

Plan of Organization
for the
College of Behavioral and Social Sciences
University of Maryland
March 2013



Approved by the University Senate on April 4, 2013

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College of Behavioral and Social Sciences

University of Maryland College Park

Plan of Organization

Preamble

The purpose of this Plan of Organization is to provide a framework within which the College of Behavioral and Social Sciences can fulfill its mission with due regard to the shared rights, responsibilities, and participation of the entire College community. The Plan emphasizes the importance of the principles of shared governance. It seeks, within the constraints imposed by the administrative structure of the University and University policies, to provide faculty members, staff, graduate students, and undergraduate students with an active and important role in all decisions that affect their responsibilities and rights.¹

Mission Statement

The College of Behavioral and Social Sciences is committed to conducting theoretical, experimental, field, and applied scholarship of the highest quality, as recognized by our peers, policy and decision makers, and other stakeholders. The college is committed to lead in developing new areas of research that will significantly impact both scholarship and society.

The college's undergraduate educational programs give our students the knowledge and skills necessary to address the pressing needs of individuals and society in a rapidly evolving world. We will strengthen our commitment to provide a first-class educational experience for our undergraduates, imparting an education that demands critical thinking and intellectual growth.

The quality of graduate training in the College of Behavioral and Social Sciences will be a primary factor in the continuing rise of the University of Maryland in national and international rankings.

¹ The University of Maryland System Policy on Shared Governance is found at <http://www.usmh.usmd.edu/regents/bylaws/SectionI/I600.html>

The College faculty and administration sees as part of its mission an obligation to serve the needs of the campus community and the community at large in the spirit of collegial cooperation.

Article I. Constituent units

- a. The College of Behavioral and Social Sciences has ten academic units: the Departments of African American Studies, Anthropology, Criminology and Criminal Justice, Economics, Geographical Sciences, Government and Politics, Hearing and Speech Sciences, Psychology, Sociology, and the Joint Program in Survey Methodology.
- b. Six centers report directly to the Dean: Center for Substance Abuse Research, Maryland Population Research Center, Interindustry Forecasting Project at the University of Maryland, the National Consortium for the Study of Terrorism and Responses to Terrorism, Neuroscience and Cognitive Sciences, and Center for Safe Solutions. All references to centers in this Plan of Organization shall refer to centers that report directly to the Dean.

Article II. Administration

- a. The College Assembly
 1. Membership: The College Assembly shall include
 - i. All faculty (including research faculty, instructors, and lecturers) in the College.
 - ii. All staff in the College.
 - iii. The officers of the Dean's Student Advisory Committee and the Dean's Graduate Student Advisory Committee.
 2. Functions and Responsibilities:
 - i. To adopt the Plan of Organization of the College of Behavioral and Social Sciences and amendments thereto
 - ii. To initiate action that will be included in the agenda of the next regular meeting of the College Council
 - iii. To provide for the orderly dialog and debate of issues of concern to the College
 - iv. To initiate and recommend action on any matter of concern to the College and to advise the Dean on any matter of concern to the College

3. Officers: A Chair and a Vice Chair will be elected by the membership Assembly. The chair shall preside over all meetings. If the chair is absent then the vice-chair shall preside over a meeting.
 4. Meetings:
 - i. The College Assembly shall be held at least once each academic year.
 - ii. At least one meeting of the College Assembly, the Dean shall summarize activities in the College during the past academic year and present his or her views on the current state of the College.
- b. The Dean
- i. The Dean is the chief administrative officer of the College.
 - ii. The Dean exercises those functions delegated to him or her by the President and the Provost, including responsibility for the College budget and for submitting recommendations concerning appointments, tenure, and promotion.
- c. Department Chairs and Center Directors
- i. Selection of Department Chairs: After consultation with the affected unit, the Dean shall appoint a committee to conduct the search. Where possible, a majority of the members of the committee shall be from the department. The search committee shall solicit names of nominees from the members of the unit and shall apprise the unit of the progress of the search. All members of the department shall have the right to submit evaluations of recommended candidates to the search committee, the Dean, and the Provost. The Dean shall either forward to the Provost his or her nominee or ask the search committee to offer additional candidates.
 - ii. Selection of Center Directors: The Dean shall select Center Directors after consulting with the center's faculty and staff and other faculty and staff in the College.
 - iii. Duties of Chairs and Directors: The Chairs and Directors are the administrative officers of their units. They exercise those functions delegated to them by the Dean, including responsibility for their unit budget, and for the submission of recommendations concerning appointments, tenure, and promotion.
 - iv. Academic departments,² centers, Chairs,³ and Center Directors shall be reviewed periodically in accordance with University

² The University of Maryland Policy on the Review of Academic Units is found at <http://www.president.umd.edu/policies/i600a.html>

policy. There is no University policy regarding center reviews. The College will develop a plan to ensure periodic review of these important units.

d. The Chairs and Directors Council

- i. Membership consists of the Dean, Chairs and Directors of all academic and administrative units, associate and assistant deans, and appropriate Dean's staff. The voting members of this body are the Dean, the Department Chairs, and Center Directors. The Dean presides at all Council meetings.
- ii. Functions, responsibilities, and meetings: The Council shall meet regularly during the academic year, at the request of the Dean or of a majority of its members, to discuss collegiate issues and concerns and to disseminate administrative information. The Dean may invite College faculty and students, and others to attend and to participate in the Council meetings as appropriate. Summary notes are submitted by the Dean and are considered approved unless expressly amended at the subsequent Council meeting.

Article III. Committees

- a. The College has one standing body of the College Assembly: (i) Programs, Curricula, and Courses Committee, and three stand-alone committees: (ii) Dean's Student Advisory Committee, (iii) Dean's Graduate Student Advisory Committee, and (iv) Appointment, Promotions, and Tenure Committee.
- b. Dean's Student Advisory Committee
 - i. Membership: The Dean's Student Advisory Council (DSAC) shall be composed of undergraduate students, with one voting representative from each of the College's academic departments and at least three but no more than five at-large voting members. The departmental representatives will be elected by each department. The at-large members will be selected by an application process with the Associate Dean for Undergraduate Studies.
 - ii. Functions and Responsibilities:

³ The University of Maryland Policy on the Review of Department Chairs and Directors of Academic Units is found at <http://www.president.umd.edu/policies/I-600C.html>

1. DSAC is advisory to the Dean and provides a forum for the exchange of information and discussion of matters pertinent to the undergraduate experience in the College.
2. DSAC shall coordinate programs among the students, faculty, and alumni.
3. To evaluate university, college and department information and policies.
4. To hear student's concerns and serve as the voice of the college's undergraduate population to the Dean's office and departmental undergraduate student service offices.
5. To facilitate relationships between departments, faculty, staff, students, alumni, and the office of the Dean, and to foster a sense of community in the College.
6. When appropriate, to rally students to action.
7. To educate students on academic policies and procedures.
8. To review and recommend to the Dean the annual technology fee budget.
9. To organize and implement the Student-Faculty Dinner.
10. To assess DSAC initiatives and find ways to promote its mission and purpose.

iii. Officers:

1. The officers of DSAC shall be the Chairperson, Vice Chairperson of Committees, Vice Chairperson of Internal Communication and Finance and Vice Chairperson of External Communication.
2. The officers shall be elected annually by the members of DSAC.

iv. Meetings and Notices:

1. Meetings shall be held weekly during the academic year at a time and place designated by the officers of DSAC. Minutes shall be distributed after each meeting.
2. Notices of regular meetings shall be sent to all DSAC members on a weekly basis. Notices of activities and general meetings shall be sent to all BSOS majors several times each semester. A summary of DSAC activities shall be distributed periodically and posted on the DSAC website.

v. Committees: The officers of DSAC may constitute standing and ad-hoc committees as deemed necessary.

c. Dean's Graduate Student Advisory Committee

- i. Membership: The Dean's Graduate Student Advisory Council (DGSAC) shall be composed of at least one voting representative from each of the College's Academic Departments that offers graduate degrees and at least three but no more than five at-large voting members. The representatives will be elected by each department.
 - ii. Functions and Responsibilities:
 1. DGSAC is advisory to the Dean and provides a forum for the exchange of information and discussion of matters pertinent to the graduate experience in the College.
 2. DGSAC shall coordinate programs among the students, faculty, and alumni.
 3. To evaluate university, college and department information and policies.
 4. To hear student's concerns and being the voice of the college's graduate student population to the Dean's Office and Departmental Undergraduate Student Service Offices.
 5. To facilitate relationships between departments, faculty, staff, students, and alumni and the Office of the Dean, and to foster a sense of community in the College.
 6. To educate students on academic policies and procedures.
 7. To review and recommend to the Dean the annual technology fee budget.
 8. To assess DGSAC initiatives and find ways to promote its mission and purpose.
 - iii. Officers:
 1. The officers of DGSAC shall be the Chairperson and other officers as specified in the DGSAC constitution.
 2. The officers shall be elected annually by the members of DGSAC.
 - iv. Meetings and Notices:
 1. Meetings shall be held at least monthly during the academic year at a time and place designated by the officers of DGSAC. Minutes shall be distributed after each meeting.
 2. Notices of regular meetings shall be sent to all DGSAC members on a regular basis. A summary of DGSAC activities email shall be distributed periodically to all BSOS graduate students and posted on the DGSAC website.
 - v. Committees: The officers of DGSAC may constitute standing and ad-hoc committees as deemed necessary.
- d. Committee on Programs, Curriculum, and Courses (PCC)

- i. Membership: The Dean, with the advice and consent of the College Council (see Article V below), shall appoint members. The committee, a standing body of the College Assembly, shall consist of five faculty, one graduate student, and one undergraduate student. The Dean should manage appointments so as to assure representation across a broad spectrum of units in the College, along with diversity in gender and ethnic background.⁴
- ii. Functions and Responsibilities:
 - 1. The committee reviews and makes recommendations to the Dean on all proposals for new programs and curricula, all courses (new or existing) related to such proposals, all proposals for new courses or for substantial changes in existing courses or curricula. The Committee, in making its recommendations, shall consider the soundness of the proposal, evidence of need and availability of resources, appropriateness of sponsoring groups, assurance of non-duplication, and conformity with established priorities, goals, and existing regulations.
 - 2. The committee shall formulate and recommend to the Dean the academic priorities of the College regarding undergraduate and graduate programs and interdisciplinary and interdivisional studies. The committee shall review and recommend policies concerning matriculation and retention within the College, Collegiate degrees, honors programs of the academic units within the College, and other matters pertaining to the instructional program of the College.
- e. Committee on Appointments, Promotions, and Tenure (APT)
 - i. Membership:
 - 1. The Dean, with the advice and consent of the College Council, shall appoint the committee members. The Committee shall consist of six members; all members shall hold the rank of full professor.
 - 2. Members shall serve one year, and may be reappointed by the Dean, with the advice and consent of the College Council (see Article V below), for one successive year. Insofar as possible, the committee should contain members in both their first and second year of service. The Dean should manage appointments so as to assure representation

⁴ The University of Maryland Policy on Affirmative Action is found at <http://www.president.umd.edu/policies/vi100a.html>. The University of Maryland Policy on Equal Opportunity is found at <http://www.president.umd.edu/policies/vi100b.html>

across a broad spectrum of units in the College, along with diversity in gender and ethnic background.

3. The Dean will appoint an associate dean who will serve as ex officio member of the APT committee, who will observe all proceedings and will serve as liaison between the committee and the departments as well as the campus. As an ex officio member, the associate dean shall have a voice but no vote on the committee.
 - ii. Functions and responsibilities: The committee shall deliberate in confidence and shall then make written recommendations on all cases of tenure, promotion, or appointments to the ranks of Associate and Full Professor. The APT committee shall conduct its business in accordance with University policy on appointments, promotion, and tenure. The APT committee shall not consider the appointment or promotion of research faculty, unless University policy specifies review.⁵
 - iii. Rules and Procedures: The APT committee shall choose a chair from among its members and shall establish the Committee's rules and procedures. These rules must be consistent with University policy on appointments, promotion, and tenure.
 - iv. Meetings: The Dean may, at the Dean's discretion, attend the APT committee's meetings as an ex officio, non-voting member of the committee.
- f. Other committees
- i. The Dean may, from time to time, form other committees to give the faculty, administrators, and students additional opportunities to participate in the governance of the College.
 - ii. The Dean shall have the responsibility for determining the membership and function of these committees.

Article IV. College Council

- a. Membership:
 - i. The Dean shall have ex officio but non-voting membership on the College Council.
 - ii. Faculty:
 1. Each academic department in the College shall elect one member from among its faculty. Department Chairs and the Director of the Joint Program of Survey Methodology are

⁵ The University of Maryland APT policy is found at <http://www.president.umd.edu/policies/ii100a.html>

not eligible to serve as voting members on the College Council.

2. The lecturers, instructors, and research faculty in the College shall collectively elect one representative.
3. Elected representatives shall serve a term of two years. Representatives may not serve for more than two successive terms. Elections should be held prior to April 30th each year. A representative's term shall begin on July 1 after the election.

iii. Centers:

1. The college-level centers shall collectively choose one representative. All Center Directors are welcome to attend all meetings of the College Council as ex officio, non-voting members.
2. The elected representative shall serve a term of two years. Representatives may not serve for more than two successive terms. Elections should be held prior to April 30th each year. A representative's term shall begin on July 1 after the election.

iv. Graduate and undergraduate students: The chair of the Dean's Students Advisory Committee and the chair of the Dean's Graduate Student Advisory Committee shall serve as members of the College Council.

v. Staff: The Council shall elect one exempt staff member and one non-exempt staff member from the College to serve as members of the Council. They shall each serve a term of two years.

vi. Representatives may not serve for more than two successive terms.

b. Functions and responsibilities:

- i. To consult with the Dean, Department and Center Directors, and other Collegiate administrators regarding programs within the College. To communicate matters of academic and administrative policy to College faculty and to respond to their concerns.
- ii. To actively solicit information and opinion from College community on pending College matters and to communicate such information to the Dean.
- iii. To receive and consider recommendations from the Dean or the Provost and to advise the Dean, University administrators and community on matters of College concern.
- iv. To promote excellence in instruction, research, and service, and to advise the Dean on long-range plans for the College.
- v. To supervise College referenda and set guidelines for election of College Council members.

- vi. To propose changes in the College Plan of Organization.
 - vii. To consult with the Provost, the search committee, and the President on selection of the Dean of the College. This duty includes, but is not confined to: advising the Provost on procedures for the search, forwarding concerns of the faculty of the College on matters regarding the selection of Dean, forwarding the names of candidates to be considered by the search committee, and responding to requests from the search committee and/or the appointing officer for evaluation of the candidates.
- c. Relationship to the Dean: Decisions of the College Council are subject to approval by the Dean and, when necessary, by the Campus Senate, the Provost, the President, and the Board of Regents. When approved, the Dean, the Committee, and/or the appropriate administrator or committee shall put them into effect.
 - d. Officers: The College Council shall elect a chair and vice-chair from among its members. The chair shall preside over all meetings. If the chair is absent then the vice-chair shall preside over a meeting.
 - e. Meetings: The College Council shall meet at least twice each semester. A quorum shall be a majority of the members. Meetings shall be open to all faculty of the College and to others the Council invites.

Article V. Ratification and Amendment of the Plan of Organization

- a. Process of Ratification:
 - i. The College Council shall organize a referendum on this Plan of Organization. All members of the College Assembly shall be eligible to vote in this referendum. This referendum is consistent with section 11.1.b of the University's Plan of Organization.
 - ii. The College Council shall present this Plan of Organization to the College Assembly at least 15 days before the referendum.
 - iii. The Plan of Organization will be ratified if it receives at least 50% plus one of the votes of all members of the College Assembly. The College Council shall ensure that referenda are conducted in a timely, just, and appropriate manner.
 - iv. Following a positive vote of the College Assembly, the Plan of Organization is subject to the approval by the Campus Senate and, if necessary, by the Provost, the President, and the Board of Regents.
- b. Process of Amendment:
 - i. Amendments or revisions may be proposed by members of the College Council, members of the Chairs and Directors Council, or

- by a petition signed by at least 50 members of the College Assembly.
- ii. The College Council shall discuss a proposed amendment at two successive meetings and then vote upon the proposal. Amendments that are approved by a majority of the Council members who are present and voting shall be submitted to referendum of members of the College Assembly.
 - iii. An amendment to the Plan of Organization will be ratified if it receives at least 60% of the votes of all members of the College Assembly. The College Council shall ensure that referenda are conducted in a timely, just, and appropriate manner.
 - iv. Following a positive vote of the College Assembly, amendments to the Plan of Organization are subject to the approval of the Dean, by the Campus Senate and, when necessary, by the Provost, the President, and the Board of Regents.
- c. Review: The Plan of Organization shall be reviewed every tenth year by a committee elected by the College Council as required by the University Plan of Organization. By a 60% vote of the College Council, a committee may be created at any time to draft a new Plan of Organization. Recommended revisions or amendments or a new Plan of Organization shall be submitted to a College referendum as described above.