

II-3.00 UMCES Policy on Faculty Senate

This section contains policies that ensure faculty participation in the governance of UMCES through the Faculty Senate. The Board of Regents of the former University of Maryland approved the original Plan of Organization and By-Laws of the UMCES Faculty Senate on 7 October 1983. They have since been revised and updated to reflect the governance structure of the University System of Maryland.

The policies of this section comply with University System of Maryland II-3.00 *Policy on the Role of Faculty in the Development of Academic Policy*.

I. Purpose of UMCES Faculty Senate¹

A. The Faculty Senate for UMCES has been established as an organization representing the UMCES Faculty to provide an effective voice in the deliberation of policies and to enter into a partnership of shared responsibility and cooperation with the President and Administration of UMCES on issues of concern to the Faculty, administration, students, and other members of the academic community.

B. The Senate will serve as both an advisory body to the President and as the appropriate forum recognized by the Chancellor of the University System of Maryland and the Board of Regents, for the expression of the concerns and interests of the UMCES community.

C. Senate will enable the UMCES Faculty (Tenure Track Faculty, Senior Research Faculty, Research Support Faculty, Faculty Research Assistants), and Emeritus Faculty to participate in a mechanism of professional review and guidance of this institution.

D. Recommendations of the Faculty Senate shall be implemented after approval by the President, and when necessary, by the Chancellor of the University System of Maryland and by the Board of Regents.

1. In the event the President rejects or does not choose to implement the recommendations of the Faculty Senate, that decision shall be communicated in writing to the Chair of the Senate with reasons for dissent.

II. Functions of UMCES Faculty Senate

A. In all matters, the Senate shall be subject to the powers and authority of the Board of Regents, the Chancellor of the University System of Maryland, and the President of UMCES.

1. Actions of the Senate may not contravene any provision of Maryland Law or University System policy.

B. The functions of the UMCES Faculty Senate shall include, but shall not necessarily be limited to, the following:

¹ These policies comply with University System of Maryland Board of Regents Policy II-3.00, *Policy on the Role of Faculty in the Development of Academic Policy* (Appendix VI-4).

1. Consideration of issues relating to University affairs as the Senate deems appropriate;
2. Participation in the formulation of research or education policies;
3. Consideration of such policies, programs and other matters as the administration of UMCES faculties, student organizations, and individual members of the Faculty and staff may propose;
4. Assistance in the creation, maintenance and protection of a University environment conducive to growth of scholarship, creativity, learning, teaching, research, service, and respect for human dignity and rights;
5. Acceptance of shared responsibility with administration and students in an effort to improve the stature and effectiveness of UMCES and the University System.

C. In addition to performing such functions, the UMCES Faculty Senate shall, through recommendations to the President of UMCES, consider matters of concern to the Faculty and the staff of UMCES, including the development of new policies and programs or revisions to existing policies and programs.

1. The subjects of such policies and programs shall include, but not be limited to, academic affairs, research programs, personnel (including non-academic staff), fiscal management, development, and public relations.
2. The Senate shall be involved in the development of all new policies and the revision of existing policies concerning UMCES academic affairs.
 - a. The Senate may initiate policy development or revision through written recommendation to the President, either in the form of a memorandum or as draft text to be considered for inclusion in the UMCES Policies and Procedures Manual.
 - b. The Senate shall have timely opportunity to offer written advice and recommendations to the President regarding any proposed new or revised UMCES policy prior to the official adoption of such policy.
3. The Senate shall have an opportunity to vote to approve or disapprove any UMCES policy or policy revisions, in draft form or otherwise, prior to the adoption of such policy.
 - a. The results of any such vote, and any explanation deemed necessary, shall be conveyed to the President in writing.
4. The Senate shall be informed in writing of the all new policies and policy revisions officially adopted by UMCES.

III. Reporting between Faculty Senate and President of UMCES.

- A. The Chair of the UMCES Faculty Senate shall be responsible for a written report of all Senate actions to the President of UMCES.
- B. The Faculty Senate may request reports from the Office of the President of UMCES on matters within its purview and for distribution either to its committees, the Senate as a whole, or the Faculty of UMCES, as the case may require.
- C. At least once each calendar year, at either a regular or special meeting of the Faculty Senate, the President shall be invited to present a report on the state of UMCES and on any matters of Center concern.

IV. Composition of the UMCES Faculty Senate

A. Representation

1. The Faculty Senate shall be comprised of Senators, who are all voting members, elected from each UMCES Laboratory units.
2. Non-voting members shall include one representative of the UMCES Administrative Council who shall not be a Laboratory Director or the President of UMCES.
3. A representative of the UMCES Student Council or equivalent organization, if instituted, shall be invited to attend Senate meetings as a non-voting member.
4. One representative of Faculty Research Assistants from each Laboratory unit shall be invited to attend Senate meetings as non-voting members.

B. Eligibility to be a Senator

1. All resident tenured, tenure track and research professors of UMCES may be Senators.
2. Administrative officials, including the President, Vice Presidents, and Laboratory Directors, and retired faculty members may not be Senators

V. Elections and Terms of Office

A. Elections

1. The Faculty of each UMCES Laboratory, excluding the Laboratory Directors, shall elect either one or two Senators and an alternate to represent their assigned Laboratory unit.
 - a. Senators shall be elected for a term of three (3) years except for Senators elected to fill a vacancy, who shall serve for the remainder of the unexpired term.

b. Each Laboratory shall submit its plan for election of Senators for approval by the Senate, which shall require procedures designed to assure fair representation of Faculty, students and professional staff.

c. Each Laboratory or Institute unit with at least ten tenured, tenure-track, or research professors on its staff shall be represented by two Senators (and an alternate); otherwise, one senator (and an alternate) is sufficient representation.

2. The Faculty Senate Chair will be elected at large by the Faculty and must be a tenured faculty member.

a. The Faculty Senate Chair shall serve for a term of three (3) years.

3. The Vice Chair and Secretary of the Faculty Senate shall be elected annually by the voting Senate members from among themselves. The Vice Chair must be a tenured faculty member.

4. Upon resignation of the Senate Chair, the Vice Chair of the Faculty Senate will assume the position of Chair for the remainder of the unexpired term.

a. A new Senate Vice Chair shall be elected from the Senate members, and the Laboratory represented by the former Vice-Chair shall be charged to elect a new Senator.

VI. Operation of the UMCES Faculty Senate

A. The UMCES Faculty Senate shall have such officers, committees, rules, and procedures as may be provided in its By-Laws and in rules and resolutions consistent with its By-Laws.

VII. Amendments to Faculty Senate Plan of Organization

A. As required for the normal operation of the UMCES Faculty Senate, the Senate may amend the existing Plan of Organization in accordance with the following procedures:

1. Amendments may be proposed either by one or more Senators, by committees of the Senate, or by written petition from the Faculty of UMCES.

2. Amendments proposed in this fashion shall be presented in writing to the Senate Chair, who shall transmit them to members of the Senate ten (10) days in advance of any regular or special meeting.

a. Approval of a proposed amendment shall require affirmative vote by the majority of Senators present, provided that a quorum has been constituted.

3. Amendments which are approved by the Senate shall be presented to the faculties of the Laboratories for vote.

a. Laboratory Directors may not vote in this process.

b. Approval requires an affirmative vote by two-thirds (2/3) of the UMCES Faculty defined in Section VI-4.1.c.

4. Amendments which have been approved by the UMCES Faculty Senate and the Faculty shall be submitted to the President of UMCES for approval.

B. A proposed amendment may be submitted directly to referendum, without approval by the Senate, according to the following procedures:

1. The proposed amendment must be originated by at least one-third (1/3) of the Faculty (defined in VI-4.1.c) of a Laboratory by means of a petition.

2. Approval of the amendment shall require a three-fourths (3/4) vote of all eligible UMCES Faculty (as defined in VI- 4.1.c).

3. Amendments approved by referendum shall be submitted to the President of UMCES for final approval.

VIII. By-Laws

A. The UMCES Faculty Senate shall have the power to make By-Laws and Regulations, including provisions for removal of its members for habitual absence and for its own proceedings so long as those By-Laws and Regulations do not contravene Maryland laws, the powers of the Board of Regents of the University System of Maryland, the powers delegated to the Chancellor of the University System and to the President of UMCES, University System policies, and the Plan of Organization of this body as approved by the Board of Regents or subsequently amended.

B. The By-Laws of the UMCES Faculty Senate may be amended only by the affirmative vote of five-sevenths (5/7) of the elected Senators taken at a meeting held at least thirty (30) days after notice of each proposed amendment has been given to each Senator.