

Plan of Organization

Department of Computer Science University of Maryland College Park, Maryland

**September, 2000
Last Amended: 2007**

Purpose

The purpose of the Plan of Organization is to specify the means by which the Department of Computer Science (the Department) carries out its educational and research responsibilities and plays its proper role in University affairs. This Plan supersedes all previous versions.

Article 1. Department Chairperson

The chief administrative officer of the Department is the Department Chairperson.

1. Appointment. The Chairperson is appointed by the College Dean (and ultimately by the University) to a fixed term of office, usually 5 years. Prior to a new appointment or the reappointment of a chairperson, expressions of opinion of the Department Council and of the Department faculty shall be given to the University administration. No person shall serve as Chairperson for more than 10 consecutive years.
2. Functions. The Chairperson's functions are
 - a. To act as the chief representative and advocate for the Department.
 - b. To promote and engage in superior teaching, service, and research in the Department.
 - c. To plan and administer the Department's budget, in consultation with the Dean and with the advice of the Council.
 - d. To make recommendations with respect to faculty appointments, tenure, and promotions, as specified in applicable regulations.
 - e. To work for recruitment and promotion of qualified faculty and staff and to ensure equity in hiring and personnel decisions.
 - f. To administer all programs of the Department.

- g. To solicit active participation of Department members in Department affairs and to communicate policies.
- h. To preside over meetings of the Council and Assemblies, as necessary.
- i. To appoint ad hoc committees as necessary.
- j. To ensure implementation of this Plan of Organization.

The Chairperson has no vote in any Department Assembly or committee.

Article 2. Constituent Assemblies of the Department

1. The Assemblies. The **General Assembly** of the Department of Computer Science shall be composed of the following constituencies: the Faculty Assembly, the Staff Assembly, the Graduate Student Assembly, and the Undergraduate Student Assembly. Each voting member of a Constituent Assembly is eligible to vote for the Assembly's representatives for the Department Council.
 - a. The **Faculty Assembly** shall consist of all full-time University employees who hold at least a half-time academic-year appointment in the Department, with a title classified as faculty in the University's *Faculty Handbook*. This includes faculty on sabbatical leave, but not those on leave-without-pay. Visiting Faculty are not included, nor are faculty researchers who do not hold a Ph.D degree and faculty with teaching duties who do not hold a master's degree in computer science or a related field. A member of the faculty who holds an appointment in the Department with an academic title but who does not meet the description above shall have a voice but no vote in the Faculty Assembly.
 - b. The **Staff Assembly** shall consist of all non-exempt and exempt staff of the University who hold at least a half-time appointment within the Department.
 - c. The **Graduate Student Assembly** shall consist of all officially registered graduate students of the University who are enrolled in a graduate program of the Department.
 - d. The **Undergraduate Student Assembly** shall consist of all officially registered undergraduate students of the University who are declared computer science majors.
 - e. Any person who belongs to more than one constituency above shall be counted with the category of the person's choice.
2. Functions. Each of these Assemblies serves as an electoral body and as the voice of its members within the Department. Its functions are

- a. To approve the Department Plan of Organization, and any of its Amendments, as well as the Bylaws.
 - b. To initiate suggestions to the Department Chairperson through representatives on the Department Council.
 - c. To act as the electorate in department, college or campus elections in which the members of that Assembly are allowed to vote.
 - d. To identify, where applicable, the Assembly's candidates, either by petition or nomination, for any such election as mentioned in the preceding clause.
 - e. To act as referendum body for any referendum called by the Department Council. (All such referenda are advisory in nature.)
3. Organization and Meetings of the Constituent Assemblies.
- a. Each Department Assembly shall be entitled to formulate its own plan which shall not contravene this Plan of Organization or its By-Laws. Any such organizational plan shall be filed with the Department Council.
 - b. The Department Constituent Assemblies are not required to hold regularly scheduled meetings. However, upon petition of 20% of the membership of any one Assembly, the Department Chairperson shall call a meeting of this particular Assembly and act as chair pro tempore for such a meeting if the Assembly has no chair at that time.

Article 3. Committees of the Department

1. The **Department Council** shall consist of the Department Chairperson who acts as Chairperson of the Council, along with elected and ex-officio members as specified in the By-Laws.

The functions of the Council are:

- a. To consult with and advise the Department Chairperson on matters of concern to the Department and its Constituent Assemblies.
- b. To establish standing and ad hoc subcommittees not otherwise specified in this Plan of Organization as necessary or desirable for the Department.
- c. To review the Plan of Organization and By-Laws, in years ending with a zero or a five, and to initiate proposed changes then or at other times when necessary or desirable.
- d. To perform any other duties specified in the By-Laws.

Meetings of the Council shall be called by the Department Chairperson or upon petition of 25% of the elected Council membership.

2. The **Appointment, Promotion, and Tenure Committee** (APT Committee) of the Department shall consist of an elected APT Chairperson and the Faculty Assembly. Subcommittees of the APT Committee for the various activities of the Committee and the qualifications of the APT Chairperson are specified in the By-Laws.

The functions of the APT Committee and appropriate subcommittees are:

- a. To perform an annual review of all assistant and associate professors of the Department. A recommendation to the Department Chairperson concerning their possible promotion, tenure, or continuation of contract will be made as appropriate. Procedures for this are specified in the By-Laws.
 - b. To review any prospective faculty member for the Department and advise the Department Chairperson on the desirability of the appointment.
 - c. To perform any other duties specified in the By-Laws.
3. The **Education Committee** of the Department considers all educational matters of the Department. Its membership is specified in the By-Laws. The functions of the Education Committee are
 - a. To review and recommend changes in the educational programs of the Department.
 - b. To recommend changes in courses, curricula, admissions and retention of students, and financial aid policy.
 - c. To establish subcommittees of the Committee as may be necessary or desirable for the performance of its functions.
 4. Members of the Faculty Assembly who are tenured, tenure-track, or permanent shall elect **Department Representatives to the University Senate** from their ranks. Since the number of Senate vacancies is not necessarily known at the time of election, any vacancies shall be filled as they occur by the candidate(s) who received the most votes in the most recent departmental election.
 5. A **Salary Committee** consisting of three members of the Department tenure-track faculty may be used by the Department Chairperson to assist in determining merit salary raises for tenure-track faculty. Members of this Committee shall be elected by the Department tenure-track faculty and may serve for at most two consecutive terms.

6. **Other standing or ad hoc committees** may be constituted by the Council, APT Committee, Education Committee, or Department Chairperson as needed or desired to carry out their respective duties, or as required by the University. These committees may be either elected or appointed as deemed appropriate.

Article 4. Elections

All elections for Department Councilors, Committee members, Senators, and APT Chairperson shall be by secret ballot. The By-Laws shall specify the nomination and election procedures, the dates of the elections, the terms of office of the elected members, and the procedures for filling vacancies in any elected office.

Article 5. Parliamentary Authority

Robert's Rules of Order Revised (most recent edition) shall govern the procedures followed by any assembly, council, committee, or other recognized unit of the Department in all cases in which these rules are applicable. In case of any conflict or inconsistency of the Plan of Organization and By-Laws with duly established and announced rules of the College, Campus, or University System, such rules shall govern.

Absentee ballots are not allowed for any votes at meetings of Assemblies, Council, or committees except as specified in the By-Laws, but these bodies may decide to use an electronic balloting procedure rather than voting at a meeting.

Article 6. Approval of By-Laws and Amendments to By-Laws

The Department shall have the power to make by-laws and regulations that are in accordance with rules and powers of the College, Campus, or University System. An amendment to the By-Laws may be proposed by any member of the Department. Amendments to the By-Laws shall require approval first by the Department Council and then by at least three of the Constituent Assemblies. Approval by the Council requires a simple majority vote of the entire voting membership of the Council. Approval by any Constituent Assembly shall be by secret ballot and requires a three-fifths majority of those voting on the amendment in that Assembly. The text of the proposed by-law shall be publicly available to each member of the Department at least two weeks prior to the end of the balloting period. Amendments that are approved by this process take effect immediately, unless approval is required by other University bodies.

Article 7. Approval of the Plan of Organization and Amendments to the Plan

The Plan of Organization shall be periodically reviewed by the Department Council as specified above. Amendments to this Plan shall require approval first by the Council and then by each of the Constituent Assemblies. Approval by the Council requires a simple majority vote of the entire voting membership of the Council. Approval by any Constituent Assembly shall be by secret ballot and requires a three-fifths majority of those voting on the amendment in that Assembly. The text of the proposed amendment

shall be publicly available to each member of the Department at least two weeks prior to the end of the balloting period. Amendments that are approved by this process take effect immediately, unless approval is required by other University bodies.

By-Laws

Department of Computer Science University of Maryland College Park, Maryland

**Revised February, 2001
Last amended: 2007**

These By-Laws are adopted in accordance with Article 6 of the September, 2000 Plan of Organization of the Computer Science Department.

By-Law 1. Concerning Elections

The Department Council shall be constituted as the Elections Board for all elections. The Elections Board shall specify procedures for the conduct of elections to include and be consistent with the following rules:

1. There will be a single election each year to fill all positions on the Council, all elected positions on other Department Committees, positions for University Senators that need to be filled within the next year, and the APT Chairperson position.
2. Throughout the month before elections, nominations will be sought for undergraduate and graduate student representatives on Department committees. Nominations can be from students or from the Undergraduate or Graduate Coordinator.
3. At the same time, all faculty and staff will be notified that they have been nominated for each position for which they are eligible. Each person nominated will be given the opportunity to decline nomination.
4. Balloting will be by secret ballot, written or electronic. Ballots shall contain only the names of nominated eligible candidates. If there is no nominated eligible candidate for a position, the Department Chairperson will appoint an eligible person to fill the vacancy.
5. Balloting will take place during a two week period and be completed by May 14. The eligible voters shall select all persons within their Assembly that they find 'acceptable' to fill each of the positions. Eligible candidates with the largest number of 'acceptable' votes win; a majority vote is not necessary. Within a week of the completion of voting, the Election Board shall meet to tabulate the vote and announce the winners.

6. The Elections Board shall break any tie with a random drawing.
7. All elected terms of office will commence July 1, unless otherwise specified by University rules.

By-Law 2. Concerning Referenda

The Council may call for a referendum by appointing a subcommittee consisting of at least one representative from each Assembly to conduct the referendum. The subcommittee shall make a copy of the referendum available to all members of the Assemblies during a voting period of at least 14 days and report the result to the Council at the next Council meeting, within a week of the end of the voting period.

By-Law 3. Concerning the Department Council

Faculty, staff, and student members of the Department Council shall be elected by and from the Constituent Assembly they are to represent. In addition to the Council Chairperson, there shall be 7 faculty members (6 professorial faculty members and 1 non-professorial faculty member, with all 7 elected by the Faculty Assembly), 1 staff member, 2 graduate students, and 1 undergraduate student as councilors. The term of office of each councilor is one year. Councilors may succeed themselves, but may not serve more than two consecutive terms. The Department's Director of Administration shall be an ex-officio non-voting member of the Council and shall act as Council secretary.

If a councilor vacates office before the date of termination of the term, the Department Chairperson shall choose a person from the same constituency as the vacating councilor to fill the remainder of the term.

By-Law 4. Concerning the Appointment, Promotions, and Tenure Committee

All voting members of the Faculty Assembly are voting members of the APT Committee. All other Faculty Assembly members shall be nonvoting members of the APT Committee.

1. Subcommittees

For the purposes of considering and voting on appointments, promotions and tenure, the following subcommittees are established:

- a. The subcommittee of all Assistant Professors, Associate Professors and Professors considers appointment to the rank of Assistant Professor.
- b. The subcommittee of all Associate Professors and Professors considers contract renewal for Assistant Professors, promotion of Assistant Professors to the rank of Associate Professor, appointment of Associate Professors, and granting the title of

Associate Professor Emeritus to an Associate Professor upon retirement. For an appointment or promotion to Associate Professor with tenure, the subcommittee consists of all tenured Associate Professors and Professors.

- c. The subcommittee of all Professors considers promotion of Associate Professors to Professor, appointment of Professors, and granting the title of Professor Emeritus to a Professor upon retirement.
- d. Each of these subcommittees shall be augmented to include research or instructional Faculty Assembly members of equivalent ranks for appointment and promotion considerations of research or instructional faculty members. For example, the subcommittee of all Senior Lecturers, Assistant Professors, Associate Professors, and Professors considers appointment to the rank of Senior Lecturer.
- e. Certain appointments that are not tenure-track and not permanent (for example, lecturers, instructors, and research associates) do not need approval of any APT subcommittee. Appointments to the Research Scientist and Research Professor tracks and to Senior Lecturer do require approval of the corresponding APT subcommittee, as do appointments of affiliate or adjunct faculty.
- f. No APT subcommittee includes affiliate or adjunct faculty.

2. APT Chairperson

- a. The elected APT Chairperson shall be a Professor (not Assistant or Associate Professor) who holds tenure in the Department.
- b. The APT Chairperson shall be elected by the tenure-track faculty members of the Department for a two-year term with no more than two consecutive terms. The APT Chairperson shall serve as chairperson for the full APT Committee as well as each of its subcommittees.
- c. The APT Chairperson shall convene the Committee, or respective subcommittee, whenever necessary.
- d. The APT Chairperson shall act as Secretary for each meeting, or shall appoint a Committee or Subcommittee member to act as Secretary. The actions of the Committee or Subcommittee will be in the form of a written report signed by the APT Chairperson including a recommendation to the Department Chairperson expressing approval or disapproval of a proposed action along with the count of the vote. The report to the Department Chairperson shall include any minority reports requested by a committee or subcommittee member.

3. Appointment Considerations

- a. Appointments to the various faculty ranks should meet at least the minimum qualifications as set forth by the University and University Senate.
- b. Such appointments should be based on the individual's teaching, research and service credentials and the individual's standing in the computer science community.
- c. Consideration of faculty with joint appointments with another department are to be coordinated by the Computer Science Department Chairperson with the other department, so that complete information is available to all committees involved.

By-Law 5. Concerning the Education Committee

This committee consists of all members of the Faculty Assembly who have had teaching responsibilities within the last two years, two students elected from the Undergraduate Student Assembly, two students elected from the Graduate Student Assembly, and all staff who serve as undergraduate advisors, undergraduate student coordinators, and graduate student coordinators. The Department Chairperson shall serve as Chairperson of the Education Committee and the Director of Administration shall be an ex-officio member of the Education Committee and serve as Secretary. The Committee may, by majority vote, add other members if appropriate.

By-Law 6. Quorum and Voting

A quorum for any departmental assembly, committee, or subcommittee requires the presence of at least half the members who are not on sabbatical or leave-of-absence.

Unless otherwise specified in the Plan of Organization or By-Laws, a motion passes in a departmental assembly, committee, or subcommittee if the number of affirmative votes is more than half the number of attendees who are eligible to vote.

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