

A PLAN OF ORGANIZATION  
FOR THE REPRESENTATIVE BODIES OF UMBC

*As Adopted June 2024*

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 UMBC Administration, the University System of Maryland Administration, and the Board of Regents of the University System of Maryland. Ex officio member is defined as an individual or designee granted a “voice” or the right to speak, but not the right to vote in a governance activity.

I. Purpose and Functions of the Representative Bodies

- A. There shall be six representative bodies: the Faculty Senate, the Exempt Staff Senate (ESS), the Non-Exempt Staff Senate (NESS), the Graduate Student Association (GSA), the Student Government Association (SGA), and the Adjunct Faculty Advisory Committee (AFAC).
- B. The functions of each representative body 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 five bodies and make recommendations concerning those actions to the other bodies 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 bodies 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 representative body 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 bodies may bring any motion regarding the proposal to their respective bodies for consideration.
- c. The Chair of the Steering Committee shall forward the actions of the other bodies, with the original proposal, to the President to be forwarded to the Chancellor and the Board of Regents.

C. Functions of the Individual Representative Bodies

1. The Faculty Senate shall have the authority to formulate and recommend policies, subject to the advice of the other representative bodies, and to the policies and procedures established by the Board of Regents or the UMBC President, 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 Exempt Staff Senate shall have authority to formulate and recommend policies, subject to the advice of the other representative bodies, and to the policies and procedures established by the Board of Regents or the UMBC President, with regard to the following matters:
  - a. Principles governing 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 exempt staff.

3. The Non-Exempt Staff Senate, exclusive of the collective bargaining unit, shall have authority to formulate and recommend policies, subject to the advice of the other representative bodies, and to the policies and procedures established by the Board of Regents or the UMBC President, with regard to the following matters:
  - a. Principles governing non-exempt excluded staff personnel policies and practices, including wages, benefits, and working conditions.
  - b. Review of academic policies and practices as they affect non-exempt staff.
  - c. Promotion of an improved work environment and enhanced morale among non-exempt staff.
  
4. The Graduate Student Association shall have authority to formulate and recommend policies, subject to the advice of the other representative bodies, and to the policies and procedures established by the Board of Regents or the UMBC President, with regard to the following matters:
  - a. The establishment of budgets for funds allocated to it.
  - b. The establishment and governance of committees and organizations of students entitled to the use of UMBC facilities.
  - c. The representation of the graduate student body and its interests in the UMBC community.
  
5. The Student Government Association shall have authority to formulate and recommend policies, subject to the advice of the other representative bodies, and to the policies and procedures established by the Board of Regents or the UMBC President, 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.
  - c. The representation of the undergraduate student body and its interests in the UMBC community.
  
6. The Adjunct Faculty Advisory Committee shall have the authority to formulate and recommend policies, subject to the advice of the other representative bodies, and to the policies and procedures established by the Board of Regents or the UMBC President, with regard to the following matters:

- a. Communicating adjunct needs and concerns to the UMBC Administration.
  - b. Making recommendations related to adjunct professional development and working conditions.
  - c. Providing advice in the development and implementation of policies and procedures related to adjunct faculty.
7. Issues not specifically assigned to a particular representative body may be considered by any representative body.
  8. 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 Representative Bodies

- A. Each representative body 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 Exempt Staff Senate shall consist of elected representatives of all Regular and Contingent II exempt employees of UMBC not otherwise represented by an exclusive bargaining agent.
  3. The Non-Exempt Staff Senate shall consist of elected representatives of all Regular and Contingent II non-exempt employees of UMBC not otherwise represented by an exclusive bargaining agent.
  4. The Graduate Student Association shall consist of elected representatives of all students enrolled in graduate courses at UMBC and of graduate students in each of the colleges.
  5. The Student Government Association shall consist of elected representatives of all undergraduate students enrolled for courses at UMBC.
  6. The Adjunct Faculty Advisory Committee shall consist of elected representatives of adjunct faculty representing all the colleges.

B. Ex Officio Membership

1. The President of UMBC shall be an ex officio member of all representative bodies.
2. Faculty Senate - The Provost and Senior Vice President for Academic Affairs; the Vice President for Research and Creative Achievement; the Dean of the College of Arts, Humanities, and Social Sciences; the Vice Provost and Dean of the Graduate School; the Dean of the College of Engineering and Information Technology; the Dean of the College of Natural and Mathematical Sciences; the Dean of the Erickson School of Aging Studies, and the Vice Provost and Dean of Undergraduate Academic Affairs shall be ex officio members of the Faculty Senate.
3. Exempt Staff Senate - The Provost and Senior Vice President for Academic Affairs, the Vice President for Administration and Finance, and the Vice President for Student Affairs shall be ex officio members of the Exempt Staff Senate.
4. Non-Exempt Staff Senate - The Provost and Senior Vice President for Academic Affairs, the Vice President for Administration and Finance, the Associate Vice President for Human Resources/Chief Human Resources Officer, and the immediate past president of the senate for non-exempt staff shall be ex officio members of the Non-Exempt Staff Senate.
5. Graduate Student Association - The Provost and Senior Vice President for Academic Affairs, the Vice Provost and Dean of the Graduate School, the Vice President for Research and Creative Achievement, and the Vice President for Student Affairs shall be ex officio members of the Graduate Student Association.
6. Student Government Association - The Provost and Senior Vice President for Academic Affairs and the Vice President for Student Affairs shall be ex officio members of the Student Government Association.
7. Adjunct Faculty Advisory Committee - The Vice Provost for Academic Affairs shall be an ex officio member of the Adjunct Faculty Advisory Committee.

C. Changes in the number of elected representatives of each representative body and the manner of their election shall be determined by two-thirds vote of that body.

D. The terms of office of the members of each representative body shall not exceed two years.

III. Officers of the Representative Bodies

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

#### IV. Bylaws of the Representative Bodies

- A. Each representative body shall operate in accordance with Robert's Rules of Order.
- B. Each representative body may organize its own committees, in addition to the University Committees assigned to it.
- C. Each representative body 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 Representative Bodies

- A. The Steering Committee shall consist of the following members: The Presidents and Vice Presidents of the Faculty Senate, the Exempt Staff Senate, the Non-Exempt Staff Senate, the Graduate Student Association, as well as the President and Speaker of the Student Government Association, the Chair of the Adjunct Faculty Advisory Committee, and the President of UMBC (or designee), ex officio. If any representative of the Steering Committee is unable to attend a meeting, the representative may appoint from their senate's executive body (or the Student Government Association Steering Committee) a representative to attend in their stead with voice and vote.
- 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 representative body.
    - a. Nominations for the two positions should be sent to the current Steering Committee Chair one week before the September meeting

of the Committee. The Chair shall ascertain that all nominees are willing to serve.

- b. Self-nominations are permitted.
  - c. Voting will be anonymous.
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 Steering Committee.
  - b. To represent the Steering Committee and/or the representative bodies as required or requested.
  - c. To communicate with the representative bodies on all relevant matters.
5. The functions of the Vice Chair of the Steering Committee shall be:
  - a. 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.
  - b. Supports the Chair in furthering the annual agenda of the Steering Committee.
  - c. Partners with the Chair in setting the agenda of the monthly meeting.
6. The President's Office shall provide administrative support to the Steering Committee:
  - a. To ensure that the minutes of the meetings of the Steering Committee are recorded and distributed to the representative bodies by the administrative support staff provided by the President's Office.
  - b. To receive correspondence from and transmit correspondence to the representative bodies 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.

- C. The Steering Committee shall have the following functions:
1. To establish rules ensuring the proper coordination of the six representative bodies.
  2. To represent the interests of the six representative bodies to the UMBC Administration, the University System of Maryland Administration, and the Board of Regents.
  3. To call emergency meetings of the representative bodies.
  4. To periodically review and make proposals to the six bodies to improve the functioning of the Plan of Organization or on other matters as required.
  5. To inform each representative body promptly of the actions of the other bodies.
  6. To appoint ad hoc committees on matters of interest to more than one representative body.
  7. To receive the reports of those committees responsible to it.
    - a. After the September meeting of the Steering Committee, the Chair shall identify the University Committee chairs and signal their obligation to report to the Steering Committee during the Academic Year.
    - b. University Committee chairs shall have the ability to choose an in-person report or a written report.
    - c. University Committees that also report to the Faculty Senate may use the same report.
  8. To refer matters from the Steering Committee to appropriate University Committees or representative bodies.
  9. To appoint conference committees to make proposals to resolve disagreements among the six representative bodies.
  10. To offer strategic partnership to the President's Office on issues of significance which the representative bodies have identified, or which the President brings to the Steering Committee.
- 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 representative body

presidents. The President's representative shall ensure that the Steering 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.
- 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 representative body 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 six representative bodies.
  - 2. To report to the body that oversees its activities.
  - 3. To inform all representative bodies and the Steering Committee of its actions.
- D. Unless otherwise specified in the Plan of Organization, faculty members of University Committees shall be selected by methods and for terms to be determined by the Faculty Senate; exempt staff members of University Committees shall be selected by methods and for terms to be determined by the Exempt Staff Senate; non-exempt staff members of University Committees shall be selected by methods and for terms to be determined by the Non-Exempt Staff Senate; graduate student members of University Committees shall be selected by methods and for terms to be determined by the Graduate Student Association; and undergraduate student members of University Committees shall be selected by methods and for terms to be determined by the Student Government Association.
- E. Each University Committee shall submit reports to the Steering Committee or a representative body, as follows:
  - 1. All University Committees shall issue a report for the fall semester not later than the first Steering Committee meeting of the spring semester. The Chair may request a spring report as well and specify when that report is due.
  - 2. The Steering Committee has the right to request more frequent reports as

appropriate.

3. The following University Committees shall also submit reports to the Faculty Senate: Athletics Policy Committee, General Education Committee, Graduate Council, Information Technology Committee, Library Policy Committee, Research and Creative Achievement Council, Special Sessions Policy Committee, Undergraduate Academic Conduct Committee, and Undergraduate Council.

F. Athletics Policy Committee

1. Membership shall include six faculty members; two exempt staff; two undergraduate students; one non-exempt staff; one graduate student; the Faculty Athletic Representative (FAR); the Athletic Director, ex officio; the Senior Woman's Administrator (SWA), ex officio; a representative from the President's Office, ex officio. The chair shall be elected by the committee.
2. The Athletics Policy Committee is responsible for reviewing the mission of the athletics programs. The Athletics Policy 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.

G. General Education Committee

1. Membership shall include eight faculty members; three undergraduate students; two exempt staff members from an office responsible to the Provost and Senior Vice President for Academic Affairs; the Vice Provost and Dean of Undergraduate Academic Affairs; and the chair of the Undergraduate Council (or their designees), ex officio.
2. Functions:
  - a. Review and recommend policies regarding General Education, including General Education degree requirements.
  - b. Establish guidelines for General Education courses, and review and approve courses proposed for General Education credit in a process coordinated with the Undergraduate Council.
  - c. Periodically review General Education requirements, courses, and the contribution of departments to the General Education program.

- d. Monitor the General Education program and make recommendations to support and strengthen that program, as appropriate.
3. The chair of the General Education 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.

#### H. Graduate Council

1. 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; and the Vice Provost and Dean of the Graduate School, ex officio.
2. Functions:
  - 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 major programs, and individual courses.
  - c. Recommend to the Provost and Senior Vice President for Academic Affairs 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 ensure the academic integrity and value to the university.
  - e. Recommend to the Faculty Senate and the Provost and Senior Vice President for Academic Affairs standards for membership in the graduate faculty and the selection of new members of the graduate faculty.
3. The Vice Provost and Dean of the Graduate School shall serve as presiding officer of the Graduate Council, with voice and vote. The Graduate Council will be represented ex officio in the Faculty Senate by a 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.

#### I. Information Technology Committee

1. Membership shall include four representatives from the Provost's Office; two representatives from the Vice President for Information Technology/Chief Information Officer; one faculty member; one exempt staff; one non-exempt staff; one graduate student; one undergraduate student; one representative appointed by the Vice President for Administration and Finance; one representative appointed by the Vice President for Institutional Advancement; one representative appointed by the Vice President for Research and Creative Achievement; one representative appointed by the Vice President for Student Affairs; one representative appointed by the General Counsel; one representative appointed by the Dean of the College of Arts, Humanities, and Social Sciences; one representative appointed by the Dean of the College of Engineering and Information Technology; and one representative appointed by the Dean of the College of Natural and Mathematical Sciences. Ex officio members include all vice presidents and deans.
2. The Information Technology Committee is co-chaired by the Vice Provost for Academic Affairs and the Vice President for Information Technology/Chief Information Officer.
3. The functions of the Information Technology Committee are to provide coordination of I.T. related activities on campus; provide feedback on university I.T. initiatives, especially in terms of budget allocation; develop a university plan for I.T. and provide for its periodic review and update.

J. Landscape Stewardship Committee

1. Membership shall include three faculty members; three exempt staff; two non-exempt staff; two undergraduate students; one graduate student; the Vice President for Administration and Finance, ex officio; the Director of Residential Life, ex officio; the Director of Physical Plant, ex officio; the Campus Architect, ex officio; and a representative from the Conservation and Environmental Research Area (CERA) Steering Committee, ex officio.
2. The functions of the Landscape 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 Master Plan.

K. 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 exempt staff; one

non-exempt staff; and the Director of the Albin O. Kuhn Library, ex officio. The chair shall be elected by the committee.

2. The functions of the Library Policy Committee shall be to review and recommend policies with regard to the operation of the library.

L. Research and Creative Achievement 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 (at least two from each cluster); two exempt staff; one non-exempt staff; one graduate student; two members elected from the directors of the UMBC research centers and institutes, and one representative selected by the Research Administrators Group. Ex officio members of the Council include the Provost and Senior Vice President for Academic Affairs (or designee); the Vice President for Administration and Finance (or designee); the Vice President for Information Technology/Chief Information Officer (or designee); the Vice President for Research and Creative Achievement (or designee); the Dean of the College of Arts, Humanities, and Social Sciences (or designee); the Dean of the College of Engineering and Information Technology (or designee); the Dean of the College of Natural and Mathematical Sciences (or designee); the Vice Provost and Dean of the Graduate School (or designee), the Dean of the Erickson School of Aging Studies (or designee); and the Director of the Albin O. Kuhn Library (or designee).
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 UMBC 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 and Creative Achievement Council shall be elected from among the faculty members of the Council and shall sit as an ex officio member of the Faculty Senate with voice but not vote unless otherwise entitled to vote.

M. Special Sessions Policy Committee

- 1. Membership shall include six faculty members; one undergraduate student; one graduate student; the Provost and Senior Vice President for Academic Affairs, ex officio; and the Associate Vice Provost for Program Development, ex officio.
- 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 representative bodies and the Provost and Senior Vice President for Academic Affairs.
  - 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.

N. Undergraduate Academic Conduct Committee

- 1. Membership shall include four faculty members; four undergraduate students; the Vice Provost and Dean of Undergraduate Academic Affairs, ex officio; and one representative from the General Counsel, ex officio.
- 2. Functions:
  - a. To consider and recommend rules and regulations defining academic misconduct.
  - b. To consider and recommend to the representative bodies 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 Undergraduate 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 with voice but not vote unless otherwise entitled to vote.

O. Undergraduate Council

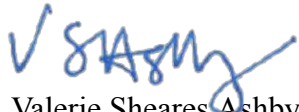
- 1. Membership shall include eight faculty members; three students; two exempt staff members from an office responsible to the Provost and Senior Vice President for Academic Affairs; and the Provost and Senior Vice President for Academic Affairs, ex officio.
- 2. Functions:
  - a. Review and recommend 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 ensure 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 with voice but not vote unless otherwise entitled to vote.

## VII. Amendments to the Plan of Organization

- A. The Steering Committee may update the accuracy of technical aspects of the Plan of Organization (e.g., title changes, grammar, and spelling).
- B. Amendments to the Plan of Organization may be presented by a representative body or the Steering Committee. Proposed amendments will be reviewed during the November Steering Committee meeting.
- C. The Steering Committee shall promptly transmit the text of such proposed amendments to the six representative bodies. Each representative body has three working months to act or forfeit its right to decide on the issue.
- D. Each representative body shall distribute the text of the proposed amendment in writing to its members at least 10 working days before the meeting at which it is to be voted on.
- E. Amendments to portions of the Plan of Organization affecting two or more bodies require a two-thirds vote in two-thirds (4/6) of the bodies that exercise their right to decide within the time period set forth in Article VII, Section C providing no two bodies vote against the proposed amendment.
- F. Each representative body may amend the portions of the Plan of Organization relevant to its own structure by a two-thirds vote of that body.
- G. Each representative body has the right to remain informed of the actions of the other bodies, but none has the power to veto the action of the other bodies.
- H. The bylaws of any representative body 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.
- I. 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



Valerie Sheares Ashby  
President

06/14/2024

Date