of Organization (PAPTF). Detailed procedures for initiating and conducting Department level review of faculty members for tenure and promotion shall also be outlined in each Department's Plan of Organization. They shall abide by the framework and clauses stipulated in PAPTF. In addition the following requirements shall be met:

- (1) The candidate shall provide a list of at least four (4) names of widely recognized authorities in the field, from whom letters of evaluation can be requested.
- (2) Letters shall then be requested from eight (8) or more widely recognized authorities in the field. At most one-half, but no fewer than three, of the requested letters shall be from persons nominated by the candidate. At least half of the letters shall be from persons other than co-authors or advisors of the candidate and most of them should be from individuals holding the rank of Professor at leading institutions. Information on who selected each external evaluator as well as brief biographies of the external evaluators shall be included in the dossier.
- (3) The identity of external evaluators from whom letters are requested shall not be revealed to the candidate.

- (4) Copies of letters soliciting the evaluation of the candidate by the referees shall be included in the dossier. These letters should specifically solicit the referees' evaluation of (i) the quality of the publications of the candidate, (ii) the impact of the candidate's research (iii) the quality of the journals in which the candidate has published, (iv) the potential for future contributions (v) the candidate's service to his/her profession, (vi) the candidate's teaching abilities and performance, and (vii) comparison of the individual to others in the field at a comparable stage in their careers and whether the referee would recommend the candidate for promotion at the referee's institution.
- (5) A Personal Statement by the candidate is required and shall be included in the material sent to external evaluators.
- (6) The candidate's accomplishments in the area of teaching and advisement shall be carefully documented. This shall include summaries of evaluation by students for at least the previous three years, as well as evaluation by peers of educational innovations, teaching techniques, and other corroborating information such as the quality of advisees who have graduated.
- (7) A description of the candidate's service accomplishments should be provided.
- (8) Finally and more generally, the procedures followed at the Department level in the preparation of the promotion dossier should ensure that the second-level review committee and the Dean have adequate information to apply the criteria of Section A of this article.
- (9) Recommendations for appointment of faculty can be forwarded to the Dean at any time by the Department's chairperson. Recommendations (be they positive or negative) of the Department chairperson and of the Department faculty review committee on all tenure and promotion cases shall be forwarded by the Department

chairperson to the Dean no later than the Monday immediately preceding the Thanksgiving break.

## C.2 Second Level

Recommendations for appointment to assistant professor shall be reviewed by the Dean only; recommendations for appointment to associate professor and professor shall be reviewed by the Dean and by the second level review committee (see below). All positive recommendations on appointment at all levels and all negative recommendations on appointment at Associate and Full Professor levels shall subsequently be transmitted to the Provost by the Dean. If a tenure or promotion case has received negative recommendations from both the first-level review committee (i.e., more than 50% of the faculty vote cast is negative; abstentions are not considered cast) and from the Department chairperson, it shall only be reviewed by the Dean, who shall ensure that the candidate has received procedural and substantive due process and forwarded to the Office of the Associate Provost for Faculty Affairs; otherwise, it shall be reviewed by the Dean and by the second-level review committee (PAPTF). The Dean shall transmit to the Provost the recommendation of the review committee as well as his or her own recommendation, with written justifications. He or she shall also transmit his or her recommendation and written justification to the members of the second-level committee. Finally, a report of the decisions of the Dean and second-level committee shall be provided to the Department Chairperson, to the spokesperson for the Department faculty review committee, and to the candidate (PAPTF).

### C.2.1 Second-level review committee

#### C.2.1.1 Membership

- (1) Every academic Department that included at least eight tenured faculty members on August 23 of the previous academic year shall be represented on the committee by

one tenured Professor and one tenured Associate Professor. Individuals in full-time administrative positions (such as Department chairpersons or the Dean) are not eligible to serve on the committee. The dean may be present during the committee's deliberations without participation. If, in a Department satisfying the criterion stipulated above, at one or both of these ranks, there is no eligible faculty member who is willing to serve, the corresponding seat shall remain vacant.

- (2) Every academic Department that does not meet the condition in (1) above shall be represented by one tenured faculty member.
- (3) After the last regular meeting of the second-level review committee (in January of each year) the chairperson shall forward to the Dean a list of departmental representatives that are to be replaced in the following academic year. The Dean shall contact the appropriate department chairpersons to request new committee members.
- (4) The tenured and tenure-track faculty of each academic Department shall elect their representative(s) before the end of the Spring semester of the previous academic year.
- (5) A committee of the department (e.g. equivalent to an executive committee) shall nominate one candidate for each of that department's open positions (representatives and alternates) on the College APT committee. Other candidates may be nominated by any faculty member.
- (6) It is recommended that the elected representatives and alternates have participated in at least one departmental promotion process by serving on the first level subcommittees that produce the departmental Summary Statement of Professional Achievements.
- (7) Prior to the departmental elections of representatives and alternates the following statement must be read aloud or mailed to the department's tenured and tenure-track faculty:

“The APT committee is one of the most important committees in the College of Engineering. APT decisions are essentially permanent and critically affect the careers of the candidates, the future of the College of Engineering and the reputation of the College both outside and within the University of Maryland. The evaluation of APT candidates requires a substantial work load for all committee members. Complete confidentiality of APT deliberations shall be preserved. It is exceedingly important that each department elect representatives who are well respected for their scholarly achievements, their fairness, and their commitment both to education and to the advancement of the College of Engineering. In addition, the makeup of the committee should ideally reflect the College’s commitment to diversity.”

- (8) An alternate shall be elected for each representative in case the representative can not fulfill his/her duties. The alternate will take over the duties of the representative if he/she is unable to complete his/her term or in rare cases when circumstances do not allow the representative to attend one or two of the prearranged meetings of the committee. In all cases, the same person (representative or alternate) must represent the department at all meetings of the committee for appointment, promotion and tenure at a given rank during a given academic year from the time the alternate takes over the duties of the representative.
- (9) The term for each representative shall normally be three years. If, at the end of the spring semester, it appears that the normally continuing representative is unable to serve for the remainder of his/her term, the alternate shall serve for the remainder of the representative’s term and a new alternate shall be elected by the department. If neither the representative nor the alternate can serve, the department shall elect a new representative and alternate for the remainder of the term in the manner described in (5), (6) and (7) above.
- (10) The Committee shall have a staggered membership. To accomplish this goal the Departments of Mechanical and Aerospace Engineering shall elect new representatives at

the end of the spring semester in 2004 and every three years thereafter. The Department of Electrical and Computer Engineering and the Department of Chemical Engineering shall elect new representatives and alternates at the end of the spring semester in 2005 and every three years thereafter. The Department of Civil and Environmental Engineering, the Department of Material Science and Engineering and the Department of Fire Protection Engineering shall elect representatives and alternates at the end of the Spring semester of 2006 and every three years thereafter. The Engineering Council may modify this schedule by resolution.

- (11) Except when there are no other appropriate candidates available within a department, representatives may not serve on the committee for consecutive terms. Alternates who take over the duties of the representative for the last two years or more of his/her term may not be elected to serve as the representative for the next three-year term.

#### C.2.1.2. Officers

Each academic year, at the first meeting of the APT committee, a vice chairperson shall be elected by the committee members from among the new members of the committee holding the rank of Professor. The vice chairperson shall be the chairperson in his/her second year on the committee, and the past chairperson in his/her third year on the committee. The vice chairperson shall work with the chairperson to fulfill the functions of the committee. The past chairperson shall serve as chairperson when a candidate from the chairperson's own Department is under consideration and shall provide advice on procedures and standards to the chairperson and vice chairperson. In the event any officer is unable to serve the committee shall elect a replacement.

#### C.2.1.3. Functions and meeting schedule

- (1) A newly elected committee shall start its function on the first day of the academic year (August 23). The first meeting of the committee shall be held before the end of October.
- (2) As soon as a tenure, promotion, or appointment-with-tenure case is received for review by the second-level review committee, it shall be forwarded to the committee chairperson. The committee chairperson shall verify whether the file received from the Department is complete and, if necessary, shall request that the missing documents be provided. He/she may also request, from the Department chairperson or from the spokesperson for the Department faculty review committee, clarification on any matter relevant to the case. The committee chairperson shall forward each completed file to the committee members at the appropriate rank at least seven days before a discussion and vote on the corresponding case is to take place.
- (3) The committee shall hold one or more meetings, as necessary, to decide on a recommendation for each of the candidates for tenure, promotion, or appointment-with-tenure. Only members at the rank of Professor shall attend meetings or portions of meetings at which cases for appointment or promotion to the rank of Professor are to be considered. Each tenure, promotion, or appointment-with-tenure case shall be considered in turn. No committee member shall have either voice or vote on candidates from his or her department, except to respond to requests for information of a general sort relating to that particular field of study (PAPTF). Deliberation on each case shall be followed by a vote by secret ballot on whether or not to recommend that tenure, promotion or appointment-with-tenure be granted. The vote shall consist of the following: recommended, not recommended, abstention. There shall be no qualifying adjectives in the vote.

- (4) When significant questions arise regarding the recommendations from the first-level review or the contents of the dossier, the second-level review committee shall provide an opportunity for the chair of the first-level academic unit and the designated spokesperson of the first-level unit review committee to meet with the second-level committee to discuss their recommendations; the committee shall provide them with a written list of the committee's general concerns about the candidate's case prior to the meeting. The second-level review committee may also request additional information from the first-level review committee and the chair. After such discussion the committee shall meet and make a final vote which shall be reported as the decision of the committee.
- (5) The decision on each tenure, promotion, or appointment-with-tenure case shall be forwarded through the Dean to the Provost, together with the vote and a written report signed by the committee and containing a fair summary of the committee's proceedings.
- (6) The committee members shall maintain absolute confidentiality in their considerations of cases. Outside of the committee meetings, members of the second-level review committee shall not discuss specific cases with anyone who is not a member of the second-level review committee.

D. Representatives to Campus Level APT Committee

On any year in which the School is eligible to be represented on the campus-level review committee, nominees for the School shall be selected by the Dean from among the School's faculty members at the rank of Professor (PAPTF).

**Article IX. Elections of Faculty Senators to the College Park Senate**

Each academic department shall elect 1 faculty senator to the School Senate in accordance with the Department Plans of Organization. If the School is apportioned more senators than the

number of Departments, than the Council shall conduct a School wide election for at-large Senators to fill any vacant position. If the total number of at-large senate seats is 4 or fewer than no more than one at-large senator may be elected from any one department. If the total number of at-large senators is 5 or more no more than 2 may be elected from any one department.

**Article X. Amendments and Review**

- A. Recommended amendments to the Plan of Organization of the School should be presented in writing to the Chairperson of the Engineering Council, who, in turn, shall place such recommendations on the agenda for the next regular meeting of the Engineering Assembly.
- B. Approval of a recommended amendment by a three-fifths majority of the Assembly membership present shall constitute adoption of the amendment.