ARTICLE 5
COMMITTEES OF THE SENATE

Standing Committees - Specifications: The specifications of each standing committee of the Senate shall state its name, its specific charge, and any exceptions or additions to the basic charge to standing committees stated in Article 5.2. The specifications shall list all voting ex officio members and may restrict committee composition.

5.1

General Standing Committees: In an appropriate section of Article 6 there shall be specifications for each general committee. These specifications must provide voting membership on the general committee for the presiding officers of all adjunct committees specified by the subsections of that section.

Adjunct Standing Committees: In an appropriate subsection of the Article 6 there shall be the specifications for each adjunct committee. The adjunct committee’s responsibilities to the general committee shall be detailed therein as well as in Article 5.4.

Standing Committees - Basic Charge: In its area of responsibility, as defined in its specifications, each committee shall be an arm of the Senate with the following powers:

(1) to formulate and review policies to be established by the Senate according to the Plan (Article 1);

(2) to review established policies and their administration and to recommend any changes in policies or their administration that may be desirable;

(3) to serve in an advisory capacity, upon request, regarding the administration of policies;

(4) to function on request of the President or of the Executive Committee as a Board of Appeal with reference to actions and/or decisions made in the application of policies; and

(5) to recommend the creation of special subcommittees (Article 5.8) when deemed necessary.

5.3

Standing Committees - General Committee Operation:
5.3a Agenda Determination:

(1) Nonprocedural items shall be placed on the agenda of a general committee by vote of that committee, by referral from the Executive Committee (Article 4.7), or by referral of policy recommendations (Article 5.3.b). The committee shall determine the priorities of its agenda items. However, referrals from the adjunct committees must be dealt with promptly, and the Senate, by resolution, may call for a report on a specified item at a specified meeting.

(2) A general committee shall have principal responsibility for identifying matters of present and potential concern to the campus community within its area of responsibility. Such matters should be placed on the agenda of the general committee or referred to the appropriate associated adjunct committee.

Role in Policy Recommendations: Any recommendations to the Senate for the establishment of a new policy or for the revision of an existing policy which originates in an adjunct committee shall be referred to the associated general committee for review and approval prior to submission to the Senate. Substantive changes in the recommendation may not be made by the general committee. Instead, the general committee shall send its suggestions on the recommendation back to the adjunct committee for its consideration.


5.3b

5.3c

5.4 Standing Committees - Adjunct Committee Operation:

Agenda Determination: Nonprocedural items shall be placed on the agenda of an adjunct committee by vote of that committee, by referral from the Executive Committee (Article 4.7), or by referral from its associated general committee. The adjunct committee shall determine the priorities of its agenda items. However, the Senate, the Executive Committee, or the associated general committee, by resolution, may call for a report on a specified item at a specified meeting.
Role in Policy Recommendations: As provided in Article 5.3.b, all policy recommendations originating in an adjunct committee shall be referred to the associated general committee for review and approval prior to submission to the Senate. In the event that the adjunct committee feels that this requirement cannot be met because of an impasse with the general committee on the recommendation, the adjunct committee may submit its recommendation to the Executive Committee for inclusion on the Senate's agenda. If the Executive Committee determines that the impasse is un-resolvable, it shall include the matter on the agenda, noting its extraordinary nature.

Advisory Role: Adjunct committees may, from time to time, serve in an advisory capacity to a particular office. Requests that such committees serve in this capacity may be initiated by the office in question through the Executive Committee, or may be mandated by the Executive Committee either on its own initiative or at the request of the President or one of the Vice Presidents. The associated general committee shall be informed of such actions.

Inactive Status: Subject to confirmation by the Senate, the Executive Committee may place an adjunct committee on inactive status and appoint no presiding officer or members if no agenda has existed for the committee to consider during the most recent academic year as evidenced in the adjunct committee's annual report (Article 5.5.e). To permit such inactivation the adjunct committee itself and the Executive Committee must both recommend inactive status.

Reactivation: An adjunct committee will be reactivated at any time by the Executive Committee when matters within its specifications, as outlined in Article 6, are referred by the Senate or by the Executive Committee. A special committee (Article 5.9) may not be appointed to consider matters within adjunct committee specifications (Article 6) in lieu of reactivating an inactive adjunct committee.

**Standing Committees - Reporting Responsibilities:** Each committee shall be responsible through its presiding officer for the timely delivery of the following reports.

The Executive Secretary shall receive an announcement of each meeting of the committee stating the time and place of the meeting with agenda items. It shall be sent as far in advance of the meeting as possible.

The committee shall report its progress on agenda items as required by the Executive Secretary or the Chair of the Senate.
Reports providing information and/or recommendations to the Senate shall be submitted to the Executive Committee for inclusion on the Senate agenda. Reports resulting from the committee's advisory or board of appeals function shall be submitted to the appropriate Senate or campus officer, and the Executive Committee notified of the submission.

Upon written request of at least four (4) members of a committee, the presiding officer of that committee shall include a minority statement with any committee report. Those requesting inclusion need not support the substance of the minority statement.

An annual report shall be presented to the Chair of the Senate at the end of the academic year, or if approved by the Chair no later than August 16, for submission to the Senate. The report shall include a list of all items placed on the committee's agenda, noting the disposition of each. In the case of committees with little activity, the committee may recommend inactive status the ensuing year (Article 5.4.d).

**Standing Committees - Selecting Members:** Persons shall be named to standing committees in accordance with the procedures listed below.

The Committee on Committees, through the Senate office, shall maintain a database of the qualifications, preferred committees, and past committee service of members of the Senate electorate. Opportunity to update this database shall be provided annually. In the case of students, new information will be solicited through the most practical means. In the case of staff and faculty, current information will be forwarded with a request that the elector update information. In conjunction with this annual update, the Senate office shall circulate prepared information on the duties, powers, and membership specifications of each committee and council to each unit, to all new electors, and to students requesting the information. Notice of the availability of this information in the unit will accompany the solicitation of update.

The Committee on Committees shall submit nominations as necessary to maintain full and effective committee membership. No person shall be nominated for a committee position without consenting to serve on that committee, either through indicated preference or explicit agreement. In making nominations, the Committee on Committees shall keep in view the continuing membership of the committee to ensure that the full membership complies with specifications of the Plan and these Bylaws. Committee members shall be nominated consistent with requirements for diversity specified in Section 8.1 of the Plan.
Ex officio members named in a committee's specifications shall be voting members unless otherwise specified in the Bylaws. Upon recommendation of the Committee on Committees, the Executive Committee may appoint ex officio members with particular expertise or benefit to the committee. Such members shall serve with voice, but without vote. The Executive Committee is empowered to make such changes in non-voting ex officio membership as appropriate.

The Committee on Committees shall forward nominations to the Executive Committee to place on the Senate agenda for approval. Each nominee shall be identified by name, constituency, and Senate committee experience. The notice of nomination shall also include the name and constituency of continuing members of the committee, and the name and office of the current ex officio members, listed for information only. The nominations shall be subject to action by the Senate consistent with the Plan and the specifications of these Bylaws.

Terms on standing committees shall be two years for faculty and staff, one year for students. Appointments to two-year terms shall be staggered: that is, as far as practical, half of the terms from each faculty or staff constituency shall expire each year. Terms shall begin on the date of the transitional meeting of the Senate in the appropriate year.

A member of a standing committee whose term is expiring may be appointed to another term, subject to restrictions (i) and (ii) below. The Committee on Committees is particularly charged to consider the reappointment of active student members.

(i) No reappointment shall be made that would cause the appointee to serve longer than four consecutive years on the same committee.

(ii.) At most half of the non-student members of a committee whose terms are expiring in any given year may be reappointed.

Terms as presiding officer of a committee shall be one year. A presiding officer may be reappointed if his or her tenure as a committee member is continuing; however no shall serve as presiding officer of a committee for more than two consecutive years. Terms as presiding officer shall begin with the transitional meeting of the Senate.

Appointments of the presiding officers of committees and appointments to terms commencing at the annual transitional meeting of the Senate shall be designated as the annual committee slate and shall be approved by the Senate during the appropriate meeting each Spring. Appointments to un-expired terms shall be for the remainder of the un-expired term and shall be acted upon by the Senate as placed on the agenda by the Executive Committee.
Standing Committees - Replacing Presiding Officers and Members: The presiding officer and members of any active standing committee may be replaced for cause after inquiry by the Executive Committee subject to confirmation by the Senate (see Article 5.7.c).

Cause, for presiding officers, is defined as the following:

(1) failure to activate the committee during the first semester after appointment in order to organize its business and determine an agenda; or

(2) failure to activate the committee in order to respond to communications referred from the Executive Committee; or

(3) failure to activate the committee in order to carry out specific charges required in Article 6 or other Senate documents.

Cause, for members, is defined as the following:

(1) continual absence from committee meetings and/or lack of participation in committee activities; or

(2) lack of registration on campus for students or termination of employment on campus for faculty and staff.

Procedure for replacing presiding officers and members:

(1) The decision to replace a presiding officer rests with the Executive Committee; and

(2) requests for replacing a committee member shall be submitted by the presiding officer of a committee to the Executive Committee; such requests will contain a statement citing the appropriate "cause".

(3) When the Executive Committee decides to replace a presiding officer or committee member, it shall request the Committee on Committees to identify a suitable replacement.

Standing Committees - Appointing Special Subcommittees: Appointing Special Subcommittees: A standing committee of the Senate may appoint special subcommittees to assist in the effective performance of its responsibilities. Persons appointed to special subcommittees who are not members of standing committees must be approved by the Executive Committee. The chair of any special subcommittee must be a member of the standing committee making the appointment.
Special Committees: A special committee of the Senate may be established by resolution of the Senate to carry out a specified task. The empowering resolution shall also stipulate the means of selecting the committee and any restrictions on its composition. The committee shall function until the completion of its tasks or until discharged by the Senate. A final report of its work shall be presented to the Senate. Members shall serve for the duration of the committee unless otherwise provided by the Senate.
ARTICLE 6
STANDING COMMITTEE SPECIFICATIONS

6.1 Academic Procedures and Standards Committee:

Membership: The committee shall consist of an appointed presiding officer; ten faculty members; three undergraduate and two graduate students; and the following persons or a representative of each: the Senior Vice President for Academic Affairs and Provost, the Director of Undergraduate Admissions, and the Administrative Deans for Undergraduate and Graduate Studies.

Charge: The committee shall formulate and continually review policies, rules, and regulations governing the admission, readmission, scholastic standing, and dismissal of all students for academic deficiency.

Charge: The committee shall formulate and continually review policies and procedures for academic advisement, scheduling of classes, and registration.

Charge: The committee shall formulate and continually review policies to be observed by the instructional staff in conducting classes, seminars, examinations, students' research, and student evaluation.

Policies, rules, and regulations exclusively governing admission, readmission, scholastic standing, and dismissal of graduate students for academic deficiency shall be reviewed by an appropriate committee of the Graduate School. Such policies, rules, and regulations will be transmitted directly to the Senate through the Executive Committee by the Graduate School. Policies, rules, and regulations that concern both graduate and undergraduate matters shall be considered by both the Educational Affairs Committee and the appropriate committee of the Graduate School.

6.2 Campus Affairs Committee:
Membership:

(1) The committee shall consist of an appointed presiding officer the presiding officers of the associated adjunct committees; six (6) faculty members; two (2) undergraduate and two (2) graduate students; two (2) staff members; the President or a representative of the Student Government Association; the President of the Graduate Student Government or the President's graduate student designee; and the following persons or a representative of each: the Senior Vice President for Academic Affairs and Provost, the Vice President for Administrative Affairs, the Vice President for Student Affairs, the Vice President for University Relations, and the Director of Human Relations Programs.

(2) The Chair of this committee or a member designated by the Chair and approved by the Senate Executive Committee will serve as an ex officio member of the Athletic Council and the Campus Parking Advisory Committee.

Charge: The committee shall formulate and continually review policies and regulations affecting the total campus, its functions, its facilities, its internal operation and external relationships, including the awarding of campus prizes and honors, and make recommendations concerning the future of the campus.

Charge: The committee shall establish procedures for the periodic review of campus level administrators.

6.3 Committee on Committees:

Membership and terms:

(1) As set forth in the Plan (Article 8), the Committee on Committees shall be chaired by the Chair-Elect of the Senate.

(2) Besides the Chair-Elect of the Senate, the voting membership, as defined in the Plan (Article 8.3.a) shall consist of six (6) faculty members, with no more than one from any college, two (2) staff members, and two (2) students, all elected from the voting membership of the Senate.

(3) Students are elected to serve for one year, faculty and staff for two years, whether or not their membership in the Senate continues beyond their first year of service in the committee.
(4) Terms of faculty and staff members are staggered in such a way that at any time no more than three (3) faculty members and one (1) staff member are serving the second year of their term.

(5) In the event of a vacancy on the Committee on Committees, the available candidate who had received the next highest number of votes-in the last annual election for the Committee on Committees, subject to provisions in 6.3.a (2) above, shall fill the remainder of the un-expired term.

Charge:

(1) As set forth in the Plan (Article 8), responsibilities of the Committee on Committees include (a) identification of individuals for service on Senate committees, (b) identification of individuals to serve as representatives of the Senate on University committees. (2) Additional duties include (a) identification of individuals for service on System committees, (b) ongoing assessment of the effectiveness of committees, and recommendation for improvements and changes in committee operations and structure to the Elections, Representation and Governance Committee and to the Executive Committee.

Operation: The Committee on Committees shall follow the procedures specified for standing committees in Article 5 below, with the exception of 5.6 and 5.7.

6.4 Core Liberal Arts and Sciences Program (CORE) Committee:

Membership: The committee shall consist of a presiding officer appointed by the chair of the Senate from the faculty representatives on the committee; ten (10) faculty members consisting of seven (7) faculty representatives from the Arts and Sciences colleges: Arts and Humanities, Behavioral and Social Sciences, Computer, Mathematical and Physical Sciences, and Chemical and Life Sciences provided each college has at least one one representative and no college has more than two representatives; three (3) faculty representatives rotated among the following colleges: Education, Architecture, Business Management, Health and Human Performance, Agriculture and Natural Resources, Journalism, and Engineering provided no college has more than one representative; and two (2) student representatives. The Dean of Undergraduate Studies and the Director of the University Honors Program (or their designee)
and the Director of CORE Planning and Implementation shall be voting ex officio members.

Charge: The committee shall exercise continuing supervisory authority and general oversight over the Core Liberal Arts and Sciences Program at UMCP. Its authority includes, but is not limited to evaluation, selection, and oversight of courses which satisfy fundamental studies, distributive studies, advanced studies, cultural diversity; capstone, and freshman seminar requirements as mandated by the report on undergraduate education entitled Promises to Keep: The College Park Plan Undergraduate Education, (Pease Report) adopted by the College Park Senate in March 1988. It shall also make periodic reports to the Senate on its evaluation of the effectiveness of the program and make any recommendations for revision or improvements it deems appropriate.

The committee shall, under the provisions of Section 5.8, establish subcommittees for each major segment of its work. A member of the CORE Committee shall serve as the presiding officer of each subcommittee. The other members may, but need not be members of the CORE Committee as the CORE Committee and the Executive Committee deem appropriate.

6.5 **Educational Affairs Committee:**

Membership: The committee shall consist of an appointed presiding officer; twelve (12) faculty members; two (2) staff members; two (2) undergraduate students and one (1) graduate student; the President or a representative of the Student Government Association; the President of the Graduate Student Government or the President's graduate student designee; and the following persons or a representative of each: The Senior Vice President for Academic Affairs and Provost, the Director of Honors, and the Administrative Deans of Undergraduate and Graduate Studies. The presiding officers of the Program, Curricula and Courses (PCC) and the CORE Liberal Arts & Sciences (CORE) Committees shall be non-voting ex officio members.
6.5b Charge: The Committee shall formulate and continually review plans and policies to strengthen the educational system of the College Park Campus. The committee shall receive ideas, recommendations, and plans for educational innovations from members of the campus community and others. The committee shall inform itself of conditions in the colleges, schools, and other academic units, and shall propose measures to make effective use of the resources of the campus for educational purposes.

6.6 **Elections, Representation and Governance Committee:**

6.6a Membership: The committee shall consist of an appointed presiding officer; seven (7) faculty members; two (2) staff members; two (2) undergraduate and two (2) graduate students; and the Director of Personnel and the Assistant Vice President for Institutional Research and Planning.

6.6b Charge: The committee shall review and recommend policies regarding the conduct of elections, determine correct apportionments for all constituencies, and investigate and adjudicate all charges arising from the management and results of Senate elections.

6.6c Charge: The committee shall determine the correct apportionment for all constituencies every five years in association with any review or revision of the Senate's Plan of Organization (Plan, Article 6.3)

6.6d Charge: The committee shall supervise all senatorial elections and referenda in accordance with the Plan (Article 4.2), and shall cooperate with certain constituencies in their nomination and election processes in accordance with the Plan (Article 4.4) or as requested by the Executive Committee

6.6e Charge: The committee shall establish appropriate procedures for the tallying and reporting of election results (Plan, Article 4.8), and other such duties as appropriate (see Plan, Articles 3.3.b, and 3.4.b(2)).

6.6f Charge: The committee shall review the plans of organization of the colleges, schools, and other units, in accordance with the Plan (Article 11.2).

6.6g Charge: The committee shall review and observe the operation and effectiveness of the University Senate and make any appropriate recommendations for improvements.
6.6h Charge: The committee shall receive all petitions for impeachment of the Chair or Chair-Elect in accordance with the Plan (Article 5.6).

6.6i Charge: The committee shall initiate procedures for expelling senators in accordance with the Plan (Article 4.10).

6.6j Charge: The committee shall receive all petitions for recall of senators in accordance with the Plan (Article 4.11).

6.7 **Faculty Affairs Committee:**

6.7a Membership: The committee shall consist of an appointed presiding officer; ten (10) faculty members of whom four (4) shall be senators and two (2) must be untenured; one (1) undergraduate student and two (2) graduate students; one (1) staff member and the following persons or a representative from each: the President, the Senior Vice President for Academic Affairs and Provost, and the Director of Personnel.

6.7b Charge: The committee shall formulate and continually review policies pertaining to faculty life, employment, academic freedom, morale, and perquisites.

6.7c Charge: The committee shall work for the advancement of academic freedom and the protection of faculty and research interests.

6.7d Charge: The committee shall, in consultation with colleges, schools, and other academic units, establish procedures for the periodic review of academic administrators below the campus level.

6.8 **Governmental Affairs Committee:**
6.8a Membership: The committee shall consist of the Chair-Elect of the Senate; the current Chair of the Senate; the immediate past Chair of the Senate; a federal and a state campus legislative liaison appointed by the President; two (2) faculty members; one (1) undergraduate student; one (1) graduate student; one (1) non-exempt staff member; one (1) exempt staff member; and such additional non-voting ex officio members as shall be appointed under Section 5.6.c of the Bylaws of the University Senate. Committee members shall not be limited to two consecutive terms as specified in Section 5.6.f(1) of the Bylaws of the University Senate. To assure continuity, selection of members should be made in a way that will return at least four of the members of the immediate past committee to the newly appointed committee.

6.8b Charge: The committee shall initiate activities to provide contact with and provide information for executive and legislative bodies, shall serve as an advisory body to the President concerning campus needs requiring legislation, and shall keep the Senate abreast of legislative issues important to the Campus.

6.9 Human Relations Committee:

6.9a Membership: The committee shall consist of an appointed presiding officer; four (4) undergraduate and two (2) graduate students; six (6) faculty members; three (3) classified employees; the Director of Human Relations; one (1) exempt staff member or a Director from the Office of Academic Affairs; one (1) exempt staff member or a Director from the Office of Administrative Affairs; one (1) exempt staff member or a Director from the Office of Student Affairs; and the following persons or a representative of each: the Senior Vice President for Academic Affairs and Provost, the Vice President for Administrative Affairs, and the Vice President for Student Affairs.

6.9b Charge: The committee shall carry out its responsibilities as detailed in the Article 1, Section E of the Human Relations Code, University of Maryland, College Park, and recommend any appropriate changes in the code. It shall consider programs for improving University human relations.

6.10 Implementation Committee:
Membership: The committee shall consist of the three (3) most recent and available outgoing Senate chairs, one (1) outgoing staff member, one (1) graduate student and one (1) undergraduate student. One of the two students must be a current member of the Senate. The Vice Presidents for Academic Affairs, Administrative Affairs, and Student Affairs, or their designees, shall serve on this committee as ex officio members. The chair of this committee shall be the most recent outgoing Senate Chair, if that person is available. If the outgoing Senate Chair is unavailable to serve as chair of this committee, the chair shall be designated in the same manner as the chairs of other Senate standing committees, but does not need to be a current member of the Senate.

Charge: The Implementation Committee shall be responsible for working with the Senate office to maintain a record of the action on and implementation of previously passed Senate actions, and for corresponding with members of the University administration in that regard. The Committee shall report to the Senate Executive Committee at least once each term on the progress toward implementation of Senate actions and may make recommendations for Senate action where appropriate.

6.11 **Instructional Resources Committee:**

Membership: The committee shall consist of an appointed presiding officer ten (10) faculty members; two (2) professional staff from campus computer facilities; two (2) undergraduate students and one (1) graduate student; and the following persons or a representative of each: the Vice President and Chief Information Officer of the Office of Information Technology, and representatives of other campus committees charged with advisory roles relative to computers and campus, libraries.

Charge: The committee shall formulate and continually review policies on all matters pertaining to telecommunications, instructional and research computers, and other instructional aids.

Charge: The committee shall assist academic units with the development of uses of computers in their courses and curricula.

6.12 **Programs, Curricula and Courses Committee:**
Membership: The committee shall consist of an appointed presiding officer; ten (10) faculty members; two (2) undergraduate students and one (1) graduate student; and the following persons or a representative of each: the Senior Vice President for Academic Affairs and Provost, the Associate Provost for Academic Affairs and Dean for Undergraduate Studies, the Vice President for Research and Dean of the Graduate School, and the Dean of Libraries.

Charge: The committee shall formulate, review, and make recommendations to the Senate concerning policies related both (1) to the establishment, modification, or discontinuance of academic programs, curricula, and courses and (2) to the establishment, reorganization, abolition of colleges, schools, academic departments, or other units that offer credit-bearing programs of instruction or regularly offer courses for credit.

Charge: The committee shall review and make recommendations to the Senate in at least the areas designated by (1) through (3) below. Recommendations in these three areas are not subject to amendment on the Senate floor unless a detailed objection describing the area of concern has been filed with the Senate Office at least 48 hours prior to the meeting at which the recommendations will be introduced.

(1) all proposals for the establishment of a new academic program, for the discontinuance of an existing academic program, for the merger or splitting of existing academic programs, or for the renaming of an existing academic program;

(2) all proposals for the creation, abolition, merger, splitting, or change of name of colleges, schools, departments of instruction, or other units that offer credit-bearing programs of instruction or regularly offer courses for credit; and

(3) all proposals to reassign existing units or programs to other units or programs.
6.12c2 Charge: The Committee shall review and shall directly advise the Office of Academic Affairs concerning proposals to modify the curricula of existing academic programs, or to establish citation programs consistent with College rules approved by the Senate. The Committee shall inform the Senate of its actions in these cases.

6.12c3 Charge: The Committee shall review, establish, and advise the Vice President's Advisory Committee (VPAC) concerning policies for adding, deleting, or modifying academic courses.

Charge: The committee shall be especially concerned with the thoroughness and soundness of all proposals, and shall evaluate each according to the mission of the Institution, the justification for the proposed action, the availability of resources, the appropriateness of the sponsoring group, and the proposal's conformity with existing regulations. The committee shall be informed of any recommendations made by the Academic Planning Advisory Committee (APAC) concerning resource issues and/or the consistency of the proposed action with the Institution's mission and strategic directions.

6.12e The committee shall meet regularly as needed.

6.12f Relation of the Programs, Curricula and Courses Committee with the Office of the Senior Vice President for Academic Affairs and Provost.

(1) The committee, in consultation with the Provost's Office, shall determine the requirements for supporting documentation and the procedures for review of all proposals.

(2) The committee shall be informed by the Provost's Office of all proposed modifications to existing programs and curricula. After consulting with the presiding officer of the committee, the Office of the Provost's Office shall act on all minor changes that are not of a policy nature.

(3) The committee shall be informed by the Provost's Office of all changes made pursuant to 6.12.f(2). The committee shall be informed by the Provost's of all other changes in academic curricula whose approval has been specifically delegated to that office. In particular, this includes the approval to offer existing academic programs through distance education or at a new off-campus location.
Relationship of the Programs, Curricula and Courses Committee to the Graduate School: Proposals concerned with graduate programs and curricula shall receive the review specified by the Graduate School in addition to the review of the Programs, Curricula and Courses Committee. Any such proposal whose approval has been denied by the Graduate School shall not be considered by the committee.
ARTICLE 6
STANDING COMMITTEE SPECIFICATIONS

6.13 Staff Affairs Committee:

6.13a Membership: The committee shall consist of an appointed presiding officer; ten (10) staff members including a member, preferably a senator, from each of the elected staff categories; three (3) faculty members; two (2) students; the Director of Personnel; and one representative each from the Offices of the Vice Presidents for Academic Affairs and Provost, Administrative Affairs, University Relations, and Student Affairs. The elected UMCP representatives to the Council of University System Staff (CUSS), the two staff representatives on the Executive Committee, and two category II contingent employees shall also be members of the committee.

6.13b Charge: The committee shall formulate and continually review campus policies affecting staff members, including policies regarding periodic review of campus departments/administrators that employ staff members.

6.13c Charge: The committee shall assist the Office of the University Senate in soliciting nominations and encouraging participation in elections of staff senators as specified in Article 4.4 of the Plan of Organization for the Campus Community.

6.13d Charge: Staff Affairs shall assist the Committee on Committees and the Senate Executive Committee in identifying staff representatives for campus and Senate committees, including system-wide activities involving staff.

6.13e Charge: The committee shall administer the Council of University System Staff (CUSS) nomination and election process. Definitions of eligible staff shall be defined by the Board of Regents and CUSS.

6.13f Charge: The committee shall actively promote and provide orientation and opportunities for staff involvement in shared governance at every administrative level.

6.14 Student Affairs Committee:
6.14a Membership: The committee shall consist of an appointed presiding officer; ten (10) undergraduate students of whom five (5) must be senators; four (4) graduate students of whom two (2) must be senators; three (3) faculty members; two (2) staff members; the President or a representative of the Student Government Association; the President of the Graduate Student Government or the President's graduate student designee; two representatives of the Office of the Vice President for Student Affairs; and one representative each from the Graduate School and the Offices of Administrative Affairs, Academic Affairs, Institutional Advancement, and Resident Life.

6.14b Charge: The committee shall formulate and continually review policies regarding all non-academic matters of student life including, but not limited to, student organizations, resident life, extracurricular activities, and student concerns in the campus community.

6.14c Charge: The committee shall assist the Office of the University Senate and the colleges and schools as appropriate in soliciting nominations and encouraging participation in the election of student senators.

6.15 **Student Conduct Committee:**

6.15a Membership: The committee shall consist of an appointed presiding officer, four (4) faculty members; five (5) students; and the Director of the Judiciary Office, or a representative, as a non-voting consulting member.

6.15b Charge: The committee shall formulate and continually review recommendations concerning the rules and codes of student conduct, as well as means or enforcing those rules and codes.

6.15c Charge: The committee may act as an appellate body for infractions of the approved Codes of Student Conduct and Code of Academic Integrity. Procedures for the committee's operation in this role are to be developed and filed with the Office of Judiciary Programs and the Executive Secretary of the Senate. The committee also shall confirm members of all judicial boards listed in the Codes of Student Conduct, except conference and ad hoc boards.
ARTICLE 7
UNIVERSITY COUNCILS

7.1 Definition: University councils are established by Article 8.5 of the Plan of Organization to exercise an integrated advisory role over specified campus units and their associated activities. University councils are jointly sponsored by the University Senate, the College Park administration, and the chief administrative officer(s) of the designated unit(s) (hereafter indicated by "director"). University councils may be assigned reporting responsibilities to any member(s) of the College Park administration at the Dean level or above (hereafter referred to as the "designated administrative officer").

Creation of University Councils: Proposals to create a university council shall be evaluated by a task force appointed jointly by the University Senate Executive Committee and the designated administrative officer to whom the new council would report. Following its deliberations, this task force shall present a report to the Senate, the designated administrative officer, and the director of the unit whose activities are the focus of the council. That report shall indicate the specifications which define the working relationship among the Senate, the designated administrative officer, and the director. The report shall include at least the following: the scope and purpose of the new council; a review of the current committees and advisory relationships to be superseded by the proposed council; identification of the designated administrative officer and unit director to whom the council reports; the charge to the council; the size, composition, and appointment process of members of the council; the council's relationship to the Senate, the designated administrative officer, and the director including the responsibilities of these three sponsors to the council and the responsibilities of the council to these three sponsors; and principles for operation of the council. The proposal of the task force shall be reviewed by the appropriate Senate committees, approved by the designated administrative officer, and then approved by the Senate. At the same time, the Senate shall approve appropriate revisions in its Bylaws to incorporate the council into its committee structure. The report of the task force, as approved, shall become an appendix to these Bylaws, serving as a record of the original agreements establishing the council.

Specifications in Senate Bylaws: For each council, Senate bylaws shall: state its name; specify its responsibilities to the Senate; define its membership, including any voting privileges of ex officio members; and identify any exceptions or additions to the provisions of Section 7 of the Bylaws particular to the council.

7.4 Basic Charge:
The council's responsibilities to the University Senate shall include those specified for Senate committees in Section 5.2 of these Bylaws: In addition, each council shall:

(1) Sponsor hearings, as appropriate, on issues within its purview that are of concern to the Senate and the campus community.

(2) Provide a mechanism for communication with the campus community on major issues facing the unit and its activities.

(3) Respond to charges sent to the council by the Senate Executive Committee.

(4) Provide an annual written report to the Senate on the council's activities including the status of unresolved issues before the Committee.

Responsibilities to the designated administrative officer shall be specified in the Task Force Report and may include:

(1) To advise on the unit's budget, space, and other material resources; personnel, staffing and other human resources.

(2) To advise on the unit's administrative policies and practices.

(3) To advise on the charges to be given to periodic internal and external review committees.

(4) To respond to requests for review, analysis, and advice from the designated administrative officer.

(5) To meet at least annually with the designated administrative officer to review the major issues facing the unit and its activities on campus.

(6) To fulfill such other responsibilities as specified in the Task Force Report.
Responsibilities to the unit's director shall be specified in the Task Force Report and may include:

(1) To advise on the needs and concerns of the campus community.

(2) To advise on opportunities, policies, and practices related to the unit's ongoing operations.

(3) To review and advise on unit reports, studies and proposed initiatives.

(4) To respond to requests for review, analysis, and advice made by the director.

(5) To meet at least annually with the director to review the major issues facing the unit and its activities on campus.

(6) To fulfill such other responsibilities as specified in the Task Force Report.

Membership and Appointment to University Councils:

Membership: councils shall have nine to thirteen (13) members as specified in the appropriate subsection of Section 8 of these Bylaws. In addition, each council shall include an ex officio member designated by the administrative officer, and such other ex officio members as specified in the appropriate subsection of Section 5 of these Bylaws. These ex officio members shall have voice but no vote.

Appointment: Representatives of the designated administrative officer's office and the Committee on Committees of the University Senate shall agree on nominees for vacancies on the council. These nominations shall be submitted to the designated administrative officer and to the University Senate for approval. In exercising its powers of appointment to the council, the Senate shall follow procedures for review and approval for Senate committee appointments specified in Sections 5.6.d and 5.6.g of these Bylaws.

Terms: Rules governing beginning date and length of terms, and restrictions on reappointment shall be those specified for Senate committees, except that the presiding officer shall serve a three year term and cannot be reappointed.

Appointment of Presiding Officer: The designated administrative officer and the Senate Executive Committee shall reach an agreement on presiding officer, and the joint choice shall be submitted to the Senate for approval. If the presiding officer is selected from among the membership of the council, a replacement shall be appointed to the vacated seat.
7.6 **Operational Relationship of University Councils to Sponsors:**

7.6a The University Senate Office shall support activities of the council in a manner similar to all other Senate committees.

7.6b The office of the designated administrative officer, through its ex officio council member, shall provide liaison to other administrative units as required.

7.6c The unit director shall provide the council with internal data, reports, studies, etc. required to support the council's work. In addition, the director shall also arrange for unit staff to appear before the committee as requested.

7.6d Control of the university council's agenda shall be the responsibility of the presiding officer of the council and the voting members of the council subject to the charges provided in Section 7.4 of these Bylaws, the appropriate subsection of Section 8. of these Bylaws, and the approved task force report governing the council.

7.6e Each university council shall develop its own bylaws which must be approved by the designated administrative officer and by the Senate.

7.6f In addition to the required annual report, the presiding officer shall keep the Chair of the Senate informed of the major issues before the council and shall indicate when action or information items are likely to be forwarded for Senate consideration. In submitting recommendations for Senate action, the Council shall inform the unit director and the designated administrative officer in advance of its recommendations. For purposes of conducting Senate business, reports from the university council and floor privileges of the Senate shall be managed in the same manner as general committees of the Senate defined in these Bylaws (Sections 3.3.c, 4.4.b, 4.7, and 5.3.a). In the case where the presiding officer of the university council is not a member of the Senate, he or she may report to the Senate and participate in the deliberations of the Senate subject to the provisions of Section 3.3.c of these Bylaws.

7.7 **Review of University Councils:**

7.7a Five years after a university council is formed, a review of the council shall be undertaken jointly by the Senate and administration, and a written report issued. The review may recommend continuation of the council in its original form and mode of operation, modification of the council structure and/or operations, or discontinuance of the council.
Following the initial review, the university council and its operations shall be reviewed in conjunction with the periodic review of The College Park Plan of Organization.
ARTICLE 8
UNIVERSITY COUNCIL SPECIFICATIONS

8.1 University Library Council:

Reporting Responsibilities: The University Library Council shall report to the University Senate, the Provost, and the Dean of the UMCP Libraries under terms of responsibility defined in Section 7.4 and Section 8.1.d of these Bylaws and the Task Force report establishing the University Library Council.

Membership: The University Library Council shall consist of ten (10) appointed members and three (3) ex officio members. The appointed members shall be: the presiding officer, six other faculty members, a graduate student, an undergraduate student, and a member of associate staff of the library. One ex officio member shall be designated by the Provost's Office, the second ex officio member shall be designated by the Dean of the Libraries, and the third ex officio member shall be the "Category 1" staff Senator representing the Librarians.

8.1c Presiding Officer the presiding officer shall be a tenured faculty member.

8.1d Charge: In addition to the charges specified in Sections 5.2 and 7.4 of these Bylaws the Council shall be governed by the following:

(1) Policy review by the Council shall include review and recommendations for major changes and improvement in policies, operations and services of the libraries. These reviews shall consider the concerns and interests of the Senate constituencies and other users of the libraries. Recommendations for change shall include specification of resource implications.

8.2 University Research Council:

Reporting responsibilities: The University Research Council shall report to the University Senate and the Vice President for Research under terms of responsibility defined in Section 7.4 and Section 8.2.d of these Bylaws and the report establishing the University Research Council.

8.2a
Membership: The University Research Council shall consist of thirteen (13) appointed members and seven (7) ex officio members. The appointed members shall be the Chair and eight (8) other faculty members; one (1) staff member; three (3) students, including at least one graduate and one undergraduate student. The seven (7) ex officio members shall be a representative of the Vice President for Research, a representative of the Senior Vice President for Academic Affairs and Provost (non-voting), the Director of the Office of Research Administration and Advancement, and the Chairs of four Subcommittees of the University Research Council as follows: Research Development and Infrastructure Enhancement Subcommittee (RDIES); Research Advancement and Administration Subcommittee (TAAS); Intellectual Property and Economic Development Subcommittee (IPEDS); and, Awards and Publicity Subcommittee (APS).

8.2b Chair: The Chair shall be a tenured faculty member.

Charge: In addition to the charges specified in Sections 5.2 and 7.4 of these Bylaws the Council shall be governed by the following: The Council is charged to formulate and continually review policies regarding research, its funding, its relation to graduate and undergraduate academic degree programs, and its service to the community. Also, the Council is charged to review the research needs of faculty, other researchers and students and to make recommendations to facilitate the research process and productivity in the University. Further, the Council shall formulate and continually review policies on the establishment, naming, reorganization, or abolition of bureaus, centers, of institutes that do not offer programs of instruction or regularly offer courses for credit, including their relationship to graduate and undergraduate academic programs. Additionally, when it perceives problems, the council has the power to undertake investigative studies and recommend solutions.