Plan of Organization

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University of Maryland, College Park

PREAMBLE

The University of Maryland, College Park (hereinafter referred to as the University) is a land grant institution of the State of Maryland and the flagship university of the University System of Maryland.

The purpose of this Plan of Organization is to provide a means for the University to fulfill its responsibilities for educational policy and other affairs of concern to the institution.

A commitment to develop and disseminate knowledge compels a university to construct an academic community, which exemplifies free and open participation in structures that affect the lives of its members. Shared governance at the University, means governance shared among Faculty, Staff, Students and Administrators at all levels. Among these, the Faculty have the fundamental role in the governance of the institution. All principles of shared governance shall be actively implemented at every administrative level including program, department, college, division, and institution.
There shall be a University Senate (hereinafter referred to as the Senate) that will be an integral part of the institutional system of governance. The powers of the Senate shall be limited so that they do not contravene the powers of the Board of Regents as provided in the statutes of The University System of Maryland and the powers delegated by the Board of Regents to the Chancellor of the University System of Maryland and by the Chancellor to the President of the University.

A guiding principle of sound governance among people of reason and good will is a mutual regard for one another. Such regard is manifested in the sharing of information and advice among the administrators of the University, representatives of the campus community, and the campus community generally on all matters of mutual concern. In this spirit the campus community, through its elected representatives, shall advise, consult with, and make recommendations to the administrators of the University. University administrators, in turn, shall respond to such consultations and keep the campus community informed of the condition of the institution and the welfare of its members.

ARTICLE 1

THE SENATE AND ITS FUNCTIONS

1.1 Subject to the authority of the Board of Regents, the Chancellor, and the President, the Senate shall consider any matter of concern including, but not limited to, educational, budgetary, and personnel matters; campus-community matters; long range plans; facilities; and faculty, staff, and student affairs. The Senate shall advise the President, the Chancellor, or the Board of Regents as it deems appropriate.

1.2 The functions of the Senate shall include, but not necessarily be limited to, the following:

1.2.a Advise the Board of Regents and the Chancellor through the President on all matters of concern.

1.2.b Receive and consider recommendations from, and consult with, the President, the Chancellor, and the Board of Regents.

1.2.c Receive and consider recommendations from, and advise and consult with, all sectors of the campus community on matters of concern.

1.2.d Consult with the President on all general policy matters pertaining to the employment and programs of the instructional,
research, and supportive staffs of the University.

1.2.e Submit proposals to the President, or to the colleges, schools, or other units of the institution, or to the three constituencies (faculty, staff, and students), as in its judgment may serve to improve the quality of campus life.

1.2.f Provide for periodic reviews of administrative implementation of policies adopted by the Senate.

1.2.g Assist in the selection of the President, Vice Presidents, or other administrative officers with institution-wide responsibilities.

1.2.h Provide liaison to committees appointed by the President or a representative of the President, and, in turn, provide representation for the President, and for other administrative officers of the institution as appropriate, on all Senate committees.

1.2.i Provide for the periodic review of administrative officers of the University.

1.2.j Formulate and recommend to the President policies relating to education, research, and instructional resources for the institution, and review proposals and recommend review of standards of any individual unit.

1.2.k Formulate and recommend to the President policies relating to programs, curricula and courses including policies on the establishment, reorganization, or abolition of academic units.

1.2.l Work for the promotion of student welfare and the enhancement of student life.

1.2.m Work for the advancement of faculty life, employment, morale, and perquisites, and ensure academic freedom and the protection of faculty and research interests.

1.2.n Work to advance and enhance staff life, conditions of employment, morale, and welfare.

1.2.o Work for a favorable academic environment and harmonious relations with the neighboring communities and surrounding areas.

1.2.p Consult and advise on long range plans as they relate to institutional budget, physical plant development, and other aspects
of campus life including ways in which these aspects may be improved, and provide means to keep such plans under continuing review.

1.2.q Develop and review policies and procedures regarding conduct appropriate to the University and as requested carry out the responsibilities detailed in those policies.

1.2.r Consider and recommend policies relating to the awarding of prizes and honors.

1.2.s Supervise all senatorial elections and institution-wide referenda, and other duties relating to the supervision of the Senate as might be deemed appropriate.

1.2.t Review all plans of organization of the colleges, schools, and other units in accordance with this Plan of Organization.

1.2.u Initiate proposed changes to this Plan of Organization, when necessary or desirable, in accordance with procedures herein.

1.2.v Conduct relations with University System of Maryland entities that call for faculty, staff, and student representation. Such representation shall fall under the jurisdiction of the Senate. Persons so appointed and elected need not be current members of the Senate, but shall be responsible for consulting with and reporting to the Senate and its Executive Committee. Elections and appointments shall be conducted as prescribed in the Senate Bylaws.

1.2.w Determine unit eligibility for representation in the Senate and other governing bodies.

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**ARTICLE 2**

**RELATION OF THE SENATE TO THE OFFICE OF THE PRESIDENT**

2.1 The Senate and the President of the University shall exchange, in a timely manner, information that concerns the actions of the Senate.

2.1a The Senate and its committees shall obtain information from the Office of the President and, through that office from other
administrators, on matters within the Senate's purview. The Executive Committee of the Senate or the presiding officer of the Senate shall distribute such information either to the entire Senate or to its committees as the case requires. In particular, the Senate shall be supplied with up-to-date charts of organization that describe the structure of the offices of the President and vice-presidents.

2.1b The Senate Advisory Committee, consisting of elected members of the Senate Executive Committee, shall meet regularly and privately with the President.

2.1c At least once each academic year, the President shall be invited to a regular or special meeting of the Senate to present a report on any matter of concern.

2.1d The presiding officer of the Senate shall make a report of all appropriate Senate decisions, or Executive Committee decisions made on behalf of the Senate, and send that report to the President within ten working days.

2.2 Decisions of the Senate shall be implemented when approved by the President, and, when necessary, by the Chancellor, by the Board of Regents, and/or by the Maryland Higher Education Commission.

2.2.a In the event that the President does not choose to implement or to forward to the Chancellor a decision of the Senate, the President shall inform the Senate in writing through the Executive Committee of the Senate within ten working days, citing reasons for the dissent. If requested by the Senate, the President shall transmit to the Board of Regents through the Chancellor any further action of the Senate on the matter.

2.2.b In case the decision of the President's office requires longer than ten working days, the President shall notify the Executive Committee of the Senate within those ten working days of the reason for the delay and specify a reasonable date to respond to the Senate. The procedure shall be repeated if additional time is required.

2.2.c The President shall report every six months to the Senate through the Executive Committee on the status of all the Senate's active recommendations.

2.3 At the request of the President, the Senate shall elect representatives to committees or councils.
2.4 At the request of the President, the Executive Committee of the Senate may appoint or nominate representatives to committees or councils.

ARTICLE 3

MEMBERSHIP AND ELIGIBILITY

3.1 There shall be a Senate, a unicameral body composed of voting representatives called senators from the following three constituencies, and certain non-voting ex officio members.

3.2 Faculty Senators:

3.2.a Faculty constituents are defined as (1) those who hold a full-time permanent appointment at the rank of Professor, Associate Professor, Assistant Professor or a rank recognized by the University as equivalent to these (2) Instructors and Lecturers who have, or are eligible to earn job security. Part-time faculty may not be added together to compose a faculty constituent.

3.2.b Representatives to the Senate shall be elected from those faculty constituents who have been under contract to the University at least since August of the academic year during which the election is held. All these senators shall be elected through their college or school in accordance with its individual Plan of Organization, as approved by the Senate. One faculty senator shall be elected for each 20 faculty, or major fraction thereof (11 or more). Faculty serving as administrators shall be considered members of the units in which they hold faculty rank and are thus eligible for election to the Senate from those units. However, notwithstanding the above rate of representation, each college or school shall be entitled to at least as many senators as there are academic departments. Any college or school with fewer than 11 faculty shall be entitled to elect one senator.

3.2.c Faculty who hold joint appointments of equal time in two or more academic or administrative units may vote in or be elected to a Senate seat from only one of those units. Such individuals shall be asked by the Office of the Senate to indicate in which unit they wish to have voting representation. Individuals may change their voting representation only when the Senate is reapportioned.

3.2.d In apportioning senatorial representation among academic departments and programs or others units within colleges and
schools, such representation must be fair and equitable insofar as possible. No academic department may elect two or more senators from its constituency if another academic department in the same school or college has not elected a single senator from its constituency. Academic departments and programs (or other units in the college or school) may be combined for purposes of senatorial representation. In such situations, faculty from both the department and the program shall be equally eligible to be nominated for and to be elected to serve in the Senate.

3.2.e The term of each elected faculty senator shall be three years, irrespective of any academic reorganizations that may take place during that time. No senator who has served a full term shall for a period of one year be eligible for re-election or for appointment to the Senate.

3.3 Staff Senators:

3.3.a For purpose of representation in the Senate, staff constituents are defined as those who hold full-time, permanent appointment as defined by the applicable University definitions and classifications. Part-time staff may not be added together to comprise a staff constituent. The Bylaws shall provide provisions to divide the staff constituency into no more than eight categories nor less than three categories that are consistent with applicable University regulations for purposes of representation.

3.3.b One staff senator shall be elected for each 200 staff constituents or major fraction thereof (101 or more) in each category. Any category with fewer than 200 persons shall be entitled to elect one senator. The candidates receiving the highest number of votes as determined by procedures established by the appropriate Senate committee shall be declared elected.

3.3.c The term of each elected staff senator shall be three years. No staff senator who has served a full term shall for a period of one year be eligible for re-election or for appointment to the Senate.

3.3.d Terms of staff senators shall be staggered under a plan included in the Senate Bylaws.

3.3.e The senatorial responsibilities of each staff senator shall be considered a part of his/her official duties

3.4 Student Senators:
For purposes of representation in the Senate, the student constituency is divided into two independent categories.

3.4.a Undergraduate Student Senators:

(1) One student senator shall be elected for each 1200 full-time undergraduate students or major fraction thereof (601 or more). Each college or school with undergraduate enrollment and the Office of Undergraduate Studies shall elect at least one undergraduate student senator in accordance with each unit's Plan of Organization.

(2) Undergraduate students shall vote in the college, school, or other unit in which they are enrolled. Any undergraduate student not eligible to vote and be elected senator in any of the colleges or schools shall be eligible to vote and be elected a senator from the Office of Undergraduate Studies.

(3) The term of each elected undergraduate student senator shall be one year. Undergraduate student senators are eligible for re-election for up to three consecutive terms.

(4) No undergraduate student shall be elected to, or serve in, office if not in satisfactory academic and disciplinary standing as defined in University publications.

(5) An undergraduate student senator must be continuously enrolled in an undergraduate program at the University for at least nine academic hours during the academic semesters served in the Senate and shall not hold academic rank, or an administrative or staff position.

3.4.b Graduate Student Senators:

(1) Nine graduate student senators shall be elected in an at-large election. No more than two graduate student senators may be from the same college or school.

(2) In accordance with its individual Plan of Organization, each college or school shall select one
or two graduate students as candidates to run in the at-large election. The Office of the Senate shall prepare ballots for distribution to the colleges and schools showing all the candidates. All graduate students shall have the right to vote for a maximum of nine candidates. The nine candidates receiving the highest number of votes shall be declared elected.

(3) The term of each elected graduate student senator shall be one year. Graduate student senators may be re-elected for up to three consecutive terms.

(4) No graduate student shall be elected to, or serve in, office if not in satisfactory academic and disciplinary standing as defined in University publications.

(5) A graduate student senator must be continuously enrolled and registered for at least one academic credit hour in a graduate degree program at the University during the academic semesters served in the Senate, and shall not hold academic rank, nor an administrative or staff position, but may be a graduate assistant, graduate research assistant, or graduate fellow.

3.5 Other Senators

In order to provide some representation for members of the Campus community who do not meet the criteria for inclusion in the Faculty, Staff or Student Constituencies, the Senate, in its By-laws, may define up to ten additional constituencies, each to be represented by one Senator, elected or appointed according to procedures to be set forth in the By-laws.

3.6 Ex Officio Members of the Senate:

3.6.a Unless elected as a voting member of the Senate by an appropriate constituency, the following shall be non-voting ex officio members:

1. the President;
2. the Senior Vice President for Academic Affairs/Provost;
3. the Vice Presidents;
4. the University ombuds officers;
5. the Directors of Centers, Institutes, Academic Programs, and Undergraduate Admissions;
6. the Chairs of Academic Departments;
7. the Executive Secretary of the Senate;
8. the President of the Student Government Association;
9. the Chair of the Graduate Student Government; and
10. the chief executive officer of any institution-wide constituency group recognized in Article 3 and not otherwise provided for in Article 3.5.
a;
11. additional non-voting ex officio members of the Senate as specified in the by-laws of the Senate;

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

3.6.c All academic and administrative deans shall be voting ex officio Senators.

3.7 No person shall be disqualified from election if in satisfactory standing at the University and if in attendance since August of the academic year in which the election takes place. However, membership in the Senate shall terminate if the person is no longer in satisfactory standing or no longer a member of the constituency from which elected.

3.8 Reapportionment of the Senate

3.8.a In accordance with the procedures set forth in the By-laws of the Senate, reapportionment of the Senate shall be conducted every five years to reflect more accurately the composition of the University community.

3.8.b Upon reapportionment:

(1) a department, unit, or staff category that gains representation through reapportionment shall nominate and elect constituent(s) as appropriate;

(2) a department, unit, or staff category that loses representation through the reapportionment shall retain all currently elected senators until the end of the senator(s) term(s) or until the senator(s) resign(s). Upon completion of the term(s) or resignation(s) from the Senate, the senator(s) shall not be replaced.

3.8.c Reapportionment shall occur immediately upon final approval.
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of this University of Maryland Plan of Organization, except when a reapportionment has occurred within the previous five years.

3.8.d Reapportionment of senatorial representation among units mandated by this University of Maryland Plan of Organization to conduct senatorial elections shall be the responsibility of those units and shall be conducted as fairly and equitably as possible.

ARTICLE 4

SENATORIAL ELECTIONS, EXPULSION, AND RECALL

4.1 Subject to the provisions of Article 3 defining the eligibility of members and the provisions of this Article, each college, school, or other units of the University is responsible for providing a Plan of Organization that will ensure the timely nomination and election of faculty, staff and student senators. These plans shall have provisions to promote equitable representation.

4.2 The appropriate Senate committee shall supervise all senatorial elections and referenda to ensure that procedures for nomination and election, as well as standards of eligibility, are consistent with the Senate's Plan of Organization. The Senate is the ultimate judge of the eligibility of any elected senator, and may reject the choice of any constituency group.

4.3 Election of Faculty Senators:

4.3.a Each college or school shall form an election committee to conduct elections of faculty senators in accordance with the Plan of Organization of that college or school, and in accordance with the policies established by the Senate. Every department or equivalent academic unit shall have the right to submit nominations for the election of faculty members to the college or school's election committee.

4.3.b Faculty who are not in schools or colleges shall form an election committee to conduct elections of faculty senators in accordance with Senate guidelines. Every member shall have the right to submit nominations for the election of faculty members to the election committee.

4.4 Election of Staff Senators:

Nominees for one or more staff senators shall be solicited by the Office of the Senate from the categories provided for in Article 3.3.a
and in the Bylaws in cooperation with the appropriate Senate committee and the Director of Personnel Services. Procedures for elections shall be as outlined below.

4.4.a Nominations:

Both the nominator and nominee shall be members of the same staff category for which representation is sought.

4.4.b Ballots:

The Office of the Senate, in cooperation with the Director of Personnel Services and the members of each of the categories, shall prepare and distribute ballots to each staff member.

4.4.c Voting:

Staff members may vote only in their own category as provided for in Article 3.3.a and the Bylaws.

4.5 Election of Undergraduate Student Senators:

Undergraduate student senators shall be nominated and elected according to the Plan of Organization of their colleges or schools. Students in programs administered by the Dean for Undergraduate Studies may seek election or vote through the Office of Undergraduate Studies, if they are not already associated with a college or school.

4.6 Election of Graduate Student Senators:

Graduate student senators shall be nominated and elected in the manner described in Article 3.4.b.

4.7 No committee of the Senate which is responsible for the supervision of senatorial elections shall itself make or require specific nominations for election to the Senate.

4.8 All elections shall be completed by a date stipulated in the Bylaws. On a date specified by the appropriate Senate committee, the certified election results shall be reported by the committee to the Executive Secretary of the Senate.

4.9 In the event of a vacancy in the Senate, the Executive Committee, acting in consultation with the appropriate constituency, shall appoint a senator from the constituency to complete the term.
4.10 Every elected senator shall be subject to expulsion.

4.10.a Grounds for expulsion include failure to attend two consecutive regular sessions of the Senate for which excused absences were not granted in advance by the Office of the Senate.

4.10.b Initiation of expulsion procedures shall require a petition agreed to by two-thirds of the Elections, Representation, and Governance committee members present and voting or by ten percent of the electorate from the college, school or other unit that elected the senator or a minimum of two (2) persons from the electorate, whichever is greater.

4.10.c Any petition for expulsion must contain specific written charges. The petition must be delivered to the Chair of the Executive Committee of the Senate who shall inform the senator concerned of the charges. The senator shall be allowed to respond to all charges at the next regularly scheduled meeting of the Executive Committee. A majority of the voting members of the Executive Committee present and voting is required to place an Expulsion Order on the agenda.

4.10.d A vote on the Expulsion Order shall be held during the next regularly scheduled meeting of the Senate. A two-thirds vote of all elected senators present and voting is required to expel the senator.

4.10.e Any vacancy resulting from provisions in Article 4.10 shall be filled in accordance with provisions in Article 4.9.

4.11 Every elected senator shall be subject to recall.

4.11.a Recall proceedings may be initiated against any elected senator for dereliction of duty or malfeasance.

4.11.b Initiation of recall proceedings shall require a petition signed by ten percent of the electorate from the college, school, or other unit that elected the senator, or a minimum of two (2) persons from the electorate, whichever is greater.

4.11.c Any petition for recall must contain specific charges. The petition must be delivered to the Chair of the Senate who shall inform the senator concerned of the charges. The senator shall be allowed to respond to all charges at a special meeting of the appropriate Senate committee to be called by the Chair within ten working days of receipt of a valid petition.
4.11.d Articles of Recall will require the approval of a majority of the appropriate Senate committee.

4.11.e Following adoption of the Articles of Recall, a special recall election shall be held by the appropriate voting unit. A two-thirds vote of those members of the electorate voting is required to recall the senator.

4.11.f Any vacancy resulting from provisions in Article 4.11 shall be filled in accordance with provisions in Article 4.9.

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ARTICLE 5

OFFICERS OF THE SENATE, THEIR NOMINATION, ELECTION, APPOINTMENT, AND IMPEACHMENT

5.1 The officers of the Senate shall be the Chair, the Chair-Elect, and the Executive Secretary.

5.2 Chair of the Senate:

5.2.a The term of Office of the Chair shall be one year, preceded by a one year term as Chair-Elect. No one may serve as Chair for two consecutive terms.

5.2.b The constituency or unit from which the chair was elected shall immediately elect a new senator to fulfill any unexpired term.

5.2.c The Chair shall preside over all meetings of the Senate and shall be a member of the Senate casting a vote only when required to break a tie.

5.3 Chair-Elect of the Senate:

5.3.a The Chair-Elect shall be selected from the elected membership of the Senate.

5.3.b The term of Office for the Chair-Elect shall be one year. No one may serve as Chair-Elect for two consecutive terms.

5.3.c In the absence of the Chair, the Chair-Elect shall preside over
5.3.d If the Chair is vacated, the Chair-Elect shall serve as Acting Chair until the next regular election of the Chair-Elect. In the event that the Chair-Elect is vacated, the Senate shall elect a new Chair-Elect at the next regularly scheduled Senate meeting.

5.3.e The Chair-Elect or Acting Chair, except when presiding as Chair of the Senate, shall retain all the voting privileges of a senator.

5.4 Executive Secretary:

5.4.a The office of the Executive Secretary shall be at least a full-time appointed position (Article 5.5.b).

5.4.b The Executive Secretary shall serve at the pleasure of the Executive Committee of the Senate and the President.

5.4.c The Executive Secretary shall have responsibility for and authority over the functioning of the Senate Office.

5.4.d The Executive Secretary shall be responsible for all records of the Senate, for taking and transcribing minutes of the Senate and the Executive Committee, for mailing all official notices and materials to and on behalf of the Senate, and for other duties as stated in the Bylaws.

5.4.e The Executive Secretary shall serve without vote.

5.4.f The Executive Committee may designate a person to discharge the responsibilities of the Executive Secretary if the office is vacant.

5.5 Nominations and Appointment of Officers:

5.5.a Nominations for Chair-Elect shall be received through a nominations committee as set forth in the Bylaws; additional nominations may be received from the floor. The voting for Chair-Elect shall be taken by secret ballot. The ballots shall be counted immediately and the candidate having a majority of the votes cast shall be declared elected. In the event no candidate receives a majority there shall be an immediate run-off between the two candidates receiving the highest number of votes.

5.5.b Appointment of the Executive Secretary shall rest with the President upon recommendation of one or more candidates by the
Executive Committee of the Senate. Administratively, the Office of the Senate shall report to the Vice President for Academic Affairs/Provost.

5.5.c Appointment of a parliamentarian shall rest with the Chair subject to approval by the Executive Committee of the Senate. The parliamentarian is not an officer of the Senate, but if an elected senator, shall retain all voting privileges.

5.6 Impeachment of Officers of the Senate:

5.6.a Impeachment proceedings may be initiated against the Chair or Chair-Elect of the Senate for dereliction of duty or malfeasance.

5.6.b Initiation of impeachment proceedings shall require a petition signed by one-half of the elected members of the Senate, or by ten percent of the electorate of each constituency.

5.6.c Any petition for impeachment must contain specific charges. The petition must be delivered to the President who shall inform the officer concerned of the charges. The officer shall be allowed to respond to all charges at a special meeting of the appropriate Senate committee to be called by the President within 20 working days of receipt of a valid petition.

5.6.d Articles of Impeachment will require the approval of a majority of the appropriate Senate committee.

5.6.e Following adoption of the Articles of Impeachment, a special meeting of the Senate shall be called by the President within five working days. The President shall be the presiding officer. A two-thirds vote of all elected senators present and voting is required to remove the officer.

5.6.f Any vacancy resulting from provisions in Article 5.6 shall be filled in accordance with provisions in Article 5.3.d.

5.6.g In the event of unusual and compelling circumstances preventing the President from fulfilling the duties specified in Article 5.6, the President may designate the Vice President for Academic Affairs/Provost to fulfill them.
AMENDMENTS, REVIEW, AND REVISION

6.1 All changes to the Plan of Organization shall be passed and approved in accordance with provisions in this Article.

6.2 Proposed amendments to the current Plan of Organization shall be presented in writing to the Executive Secretary, who shall transmit them to members of the Senate at least ten working days in advance of any regular or special meeting. Amendments may be proposed by one or more senators, by committees of the Senate, or by written petition signed by 1,000 members of the major constituencies, which are the faculty, staff, and student constituencies defined in sections 3.2, 3.3, and 3.4 respectively.

6.2.a Amendments approved by a majority vote of the Senate shall be submitted to an institution-wide referendum conducted by the appropriate Senate committee. Passage of amendments on an institution-wide referendum shall require a majority of the votes cast within each of two of the three major constituencies.

6.2.b Amendments not approved by a majority vote of the Senate may be submitted to an institution-wide referendum, according to the following procedures:

(1) upon petition by at least ten percent of a major constituency, an amendment rejected by the Senate may be submitted to a constituency referendum;

(2) the amendment must then be approved by a majority of those voting from that constituency;

(3) the Executive Committee of the Senate shall next refer the amendment approved by one major constituency to the appropriate Senate committee for an institution-wide referendum; and

(4) to be adopted under this provision, the amendment must be approved by all three major constituencies by a majority of the votes cast within each constituency.

6.3 Review of the current Plan of Organization shall be undertaken every fifth year by a committee composed of members elected by the Senate.

6.3.a The committee shall be sponsored by the Senate but no more than seven current members of the Senate shall be elected to the committee.
6.3.b Each college or school shall have at least one representative faculty member on the committee. In addition there shall be at least two university-wide administrators, two undergraduate students, two graduate students, and two staff members.

6.3.c The committee shall elect its own presiding officer.

6.3.d Members of the committee shall serve until their report has been accepted or rejected by the Executive Committee of the Senate.

6.3.e The requirements for adopting a revision shall be the same as those for adopting an amendment to the Plan of Organization as described in Article 6.2.a.

6.4 Proposals to draft an alternative Plan of Organization for the University may be initiated by a resolution approved by a majority of the elected members of the Senate or by individual majorities of all three major constituencies.

6.4.a The committee drafting an alternative Plan of Organization shall be constituted according to Article 6.3, except that the Executive Committee shall select the members.

6.4.b To replace the current Plan of Organization, the alternative Plan must be submitted to an institution-wide referendum; approval will require two-thirds of the votes cast within each constituency.

6.5 In all Senate referenda on amendments, no ballot shall be valid unless returned by a specified date not later than 15 calendar days after the distribution of all ballots.

6.6 Any approved amendment or revision to the Plan of Organization shall be submitted to the Chair of the Senate who, within 48 hours, shall submit the approved change to the President and such other entities as required by state law for final ratification.

6.6.a Any amendment of the Plan of Organization ratified by the President and other entities required by state law shall take effect one month after such approval.

6.6.b Any revision of the entire Plan of Organization or any alternative Plan that has been ratified by the President and other entities required by state law shall become effective as of the first meeting of the Senate during the Fall Semester following final approval.
6.6.c Transition rules may be adopted by the Senate as appropriate providing such rules do not violate provisions of the Plan of Organization then in effect or the intent of provisions in the approved amendment(s) or in the approved revised or alternative Plan of Organization. If conflicts arise between the two documents, the ratified amendment(s), revised Plan, or alternate Plan shall take precedence.

ARTICLE 7

BYLAWS

7.1 The Senate shall have the power to organize its staff and to make Bylaws and regulations for its own proceedings so long as those Bylaws and regulations do not contravene the statutes of the University, the powers of the Board of Regents, the powers delegated to the Chancellor and to the President, and this Plan of Organization.

7.2 Amendments to the Senate's procedural rules in the Bylaws shall be presented in writing to the Senate members ten working days in advance of any regular meeting and shall require approval by a two-thirds vote of the elected members of the Senate present and voting.

ARTICLE 8

COMMITTEES AND COUNCILS

8.1 The Senate Bylaws and regulations may provide for an Executive Committee, a Committee on Committees, and a Committee on Implementation as well as such standing or special committees as may be necessary or desirable. Standing committees shall be chaired by senators, but membership on committees of the Senate shall not require Senate membership except as noted in the Bylaws. Because the university community includes many academic and social groups, the composition of committees should represent as broad a spectrum of interests as possible consistent with the functions of committees and the availability of candidates to serve.

8.2 The Executive Committee:

8.2.a The Executive Committee shall include the Chair and Chair-Elect of the Senate and the following: seven faculty members,
elected by and from the faculty Senators; two staff members, elected by and from the staff Senators; two undergraduate student member, elected by and from the undergraduate student Senators; and one graduate student member, elected by and from the graduate student Senators. The President and the Vice President for Academic Affairs/Provost or their representatives shall be non-voting members of the Executive Committee.

8.2.b No more than two elected faculty members of the Executive Committee shall be from any one college or school. No elected member of the committee shall be elected to the committee for more than three successive one-year terms. The presiding officer of the Senate shall be the presiding officer of the Executive Committee.

8.2.c The Executive Committee shall assist in implementing the actions of the Senate and shall serve as a channel through which any member of the University community may introduce matters for the Senate's consideration. All actions of the Executive Committee shall be subject to confirmation by the Senate.

8.2.d The Senate Executive committee shall serve as a major advisory panel to the administration and the chief agency for implementing and overseeing the operation of shared governance, including enhancement of Senate structures and facilitation of Senate consideration of policy issues.

8.3 The Committee on Committees:

8.3.a The membership of the Committee on Committees shall include the Chair-Elect of the Senate, who shall serve as Chair of the committee, six faculty members, elected by the faculty senators, two staff members, elected by the staff senators, and two student members, elected by the student members. All elected members must be senators at the time of election.

8.3.b Responsibilities of the Committee on Committees shall include identification and recruitment of individuals for service on University and Senate committees and such other duties as specified in the Bylaws and by the Senate Executive Committee.

8.4 The Committee on Implementation:

8.4.a The membership of the Committee on Implementation shall consist of at least the last three Senate Chairs, one outgoing Senate Staff member, and one current student member of the Senate, as well as other members that are provided for in the Bylaws.
8.4.b The Committee on Implementation shall be responsible for working with the Senate office to maintain a record of the action and implementation of previously passed Senate actions and for corresponding with members of the University administration in that regard. The committee shall be chaired by the most recent outgoing Senate Chair, if that person is available, and 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.

8.5 University Councils

Oversight functions that concern particular, well-defined activities that report to specific members of the Administration may be carried out by Councils. These are distinguished from Committees with broad purviews and whose functions are largely advisory and legislative. Procedures for the establishment of Councils shall be defined in the Bylaws. Composition of Councils is to be established in accordance with the Bylaws and in the motion by which such Councils are defined.

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ARTICLE 9

MEETINGS OF THE SENATE

9.1 The Senate shall meet regularly and on call as provided in its Bylaws. Robert's Rules of Order Newly Revised shall be the standard reference to govern problems of parliamentary procedure not covered in the Senate's Bylaws and rules of procedures.

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ARTICLE 10

STAFF AND FACILITIES

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

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ARTICLE 11
11.1 Each college, school, department and other academic unit (hereafter the word unit refers to college, school, department, and other academic unit) shall have a plan of organization that conforms to the University Plan of Organization, that provides for the establishment of a Faculty Advisory Committee, and that embodies shared governance principles and relevant University policies such as the policies on Appointment, Tenure, and Promotion and merit pay.

11.1.a The Plan of Organization of each department and college shall provide for a unit-wide assembly. This assembly shall include faculty, staff, and students. All faculty in the unit shall be members. Staff and student members shall be in such numbers, and selected through such methods, that each Plan shall specify.

11.1.b Each unit shall elect a committee to develop a plan of organization for the department or college consistent with the principles of Article 11 that embodies shared governance principles and relevant University policies such as the policies on Appointment, Tenure, and Promotion; merit pay; and establishment of Faculty Advisory Councils. The committee shall consist of members elected by and from the faculty, and where appropriate, members elected by and from the staff, an undergraduate student member elected by and from the undergraduate students, and a graduate student member elected by and from the graduate students. The faculty members of the committee shall be elected from a slate consisting of candidates from each subunit. The committee shall submit the plan to the faculty of the unit for approval. The plan of organization shall be reviewed every five years by a newly elected committee.

11.1.c The Plan of Organization of each college, and any revisions thereto, shall be filed with the Senate for approval or disapproval. The Senate shall submit each Plan of Organization to an appropriate Senate committee for review and negotiation on the basis of compliance with written University policy and provisions in the Senate Plan of Organization. If, after receiving the committee's report, the Senate agrees that the Plan is in compliance, it will be approved. If not, the Plan will be returned for revision. The Plan of Organization of each department and other academic unit in a college deemed to require a Plan of Organization by the College Faculty Advisory Committee shall be filed with the Faculty Advisory Committee of the College to which it belongs, and reviewed for compliance with the provisions of this Article and with the College Plan of Organization. Plans which are found not to be in compliance will be returned for revision. Each department's Plan of
Organization will be attached to the College Plan of Organization to be submitted to the Senate.

11.1.d No faculty, staff, or undergraduate student members of any college without an approved Plan of Organization may be seated in the Senate unless so excused by the Executive Committee of the Senate, notwithstanding any other provisions for Senate representation in this University Plan of Organization. This provision shall be effective two years after the approval of this Plan of Organization by the vote of the institutional constituencies. Likewise, colleges may prohibit representation on College Faculty Advisory Committees by departments without approved Plans of Organization.

11.2 Unit Plans of Organization:

11.2.a Each unit shall have an elected Faculty Advisory Committee. The Faculty Advisory Committee may include staff and students. The Faculty Advisory Committee shall elect its chair.

11.2.b The duties of the Faculty Advisory Committee shall include:

(1) consulting regularly with the Dean, Chair, or Director on matters of interest and concern to the unit, including budget decisions and facility planning and serving as a conduit for information between the Dean, Chair, or Director and the sub-units. The Dean, Chair, or Director shall report to the Faculty Advisory Committee as to the action on and disposition of recommendations from unit committees.

(2) serving as a Committee on Committees for the unit to:

(a) nominate a slate of candidates from which the Dean or Chair may appoint members for service on all committees of the college;

(b) provide a slate of candidates from within the unit from which administrators above the unit level may appoint representatives to participate in the search, nomination, and review of administrators within that unit.
11.2.c Each unit shall have committees that participate in decisions on strategic planning; curriculum; and appointments, promotion, and tenure. All committees shall include faculty members. Staff and student members shall be included on appropriate committees. Additional governing bodies may be specified by the Plan of Organization of a unit.

11.2.d Deans, Chairs, and Directors shall serve for fixed terms of no longer than five years, be eligible for reappointment, and be reviewed at regularly designated intervals by a committee appointed by the Vice President for Academic Affairs, or Dean, respectively.

11.3 Any unit having, at the time of adoption of this document, a plan of organization which has been adopted or substantially revised within the past five years, may submit its existing plan to the next higher unit. The submission shall include a description of the procedure used for the most recent revision. If a submitted plan is found by the higher unit to be in compliance with this Article, the plan may remain in effect until five years after its most recent revision, at which time it must be reviewed according to the provisions of this Article. If a submitted plan is rejected by the higher unit, the procedures and criteria of this Article must be followed in the preparation of a revised plan. In the event of a dispute between a Department and College Faculty Advisory Committee regarding approval of a Departmental Plan of Organization, appeal may be made to the Senate.