

I-6.00.1 UMCES Policy on Organization of UMCES

Adapted from original text in policy implemented by the former Center for Environmental and Estuarine Studies, August 1985

I. Introduction

A. This policy is concerned with general administrative policies of UMCES. It includes the administration, Faculty Senate, other governance structures, and the responsibilities they bear for the way the Center operates as a collegial academic community. These policies specifically provide for the participation of faculty, students, and staff in the shared governance of UMCES.

II. Organization of UMCES

A. This section details the way in which UMCES is administered as a multi-disciplinary academic community without traditional departmental structure. The administrative structure reflects an underlying philosophy that compartmentalization of disciplines does not encourage the amount of faculty interaction that is necessary to respond to the complex challenges posed by modern environmental studies.

III. Administrative Organization

A. The administrative organization of UMCES shall be as depicted in an Organizational Chart. (ORGANIZATIONAL CHART– July 2013)

1. President and Center Administration

a. The President is the chief executive officer of UMCES and is responsible and accountable to the Board of Regents of the University System of Maryland for the discipline and successful conduct of the Center, as specified in the UM System Bylaws, Policies, and Procedures of the Board of Regents.

b. Center Administration consists of Center-wide administrative support staff and services.

1) The Directors of Sponsored Programs, Human Relations, and Research Fleet Operations shall report to the Vice President for Administration.

2) The Directors of Development, Public Relations, and Education shall report to the Vice President for External Relations.

2. Administrative Council

a. The UMCES Administrative Council shall be composed of the following individuals:

President of UMCES
Vice Presidents
Laboratory Directors

Director, Maryland Sea Grant
Administrative Assistants to Laboratory Directors
Director of Public Relations
Director for Academic Affairs

- 1) The President of the UMCES Faculty Senate shall be invited to attend all meetings of the Administrative Council.
 - 2) At his/her discretion, the President may elect to invite other individuals to attend Administrative Council meetings, either on an ad hoc or a regular basis.
 - 3) When meeting in executive session, the body shall be termed the UMCES Executive Council and shall consist of the President, Vice Presidents, Laboratory Directors, and Maryland Sea Grant Director.
- b. The UMCES Administrative Council assists the President in developing administrative policies and advises the President on administrative matters regarding the Center, its faculty, staff, and graduate students.

B. Although UMCES is by nature a multidisciplinary institution without formal departmental organization, programs within the Center shall be identified to define areas of disciplinary emphasis for administrative and for reporting purposes.

1. The President of UMCES shall implement consultative processes involving UMCES Faculty and administrators in defining programs and assigning faculty members to programs.

a. Every five (5) years, and after consultation with the Laboratory Directors and Faculty Senate, the President shall propose a listing and definition of UMCES programs.

1) In accordance with the multi-disciplinary, collaborative nature of many UMCES research activities, a defined program need not be restricted to only one Laboratory unit.

2) Proposed programs shall be consistent with the UMCES Mission Statement as approved by the UM System Board of Regents.

3) Definitions shall not alter the programmatic goals set forth in the current Five-Year Plan or equivalent long-range planning document.

4) Proposed programs shall be discussed and views offered for the President's consideration at a general meeting of the UMCES Faculty scheduled for this purpose, after which the President shall notify the Faculty of the program definitions to be in effect.

b. In consultation with the Laboratory Directors, the President shall assign each faculty member to a singular, primary program.

1) The appropriate Laboratory Director shall have met with each faculty member prior to respective program assignment.

2) This assignment shall, insofar as possible, take into consideration the highly interdisciplinary nature of the research and academic programs of UMCES.

3) The President shall inform each faculty member in writing of his/her program assignment.

4) New appointees to UMCES shall be assigned to a program at the time of their appointment.

5) A faculty member may appeal his/her program assignment in writing within thirty (30) calendar days of the date of notification of assignment, and provide information in support of this appeal, such

appeal to be addressed to the appropriate Laboratory Director for transmittal with recommendation to the President.

c. Once during any five-year program definition cycle, a faculty member may request reassignment in writing at the time of annual merit evaluation if the program focus of his/her research has changed, and provide additional information in support of this request.

1) The President shall act on all such appeals or requests, such action to be based upon information received, within thirty (30) days of receipt, and convey this decision to the appropriate faculty member(s) in writing.

d. Subject to procedures set forth in I.B.1.b. above, the President may reassign a faculty member to an existing or newly created program at any time when the following conditions apply:

1) A more appropriate program is created in a new or revised Five-Year Plan or equivalent document; or

2) An existing program has been discontinued without the termination of faculty appointments.

3) Such reassignment shall be subject to conditions and procedures established in I.B.1.b., and all subsections thereof.

e. Except for appeal as provided in I.B.1.c. above, the decision of the President shall be final and shall be in effect until reassignment or until the next formal program definitions and assignments have been completed.

2. A listing of UMCES Programs defined according to procedures provided in I.B.1 and subsections above,

a. The list shall be updated whenever new programs are defined or previously defined programs are eliminated.

b. Currently no UMCES programs have been defined in accordance with this policy.