



Revisions to the College of Agricultural & Natural Resources Plan of Organization (Senate Document #19-20-39)

TO Darryll J. Pines | President

FROM Rochelle Newman | Chair, University Senate

I am pleased to forward the accompanying legislation for your consideration and approval. Gene Ferrick, Chair of the Election, Representation, & Governance (ERG) Committee, presented the ERG committee's Revisions to the College of Agricultural & Natural Resources Plan of Organization (Senate Document #19-20-39), which the University Senate approved at its meeting on December 7, 2022. Please inform the Senate of your decision and any administrative action related to your conclusion.

Approved:

Date:

12-08-2022

**Darryll J. Pines
President**

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

- Jennifer King Rice**, Senior Vice President and Provost
- Willie Brown**, Interim Executive Secretary and Director, University Senate
- Jen Gartner**, Interim Vice President and General Counsel
- Dylan Baker**, Associate Vice President for Finance and Personnel
- John Bertot**, Associate Provost for Faculty Affairs
- Elizabeth Beise**, Associate Provost for Academic Planning & Programs
- Rhonda Smith**, Director, Division of Academic Affairs
- Sylvia Andrews**, Office of Academic Affairs
- Gene Ferrick**, Chair, ERG Committee
- Joseph Sullivan**, Professor & Associate Dean, College of Agricultural & Natural Resources
- Craig Beyroudy**, Professor & Dean, College of Agricultural & Natural Resources



Revisions to the College of Agriculture & Natural Resources (AGNR) Plan of Organization

PRESENTED BY Gene Ferrick, Chair

REVIEW DATES SEC – October 17, 2022 | SENATE – December 7, 2022

VOTING METHOD In a single vote

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

NECESSARY APPROVALS Senate, President

ISSUE

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 College of Agriculture & Natural Resources (AGNR) submitted changes to its Plan of Organization to the University Senate for review in January 2020.

RECOMMENDATIONS

The Elections, Representation, & Governance Committee recommends that the Senate approve the revised College of Agriculture & Natural Resources (AGNR) Plan of Organization.

COMMITTEE WORK

Starting in April 2020, the ERG Committee started an iterative process with the AGNR representative to align AGNR’s revised Plan with the principles and requirements of the Plan of Organization for Shared Governance at the University of Maryland. This process included recognition of AGNR’s unique structure with units located on and off campus and its role with traditional academic units and its units that align with its land grant mission of service through University of Maryland Extension. The review process required a collaborative feedback discussion following each committee meeting to balance interests and align principles.

The ERG Committee reviewed the AGNR Plan during April 2020, feedback provided with identified areas where shared governance and administrative functions should be separated, noted that there is no single body fulfilling the function of the Faculty Advisory Council, pointed out instances where staff and student representation was inadequate, and noted a range of unclear or missing language related to AGNR bodies. During this time Faculty Affairs Committee also provided input about AGNR’s appointment, promotion and tenure (APT) policy.

The School submitted a revised Plan on March 2021 addressing areas of concern. The ERG committee reviewed and provided feedback to AGNR in May 2021 with identified areas where faculty representation should be improved on shared governance bodies, noted that elections procedures are unclear, and quorum should be specified for all bodies.

Early March 2022 AGNR submitted a revised Plan based on ERG committee feedback. AGNR addressed these concerns by proposing several changes: merged the College Council & Faculty Advisory Council into one council, called the Faculty Advisory Council, gave clear explicit definitions and quorums, added a section stating the Faculty Advisory Council conduct reviews of unit plans every ten years, added a section to specify the process for the broader College Plan review and included appendices for a College organizational chart, the College APT policy and the College AEP policy, and creating a new section for the DEIR Council and Dean's Global Leadership Council. Both are administrative bodies that advise the Dean and not shared governance bodies.

In conjunction with the AGNR Plan review, the Faculty Affairs Committee Working Group reviewed the APT policy. The Working Group's review raised concerns about the AGNR's process when APT Review Committees have questions or disagree with the assessment of the First Level Review Committee (e.g., who conveys the final decision and how). The Working Group also questioned a missing stipulation about virtual meetings and AGNR's standard practice to require all APT Review Committee members to be present in person to make quorum, in this instance, AGNR was firm about requiring the presence of all eight committee members. AGNR added a stipulation to clarify the Working Group's question about the First Level Review Committee and for virtual meetings as only the Dean can allow them. The Working Group collaborated with AGNR to ensure the policy aligns with University guidelines and submitted the revised AGNR APT policy for the committee's consideration and recommendation.

The ERG Committee voted to approve the revised Plan March 29, 2022. The Faculty Affairs Committee voted to approve AGNR's revised APT policy on April 29, 2022.

AGNR college assembly approved the revised policy in a vote concluding on September 30, 2022.

ALTERNATIVES

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

RISKS

There are no associated risks.

FINANCIAL IMPLICATIONS

There are no financial implications.



Revisions to the College of Agriculture & Natural Resources (AGNR) Plan of Organization

2022-2023 Committee Members

Gene Ferrick (Chair)
Sara Alemseged (Undergraduate Student)
Michelle Appel (Ex-Officio Associate VP IRPA Rep)
Hammed Ayansola (Graduate Student)
Richard Klank (Faculty)
Karen McDonald (Ex-Officio-Director of Human Resources Rep)
Erin Miller (Faculty)
Rishabh Mukund (Graduate Student)
Matthew Salerno (Undergraduate Student)

Marcia Shofner (Faculty)
David Steel (Faculty)
Hilary Thompson (Faculty)
Aaron Tobiason (Exempt Staff)
Michael Werre (Non-Exempt Staff)

Date of Submission

October 16, 2022

BACKGROUND

The University of Maryland Plan of Organization for Shared Governance mandates that all Colleges, Schools, and the Libraries 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, and the Policy on Shared Governance in the University System of Maryland, as well as with best practices in shared governance. Revisions to the Plan of Organization of each College, School, and the Libraries 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.

Over the course of fall 2019, representatives of the ERG Committee met with representatives of the College of Agriculture and Natural Resources (AGNR) to discuss anticipated changes to its Plan of Organization. The College of Agriculture & Natural Resources (AGNR) submitted revisions to its Plan of Organization to the University Senate for review in January 2020, including revisions to its appointment, promotion and tenure (APT).

COMMITTEE WORK

In April 2020, the ERG Committee conducted an in-depth assessment of the revised Plan and provided feedback to AGNR. The committee identified areas where shared governance and administrative functions should be separated, noted that there was no single body fulfilling the function of the Faculty Advisory Council as specified in the University Plan of Organization, pointed out instances where staff and student representation was inadequate, and noted a range of unclear or missing language related to AGNR bodies. In April 2020, representatives of the ERG Committee met with representatives of AGNR to discuss the Committee's feedback.

In March 2021, AGNR submitted a revised version of its Plan. Besides format changes to meet standards, more detail was added regarding election procedures and the College Council was added as the chief body of shared governance. These changes were substantively discussed during the May 3, 2021 meeting by the ERG Committee.

In May, the Committee recommended the Plan clarify that the College Council was the chief body of shared governance and its role should be defined as such. The College Council should thus have more faculty representation from each unit, along with representation from staff and undergraduate and graduate students. The Committee also recommended a reduction in the number of appointment members of the Council and include information about quorum, term lengths, and election procedures for various bodies. The Committee also identified there should be provisions related to the review of and approval of the College and sub-unit Plans of Organization. Further, the Committee discussed options for ensuring appropriate representation in School bodies between Tenured/Tenure-Track (T/TT) and Professional Track (PTK) faculty. These recommendations were then submitted to AGNR for review.

AGNR submitted a revised draft in June 2021. The Plan was reviewed by the full ERG Committee at its November 2021 meeting. At the meeting, Committee members discussed the makeup of the College Council and the Faculty Advisory Council (FAC) and continued to express concerns about unit representation and ensuring balance between TTK and PTK representatives. The ERG Committee also noted that term limits should be more clearly specified and concern that responsibilities of the Faculty Advisory Council as specified in the University's Plan of Organization were being split between the College's FAC and the College Council.

The Committee also had recommendations to clarify the selection of members to the Dean's Undergraduate Student Advisory Council and Staff Advisory Council as well as ensuring equal representation of undergraduate and graduate student representatives in the College Assembly. It recommended that AGNR add students to the PCC Committee and that the Diversity, Equity, Inclusion and Respect Council, and the Dean's Global Leadership Council be moved to reflect their role as administrative bodies that advise the Dean as opposed to shared governance bodies. The Committee met with a representative from AGNR to review these discussed elements the following week.

Following that discussion in November 2021, AGNR submitted a revised draft in February 2022 that addressed many of the Committee's concerns. Based on a review of the draft by the Committee chair and Senate Office staff, the chair met with a representative from AGNR to finalize wording and organizational changes to ensure the Committee's feedback and recommendations were addressed. Most substantively, those discussions led to a merging of the Faculty Advisory Council and College Council to form one body that would perform the functions of the required Faculty Advisory Council under the University's Plan of Organization and have sufficient representation from necessary constituencies. The new Faculty Advisory Council would consist of the TTK and PTK faculty Senators, a separate elected faculty member from each unit and staff, undergraduate, and graduate representatives elected from each of those constituencies' Dean's advisory councils. In addition, the membership of the Staff Advisory Council was adjusted to better reflect the positioning of exempt and non-exempt staff in units located on-campus and off-campus. The election process was adjusted to ensure there was at least one exempt and at least one non-exempt staff member from the units on-campus collectively and from the units off-campus collectively. No changes were made to the makeup of the PCC Committee based on the culture of the College.

The ERG Committee discussed these changes and identified the Plan did not specifically identify the FAC as having a role in strategic planning for the College, as expected under the University's Plan of Organization. There was concern expressed regarding the business of the Assembly only requiring a quorum of $\frac{1}{3}$ of the College Assembly, but the Committee determined that because there was no specific guideline in the University's Plan of Organization that would prohibit such a provision, it was not necessary to request a change. The Committee voted to approve the Plan at its meeting on

March 29, 2022. This vote was contingent on AGNR agreeing to include a provision clarifying that the FAC would also have a role in strategic planning. Following the ERG Committee's approval, the representative from AGNR agreed that strategic planning should be added to the role of the FAC in the Plan.

In conjunction with the AGNR Plan review, the Faculty Affairs Committee Working Group reviewed the APT policy. The Working Group's initial review raised concerns about the AGNR's process when APT Review Committees have questions or disagree with the assessment of the First Level Review Committee (e.g., who conveys the final decision and how). The Working Group also had questions about the number of APT committee members needed for quorum whether it is standard practice to require all APT Review Committee members to be present in person to make quorum, in this instance, AGNR was firm about requiring the presence of all eight committee members. Procedures for virtual meetings were clarified as only the Dean can give permission to allow them. The Working Group collaborated with AGNR to address these concerns and revise the policy to align with University guidelines. AGNR addressed all the concerns that were raised by the Working Group. The Working Group submitted the revised AGNR APT policy for the committee's consideration and recommendation. After a review of the final APT policy, Faculty Affairs Committee voted to approve the APT policy and the APT Committee and Professional Track Faculty Committee provisions in the AGNR Plan on April 29, 2022.

On March 29, 2022, the ERG Committee voted to approve the revised plan contingent on the Faculty Affairs Committee approval of the AGNR APT policy. Subsequently, the Faculty Affairs Committee approved AGNR's APT policy at the April 29, 2022 meeting. The AGNR College Assembly approved the revised Plan on September 30, 2022.

RECOMMENDATIONS

The Elections, Representation, & Governance Committee recommends that the Senate approve the revised Plan of Organization for the College of Agriculture & Natural Resources as shown immediately following this report.

APPENDICES

Appendix 1 — 2009 College of Agriculture & Natural Resources (AGNR) Plan of Organization



COLLEGE OF
AGRICULTURE &
NATURAL RESOURCES

Plan of Organization

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I. Purpose

The purpose of the College of Agriculture and Natural Resources (AGNR) (“the College”) Plan of Organization is to provide a framework for the systematic decision-making processes in management and academic decisions, concordant with the expectations of the University of Maryland (“the University) and the Policy of Shared Governance in the University System of Maryland (USM) (I-6.00). Inherent in this purpose is a commitment to shared governance and a responsibility for maintaining channels of communication across the administration, faculty, staff, and students. The executive authority of the AGNR administration flows from the Senior Vice President & Provost through the Dean, whereas shared governance authority originates in the USM Policy of Shared Governance and the Plan of Organization for Shared Governance at the University of Maryland (“the UMD Plan”) and flows through the University Senate to AGNR.

II. Mission

We embody the University’s land-grant mission with a commitment to eliminate hunger and malnutrition, preserve our natural resources, improve quality of life, and empower the next generation through a world-class education.

III. Constituents of the College

A. The following Units, including academic, non-degree-granting, and personnel, comprise AGNR:

1. Academic Units

- a. Department of Agricultural and Resource Economics (AREC)
- b. Department of Animal and Avian Sciences (ANSC)
- c. Department of Environmental Science and Technology (ENST)
- d. Department of Nutrition and Food Science (NFSC)
- e. Department of Plant Science and Landscape Architecture (PSLA)
- f. Institute for Applied Agriculture (IAA)
- g. Department of Veterinary Medicine (VTMD)

2. University of Maryland Extension (UME)

3. Maryland Agricultural Experiment Station (MAES)

4. Maryland Campus of the Virginia-Maryland Regional College of Veterinary Medicine

- B. Faculty refers to all Tenured/Tenure-Track and Professional Track Faculty appointed in both on and off campus facilities in the College unless otherwise noted.
- C. Staff refers to all Exempt and Non-Exempt staff employed by the College in both on and off campus facilities in any of the Units listed above.

IV. Administration

- A. **Dean and Director.** The Dean is the Chief Executive Officer of AGNR. The Dean also serves as Director of UME and MAES.
 - 1. The Dean has overall responsibility for the College's facilities, budget, academic affairs, research operations, programs, operations, and personnel matters.
 - 2. The Dean has statewide responsibility for articulating the mission and goals of the College.
 - 3. The Dean is appointed by the authority of the President of the University of Maryland upon recommendation of the Senior Vice President and Provost, following a search involving substantial participation by faculty, staff, students, and constituents of the state.
- B. **Associate and Assistant Deans/Directors and Assistants to the Dean/Director.** The Dean may appoint Associate and Assistant Deans/Directors and Assistants to the Dean/Director who serve at the Dean's discretion.
 - 1. Associate or Assistant Deans/Directors may be appointed for each of the major responsibility areas including instruction, research, extension, and international programs. Each of these shall assist the Dean to administer College operations.
 - 2. Appointments shall be made with substantial input from College faculty, staff, and students, as appropriate. The Dean will follow all University procedures with regard to appointments and/or reappointments.
- C. **Unit Heads.** Each Unit of the College shall be administered by a Department Chair, Associate Director or Director. Unit Heads are responsible for their Unit's budget, program direction, and personnel matters, including recommendations for appointments, tenure, promotions, and salaries, in concert with procedures of the University. Each chair or Unit Head will be appointed by the Dean or their representative following a search process with substantial involvement of faculty, staff, students, and stakeholders of the unit as appropriate. All University procedures with regard to appointments will be followed.

D. **Administrative Council (AC).** The AC shall advise the Dean on strategic thinking for the College.

1. Membership: All department chairpersons/associate deans/assistant deans, program leaders, program directors, and key academic/administrative leadership are members of the Council.
2. Meetings: Meetings of the Council shall be called by the Dean at least twice a year.

V. College Councils

A. Diversity, Equity, Inclusion, and Respect Council (DEIRC)

1. **Mission.** The AGNR Diversity Council's mission is to effectuate the College's DEIR plan to improve diversity, inclusion, and equality within the college community by promoting dialogue, providing information, and fostering respect for all students, faculty, and staff, and AGNR clientele. In carrying out its mission, the council chair will report to the Dean of AGNR. Specifically, the Council works to:
 - a. Fully effectuate and support the College's four DEIR goals and four College-level initiatives and modify the DEIR plan, as needed;
 - b. Review AGNR's unit DEIR plans and provide input;
 - c. Comment on policy-related issues, including ways in which current policy strengthens or detracts from the diversity of the composition of the faculty, staff, student body, and eligible clientele; and
 - d. Present recommendations to the Dean that include strategies, individuals responsible for specific actions, timelines for implementation, and measurable outcomes that reflect continuous improvement of College climate and identify methods that "move the needle" on diversity, equity, and inclusion, and foster respect for AGNR clientele, faculty, staff, and students.
2. **Representation.** The Council will reflect the broad diversity of the College's faculty, staff, and students. Individuals will be selected so that the unique differences within the College bring about a Council that supports individual and collective achievements to create an environment that is both respectful of these differences and inclusive of all.
3. **Membership.** The AGNR DEIR Council shall have the following members (23 voting members and 2 ex-officio).

- a. The constituencies represented are:
 - i. Faculty
 - (a) Tenured/Tenure-Track (TTK) Faculty: one representative from each of AGNR's Academic Units (six)¹ and two representatives from UME.
 - (b) Professional Track Faculty (PTK): three representatives from on-campus Units, including one from the IAA and two from UME.
 - (c) MAES (one)
 - ii. Exempt Staff members (two)
 - iii. Non-Exempt Staff members (two)
 - iv. Graduate Student members (two)
 - v. Undergraduate Student members (two)
 - vi. IAA Student (one)
 - vii. Assistant Dean for Academic Programs
 - viii. Associate Chair (appointed by the Dean): Academic Chair/Associate Dean/Associate Dean and Director
 - ix. Non-Voting Ex-officio: Director Human Resources Management and Compliance Programs/Equity Administrator (Chair of Survey Committee)
 - x. Non-Voting Ex-officio: AGNR Diversity Officer
- b. Members to the AGNR DEIR Council will be elected by their respective unit or representative group for a three-year term and may be re-elected for up to two consecutive terms. Faculty (TTK and PTK) members representing Academic Units, UME, and IAA will be elected by their respective unit. Units are strongly encouraged to seek input from their unit-level DEIR committees/councils, where appropriate.
- c. The Dean will appoint the member representing MAES based on input from the Associate Dean of MAES. The Assistant Dean for Academic

¹ Agricultural and Resources Economics, Animal and Avian Sciences, Environmental Science and Technology, Nutrition and Food Science, Plant and Landscape Architecture, and Veterinary Medicine.

Programs will represent the diversity issues of students and facilitate the nomination of two graduate students and two undergraduate students. The Director of IAA will facilitate the nomination of the IAA student representative.

- d. The two on-campus PTK faculty representatives, the two exempt staff representatives, and the two non-exempt staff representatives shall be elected from an election conducted by the Dean's Office. Members of the College community may nominate individuals to represent exempt or non-exempt staff by sending a nomination letter to the Office of the Dean. Individuals interested in serving may also self-nominate by sending a letter of interest to the Office of the Dean with the support of their respective supervisor.
 - e. The Director of Human Resources Management and Compliance Programs/Equity Administrator, and the AGNR Diversity Officer are permanent staff members of the Council. They will serve as subject matter advisors and provide support to the Council.
4. **Leadership.** The DEIR Council leadership will consist of four members of the Council;
- a. The Council Chair (TTK faculty);
 - i. The Chair will be elected by the members of the Council.
 - ii. The Chair will serve a two-year term and may serve no more than two consecutive terms.
 - b. An Associate Chair;
 - i. The Associate Chair is appointed by the Dean and must be an Associate Dean or Associate Dean/Director or Academic Unit Head.
 - ii. The Associate Chair will serve a one two-year term and may be re-appointed by the Dean for one additional year.
 - c. A Faculty Member (TTK or PTK); and
 - i. The Faculty Member will be elected by the members of the Council.
 - ii. The Faculty Member will serve a two-year term and may serve no more than two consecutive terms.
 - d. The AGNR Diversity Officer shall serve as a permanent ex-officio on the Council.

- e. Together, these four members comprise the Executive Committee of the Council and may meet as needed to facilitate the work of the Council.
5. **Quorum.** A quorum of 15 of the 23 voting members of the Council must be present (in-person or via telephone or video link) in order to conduct business. At least one of the two ex-officio members should be present to conduct official business.
6. **DEIR Committees**
- a. **Policy Committee:** Review institutional policies; and make recommendations to the Council about diversity-related policy issues.
 - b. **Terrapin Strong/Education:** Coordinate AGNR’s Terrapin Strong initiatives (Committee Chair, the Assistant Dean for Academic Programs).
 - c. **Data and Survey Committee:** Oversee the administration of the climate survey and communication of AGNR data. (Committee Chair and Director of HRRMCP).
 - d. **Ad Hoc Committees:** The Council may create ad hoc committees, as needed, such as an external stakeholder/community engagement committee, a student learning/curriculum committee, an awards and recognition committee, and a mentoring and development committee, etc.
 - i. **Frequency of meetings**
 - (a) The Council will meet at least two times during the fall and spring semesters at a time agreed upon by the majority of the membership.
 - (b) The committees of the Council will meet as needed to conduct their business.
 - ii. **Annual Report.** An annual report summarizing activities, outcomes, recommendations, and goals for the following year is submitted to the Dean each year by first Tuesday in May.
- B. **Dean’s Global Leadership Council (DGLC).** To function as an external advisory board to the Dean of AGNR and provide a mechanism for input on issues and concerns to the College from external stakeholders.
- a. **Membership:** The membership will be determined by the Dean with input from College unit heads, associate deans, faculty, and staff, and will include representation from a variety of stakeholders of the College.

- b. Organization: Members will serve for a period of three (3) years and may be extended at the discretion of the Dean.
- c. Meetings: The DGLC will meet with the Dean a minimum of two (2) times per year. Special meetings may be called by the Dean.

VI. Shared Governance Structure and Organization

The overall current structure for the College is shown in the organizational chart in Appendix 1 of the Plan. The Dean shall communicate with and be advised by elected representatives of the faculty, staff, and students as described below.

A. Faculty Advisory Council

1. Purpose: The Faculty Advisory Council (FAC) is the chief body of shared governance in AGNR. The business of the FAC shall be consistent with the Policy of Shared Governance in the University System of Maryland (I-6.00) and the Plan of Organization for Shared Governance at the University of Maryland, College Park.
 - a. The FAC will provide input to the Dean on matters including, but not limited to, strategic planning, administrative staffing, facilities use and planning, and the annual budget of the College.
 - b. The Dean, Chair, or Director shall provide a report of the Unit's expenditures of the prior fiscal year to the FAC.
 - c. The FAC will be responsible for the systematic review and approval of this College Plan of Organization.
 - d. The FAC shall also serve as a Committee on Committees for the College to:
 - i. Nominate a slate of candidates for service on all committees of the College; and
 - ii. Provide a slate of candidates from within the College from which administrators above the Department or Academic Program level may appoint representatives to bodies in order to participate in the search, nomination, and review of administrators within the College.
2. Membership. Membership on the FAC shall include AGNR faculty who are on the College Park campus and in extension offices as follows:
 - a. Elected faculty Senators (TTK and PTK) of the College; and

- b. One additional faculty (TTK or PTK) representative elected from each College Unit.
 - c. Two staff members (one exempt and one non-exempt) elected from the Staff Advisory Council (SAC);
 - d. One undergraduate student member elected from the Dean's Undergraduate Student Advisory Council (DUSAC); and
 - e. One graduate student member elected from the Dean's Graduate Student Advisory Council (DGSAC).
 - f. Members elected by the University Senate election process shall have terms that coincide with their terms on the Senate and all other members shall serve a one-year term with eligibility for re-election for up to two additional years that total three consecutive years.
3. Organization: At the first meeting of an academic year, Council members shall elect a Chair, Vice Chair, and Secretary from within the Council's membership. Officers shall serve a one-year term and can be re-elected two times for a total of three years of service.
 4. Meetings: The Council will meet twice a semester. A quorum shall be a simple majority of the members. Special meetings may be called by the Council Chair or by the Dean.

B. Dean's Undergraduate Student Advisory Council (DUSAC)

1. Purpose: The DUSAC will represent the College's undergraduate student body to the Dean and provide input on College and department policies and procedures.
 - a. They will facilitate dialogue and relationship building among students, staff, faculty, and alumni.
 - b. The DUSAC will listen to student concerns and advocate on their behalf to the Dean's Office and the Academic Programs Office to support an equitable, accessible, and high-quality academic experience for all students of the College.
 - c. The DUSAC will serve to unite the AGNR student body for professional and social events and causes, and is committed to fulfilling its responsibilities of abiding by the University's policies.
2. Membership: The DUSAC shall be composed of the following voting members elected each academic year:

- a. One (1) representative from each Academic Department including the IAA and the Environmental Science and Policy program.
 - b. One (1) member representing the AGNR Peer Mentor program.
 - c. One (1) member representing the AGNR Ambassador program.
 - d. One (1) member representing the AGNR Student Council.
 - e. One (1) member representing AGNR's China 2+2 Program.
 - f. One (1) member representing MANRRS.
 - g. Two (2) At-Large members elected from the entire undergraduate student body.
3. Organization & Executive Board
- a. Organization: Membership shall be limited to current undergraduate students at the University of Maryland, College Park and AGNR. The Organization will meet once per semester with the Dean of the College.
 - b. Executive Board: The DUSAC will be managed by an Executive Board that will be elected annually by the membership. They will be responsible for the finances, activities, scheduling, and general management of the DUSAC as a whole.
 - i. The Executive Board will consist of at least three (3) nominated and elected members currently serving on the DUSAC.
 - ii. The roles and responsibilities of the Executive Board members are outlined in the DUSAC Bylaws.
 - iii. The Executive Board will be elected once per year by a majority vote of the DUSAC.
4. Meetings
- a. The DUSAC will hold meetings at least once a month during the academic year. The schedule will be established at the beginning of each semester.
 - b. A quorum will be a simple majority of the members.
 - c. The DUSAC meetings will follow "Robert's Rules of Order for Small Committees."

C. Dean's Graduate Student Advisory Council (DGSAC)

1. Membership: The Dean's Graduate Student Advisory Council (DGSAC) shall be composed of at least one voting representative from each of the College's academic departments that offers graduate degrees, and at least three but no more than five At-Large voting members. The representatives will be elected by each department each academic year. At-large members will be nominated by the units and elected in a College-wide election process.
2. Functions and Responsibilities:
 - a. Advise the Dean and provide a forum for the exchange of information and discussion of matters pertinent to the graduate experience in the College.
 - b. Coordinate programs among the students, faculty, and alumni.
 - c. Evaluate University, College, and department information and policies.
 - d. Hear student's concerns and be the voice of the College's graduate student population to the Dean's Office and Departmental Graduate Program Offices.
 - e. Facilitate relationships between departments, faculty, staff, students, and alumni and the Office of the Dean, and to foster a sense of community in the College.
 - f. Educate students on academic policies and procedures.
 - g. Assess DGSAC initiatives and find ways to promote its mission and purpose.
3. Officers: The officers of DGSAC shall be the Chair and other officers as specified in the DGSAC constitution. The officers shall be elected annually by a majority vote of the members of DGSAC.
4. Meetings and Notices:
 - a. Meetings shall be held at least monthly during the academic year at a time and place designated by the officers of DGSAC. In order to conduct business a quorum as defined by a simple majority of the members will be required.
 - b. Minutes shall be distributed after each meeting.
 - c. Notices of regular meetings shall be sent to all DGSAC members on a regular basis. A summary of DGSAC activities email shall be distributed periodically to all AGNR graduate students and posted on the DGSAC website.

5. Committees: The officers of DGSAC may constitute standing and ad-hoc committees as deemed necessary.

D. Staff Advisory Council (SAC)

1. Purpose: To function as an advisory board to the Dean of AGNR, and to provide a mechanism for input on issues and concerns of campus and non-campus staff.
2. Membership: SAC Membership shall consist of one representative elected from the exempt and non-exempt staff from each of the following units: AREC, ANSC, ENST, IAA, NFSC, PSLA, and VTMD; and two representatives elected from the exempt and non-exempt staff from both MAES and UME.
3. Elections for representatives will occur each fall, in November.
 - a. Should the elections for representatives include no Exempt or no Non-Exempt Staff from AREC, ANSC, ENST, IAA, NFSC, PSLA, and VTMD as a group, a separate nomination and election process will be held for a single At-Large representative elected from the un-represented staff category(Exempt or Non-Exempt) collectively in the units without representation.
 - b. Similarly, should the elections result in no Exempt or no Non-Exempt staff representatives from MAES and UME as a group, a separate nomination and election process will be held for a single At-Large representative elected from the un-represented staff category (Exempt or Non-Exempt) in those units together.
4. Organization:
 - a. Elections will be held in each department/unit to select its representative(s). Terms of membership will be for two (2) years, beginning January 1 of the calendar year following election to SAC and may be re-elected with no term limits.
 - b. Whenever a mid-term vacancy occurs on SAC, it will be filled through a special election to complete the remainder of the term.
 - c. The Chair will be elected by SAC to call and preside over SAC meetings, and maintain communication with the Dean regarding SAC activities and issues needing attention.

- d. The Co-Chair will be elected by SAC to provide written notice of SAC meetings to all members, and assume the duties of the Chair in their absence.
 - e. The Chair and Co-Chair shall be elected from the SAC membership at the last quarterly meeting of the calendar year.
 - f. Committees may be assembled by the Chair, Co-Chair, or Dean of AGNR for specific purposes with specified completion dates.
5. Meetings: The SAC will meet with the Dean a minimum of three (3) times per year.
- a. A quorum is a simple majority of members, which will be required in order to conduct business.
 - b. Special meetings may be called by the Dean or the Chair of SAC.
 - c. Written notice of meetings shall be provided to all members of SAC.

E. College Assembly

1. Purpose: The purpose of the Assembly is to foster involvement of faculty, staff, and students in College affairs.
 - a. The Dean shall report to the Assembly.
 - b. The Assembly shall conduct the business of the College, as needed, and stand as the forum for recognition of College personnel achievements.
2. Membership: All faculty and staff members shall belong to the Assembly. Undergraduate students serving on the DUSAC and Graduate Students serving on the DGSAC will also be included and will be invited to attend the Assembly.
3. Meetings: There shall be at least one Assembly meeting each academic year called by the Dean.
 - a. The Dean shall present a State of the College Address at one Assembly each year.
 - b. If formal business (e.g., a college-wide vote) is to be conducted, it will be done in accordance with Robert's Rules of Order Newly Revised and a quorum will be considered as 1/3 of the Assembly membership.
4. Organization: The Assembly shall be led by the Chair of the College Council. Organizational rules shall be established by the Assembly.

VII. College Committees. Standing College committees are established as indicated below. In addition, ad-hoc committees may be established at any time by the Dean. In addition to any ad hoc committees, there are three standing committees and two Councils.

A. Appointments, Promotion, and Tenure (APT) Committee

1. Purpose
 - a. The APT Committee shall review and make recommendations to the Dean on TTK faculty appointments and promotions submitted by College Units.
 - b. The APT Committee will advise the Dean on procedural and policy matters related to appointments, promotions, and tenure of TTK Faculty.
 - i. Policies and procedures recommended by the APT Committee shall at all times conform to approved University policies.
 - ii. Specific policies of the College process shall be written and made readily available to all interested parties.
2. Membership
 - a. The APT Committee shall consist of 8 total members with one (1) Full Professor member from each College Unit granting tenure (6) and two (2) Principal Agent members from UME.
 - b. Committee members will serve 3-year terms that are staggered.
 - c. The College APT Committee shall elect one of its members to serve as its Chair. An alternate Chair shall be elected to serve during consideration of cases from the Chair's Unit.
 - d. The Dean shall serve as a non-voting ex-officio on the APT Committee.
3. Voting: Committee members are all voting members, but will not vote on cases from their own Unit.
4. The composition and procedures of the College APT Committee are defined in the College APT Policy in Appendix 2.

B. Professional Track (PTK) Faculty Committee

1. Purpose
 - a. The PTK Faculty Committee shall review and make recommendations to the Dean on PTK Faculty promotions submitted by College Units.

- b. The PTK Faculty Committee will be responsible for developing and approving policies and procedures on matters related to PTK Faculty promotions.
 - i. Policies and procedures established by the PTK Faculty Committee shall at all times conform to approved University policies and guidelines.
 - ii. Specific PTK policies that outline the College process shall be written and made readily available to all interested parties, and are attached as Appendix 3 of this Plan.

2. Membership

- a. The PTK Faculty Committee shall consist of a minimum of three (3) PTK Faculty from the College who hold ranks at or above that of the promotion candidate(s).
 - b. The PTK Faculty Committee will elect its own Chair from within its membership.
 - c. Committee members will serve one (1) year terms, with renewal at the discretion of the Dean.
3. Voting: Committee members may not vote on candidate(s) from their own Units.
4. The composition and procedures of the College PTK Faculty Committee are defined in the College AEP Policy.

C. **Programs, Curricula, and Courses Committee (PCC)**

- 1. Purpose: The PCC Committee reviews and makes recommendations to the Dean concerning: the establishment, modification, or termination of College programs, curricula, or courses leading to academic degrees or upper-level certificates; and the creation, abolition, or reassignment of departments of instruction, bureaus, centers, institutes, or other units whose purpose includes academic instruction leading to a University degree or upper-level certificate.
- 2. The PCC Committee reviews and makes recommendations, through the Dean and to the Graduate Council prior to the PCC for proposals involving graduate programs.
- 3. The Committee shall be especially concerned with the thoroughness and soundness of all proposals, with their role in meeting the mission of the

College or University, the need for the proposal, its effect on available resources, appropriateness of the sponsoring group, and conformity with existing regulations.

4. Membership: The PCC Committee shall consist of one (1) faculty member (TTK or PTK) elected from each Academic Unit within the College, with the exception of the IAA.
 - a. The IAA will have a representative with full voice but will vote only on matters pertaining to the courses and curricula of the IAA that progress through the Senate PCC Committee and VPAC.
 - b. Members will be elected from their units for three (3) year terms based on their unit's Plan of Organization.
 - c. The Associate Dean for Academic Programs shall serve as an ex-officio member of the PCC Committee.
5. Organization: The Chair of the PCC Committee will be elected from within its membership and by its members each year and will serve for that academic year. The Chair may be re-elected for up to two more consecutive terms.
6. Meetings: Meetings will be held monthly or as needed to complete the PCC Committee's charges in a timely manner.
7. A quorum of greater than 50% of voting members must be present in order for business to be conducted.

VIII. Unit Plans of Organization

- A. Each Unit of the College shall establish a Plan of Organization.
- B. Unit Plans of Organization shall conform to both the College and the University's Plan of Organization.
- C. Unit Plans will be reviewed internally by the FAC at least every ten (10) years or following any revision of the College Plan of Organization.

IX. College Senators

- A. AGNR members of the University Senate shall be elected according to the procedures set forth in the UMD Plan, and the Unit Plans of Organization that must follow the University of Maryland requirements that both TTK and PTK are represented on nominating committees.
 1. Election of TTK Faculty Senators. The TTK Faculty Senator elections shall be conducted within each Unit as specified in their Plans of Organization.

- a. All TTK faculty in each Unit conducting elections are eligible to nominate colleagues to fill the Unit's Senate seat, as well as the College's At-Large Senate seat(s).
 - b. The At-Large seats will be elected by all TTK faculty in the entire College.
 - c. Units shall make every effort to ensure that every eligible TTK faculty member has the opportunity to submit nominations.
 - d. For the purposes of apportionment, all Units, Academic and Non-Academic, shall be treated alike, with the exception of UME.
 - e. TTK Faculty Senators shall be elected from each Unit and At-Large.
 - f. Each Unit shall have no more than one (1) TTK Faculty Senator representing that unit solely, with the exception of UME that has three (3) Senators. Additional representative(s) will be elected At-Large from the College.
 - g. Faculty Senators will serve a term of three (3) years.
 - h. Elections for the upcoming academic year shall ordinarily conclude by February 1 to ensure that newly elected Senators are eligible to run for elected committees and councils of the University Senate.
 - i. Replacement Senators, whether temporary or for the remainder of a term, will be elected using the same procedures as are used for regular elections.
2. Election of PTK Faculty Senators. PTK Faculty Senators will be elected following the same procedures as the TTK Faculty Senators and will be elected, one (1) from UME, one (1) from the IAA due to the number of PTK Faculty positions held by those units. The additional representative(s) will be elected At-Large from the College.
 3. Election of AGNR Graduate and Undergraduate Student Senators.
 - a. Eligibility requirements, the apportionment of student Senator seats, and terms lengths for student Senators are defined in the UMD Plan.
 - b. The University Senate Office runs the online candidacy and elections process for all student Senators.
 - c. All undergraduate students with a primary major in an academic program within AGNR and all graduate students in graduate programs within the College will be encouraged to nominate themselves to run to be a student Senator.

- d. The College will also encourage students involved in DUSAC and DGSAC to run as candidates in the Senate elections. Eligibility and term of student Senators are defined in the UMD Plan.

X. Amendments

- A. Proposed amendments to this Plan of Organization should be presented in writing to the Chair of the FAC.
- B. The Chair shall schedule proposed amendments for discussion and action at a regular or special meeting of the College Assembly.
- C. The Chair shall notify faculty, staff, and students in the Assembly in advance of the meeting, through Unit Chairs or Directors, of the proposed amendment.
- D. An amendment shall be adopted with a majority assenting vote of those present at the Assembly meeting.

XI. Adoption.

This Plan shall be adopted upon approval by a majority of the faculty and staff of the College voting on the Plan, and with the approval of the University Senate, and the President.

XII. Review.

This Plan shall be reviewed at least every ten (10) years by the College FAC and the University Senate in compliance with the UMD Plan and may be amended at any time as specified in Section X. above.

XIII. Appendices

- A. Appendix 1 – College Organizational Chart
- B. Appendix 2 – College APT Policy
- C. Appendix 3 – College AEP Policy

College of Agriculture & Natural Resources Appointments, Promotion, & Tenure (APT) Policy

I. Purpose

- A. The APT Committee shall review and make recommendations to the Dean on appointments and promotions submitted by College Units.
- B. The APT Committee will advise the Dean on procedural and policy matters related to appointments, promotions, and tenure of tenured/tenure-track (TTK) faculty.
 - 1. Policies and procedures recommended by the APT Committee shall at all times conform to the University's APT Policy and Guidelines.
 - 2. Specific policies of the College process shall be written and made readily available to all College faculty via email and posted on the College website.

II. Membership

- A. The APT Committee shall consist of 8 total members with one (1) Full Professor member from each College Unit granting tenure (6) and two (2) Principal Agent members from University of Maryland Extension (UME).
- B. Committee members will serve 3-year terms that are staggered.
- C. The College APT Committee shall elect one of its members to serve as its Chair for a 1-year term. An alternate Chair shall be elected to serve during consideration of cases from the Chair's Unit.
- D. Committee members will be nominated by Unit Heads of all Academic Units that grant tenure.
- E. Appointments to the Committee will be made by the Dean, in conformance with University policies regarding inclusiveness.
- F. The Dean shall be a non-voting ex-officio member of the Committee.
- G. Each year the Dean will provide the list of College APT Committee members to all College faculty.

- III. Organization:** The APT Committee will establish its own organizational procedures that conform to University's policies and procedures.

IV. Meetings & Quorum

- A. The APT Committee will meet yearly to review annual PT packages, and at the discretion of the Dean and Committee Chair to review out-of-cycle APT cases.
- B. Meetings may be held virtually only if ordered by the Dean or with the permission of the Dean.
- C. All 8 Committee members must be present, in-person to constitute a quorum.
- D. Remote attendance will be permitted only in exceptional cases and requires the permission of the Dean.

V. Voting

- A. Committee members are all voting members but are not permitted to vote on cases from their own Unit.
- B. Absentee and/or Proxy voting is not permitted.

VI. Procedures

- A. The Committee will be charged by the University's Equity Officer, the Associate Provost for Faculty Affairs, and/or others designated by the Dean prior to or at the beginning of the initial meeting in which APT dossiers will be discussed.
- B. The Committee Chair will bring the case to the Committee upon receiving it from the Unit and will review the case to ensure it is complete. If significant questions arise during the Committee's review, or if there is a possibility of a negative recommendation,, the Chair of the Academic Unit or the designated spokesperson of the Unit-level committee shall have an opportunity to meet with the APT Committee to respond to any specific concerns or issues raised and provide any necessary clarification. The Committee shall provide them with a list of the Committee's general concerns about the candidate's case prior to the meeting.
- C. All matters brought before the Committee and all discussion will be held in strict confidence. Confidentiality of the proceedings will be strictly enforced.
- D. Discussion of appointment or promotion candidates will be focused around the Unit's appointment or promotion criteria and the standard APT dossier, as described in the University's APT Policy.
- E. In all cases, discussion, voting, procedures, and timelines will align with the University's APT Policy & Guidelines.
- F. Voting will occur by secret ballot.

- G. The Committee Chair will draft a letter that conveys the Committee's decision, the justification for its decision, and the results of the vote, which will be approved by the Committee before it is transmitted to the Dean.
- H. The Dean will make their own independent decision and recommendation and will transmit the dossier, the APT Committee's evaluation, and their independent recommendation to the Office of the Senior Vice President & Provost for further consideration. The Dean will subsequently inform the candidate of the decision, per University policy.

VII. Unit APT Policies: All Unit APT Policies should be aligned with the 2015 revisions to the University-wide APT Guidelines on substantive issues such as definition of scholarship, entrepreneurial activities, candidate notification, external evaluators, and more as shown at: <https://pdc-svpaap1.umd.edu/policies/changes.html>.

The College of Agriculture and Natural Resources

Policy on Appointment, Evaluation, and Promotion (AEP) of Professional Track

The UM Senate passed new guidelines for appointment, review and promotion of Professional Track (PTK) faculty¹. Schools and Colleges are required to amend existing policies, or create new policies for the appointment and promotion of PTK faculty in compliance with University policies. This document specifies procedures for the appointment, review and promotion of professional track faculty members in the College of Agriculture and Natural Resources and University of Maryland Extension (UME) who (1) have salaried appointments and (2) are neither tenured nor eligible for tenure. The College criteria for appointment, reappointment, and promotion of PTK faculty can be found, following approval, in the *AGNR Plan of Organization* <https://agnr.umd.edu/faculty-staff/agnr-plan-organization>.

I. Policy

The *College of Agriculture and Natural Resources (AGNR) Plan of Organization* is the governing document for AGNR Appointments, Evaluation, and Appointments (AEP) for AGNR academic departments and AGNR UM Extension units. AGNR department and UME unit-level AEP committees are responsible for faculty appointments, faculty mentoring, and faculty promotions of professional track faculty. The Dean's Office will review and approve all department and unit-level AEP policies to ensure unit compliance with campus-level guidance (II.E.).

All AGNR and UME appointments and promotions to all ranks begin at the department or unit-level. Any candidate wishing to be considered for promotion must initiate the process by making a formal request to his or her department chair or unit director. AGNR has no expectation of minimum or maximum time in rank between evaluations for promotion.

Every department/unit has deadlines for submission of materials for candidates seeking promotion. The first level of review shall be conducted by a department/unit-level committee composed of PTK faculty at the same or higher rank than the one being sought. If PTK faculty at that rank are not available, guidelines allow the committee members to include both PTK and tenure track (TTK) faculty.

When a candidate has a dual or joint appointment in more than one unit, the unit of the lesser appointment will conduct the first first-level review and submit a report the unit of primary appointment. The unit of greater appointment will conduct a second first-level review and submit a committee evaluation along with the independent chair's evaluation to the Dean. The Dean will make a final recommendation to support or deny the application.

PTK faculty must be included with voting representation on the committee (III.C.). The review shall be completed within an academic year.

II. Submission of Materials

A. Cover Letter

The candidate for promotion writes a formal letter to the department chair or unit director, as

¹ UM Guidelines for Appointment, Evaluation, and Promotion of Professional Track Faculty Passed by the Senate April 23, 2015. Approved by the President May 4, 2015. https://faculty.umd.edu/policies/documents/UM_Guidelines_for_PTK_Appointments.pdf

appropriate, outlining how s/he meets the basic qualifications for the next rank (as outlined in the descriptions in Appendix A. Faculty Ranks) and how s/he has performed the duties specified in her/his appointment contract. This cover letter shall be accompanied by a Curriculum Vitae or resume, and supporting materials and should not exceed two pages of single-spaced text. Additional materials supporting advising, mentoring, research, service, outreach and extension impacts, may be submitted if relevant to the faculty rank or appointment contract. Supporting materials should be submitted based on the candidate's appointment contract.

B. Curriculum Vitae or Resume

If submitting a CV, use the University approved template.

C. Teaching Portfolio

This document could include: teaching philosophy, summary of courses taught (highlighting any innovations), quantitative summary of student evaluations, summary of programs, courses, workshops, labs created or updated (highlighting the candidate's specific contributions), or peer/supervisor assessment of teaching.

III. **The PTK Review Process**

A. Composition of the PTK Review Committee

Each department/unit will convene a committee as described in the department/unit's plan of organization. If PTK faculty at the same rank or higher rank than the one being sought are not available, guidelines allow the committee members to include both PTK and TTK faculty. PTK faculty must be included with voting representation on the committee (III.C.). In accordance with the College Plan of Organization, AEP committee members will be selected from one or more of the following units: Agricultural and Resource Economics, Animal and Avian Sciences, Entomology, Environmental Science and Technology, Plant Science and Landscape Architecture, Nutrition and Food Science, Veterinary Medicine, and Institute of Applied Agriculture. AEP committee members may be selected from units external to the unit of the faculty member under review. The committee will elect a chair (V.D.).

The department/unit PTK review committee is responsible for reviewing and evaluating the candidate's accomplishments in one or more of the following three general areas: (1) teaching, advising, and mentoring of students; (2) research, scholarship, and creative activity; (3) service and outreach activities; and (4) professional service to the department/unit, College, university, the profession, or the community. The standards and criteria that serve as the basis for the evaluation are specified in each department/unit's plan of organization.

The College will charge the department/unit review committee to consider candidates within the context of the expectations in their contracts as well as according to the unit/department's criteria for promotion.

B. Voting

The College requires all department/unit faculty eligible to vote on appointment and promotion of PTK faculty to be at the same or higher rank than the rank to which the candidate seeks promotion. Only committee members who participate in the meeting are eligible to vote. Committee members can participate in meetings remotely or in person, e.g. Skype or conference call. Mode of committee meeting participation is at the discretion of the unit. A simple

majority of voting members constitutes a positive AEP committee vote.

C. College Review

When the department/unit head and committee have concluded reviews for promotion, both the chair and committee will provide independent evaluations to the Dean of the College of Agriculture and Natural Resources. The Dean will make a final recommendation to support or deny the application. All appointments and promotions to the highest rank required approval of the Provost (Guidelines V.F.).

Once a decision is made by the Dean, the candidate will be notified by the department chair or the unit director of the decision in writing. Once a candidate is notified, the decision is cannot be rescinded.

D. Appeals

In the event of a negative decision, the faculty member can appeal the decision based on alleged violations of procedural process that would have had a material effect on the decision. All appeals shall be handled according to the procedures established by the Provost's Office of Faculty Affairs and shall be initiated within the period defined in those procedures. For PTK faculty appointments that do not have maximum terms, as established in Policy II-1.00(A), a negative decision regarding an application for promotion does not automatically preclude renewal or the existing professional track appointment.

IV. **Expectation of Department/Unit Policies and Procedures**

- A. Department/unit plans of organizations shall define faculty to include PTK faculty ranks as defined in the University of Maryland Policy on Professional Track Faculty (II-1.00[G]). Department/unit policy should specify the details of the review procedures for appointment and promotion of PTK faculty (consistent with University of Maryland Policy and Procedures on Appointment, Promotion, and Tenure of Faculty (II-1.00(A))).
- B. As required by University of Maryland Policy and Procedures on Appointment, Promotion, and Tenure of Faculty II-1.00(A), each department/unit shall develop brief, written criteria for appointment and promotion to the various professional track titles and ranks. Department/unit criteria should be reviewed periodically, as deemed necessary. PTK faculty shall be given voting representation on committees that are responsible for the creation, adoption, and revision of department/unit-level policies and procedures related to appointment, evaluation, and promotion of PTK faculty. (III.B)
- C. The specific faculty title shall correspond to the majority of the appointee's effort, as indicated by the assignments and expectations. The rank shall be appropriate given the department/unit's specific criteria for such rank and promotion decision shall be made based on the evaluation criteria and the reviewee's performance. (V.L.)
- D. Policies on merit pay for PTK faculty shall be incorporated either into the department/unit's existing merit pay policy, or into the policies and procedures for appointment, promotion, and evaluation of PTK faculty. The department/unit should, whenever possible, offer PTK faculty progressively longer contracts.
- E. The department/unit will use the online contract management system to ensure that all contracts contain necessary elements, including a clear description of assignments and expectations associated with the appointment, as well as information on how to access

department/unit-level PTK policies and professional resources.

- F. All new PTK hires will receive a copy of the College's evaluation and promotion policy (II.C.). Department/unit shall develop programs to facilitate mentoring of junior PTK faculty by senior PTK faculty.

V. Specific Documents to be submitted for Appointment or Promotion

The candidate for rank advancement is expected to put together an application package for review by the department/unit promotion committee. Specific materials needed will be determined by unit directors as appropriate based on the candidate's job description.

VI. PTK College-level Awards

Professional track faculty are eligible to be nominated for all college awards that do not specify tenure or tenure track status. Such awards include:

- Professional Track Faculty Excellence Award
- Integrated Research & Extension Excellence Award
- Faculty Research Award
- UME Extension Excellence Award
- The Dean Gordon Cairns Award for Distinguished Creative Work and Teaching in Agriculture

**Appendix A: Professional Track Faculty Ranks,
Titles, and Minimum Qualifications as set forth in II-**

1.00(A)

Section I of the *University of Maryland Policy on Appointment, Promotion and Tenure of Faculty* II-1.00(A) describes the minimum qualifications for appointment or promotion to academic and academic administrative ranks. These descriptions provided below include the titles most relevant to PTK positions in the College of Agriculture and Natural Resources. Refer to the system policy for Artist-in-Residence, and Librarian ranks.

A. PTK Faculty with Duties Primarily in Research, or Scholarship or Artistic Creativity

1. Faculty Assistant

The appointee shall be capable of assisting faculty in any dimension of academic activity and shall have ability and training adequate to the carrying out of the particular techniques required, the assembling of data, and the use and care of any specialized apparatus. A baccalaureate degree shall be the minimum requirement. Appointments to this rank are typically for terms of one to three years and are renewable for up to three years. Whenever possible, the appointee should be given progressively longer contracts. After three years in rank, appointees who have performed satisfactorily should be eligible for appointment to an appropriate faculty position or encouraged to apply for a staff position.

2. Post-Doctoral Scholar

The appointee generally shall hold a doctorate in a field of specialization earned within three (3) years of initial appointment to this rank. An exception to the time from degree requirement must be approved by the Office of the Provost. Appointment to this rank shall allow for continued training to acquire discipline specific independent research skills under the direction of a faculty mentor. Appointments are typically for one (1) to three (3) years and are renewable, provided no appointee serves in this rank for more than three (3) years. Whenever possible, the appointee should be given progressively longer contracts. After three (3) years in this rank, appointees who have performed satisfactorily are eligible for appointment to the rank of Post-Doctoral Associate.

3. Post-Doctoral Associate

The appointee generally shall hold a doctorate in a field of specialization earned within five (5) years of initial appointment or shall have satisfactorily completed an appointment to the rank of Post-Doctoral Scholar. An exception to the time from degree requirement must be approved by the Office of the Provost. The appointee shall have training in research procedures, be capable of carrying out individual research or collaborating in group research at the advanced level, and have the experience and specialized training necessary for success in such research projects as may be undertaken. Appointments are typically for one (1) to three (3) years and are renewable, provided the maximum consecutive length of service in both post-doctoral ranks shall not exceed 6 years. Exceptions may be approved by the Office of the Provost. Whenever possible, the appointee should be given progressively longer contracts. After six years in the post-doctoral ranks, appointees who have performed satisfactorily are eligible for appointment to an appropriate faculty position other than in the post- doctoral series.

4. Assistant Research Faculty Ranks

a. Assistant Research Professor

This rank is generally parallel to Assistant Professor. Appointees shall have demonstrated superior research ability and potential for contributing to the educational mission through teaching or service. Appointees should be qualified and competent to direct the work of others (such as technicians, graduate students, other research personnel). An earned doctoral degree will be a normal minimum requirement for appointment at this rank. Appointments to this rank are typically one to three years and are renewable. Whenever possible, the appointee should be given progressively longer contracts.

b. Assistant Research Scientist

This rank is generally parallel to Assistant Professor. Appointees shall have demonstrated superior scientific research ability. Appointees should be qualified and competent to direct the work of others (such as technicians, graduate students, other research personnel). An earned doctoral degree will be a normal minimum requirement for appointment at this rank. Appointments to this rank are typically one to three years and are renewable. Whenever possible, the appointee should be given progressively longer contracts.

c. Assistant Research Scholar

This rank is generally parallel to Assistant Professor. Appointees to this rank shall have demonstrated superior scholarly research ability and be qualified and competent to direct the work of others (such as technicians, graduate students, other research personnel). An earned doctoral degree will be a normal minimum requirement for appointment at this rank. Appointments to this rank are typically one to three years and are renewable. Whenever possible, the appointee should be given progressively longer contracts.

d. Assistant Research Engineer

This rank is generally parallel to Assistant Professor. Appointees shall have a demonstrated record of superior engineering practice, design, and development. Appointees should be qualified and competent to direct the work of others (such as technicians, graduate students, other engineering personnel). An earned doctoral degree will be a normal minimum requirement for appointment at this rank. Appointments to this rank are typically one to three years and are renewable. Whenever possible, the appointee should be given progressively longer contracts.

5. Associate Research Faculty Ranks

a. Associate Research Professor

This rank is generally parallel to Associate Professor. In addition to the qualifications required of the Assistant Research Professor, appointees shall have extensive successful experience in scholarly or creative endeavors, the ability to propose, develop, and manage major research projects, and proven contributions to the educational mission through teaching or service. Appointments to this rank are typically one to five years and are renewable. Whenever possible, the appointee should be given progressively longer contracts.

b. Associate Research Scientist

This rank is generally parallel to Associate Professor. In addition to having the qualifications required of the Assistant Research Scientist, appointees shall have significant scientific research accomplishments, show promise of continued productivity, and have the ability to propose, develop, and manage research projects. Appointments to this rank are typically one to five years and are renewable. Whenever possible, the appointee should be given progressively longer contracts.

c. Associate Research Scholar

This rank is generally parallel to Associate Professor. In addition to the qualifications required of the Assistant Research Scholar, appointees shall have extensive successful experience in scholarly or creative endeavors sufficient to have established a regional and national reputation among colleagues, and where appropriate, the ability to propose, develop, and manage research projects. Appointees should provide tangible evidence of sound scholarly production in research, publications, professional achievements, or other distinguished and creative activities. Appointments to this rank are typically one to five years and are renewable. Whenever possible, the appointee should be given progressively longer contracts.

d. Associate Research Engineer

This rank is generally parallel to Associate Professor. In addition to having the qualifications required of the Assistant Research Engineer, appointees shall have a record of significant engineering achievement, show promise of continued productivity, and have the ability to propose, develop, and manage engineering projects. Appointments to this rank are typically one to five years and are renewable. Whenever possible, the appointee should be given progressively longer contracts.

6. Research Faculty Ranks

a. Research Professor

This rank is generally parallel to Professor. In addition to the qualifications required of the Associate Research Professor, appointees shall have demonstrated a degree of proficiency sufficient to establish an excellent reputation among regional and national colleagues. Appointees should have a record of outstanding scholarly production in research, publications, professional achievements or other distinguished and creative activity, and exhibit excellence in contributing to the educational mission through teaching or service. Appointments are typically made as five-year contracts. Appointments for additional five-year terms can be renewed as early as the third year of any given five-year contract. Whenever possible, the appointee should be given progressively longer contracts.

b. Research Scientist

This rank is generally parallel to Professor. In addition to having the qualifications required of the Associate Research Scientist, appointees shall have established a national and, where appropriate, international reputation for outstanding scientific research. Appointees should provide tangible evidence of sound scholarly production in research, publications, professional achievements, or other distinguished and creative activity. Appointments are typically made as five-year contracts. Appointments for additional five-year terms can be renewed as early as the third year of any given five-year contract. Whenever possible, the appointee should be given progressively longer contracts.

c. Research Scholar

This rank is generally parallel to Professor. In addition to having the qualifications required of the Associate Research Scholar, appointees shall have demonstrated a degree of proficiency sufficient to establish an excellent reputation among national and international colleagues. Appointees should provide tangible evidence of an extensive, respected record of scholarly production in research, publications, professional achievements, or other distinguished and creative activity. Appointments are typically made as five-year contracts. Appointments for additional five-year terms can be renewed as early as the third year of any given five-year contract. Whenever possible, the appointee should be given progressively longer contracts.

d. Research Engineer

This rank is generally parallel to Professor. In addition to having the qualifications required of the Associate Research Engineer, appointees shall have established a national and, where appropriate, international reputation for outstanding engineering practice, design, and development. Appointees should provide tangible evidence of sound scholarly production in research, publications, professional achievements, or other distinguished and creative activity. Appointments are typically made as five-year contracts. Appointments for additional five-year terms can be renewed as early as the third year of any given five-year contract. Whenever possible, the appointee should be given progressively longer contracts.

7. Artist-in-Residence Ranks

a. Assistant Artist-in-Residence

This title, generally parallel to Assistant Professor, is intended for those persons whose professional activities are of a creative or performance nature, including but not limited to theatre, dance, music, and art. Normally, appointees to this rank shall hold the terminal degree in the field and/or have demonstrated superior ability in professional activities. Appointments to this rank are typically one to three years and are renewable. Whenever possible, the appointee should be given progressively longer contracts.

b. Associate Artist-in-Residence

This title is generally parallel to Associate Professor. In addition to the qualifications of the Assistant Artist-in-Residence, the appointee's record of professional activities shall demonstrate a national reputation among 8 colleagues. Appointments to this rank are typically one to five years and are renewable. Whenever possible, the appointee should be given progressively longer contracts.

c. Artist-in-Residence

This title is generally parallel to Professor. In addition to the qualifications of the Associate Artist-in-Residence, appointees shall demonstrate a sustained record of superior proficiency and excellence, and an international reputation among colleagues in the field. Appointments are typically made as five-year contracts. Appointments for additional five-year terms can be renewed as early as the third year of any given five-year contract. Whenever possible, the appointee should be given progressively longer contracts.

8. Field Faculty

a. Agent Associate

Appointees shall be able to: teach research-based subject matter from the University for community residents based on local issues and needs; assume leadership for educational development plans; deliver educational programs directly to clientele, peers, and/or volunteers through train-the-trainer or other similar venues in order to extend programming efforts throughout the state. An earned Bachelor's degree will be a normal minimum requirement for appointment at this rank. Appointments to this rank are typically one to three years and are renewable. Whenever possible, the appointee should be given progressively longer contracts.

b. Senior Agent Associate

In addition to the qualifications of the Agent Associate, appointees shall show evidence of superior ability in establishing the foundation of a successful University of Maryland Extension program. An earned Master's degree or years' full-time experience as an Agent Associate will be a normal minimum requirement for appointment at this rank. Appointments to this rank are typically one to five years and are renewable. Whenever possible, the appointee should be given progressively longer contracts.

c. Principal Agent Associate

In addition to the qualifications of the Senior Agent Associate, appointees shall show evidence of excellence in establishing and expanding successful UME programs through mentoring, scholarship, and service. An earned PhD or five years' full-time experience as a Senior Agent Associate will be a normal minimum requirement for appointment at this rank. Appointments are typically made as five-year contracts. Appointments for additional five-year terms can be renewed as early as the third year of any given five-year contract. Whenever possible, the appointee should be given progressively longer contracts.

d. Agent (parallel to the rank of Assistant Professor)

The appointee must hold a master's degree in an appropriate discipline and show evidence of academic ability and leadership skills. The appointee shall have an educational background related to the specific position.

e. Senior Agent (parallel to the rank of Associate Professor)

In addition to the qualifications of an Agent, the appointee must have demonstrated achievement in program development and must have shown originality and creative ability in designing new programs, teaching effectiveness, and evidence of service to the community, institution, and profession. Appointment to this rank may carry tenure.

f. Principal Agent (parallel to the rank of Professor)

In addition to the qualifications of a Senior Agent, the appointee must have demonstrated leadership ability and evidence of service to the community, institution, and profession. The appointee must also have received recognition for contributions to the Cooperative Extension Service sufficient to establish a reputation among State, regional and/or national colleagues, and should have demonstrated evidence of distinguished achievement in creative program development. Appointment to this rank carried tenure.

9. Faculty Engaged Exclusively or Primarily in Clinical Teaching

All appointments in the following titles are renewable. Appointments with these faculty titles do not carry tenure.

a. Assistant Clinical Professor

The appointee shall hold, as a minimum, the terminal professional degree in the field, with training and experience in an area of clinical specialization, and professional or board certification, when appropriate. There shall be clear evidence of a high level of ability in clinical practice and teaching in the departmental field. The appointee shall also have demonstrated scholarly and/or administrative ability. Appointments to this rank are typically for one to three years and are renewable. Whenever possible, the appointee should be given progressively longer contracts.

b. Associate Clinical Professor

In addition to the qualifications required of an Assistant Clinical Professor, the appointee shall ordinarily have had extensive successful experience in clinical or professional practice in the departmental field, and in working with and/or directing others (such as professionals, faculty members, graduate students, fellows, and residents or interns) in clinical activities in the field. The appointee shall also have demonstrated superior teaching ability and scholarly or administrative accomplishments and have a reputation of respect among colleagues in the region. Appointments to this rank are typically for one to five years and are renewable. Whenever possible, the appointee should be given progressively longer contracts.

c. Clinical Professor

In addition to the qualifications required of an Associate Clinical Professor, the appointee shall have demonstrated a degree of excellence in clinical practice and teaching sufficient to establish an outstanding regional and national reputation among colleagues. The appointee shall also have demonstrated extraordinary scholarly competence and leadership in the profession.

Appointments are typically made as five-year contracts. Appointments for additional five-year terms can be renewed as early as the third year of any given five-year contract. Whenever possible, the appointee should be given progressively longer contracts.

10. Additional Faculty Ranks

Appointments with these faculty titles do not carry tenure.

a. Assistant Instructor

The appointee shall be competent to fill a specific position in an acceptable manner, but s/he is not required to meet all the requirements for an Instructor. S/he shall hold the appropriate baccalaureate degree or possess equivalent experience.

b. Junior Lecturer

In instances when a graduate student is given a faculty appointment to teach, the title Junior Lecturer shall be used. Upon completion of the graduate program, Junior Lecturers are eligible for promotion to Lecturer. Appointments to this rank are typically for terms of up to one year and are renewable for up to six years. Whenever possible, the appointee should be given progressively longer contracts.

c. Lecturer

The title Lecturer will ordinarily be used to designate appointments of persons who are serving in a teaching capacity for a limited time or part-time. The normal requirement is a Master's degree in the field of instruction or a related field, or equivalent professional experience in the field of instruction. Appointments to this rank are typically one to three years and are renewable. Whenever possible, the appointee should be given progressively longer contracts.

d. Senior Lecturer

In addition to having the qualifications of a Lecturer, the appointee shall have an exemplary teaching record over the course of at least five years of full-time instruction or its equivalent as a Lecturer (or similar appointment at another institution) and shall exhibit promise in developing additional skills in the areas of research, service, mentoring, or program development. Appointments to this rank are typically one to five years and are renewable. Whenever possible, the appointee should be given progressively longer contracts.

e. Principal Lecturer

In addition to the qualifications required of the Senior Lecturer, appointees to this rank shall have an exemplary teaching record over the course of at least 5 years full-time service or its equivalent as a Senior Lecturer (or similar appointment at another institution) and/or the equivalent of 5 years full-time professional experience as well as demonstrated excellence in the areas of research, service, mentoring, or program development. Appointments are typically made as five-year contracts. Appointments for additional five-year terms can be renewed as early as the third year of any given five-year contract. Whenever possible, the appointee should be given progressively longer contracts.

f. Faculty Specialist

The appointee shall hold a Bachelor's degree in a relevant area and show potential for excellence in the administration and/or management of academic or research programs. Faculty Specialists are expected to engage in activities such as developing curriculum and/or innovative means for delivering curriculum, supervising the non-research activities of graduate or post-doctoral students, serving as grant writers or authors of other publications for an academic or research program, conducting specialized research duties or other such duties that would generate intellectual property to which the faculty member shall retain the rights. Appointments to this rank are typically one to three years and are renewable. Whenever possible, the appointee should be given progressively longer contracts.

g. Senior Faculty Specialist

In addition to showing superior ability to administer academic or research programs, as evidenced by successfully discharging responsibilities such as those of the Faculty Specialist, the appointee shall hold a Master's degree or have at least 3 years full-time experience as a Faculty Specialist (or similar appointment at another institution), or its equivalent. Appointments to this rank are typically one to five years and are renewable. Whenever possible, the appointee should be given progressively longer contracts.

h. Principal Faculty Specialist

In addition to a proven record of excellence in managing and directing an academic or research program, the appointee shall hold a Ph.D. or have at least 5 years of full-time experience as a Senior Faculty Specialist, or its equivalent. Appointments are typically made as five-year contracts. Appointments for additional five-year terms can be renewed as early as the third year of any given five-year contract. Whenever possible, the appointee should be given progressively longer contracts.

i. Adjunct Assistant Professor, Adjunct Associate Professor, Adjunct Professor

The appointee shall be associated with the faculty of a department or non-departmentalized school or College, but shall not be essential to the development of that unit's program. The titles do not carry tenure. The appointee may be paid or unpaid. The appointee may be employed outside the University, but shall not hold another paid appointment at the University of Maryland at College Park. The appointee shall have such expertise in his or her discipline and be so well regarded that his or her appointment will have the endorsement of the majority of the members of the professorial faculty of the academic unit. Any academic unit may recommend to the administration persons of these ranks; normally, the number of adjunct appointments shall comprise no more than a small percentage of the faculty in an academic unit. Appointments to these ranks shall not extend beyond the end of the fiscal year during which the appointment becomes effective and may be renewed.

AGNR Plan of Organization

I. Purpose

The purpose of this plan of organization is to provide a structure for shared, balanced governance of the College of Agriculture and Natural Resources, giving due regard to rights, responsibilities, and participation of the entire College community.

II. Mission

The mission of the College of Agriculture and Natural Resources at the University of Maryland, College Park, is to provide education and conduct research related to agriculture, natural resources, and environmental biology; to provide service to the campus, agricultural professional community, state and local governments, and to the citizens of the State. Research is intended to expand basic knowledge, to analyze important issues, to create and transfer new technology, and to help provide solutions to practical problems and critical issues. Educational programs are provided for undergraduate and graduate students as well as other citizens both on and off campus.

III. College Units

The following units—academic and nondegree-granting—comprise the College of Agriculture and Natural Resources:

A. Academic Units

Department of Biological Resources Engineering
Department of Agricultural and Resource Economics
Department of Natural Resource Sciences and Landscape Architecture
Department of Animal and Avian Sciences
Department of Nutrition and Food Science
Institute for Applied Agriculture
Department of Veterinary Medicine

B. Maryland Cooperative Extension (MCE)

Region I
Region II
Region III
Campus Faculty

C. Maryland Agricultural Experiment Station (MAES)

D. Maryland Campus of the Virginia-Maryland College of Veterinary Medicine

IV. **Administration**

- A. **Dean.** The Dean is the chief executive officer of the College of Agriculture and Natural Resources. The Dean has overall responsibility for the College's facilities, budget, academic affairs, research operations, programs, operations, and personnel matters. The Dean also serves as Director of Maryland Cooperative Extension and the Maryland Agricultural Experiment Station. The Dean has statewide responsibility for articulating the mission and goals of the College. The Dean is appointed by authority of the President of the University of Maryland upon recommendation of the Senior Vice President for Academic Affairs and Provost, following a search involving substantial participation by faculty, staff, students, and constituents of the State.
- B. **Associate and Assistant Deans/Directors and Assistants to the Dean/Director.** The Dean may appoint Associate and Assistant Deans/Directors and Assistants to the Dean/Director who serve at the Dean's discretion. Associate or Assistant Deans/Directors may be appointed for each of the major responsibility areas of instruction, research, extension, and international programs. Each of these shall assist the Dean to administrate College operations. Appointments shall be made with substantial input from College faculty, staff, and students. All University procedures with regard to appointments and/or reappointments will be followed.
- C. **Unit Heads.** Each unit of the College shall be administered by a chairperson, center director, or regional extension director. Unit heads are responsible for their unit's budget, program direction, welfare, and personnel matters, including recommendations for appointments, tenure, promotions, and salaries, in concert with procedures of the University. Each chair or unit head will be appointed by the Dean following a search process with substantial involvement of faculty, staff, and student clients of the unit. All University procedures with regard to appointments will be followed.

V. **Governance Structure and Organization**

The overall current structure for the College is attached (see attachment). The Dean shall communicate with and be advised by the Administrative Council, the Faculty Advisory Council, the Staff Advisory Council and the Agriculture and Natural Resources Student Council. The Dean and/or Director shall be responsible for the appointment of the College's standing committees and other advisory councils.

A. **Administrative Council**

1. **Purpose:** The Administrative Council shall consider and advise the Dean in all matters of the College, including academic, budgetary, and personnel matters.
2. **Membership:** All department chairpersons/associate deans/assistant deans, RED's, and key academic/administrative leadership are members of the Council.
3. **Meetings:** Meetings shall be called by the Dean at least twice a year.

B. Faculty Advisory Council

1. Purpose: The Advisory Council shall advise the Dean.
2. Membership: Membership on the Council shall include the following:
 - a. Elected College Park faculty senators of the College
 - b. One faculty representative from each College unit not entitled to a campus senator
 - c. One faculty extension assistant
 - d. One research associate
3. Organization: The Advisory Council shall establish its own organizational structure and elect a chairperson and an executive committee. The Advisory Council may convene a meeting of the College Assembly.
4. Meetings: The Advisory Council shall meet on a regular basis, at least once per semester, when called by the chairperson of the council.

C. Agriculture and Natural Resources Student Council

1. Purpose: It shall be the objective of this council to coordinate the activities of various clubs and organizations within the College of Agriculture and Natural Resources; to promote agriculture and natural resources public relations throughout the University; to foster the spirit of unity, friendship, and sociability among the students and faculty members of the College of Agriculture and Natural Resources; and to promote participation in extracurricular activities of the College of Agriculture and Natural Resources.
2. Membership: Active members of organizations and clubs in or related to the College of Agriculture and Natural Resources are eligible for membership in the council. Examples of clubs include Alpha Gamma Rho, Alpha Zeta, and the American Society of Agricultural Engineers.
3. Organization:
 - a. Each organization or club shall have two representatives on the council elected by the active members of that organization or club during their annual elections.
 - b. Representatives shall serve on the council for a term of two (2) semesters and may serve for an unlimited number of terms.
 - c. Representatives can serve as voting council members for only one organization or club.
 - d. Member clubs shall be responsible for appointing alternate representatives on a temporary basis should the need arise. In the event of a representative not returning to school or resigning, the vacant position shall be filled by a special election conducted by the organization or club concerned.
 - e. Officers of the council will not represent any individual organization or club.
4. Meetings: Council meetings shall be held at least once every other week during the fall semester and once a week during the spring semester.

D. Staff Advisory Council

1. Purpose: To function as an advisory board to the Dean of the College of Agriculture and Natural Resources (the Dean), and provide a mechanism for input on issues and concerns of campus and non-campus staff.
2. Membership: The Council membership shall consist of one elected staff representative from each of the following units/departments: CMREC/WMREC, WREC/LESREC, CITO, IGS/FCS/4-H, NRSL, ANSC, AREC, ENBE, IAA, NFSC, VTMD, Region I, Region II, Region III, Dean's staff, and any additional members appointed, or units recognized by the Dean of the College of Agriculture and Natural Resources
3. Organization:
 - a. Elections will be held in each department/unit approximately 4 months prior to the end of the current members' term, and must be completed prior to the last quarterly council meeting of the term.
 - b. Terms of membership will be for two years, beginning January 1 of the calendar year following election to the Council. There shall be no limit to the number of terms an individual may serve.
 - c. Whenever a mid-term vacancy occurs on the Council, it will be filled by special election to complete the remainder of the term.
 - d. CHAIR. The chair shall call and preside over Council meetings, maintain communication with the Dean regarding Council activities and issues needing attention.
 - e. CO-CHAIR. The co-chair shall provide written notice of council meetings to all members, and assume the duties of the chair in his/her absence.
 - f. The chair and co-chair shall be elected from the Council membership by the Council members at the last quarterly Council meeting of the calendar year.
 - g. Committees may be assembled by the Chair, Co-chair or Dean of the College of Agriculture and Natural Resources, for specific purposes with specified completion dates.
4. Meetings: The Council will meet a minimum of four times a year. Special meetings may be called by the Dean of the College of Agriculture and Natural Resources or the Chair of the Council. Written notice of quarterly meetings shall be provided to all members of the Council. Notice of any special meetings shall include the purpose for which the meeting is being held. A quorum is required to conduct any business needing a vote by the Council. A quorum shall consist of at least 2/3 of the membership either present or by proxy. At all meetings, each member present, or by proxy shall be entitled to one vote. A majority vote is required for passage of motions. Members may also cast votes by physical or E-mail at the direction of the Dean of the College of Agriculture and Natural Resources or Chair of the Council. The Chair, or in his/her absence, the Co-Chair, shall preside at all meetings. In the absence of both the Chair

and Co-Chair, the Council may select any member to act as Chair of the meeting.

VI. College Assembly

- A. **Composition:** The Assembly of the College of Agriculture and Natural Resources shall include all faculty and staff.
- B. **Purpose:** The purpose of the assembly is to foster involvement of faculty and staff in College affairs. The Dean shall report to the assembly. The assembly shall conduct the business of the College, receive reports, and stand as the forum for recognition of College personnel achievements.
- C. **Membership:** All faculty and staff members shall belong to the Assembly. Undergraduate and graduate students may be invited to attend on an ad hoc basis.
- D. **Meetings:** There shall be at least one assembly meeting each academic year called by the Dean. The Dean shall present a state of the College address at one assembly each year. If formal business is to be conducted, it will be done in accordance with Robert's Rules of Order Newly Revised. A majority of the membership shall be considered a quorum.
- E. **Organization:** The assembly shall be chaired by the chairperson of the Faculty Advisory Council. Assembly organizational rules shall be established by the assembly.

VII. College Committees

College committees are established at any time by the Dean in consultation with the Faculty Advisory Council. An ad hoc committee on Strategic Planning shall be appointed by the Dean as needed. When an ad hoc committee is to be established, a clear statement must be made concerning the nature of the committee charge and the maximum time for its existence. In addition to any ad hoc committees, there are two standing committees:

A. **Appointments, Promotion, and Tenure (APT) Committee**

1. **Purpose:** The APT Committee shall advise the Dean on appointments and promotions proposed by College units. The APT Committee may also advise the Dean on procedural and policy matters related to appointments, promotions, and tenure. Policies and procedures established by the APT Committee shall at all times conform to approved policies of the campus and of the University. Specific policies of the College process shall be written and made easily available to all interested parties.
2. **Membership:** The APT Committee shall consist of one tenured faculty member selected from each College unit granting tenure. Unit heads will be asked by the Dean for nominations to the committee, and appointment to the committee will be made by the Dean, in conformance with campus policies regarding inclusiveness and distribution of academic rank. The term of membership on the APT Committee will be staggered and will be for two years.

3. **Organization:** The APT Committee will elect its own chairperson and establish its own organizational procedures that conform with campus policies and procedures.
4. **Meetings:** The APT Committee will meet at the discretion of the Dean and committee chairperson.

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

1. **Purpose:** The PCC Committee reviews and makes recommendations to the Dean concerning the establishment, modification, or termination of College programs, curricula, or courses leading to academic degrees or certificates; the creation, abolition, or reassignment of departments of instruction, bureaus, centers, institutes, or other units whose purpose includes academic instruction leading to a UM degree or certificate. The PCC Committee also reviews and makes recommendations, through the Dean, to the Campus Senate Graduate and Undergraduate Committees on Programs, Curricula, and Courses.

The committee shall be especially concerned with the thoroughness and soundness of all proposals, with their role in meeting the mission of the College of Agriculture and Natural Resources or of the College Park campus, the need for the proposal, its effect on available resources, appropriateness of the sponsoring group, and conformity with existing regulations.

2. **Membership:** The PCC Committee shall consist of one member of each academic unit of the College, with the exception of IAA. Unit heads will be asked by the Dean for nominations to the committee. Appointments to the PCC Committee will be made by the Dean from the list of nominations. The Associate Dean for Academic Programs shall serve as an ex-officio member of the PCC Committee.
3. **Organization:** The Dean shall appoint a chairperson for the PCC Committee from the committee members.
4. **Meetings:** Meetings will be held as needed to complete the PCC Committee charges in a timely manner.

VIII. Unit Organizations

Each unit of the College shall establish a plan of organization. Unit plans of organization shall conform with the Campus Plan of Organization. Unit plans should be revised as needed.

IX. College Senators

The College of Agriculture and Natural Resources shall set up an election committee to elect College senators composed of faculty representatives of the units and population within the College. The College of Agriculture and Natural Resources shall appoint

an election committee to conduct the election. The committee shall be made up of not less than five and not more than seven faculty members. Nominations shall be taken for each unit's senator and the at-large senators. The election committee shall conduct elections as needed to fill senate vacancies in each unit and at-large seats.

- A. **Election of Faculty Senators.** The election committee shall coordinate with each unit to conduct elections within the units and shall conduct the election for at-large senators. The faculty in each unit conducting elections are eligible to nominate colleagues to fill the unit's senate seat as well as the College's at-large senate seat(s). The election committee shall make every effort to ensure that every eligible faculty member has the opportunity to submit nominations.
- B. **Apportionment of Faculty Senators.** For the purposes of apportionment, all units, academic and nonacademic, shall be treated alike.
 - 1. Senators shall be elected from a unit and from at-large.
 - 2. Each unit shall have no more than one senator representing that unit solely.
- C. **Election of College of Agriculture and Natural Resources Graduate Senators.** The College shall select one or two graduate candidates to run in the at-large election. The College of Agriculture and Natural Resources' Advisory Council shall appoint a nomination committee composed of graduate students to choose nominees. Eligibility and term of office are determined by the Senate's "Plan of Organization."
- D. **Election of College of Agriculture and Natural Resources Undergraduate Senators.** The College of Agriculture and Natural Resources' Advisory Council, with participation from the Agriculture Student Council, shall appoint an election committee to conduct an election of the undergraduate senator(s). Eligibility and term of office are determined by the Senate's "Plan of Organization."

X. **By-Laws**

By-Laws to this plan may be established by anyone named in this plan and shall be in accordance with this and other Campus Plans of Organization.

XI. **Amendments**

Proposed amendments to this Plan of Organization should be presented in writing to the chairperson of the Faculty Advisory Council. The Faculty Advisory Council chairperson shall schedule proposed amendments for discussion and action at the next regular or special meeting of the college assembly. The chairperson will notify faculty and staff in advance of the meeting, through unit chairpersons or directors, that these proposals will be considered. An amendment shall be adopted with a majority assenting vote of those present at the assembly meeting. The vote will be by secret ballot.

XII. **Adoption**

This plan shall be adopted upon approval by the College Park Campus Senate and with majority approval of the faculty of the College of Agriculture and Natural Resources voting on this plan.