

# A PLAN OF ORGANIZATION FOR THE SENATES OF UMBC

*As Adopted April, 2004*

## INTRODUCTION

The purpose of this Plan of Organization shall be to comply with the Board of Regents Policy on shared governance in the USM (BOR I-6.00), to provide formal structures for appropriate collaboration and communication between and among administration, faculty, staff and students so that the academic community may discharge its functions with respect to educational policy and other pertinent affairs, and to represent those within the academic community who are not otherwise represented by an exclusive bargaining agent to the administration of UMBC, the University of Maryland System Administration, and the Board of Regents of the University of Maryland System. Ex officio member is defined as an individual granted a “voice” or the right to speak, but not the right to vote in a governance activity.

### I. Purpose and Functions of the Senates

- A. There shall be five representative bodies: the Faculty Senate, the Student Government Association (SGA) Senate, the Professional Staff (Exempt) Senate (PSS), the Senate representing the Non-Exempt Excluded Staff (NEES), and the Graduate Student Association (GSA).
- B. The functions of each Senate shall include the following:
  - 1. To advise and make recommendations to the UMBC administration on issues on behalf of employees not represented by an exclusive collective bargaining agent.
  - 2. To review the actions of the other four Senates and make recommendations concerning those actions to the other Senates or to the UMBC administration.
  - 3. To establish its own bylaws and committees provided they are not in conflict with the provisions of this Plan of Organization.
  - 4. To appoint its members to conference committees with members of other Senates to reconcile differences among them.
  - 5. To engage in actions assigned to it by this Plan of Organization or by the Steering Committee.
  - 6. To make recommendations to the Board of Regents of the University System of Maryland to be forwarded by the Steering Committee through

the President of UMBC and the Chancellor of the University System of Maryland, after the following conditions are fulfilled:

- a. At the time each Senate develops a proposal to the Board of Regents, it shall also send a copy to the members of the Steering Committee.
- b. The officers of other Senates may bring any motion regarding the proposal to their Senates for consideration.
- c. The Chair of the Steering Committee shall forward the actions of the other Senates, with the original proposal, to the President, to be forwarded to the Chancellor and the Board of Regents.

#### C. Functions of the Individual Senates

1. The Faculty Senate shall have the authority to formulate and recommend policies, subject to the advice of the other Senates, and to the policies and procedures established by the Board of Regents or the President for the UMBC campus and the University, with regard to the following matters:
  - a. Principles governing faculty promotion, tenure, retention, and rules and regulations.
  - b. Requirements for awarding undergraduate and graduate degrees.
  - c. Approval of graduate programs.
  - d. Approval of undergraduate major, certificate, and minor programs.
  - e. Periodic reviews of academic departments and programs.
  - f. Operation and administration of research, scholarship, and creative activity.
2. The Professional Staff (Exempt) Senate shall have authority to formulate and recommend policies, subject to the advice of the other Senates, and to the policies and procedures established by the Board of Regents or the President for the UMBC campus and the University, with regard to the following matters:
  - a. Principles governing professional (exempt) staff personnel policies including wages, benefits and working conditions.

- b. Periodic reviews of professional academic support services.
  - c. Review of academic policy as it affects the professional (exempt) staff.
3. The SGA Senate shall have authority to formulate and recommend policies, subject to the advice of the other Senates, and to the policies and procedures established by the Board of Regents or the President for the UMBC campus and University, with regard to the following matters:
  - a. The establishment of budgets for funds allocated to it.
  - b. The establishment and governance of clubs and other organizations of students entitled to the use of UMBC facilities.
4. The Senate for Non-Exempt Excluded Staff shall have authority to formulate and recommend policies, subject to the advice of the other Senates, and to the policies and procedures established by the Board of Regents or the President for the UMBC campus and the University, with regard to the following matters:
  - a. Review of academic policies and practices as they affect Non-Exempt Excluded Staff.
  - b. Review of campus personnel practices as they affect Non-Exempt Excluded Staff.
  - c. Promotion of an improved work environment and enhanced morale among the Non-Exempt Excluded Staff.
5. The GSA Senate shall have authority to formulate and recommend policies, subject to the advice of the other Senates, and to the policies and procedures established by the Board of Regents or the President for the UMBC Campus and University, with regard to the following matters:
  - a. The establishment of budgets for funds allocated to it.
  - b. The establishment and governance of other organizations of students entitled to the use of UMBC facilities.
6. Issues not specifically assigned to a particular Senate may be considered by any Senate.
7. Neither the Plan nor the actions taken by the bodies established under the Plan may contravene public law or the authority of the Board of

Regents, the Chancellor or the President.

II. Membership of the Senates

- A. Each Senate shall be composed of representatives elected from among its constituents.
1. The Faculty Senate shall consist of elected representatives of all UMBC regular faculty who hold the academic rank of instructor (or equivalent) or higher, and who are engaged in teaching and/or research on a full-time basis with an academic year contract.
  2. The Professional Staff (Exempt) Senate shall consist of elected representatives of all Regular and Contingent II exempt (professional) employees of UMBC not otherwise represented by an exclusive bargaining agent.
  3. The Student Government Association Senate shall consist of elected representatives of all undergraduate students enrolled for courses at UMBC.
  4. The Senate for Non-Exempt Excluded Staff shall consist of elected representatives of all Regular and Contingent II Non-Exempt employees of UMBC not otherwise represented by an exclusive bargaining agent.
  5. The Graduate Student Association Senate shall consist of elected representatives of all graduate academic departments.
- B. The President of UMBC shall be an ex officio member of all Senates. The Provost, the Dean of Arts and Sciences, the Dean of the Graduate School and Vice Provost for Research, and the Dean of Engineering shall be ex officio members of the Faculty Senate. The Vice President for Student Affairs shall be an ex officio member of the SGA Senate. The Vice President for Administration and Finance, the Provost, and the Vice President for Student Affairs shall be ex officio members of the Professional Staff (Exempt) Senate. The Provost, the Vice President for Administration and Finance, the Director of Human Resources, the Director of Human Relations and the immediate past President of the Senate for Non-Exempt Excluded Staff shall be ex-officio members of the Senate for Non-Exempt Excluded Staff. The Provost, the Dean of the Graduate School and Vice Provost for Research shall be ex-officio members of the Graduate Student Association Senate.

- C. Changes in the number of elected representatives of each Senate and the manner of their election shall be determined by two-thirds vote of that Senate.
- D. The terms of office of the members of each Senate shall not exceed two years.

III. Officers of the Senates

- A. Each Senate shall elect a President and Vice President, as well as other officers, except for the SGA Senate, the officers of which shall select its officers according to procedures adopted by the SGA Senate.
- B. The terms of office of the President and Vice President of each Senate shall not exceed two years.
- C. The Steering Committee shall consist of the Presidents and Vice Presidents of the Faculty, Professional Staff (Exempt), Senate for Non-Exempt Excluded Staff, and Graduate Student Association Senates as well as the President and Speaker of the Student Government Association.

IV. Bylaws of the Senates

- A. Each Senate shall operate in accordance with Robert's Rules of Order.
- B. Each Senate may organize its own committees, in addition to the University Committees assigned to it.
- C. Each Senate shall adopt its own bylaws and rules of procedure, provided they are not in conflict with the provisions of this Plan of Organization.

V. Steering Committee of the Senates

- A. The Steering Committee shall consist of the following members: The Presidents, Vice Presidents of the Faculty Senate, the Professional Staff (Exempt) Senate, the Senate for Non-Exempt Excluded Staff, the Graduate Student Association, as well as the President and Speaker of the Student Government Association, and the President of UMBC, ex officio or the President's designee.
- B. Officers of the Steering Committee
  - 1. The Steering Committee shall have two officers, a Chair and a Vice Chair.

2. At its September meeting, the Steering Committee will elect a Chair and a Vice Chair. Each nominee shall represent a different Senate. .
3. Each officer shall serve a one year term, The term shall be from September to September.
4. The functions of the Chair of the Steering Committee shall be:
  - a. To conduct the meetings of the committee.
  - b. To represent the Steering Committee and/or the Senates as required or requested.
  - c. To communicate with the Senates on all relevant matters.
5. The functions of the Vice Chair of the Steering Committee shall be:
  - a. To ensure that the minutes of the meetings of the Steering Committee are recorded and distributed to the Senates by the administrative support staff provided by the President's Office.
  - b. To receive correspondence from and transmit correspondence to the Senates on behalf of the Steering Committee.
  - c. To maintain the records of the Steering Committee.
  - d. To maintain a current copy of the Plan of Organization.
  - e. To assume the Chair's responsibilities in the event of the Chair's absence or removal from the office of the Chair, until the Chair resumes responsibility or is replaced by the Steering Committee.

C. The Steering Committee shall have the following functions:

1. To establish rules insuring the proper coordination of the five Senates.

2. To represent the interests of the five Senates to the UMBC Administration, the University System of Maryland Administration, and the Board of Regents.
  3. To call emergency meetings of the Senates.
  4. To make proposals to the five Senates to improve the functioning of the Plan of Organization or on other matters as required.
  5. To inform each Senate promptly of the actions of the other Senates.
  6. To appoint ad hoc committees on matters of interest to more than one Senate.
  7. To receive the reports of those committees responsible to it.
  8. To refer matters from the Steering Committee to appropriate University Committees or Senates.
  9. To appoint conference committees to make proposals to resolve disagreements among the five Senates.
- D. Meetings of the Steering Committee shall be held at least twice each semester and may be called by the Chair, the President, or any of the Senate presidents. The President shall ensure that the committee meets before or during the month of September.

## VI. University Committees

- A. University Committees shall be those committees established in the Plan of Organization or created by majority vote of each of the five Senates.
- B. Chairs of University Committees shall be elected from among the members of the committee. Ex officio members of University Committees may not serve as Chairs and may not vote unless otherwise specified in the Plan of Organization. In the event of a vacancy in a chair position of a University Committee, a temporary chair shall be appointed by the President of the Senate to which it reports or by the Chair of the Steering Committee, if it reports to the Steering Committee.
- C. The functions of University Committees shall include the following:
  1. To accept assignments from the Steering Committee or any of the five Senates.
  2. To report to that body this oversees its activities.

3. To inform all Senates and the Steering Committee of its actions.
- D. Unless otherwise specified in the Plan of Organization, the faculty members of University Committees shall be selected by methods to be determined by the Faculty Senate; the Professional staff members of University Committees shall be selected by methods to be determined by the Professional Staff (Exempt) Senate; the Non-Exempt Excluded staff members of University Committees shall be selected by methods to be determined by the Senate for Non-Exempt Excluded Staff; the undergraduate student members of University Committees shall be selected by methods to be determined by the SGA Senate; and Graduate student members shall be selected by a method to be determined by the Graduate Student Association Senate.
- E. Each University Committee shall report to a Senate or to the Steering Committee, as follows:
1. The following University Committees shall report to the Steering Committee: Facilities Planning and Scheduling Committee, Landscape and Stewardship Committee, Athletics Policy Committee, Library Policy Committee, Human Relations Committee, and the Risk Management and Safety Committee.
  2. The following University Committees shall report to the Faculty Senate: Undergraduate Council, Graduate Council, Special Sessions Policy Committee, the Academic Conduct Committee, and the Research Council.
  3. The following University Committee shall report to the Student Government Association Senate: the Student Life Committee.
- F. Undergraduate Council
1. Membership shall include eight faculty members; three students; two professional staff members from an office responsible to the Provost; and the Provost, ex officio.
  2. Functions:
    - a. Review and recommend proposals with respect to university policies on undergraduate admissions standards and scholastic standing.



- b. Review and recommend policies with regard to the adoption of and changes in undergraduate degrees, degree requirements, curricula, academic major programs, and individual courses.
  - c. Carry out periodic reviews of existing undergraduate programs to insure the academic integrity and value to the University.
3. The Chair of the Undergraduate Council shall be elected from among the faculty members of the committee and shall sit as an ex officio member of the Faculty Senate unless otherwise entitled to vote.

G. Joint Graduate Council

1. UMBC Membership shall include six regular graduate faculty members elected by the graduate faculty from a slate of regular faculty members nominated by the graduate faculty, two regular graduate faculty members appointed by the President, one graduate student selected by the Graduate Student Association, and the Dean of the Graduate School and Vice Provost for Research, ex officio.
2. Function:
  - a. Review and recommend proposals with respect to university policies on graduate admissions standards and scholastic standing.
  - b. Review and recommend policies with regard to the adoption of and changes in graduate degrees, degree requirements, curricula, academic programs, and individual courses.
  - c. Recommend to the Provost the awarding of all post-baccalaureate degrees, upon certification by the Graduate Program faculty and the Graduate School office that all degree requirements have been met.
  - d. Carry out periodic reviews of existing graduate programs to insure the academic integrity and value to the University.
  - e. Recommend to the UMBC Faculty Senate and the Provost standards for membership in the graduate faculty and the selection of new members of the graduate faculty.
3. The Dean of the Graduate School and Vice Provost for Research shall serve as presiding officer of the Joint Graduate Council, with voice and vote. The Joint Graduate Council will be represented ex officio in the UMBC Faculty Senate by an UMBC liaison selected by the Graduate Council. The liaison shall bring before the Faculty Senate all recommendations relating to matters outlined in Section VI.G.2.

## H. Student Life Committee

1. Membership shall include one faculty member; five undergraduate students; one graduate student; one professional staff member; one Non-Exempt Excluded staff member; Vice President for Student Affairs, ex officio; Director of Residential Life, ex officio; Director, The Commons, ex officio; Director of Off-Campus Student Services, ex officio.
2. Functions:
  - a. Review and recommend policies affecting financial assistance, religious activities, health services, advising and counseling services, student housing, and student transportation to and from the UMBC campus.
  - b. Review and policies with regard to the social discipline of students and, where necessary, make recommendations for changes in such policies.
  - c. Review the structure and operation of the student government, and, where necessary, make recommendations to the Senates.
3. The Chair of the Student Life Committee shall be elected from among the student members of the committee and shall sit as an ex officio member of the SGA Senate.

## I. Special Sessions Policy Committee

1. Membership shall include six faculty members; Provost, ex officio; Associate Vice Provost for Program Development, ex officio; one undergraduate student; and one graduate student.
2. Function:
  - a. To approve courses to be taught in the Special Sessions, with the objective of preventing unnecessary duplication and obtaining a judicious and balanced selection of courses, provided that all

courses offered for credit shall have been approved previously by the Faculty Senate.

- b. To review and recommend policies for the Special Sessions to the Senates and the Provost.
  - c. To oversee the budget of the Special Sessions.
  - d. To promote the well being of the Special Sessions.
  - e. To adopt policies consistent with the above objectives.
3. The Chair of the Special Sessions Policy Committee shall be elected from among the faculty members of the committee and shall sit as an ex officio member of the Faculty Senate with voice but not vote unless otherwise entitled to vote.

J. Facilities Planning and Scheduling Committee

1. Membership shall include three faculty members; three students (including one graduate student); three professional staff; two Non-Exempt Excluded staff; Vice President for Administration and Finance, ex officio; Director, The Commons, ex officio; Registrar, ex officio; Director, Physical Plant, ex officio; Manager, Campus Parking Services, ex officio; Campus Architect, ex officio. The chair shall be elected by the committee, and shall report to each Senate at least once every year.
2. The functions of the Facilities Planning and Scheduling Committee shall be to review and recommend policies with regard to facilities plans (including campus master plans, architectural concepts, building landscape plans, and energy efficiency), construction projects, capital improvements, parking, academic and non-academic use of campus facilities and scheduling, including the academic calendar.

K. Landscape and Stewardship Committee

1. Membership shall include three faculty members; three professional staff; two Non-Exempt Excluded staff; three students (including one graduate student); Vice President for Administration and Finance, ex officio; Director of Residential Life, ex officio; Director, Physical Plant, ex officio; the Campus Architect, ex officio; and a representative from the CERA (Conservation and Environmental Research Area) Steering Committee, ex officio.

2. The functions of the Landscape and Stewardship Committee shall be to review and recommend policies with regard to natural and protected landscapes on campus, ecosystem management, campus beautification, and the UMBC Landscape Master Plan.

L. Athletics Policy Committee

1. Membership shall include two undergraduate students; one graduate student; six faculty members; two professional staff; one Non-Exempt Excluded staff member; Faculty Athletic Representative (FAR); Athletic Director, ex officio; Senior Woman's Administrator (SWA), ex officio; a representative from the President's Office, ex officio. The chair shall be elected by the committee. The Chair of the University Steering Committee shall receive a copy of the minutes of each meeting.
2. The Athletics Policy Committee is responsible for reviewing the mission of the athletics programs. The Committee may review and recommend the following: changes in policies affecting recreational and intramural programs on campus; policies affecting access to athletic/recreational facilities; recruiting policies, admission standards, and academic progress of intercollegiate athletes; and policies regarding outside fund raising activities to support the athletic program.

M. Library Policy Committee

1. Membership shall include three faculty members; three students, to include one graduate student, unless the committee shall find it necessary to seat an undergraduate student in his or her place; two professional staff; one Non-Exempt Excluded staff; Director of the Library, ex officio. The chair shall be elected by the committee, and shall report to each Senate at least once each year.
2. The functions of the Library Policy Committee shall be to review and recommend policies with regard to the operation of the library.

N. Human Relations Committee

1. Membership shall include three faculty members; three professional staff members; two Non-Exempt Excluded staff members; three members of the student body (one to be nominated by the Black Student Union, one by the Student Government Association, and one by the Graduate Student Association); and the Director of the Office of Human Relations, ex officio. Each Senate shall select representatives with due regard to achieving balance among majority and minority racial and ethnic groups. Each non-student member shall serve a two-year term; committee members

may succeed themselves. The chair shall be elected by the committee and shall report to each Senate at least once each year.

2. The function of the committee shall be two-fold:
  - a. The committee is charged with working with campus groups to develop, implement and oversee policies and procedures designed to ensure equal justice for all members of the community in matters pertaining to, but not restricted to, issues of race, gender, ethnicity, disability, cultural difference, and sexual orientation.
  - b. The committee, or those it designates, shall work individually or collectively to resolve informally problems of human relations brought to its attention by members of the community. To that end, its membership shall be made known each year by publication in The Retriever and announcements in each of the Senates.
3. The UMBC administration, the Steering Committee and the various Senates shall:
  - a. Inform the committee of issues that relate to this function;
  - b. Consult with the committee, when appropriate, about issues that relate to this function;
  - c. Appoint at least one member of the committee to university task forces or commissions that relate to this function.

O. Academic Conduct Committee

1. Membership shall include four faculty members; four undergraduate students; Vice President for Student Affairs; Dean of Arts and Sciences; and Dean of Engineering, ex officio.
2. Functions:
  - a. To consider and recommend rules and regulations defining academic misconduct.
  - b. To consider and recommend to the Senates procedures and penalties, including mechanisms of review and appeal, for adjudicating instances of academic misconduct.

- c. To function as hearing board in cases of students' appeals regarding sanctions imposed by faculty members for academic misconduct.
3. The Chair of the Academic Conduct Committee shall be elected from among the faculty members of the Committee and shall sit as an ex officio member of the Faculty Senate unless otherwise entitled to vote.

P. Research Council

1. Membership shall include nine faculty members elected by the Faculty Senate from a slate nominated by departments clustered within Engineering, Sciences and Mathematics, Social Sciences, and Arts and Humanities (two from each cluster); one member elected from the Graduate Student Association; two professional staff members elected by the Professional Staff (Exempt) Senate; one Non-Exempt Excluded staff member elected by the Senate for Non-Exempt Excluded Staff; and two members elected from the directors of the UMBC research centers and institutes (one departmental and one campus-wide). Elected members serve on staggered three-year terms. Ex-officio members of the Council, with voice but no vote: Provost, Vice President for Administration and Finance, Vice Provost for Research, Dean of Arts and Sciences, Dean of Engineering, Chief Information Officer, and Director of the Library.
2. Functions:
  - a. Review and recommend policies with respect to the operation of research, scholarship, and creative activity at UMBC.
  - b. Review and recommend policies with regard to research administration at UMBC.
  - c. Promote policies and programs that promote a quality research climate and environment.
  - d. Serve as a forum for discussion of research issues or systematic problems in need of amelioration.
  - e. Provide voice to the campus administration on matters involving administrative or academic affairs affecting the quality of research.
  - f. Carry out periodic reviews of UMBC Centers and Institutes to ensure the academic quality and value to the University.

- g. Receive reports from UMBC administration and research committees including issues of University compliance with Federal and State regulations.
  - h. Request periodic reports from UMBC research committees.
  - i. Serve as a forum to discuss administrative changes or mechanisms in areas associated with research, scholarship, and creative activity on campus.
  - j. Provide a venue to address unforeseen issues that may have an impact on research, scholarship, and creative activity at UMBC.
  - k. Serve as a campus-wide arena to explore future issues, priorities, and directions in the areas of research, scholarship, and creative activity.
3. The Chair of the Research Council shall be elected from among the faculty members of the Council and shall sit as an ex-officio member of the Faculty Senate unless otherwise entitled to vote.

Q. Risk Management and Safety Committee

- 1. Membership shall include one member elected by each Senate, the Director of University Police, Campus Architect, The Director of Physical Plant, and the Director of University Health Services. Ex officio members may include the University's General Counsel, the Vice President for Administration and Finance, and the Director of Environmental Safety and Health.
- 2. Functions:
  - a. To provide guidance and assistance to the Office of Environmental Safety and Health in controlling situations/conditions that cause injuries and illness and to monitor implementation of risk management, safety and health policies.
  - b. To identify existing and potential health/safety hazards on campus.
  - c. To determine the causes of these problems or hazards.

- d. To develop/recommend solutions to resolve the problems or hazards.
  - e. To advise on the implementation of solutions.
  - f. To verify that the solutions are working by evaluating their success in resolving the problems or eliminating the hazards.
  - g. To recommend additional changes if necessary.
3. The Committee shall meet at least once a semester during the academic year and as otherwise necessary in order to respond to an immediate health or safety crisis. The Committee shall report to the University Steering Committee.

## VII. Amendments to the Plan of Organization

- A. Amendments to the Plan of Organization may be presented by a Senate or the Steering Committee.
- B. The Steering Committee shall promptly transmit the text of such proposed amendments to the five Senates. Each Senate has three working months to act or forfeit its right to decide on the issue.
- C. Each Senate shall distribute the text of the proposed amendment in writing to its members at least ten working days before the meeting at which it is to be voted on.
- D. Amendments to portions of the Plan of Organization affecting two or more Senates require a two-thirds vote in two thirds of the Senates that exercise their right to decide within the time period set forth in Article VII, Section B.
- E. Each Senate may amend the portions of the Plan of Organization relevant to its own structure by a two-thirds vote of that Senate.
- F. Each Senate has the right to remain informed of the actions of other Senates, but none has the power to veto the action of the other Senates.
- G. The bylaws of any Senate may be amended by the procedures established by its bylaws provided such amendments do not conflict with the Plan of Organization, or the authority of the President, the Chancellor or the Board of Regents.
- H. Upon ratification of an amendment in accordance with Article VII, Sections A-G, the amendment shall be forwarded to the President of UMBC for final approval.



Approved by Senates: February 5, 2004

Reviewed for legal form and sufficiency April 5, 2004 by Shirley L. Bigley UMBC Counsel

Approved by the President April 14, 2004