INTRODUCTION

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

I. Purpose and Functions of the Senates

A. There shall be three representative bodies: the Faculty Senate, the Professional Staff Senate, and Student Government Association (SGA). The SGA shall be comprised of two sub-groups: The Law School Students and the Graduate/Undergraduate Students.

B. The functions of each body shall include the following:

1. To advise and make recommendations to the UB administration on issues on behalf of employees not represented by an exclusive collective bargaining agent.

2. To review the actions of the other governance bodies and make recommendations concerning those actions to the other governance bodies or to the UB administration.

3. To establish its own bylaws and committees provided they are not in conflict with the provisions of this Plan of Organization.

4. To engage in actions assigned to it by this Plan of Organization or by the Governance Council.

5. To make recommendations to the Board of Regents of the University System of Maryland to be forwarded by the Governance Council through the President of UB and the Chancellor of the University System of Maryland, after the following conditions are fulfilled.
a. At the time each Senate develops a proposal to the Board of Regents, it shall also send a copy to the members of the Governance Council.

b. “A faculty representative from the Governance Council shall forward the actions of the other governance bodies, with the original proposal, to the President, to be forwarded to the Chancellor and the Board of Regents.

C. Functions of the Individual Senates

1. The Faculty Senate shall have the authority to formulate and recommend policies, subject to the advice of the other governance bodies, and to the policies and procedures established by the Board of Regents or the President for the UB campus and the University, with regard to the following matters:

   a. The Faculty Senate shall formulate policies regarding: curriculum matters, degree requirements, scholastic standards, academic freedom, admission policies and standards, student behavior, academic programs, promotion and tenure policies and standards, operation and administration of research, scholarship, and creative activity.

   b. The Faculty Senate shall recommend policies regarding: appointment of administrative officers, budget and planning matters, university organizational structure, promotion and tenure policy, periodic reviews of academic departments and programs and other matters affecting the educational quality of the university.

2. The Professional Staff Senate shall have authority to formulate and recommend policies, subject to the advice of the other governance bodies, and to the policies and procedures established by the Board of Regents or the President for the UB campus and the University, with regard to the following matters:

   a. Principles governing professional staff personnel policies including wages, benefits and working conditions.

   b. Periodic reviews of professional academic support services.

   c. Review of academic policy as it affects the professional staff in their procedures and process

   d. Review of campus personnel practices as they affect Staff.

   e. Promotion of an improved work environment and enhanced morale among staff.
3. The SGA shall have authority to formulate and recommend policies, subject to the advice of the other governance bodies and to the policies and procedures established by the Board of Regents or the President for the UB campus and University, with regard to the following matters:

   a. The establishment of budgets for funds allocated to it.

   b. The establishment and governance of clubs and other organizations of students entitled to the use of UB facilities.

4. Issues not specifically assigned to a particular Senate may be considered by any Senate.

5. Neither the Plan nor the actions taken by the bodies established under the Plan may contravene public law or the authority of the Board of Regents or the Chancellor. The officers of other governance bodies may bring any motion regarding the proposal to their governance body for consideration.

II. Membership of the Governance Bodies

A. Each governance body shall be composed of representatives elected from among its constituents.

   1. The Faculty Senate shall consist of elected representatives of all UB regular faculty and librarians who hold the academic rank of instructor (or equivalent) or higher, and who are engaged in teaching and/or research on a full-time basis with an academic year contract. Also, one senate seat shall be for an adjunct faculty member.

   2. The Professional Staff Senate shall consist of elected representatives of all Regular and Contingent II exempt (professional) employees of UB not otherwise represented by an exclusive bargaining agent.

   3. The Student Government Association Senate shall consist of elected representatives of all undergraduate students enrolled for courses at UB.

B. The President of UB shall be an ex officio member of all Senates. The Provost, and Deans shall be ex officio members of the Senates. The Vice President for Student Affairs shall be an ex officio member of the SGA Senate. The Vice President for Administration and Finance, Vice-President of Enrollment Management, the Provost, and the Vice President for Student Affairs shall be ex officio members of the Professional Staff Senate. The Provost, the Vice President for Administration and Finance, the Director of Human Resources, and the immediate past President of the Staff Senate shall be ex-officio member.

C. Changes in the number of elected representatives of each governance body and the manner of their election shall be determined by two-thirds vote of that governance body.
D. The terms of office of the members of the Faculty and Professional Staff Senates shall not exceed three years.

III. Officers of the Governance Bodies

A. Each governance body shall elect a President and Vice President, as well as other officers.

B. The terms of office of the President and Vice President of each Senate shall not exceed two years.

C. The President and Vice President of the Faculty and Professional Staff Senates along with the SGA President shall serve on the Governance Council

IV. Bylaws of the Governance Bodies

A. Each governance body shall operate in accordance with Robert's Rules of Order.

B. Each governance body may organize its own committees, in addition to the University Committees assigned to it.

C. Each governance body shall adopt its own bylaws and rules of procedure, provided they are not in conflict with the provisions of this Plan of Organization.

V. Governance Council of the Senates

A. The Governance Council shall consist of the Presidents and Vice Presidents of the Faculty and Professional Staff Senates, and president of the SGA, member of the SBA, Chair of the Chair’s Council, and a president’s representative (non-voting member).

B. Officers of the Governance Council

1. The Governance Council shall have two officers, a Chair and a Vice Chair representing a faculty and staff and the faculty member will serve on the Executive Council.

2. At its September meeting, the Governance Council will elect a Chair and a Vice Chair. Each nominee shall represent a different Senate.

3. Each officer shall serve a one year term; the term shall be from September to September.

4. The functions of the Chair of the Governance Council shall be:
a. To conduct the meetings of the council.

b. To represent the Governance Council and/or the governance bodies as required or requested.

c. To communicate with the governance bodies on all relevant matters.

5. The functions of the Vice Chair of the Governance Council shall be:

a. To ensure that the minutes of the meetings of the Governance Council are recorded and distributed to the governance bodies by the administrative support staff provided by the President’s Office.

b. To receive correspondence from and transmit correspondence to the governance bodies on behalf of the Governance Council.

c. To maintain the records of the Governance Council.

d. To maintain a current copy of the Plan of Organization.

e. To assume the Chair’s responsibilities in the event of the Chair’s absence or removal from the office of the Chair, until the Chair resumes responsibility or is replaced by the Governance Council.

C. The Governance Council shall have the following functions:

1. To establish rules insuring the proper coordination of the two Senates and the SGA.

2. To represent the interests of the governance bodies to the UB Administration, the University System of Maryland Administration, and the Board of Regents.

3. To call emergency meetings of the governance bodies.

4. To make proposals to the governance bodies to improve the functioning of the Plan of Organization or on other matters as required.

5. To inform each governance body promptly of the actions of the other governance bodies.

6. To receive the reports of those committees responsible to it.

7. To refer matters from the Governance Council to appropriate University Committees or governance bodies.

D. Meetings of the Governance Council shall be held once per month during the academic year and may be called by the Chair, the President, or any of the governance body presidents.
VI. University Committees

A. University Committees shall be those committees established in the Plan of Organization or created by majority vote of each of the two Senates.

B. Chairs of University Committees shall be elected from among the members of the committee. Ex officio members of University Committees may not serve as Chairs and may not vote unless otherwise specified in the Plan of Organization. In the event of a vacancy in a chair position of a University Committee, a temporary chair shall be appointed by the President of the governance body to which it reports or by the Chair of the Governance Council, if it reports to the Governance Council.

C. The functions of University Committees shall include the following:

1. To accept assignments from the Governance Council or any of the governance bodies.
2. To report to that body this oversees its activities.
3. To inform both Senates and the Governance Council of its actions.

D. Unless otherwise specified in the Plan of Organization, the faculty members of University Committees shall be selected by methods to be determined by the Faculty Senate; the staff members of University Committees shall be selected by methods to be determined by the Professional Staff Senate; the undergraduate, graduate and professional student members of University Committees shall be selected by methods to be determined by the SGA.

E. Each University Committee shall report to a governance body or to the Governance Council, as follows:

1. The following University Committees shall report to the Governance Council: XXXXXXXXX (TBD)
2. The following University Committees shall report to the Faculty Senate: XXXXXXXXX (TBD)
3. The following University Committee shall report to the Professional Staff Senate: XXXXXXXXX (TBD)
4. The following University Committee shall report to the Student Government Association: XXXXXXXXX (TBD)
F. University Standing Committees will include:

1. Committee on Committees
   a. The Committee on Committees is responsible for the identification and nomination of individuals for service on Senate, University and System Committees and Councils. The Committee on Committees is also responsible for the creation of and ongoing assessment of the effectiveness of committees. The committee endeavors to create balanced committee membership representing a variety of colleges, schools, disciplines and constituencies.
   b. The Committee on Committee’s voting membership includes four faculty members with no more than one from any college or school elected by the Faculty Senate, two staff members elected by the Professional Staff Senate, and two students elected by the SGA. The committee on committees elects its own chair.
   c. To appoint ad hoc committees on matters of interest to more than one governance body.
   d. To appoint committee on committees to make proposals to resolve disagreements among the governance bodies.

2. University Promotion & Tenure Committee
   a. Membership shall include: 5 people, one from each college and the library. The college P&T documents need to be reviewed and converted to a university wide document. – The University-wide P & T Committee will report to the Provost’s Dean’s Council. Membership will be elected through the faculty senate.

3. General Education Council
   a. See the Gen Ed Council charge/membership

4. Academic Policy Committee
   a. Refer to university academic policy – add grade appeals, academic integrity, enrollment, admissions, student retention. – The Committee on Committees will rewrite this charge.
   b. Reports to the Senate.

5. Work/Life Committee
   a. Report to both senates, to be reviewed by committee on Committees.
6. Planning and Facilities Committee
   a. Refer to UC Facilities committee charge.
   a. The functions – parking, IT, asbestos,

7. Student Life Committee
   a. Refer to Sheila’s Document (Ed will ask her for it).

8. Awards Committee
   a. This committee will be the combination of the staff and faculty senate awards committee.

9. Diversity Committee
   a. XXXX - definition/charge for this committee

VII. Amendments to the Plan of Organization

A. Amendments to the Plan of Organization may be presented by a governance body or the Governance Council.

B. The Governance Council shall promptly transmit the text of such proposed amendments to the governance bodies. Each governance body has three working months to act or forfeit its right to decide on the issue.

C. Each governance body shall distribute the text of the proposed amendment in writing to its members at least ten working days before the meeting at which it is to be voted on.

D. Amendments to portions of the Plan of Organization affecting two or more governance bodies require a two-thirds vote in two thirds of the governance bodies that exercise their right to decide within the time period set forth in Article VII, Section B.

E. Each governance body may amend the portions of the Plan of Organization relevant to its own structure by a two-thirds vote of that body.

F. Each governance body has the right to remain informed of the actions of other governance bodies, but none has the power to veto the action of the other.

G. The bylaws of any governance body may be amended by the procedures established by its bylaws provided such amendments do not conflict with the Plan of Organization, or the authority of the Chancellor or the Board of Regents.
H. Upon ratification of an amendment in accordance with Article VII, Sections A-G, the amendment shall be forwarded to the President of UB for final approval.

VIII. Resources and Support

A. Two hour time slot set aside for meeting times when no classes are scheduled.

B. Faculty Senate President and Vice President will each receive one 1 course release per semester (PFP service % will increase)

C. Staff Senate Executive Officers release time.

D. Governance physical office space and administrative support for senates

E. Governance members will be funded to attend at external governance conferences.

Approved by Senates:
Approved by the President