



UNIVERSITY OF MARYLAND EASTERN SHORE

FACULTY HANDBOOK

SECTION I – THE UNIVERSITY AND ITS STRUCTURE

(a) Historical Overview

The University of Maryland Eastern Shore (UMES), the state's 1890 land-grant institution, was founded in 1886 as the Delaware Conference Academy under the aegis of the Centenary Biblical Institute. Its mission included preparing African-Americans for careers in the clergy and teaching. Shortly after the opening, the University began concentrating its courses in agriculture, mechanic arts (industrial education) and home economics, the three areas that remain the nucleus for the University's offerings.

Since its founding the University has grown steadily, despite social and political challenges that brought several name changes and signaled its need for unwavering support and the endorsement of a unique mission. The name changed from Delaware Conference Academy to Industrial Branch of Morgan State College to Princess Anne Academy, all the while remaining under the control of the Methodist Church. In 1919, the state of Maryland, which operated a land-grant program at the Maryland Agricultural College at College Park, to which African-Americans were not admitted, assumed control of Princess Anne Academy to offer a land-grant program to African-Americans.

The institution was renamed the Eastern Shore Branch of the Maryland Agricultural College. In 1926 the branch became fully owned and operated by the state and the University of Maryland was designated the Administrative agency.

In 1948 the Eastern Shore branch became Maryland State College, with the designation as a division of the University of Maryland. The institution was renamed the University of Maryland Eastern Shore in 1970.

Just as the University established a reputation in academics and athletics during its first half century, in the second half it enjoyed unprecedented growth and expansion among its curricula and enrollment, thanks to the master planning efforts of its recently appointed UMES President and of the Maryland System President. Examples of curricula/program expansions are practical, high demand disciplines such as physical therapy, physician assistant, construction management technology, airway science, computer science and hotel and restaurant management. The University confers bachelor's degrees in a variety of disciplines and master's degrees in education, agriculture, rehabilitation counseling, marine, estuarine and environmental sciences, criminal justice, applied computer sciences, construction technology and business as well as the doctorate in marine-estuarine-environmental science, organizational leadership, educational leadership, food science and technology, physical therapy and toxicology.

Enrollment has spiraled. Between 1989 and 1990, the student body increased by over 60 percent. Today the University of Maryland Eastern Shore has 3,500 students who come from numerous states and countries.

(b) Mission and Objectives of UMES

UMES operates as a University with the three major functions of instruction, research and service. UMES strives to provide quality higher education in the liberal arts and sciences and selected career fields and to provide appropriate research and public service programs to the state and the region that it serves.

The institution maintains a legacy of a historically black institution which emphasizes a commitment to equal educational opportunity for all students. The distinctiveness of UMES will be maintained through its offering of instruction, research and service programs in major academic clusters which include the liberal arts and sciences, agriculture, business, technology, education, environmental and marine sciences, allied health, hospitality and special academic services.

The University System of Maryland (USM)

a) System Organization

On July 1, 1988, the State created a new University System of Maryland. This System was formed from the campuses and research service units formerly governed by the Board of Regents of the University of Maryland and from the six State universities and colleges previously governed by the Board of Trustees of the State Universities and Colleges. The new System is governed by the Board of Regents of the University System of Maryland and serves the State and nation through education, research and service. The University System of Maryland is comprised of eleven campuses at key locations throughout the state, which include fifteen professional schools, a hospital the Maryland Cooperative Extension, Agricultural Experiment Stations with experimental farms and numerous specialized bureaus, centers, clinics, institutes and advisory organizations.

The vision of the University System of Maryland is that it will become a family of distinctive and complementary institutions dictated to nurturing minds, advancing knowledge, elevating the human spirit, and applying its talents to the needs of the citizens of Maryland with professional integrity and elegant simplicity. In so doing, the University System of Maryland will achieve and sustain national eminence, and become a model for American higher education and a source of pride for Marylanders.

The University System of Maryland places emphasis on undergraduate, graduate and professional education, and encompasses a full range of professional schools. Its graduate education and research programs respond to both state and national needs.

The University System of Maryland is made up of the following components:

- Bowie State University
- Coppin State University
- Frostburg State University
- Hagerstown Education Center
- Maryland Cooperative Extension
- Salisbury University
- Towson University
- University of Baltimore
- University of Maryland, Baltimore
- University of Maryland, Baltimore County
- University of Maryland Biotechnology Institute
- University of Maryland Center for Environmental Science
- University of Maryland, College Park
- University of Maryland Eastern Shore
- University of Maryland University College
- USM Shady Grove Education Center, Montgomery County

b) Governance of the University

A sixteen member Board of Regents, appointed by the Governor, governs the University with the administration vested in the Chancellor. The Chancellor serves as the Executive Office of the Board of Regents. The Chancellor and his/her staff constitute the System Administration with offices located at the Wilson Elkin's Administration Building, Adelphi, Maryland.

The Presidents of the various components of the University are charged with administrative responsibility for each campus or subdivision.

c) Board of Regents

The Board of Regents has the authority and is responsible by law for the formulation of all policies under which the University operates. The Regents are appointed by the Governor, with Senate approval, for staggered five-year terms.

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The Board of Regents operates through the following committees:

- Committee on Audit
- Committee on Finance
- Committee on Education Policy
- Committee on Organization and Compensation
- Committee on Technology
- Committee on External Relations

d) System Administration

System administration is responsible for coordinating and supervising in terms of collective leadership, the many operations under the auspices of the University of Maryland.

e) Mission of the University System of Maryland

Maryland must be positioned to respond to this rapid changing environment. The State cannot meet the challenges that lie ahead without concurrent growth and evolution in its system of public colleges and universities. After analysis of current and projected trends, the USM has crafted the following vision of what we must achieve over the next decade for the benefit of Maryland's future.

Goal I

USM academic programs will evolve to meet the changing educational needs of a growing and increasingly diverse undergraduate and graduate student population and will enhance the quality of life for all Maryland citizens.

1. Participation in and access to a USM education will be indistinguishable across racial, ethnic, gender, and income groups. The USM will grow and adapt to meet the enrollment surge generated by the baby boom echo.
2. The USM will help meet Maryland's needs for a highly educated workforce by increasing the number of bachelor's degrees it produces, particularly in areas of high demand. More than ever before, jobs will follow people. In order for Maryland to attract large businesses, close to 40% of the State's workforce will need to hold a bachelor's degree (as compared to 32% today).
3. USM institutions will produce graduates who are fully prepared to be contributing members of a democratic, global society and who seek to enhance the quality of life in their communities.
4. USM institutions will provide prompt, respectful, and efficient student services that are responsive to the changing nature of their populations.
5. An increasing number of USM graduate programs will achieve national eminence, and USM institutions will provide increased access to high quality graduate education.
6. USM institutions will respond to the needs of the part-time graduate student population by offering increased access to high quality, high demand academic programs at times and places convenient to them. To address the unique needs of part-time undergraduate students, we will restructure our financial aid programs, and both undergraduate and graduate students will benefit from increased accessibility to appropriate USM support services.
7. USM institutions will assist people as they change jobs and careers in response to continued economic and technological change. We will accomplish this through our programs and faculty, through continued expansion of our facilities and physical plant, and through growth of our technology infrastructure and distance learning initiatives.
8. The USM will have helped Maryland create a seamless K-16 education system through aligned high school exit and college entrance requirements. Furthermore, the USM will ensure that all teacher candidates we produce have high-level content knowledge in their academic fields and are prepared to bring student performance to high standards.
9. An increasingly global student population will take advantage of USM-based online courses. Our academic institutions will re-engineer their operations to take full advantage of the productivity gains made possible by new technologies.

10. USM academic programs will be created and abolished at rates that more closely mirror the pace of societal, economic, and technological change.
11. The USM will foster partnerships and linkages to facilitate greater cross-fertilization among academic disciplines. At the same time, we will ensure that all disciplines evolve to meet new demands.

Goal II

USM research and scholarship will position Maryland as a national leader in science, technology and other key areas, providing the knowledge and infrastructure to ensure the State's continued economic growth, sustainable development and international competitiveness.

1. Our research institutions and our graduates will help make the life sciences (biotechnology, pharmaceutical research, health sciences, etc.) and other information technology (IT) keystones of Maryland's economy.
2. The USM will be looked to as a national leader in environmental research and the successful restoration and management of estuarine and coastal resources.
3. In all disciplines, from the study of the human genome to the art and literature that are unique to those with that DNA, USM institutions will conduct research that expands and enhances the scope of human knowledge. To that end, USM institutions will also increase the breadth and depth of cross-disciplinary research.
4. Through partnerships with business and other entrepreneurial ventures (such as Baltimore's new concept of a "Digital Harbor"), the USM will help make Maryland the "Silicon Valley" of global higher education and a prime exporter of intellectual capital and knowledge.
5. In collaboration with State government, the USM will work to ensure that Maryland's industries, governments, schools, public libraries, and universities are fully networked via the latest generations of high-speed Internet access and communications technology.
6. In keeping with its mission of public service, the USM will provide guidance on the ethical, social, and public ramifications of new discoveries and technologies.
7. The USM will collaborate with the State in formulating and implementing policies for sustainable development.

Goal III

The USM will achieve its legislative mandate of national eminence and its fundamental mission to serve the public good while carefully managing growth and developing System resources.

1. USM institutions will be top-ranked within their Carnegie classifications as they meet their legislative mandates to achieve national eminence. The USM will offer outstanding undergraduate educational opportunities and nationally prominent graduate and professional programs in a wide range of disciplines.
2. USM institutions will be held in the highest regard by the State's citizens. The public will more fully value the enormous contributions made by USM colleges, universities, and research centers, and the quality of our institutions will be a statewide point of pride.
3. The USM will enhance its public accountability efforts by continuing to develop measurable goals and expectations for its institutions, as well as effective mechanisms to assess educational outcomes for institutions and students.
4. USM institutions will enhance their benefits to Maryland citizens through increased funding from private giving and grants, through effective administration of the capital budget, and through careful management and efficient use and reallocation of resources.
5. People are any institution's greatest resource. With that in mind, USM institutions will develop their human resources by recruiting and retaining the best workforce, preparing the next generation of researchers and faculty, and providing faculty, researchers, and entrepreneurial students with the high-quality facilities, equipment, and professional development they need to be successful.

6. The USM institutions will continue to be involved in public service and support to local communities and the State. Reflecting their unique missions and strengths, USM institutions will make significant public contributions through agricultural extension activities, cultural events, environmental research and education, services to businesses, industry, government agencies, and non-profit organizations, and major outreach efforts in health care, education, and social and legal services.

University of Maryland Faculty Council

I-2.00- CONSTITUTION OF THE COUNCIL OF UNIVERSITY SYSTEM FACULTY

(Approved by the Board of Regents, February 1, 1989; Amended June 11, 1993; Amended July 10, 2002)

Basic to the effective operation of any system of higher education is the acceptance of the concept of shared governance. It is the faculty, whose careers are dedicated to the advancement of learning, who provide the thrust and direction of any academic institution. Therefore, the faculty shall have wide powers in determining professional and academic matters, an informed advisory role in areas of administrative responsibility, and a voice in basic decisions which affect the welfare of the system as a whole.

ARTICLE I

Section 1. Purpose. The Council of University System Faculty advises the Chancellor and reports regularly to the Board of Regents. Its responsibility will be to consider and make recommendations on matters of System-wide professional and educational concern to the faculty and matters to which faculty bring special expertise.

ARTICLE II

Section 1. Membership. The Council will consist of faculty representatives elected by the faculties of the constituent institutions of the University System of Maryland. The faculty of each campus will determine the qualifications for, and procedures for selection of, its representatives.

Section 2. Constituent Institutions. For purposes of representation on the Council, constituent institutions of the University System of Maryland are: Bowie State University (BSU), Coppin State College (CSC), Frostburg State University (FSU), Salisbury University (SU), Towson University (TU), University of Baltimore (UB), University of Maryland, Baltimore (UMB), University of Maryland, Baltimore County (UMBC), University of Maryland, College Park (UMCP), University of Maryland Eastern Shore (UMES), University of Maryland University College (UMUC), University of Maryland Center for Environmental Science (UMCES), and University of Maryland Biotechnology Institute (UMBI).

Section 3. Apportionment of Membership. Initial membership on the Council will be apportioned in the following manner: UMCP-6; TU-3; UMB-3; UMBC-3; BSU-2; CSC-2; FSU-2; SU-2; UB-2; UMES-2; UMUC-1; UMCES-1; and UMBI-1. An institution newly incorporated into the University System of Maryland will receive representation on the Council commensurate with the size of its full-time faculty.

Section 4. Terms of Members. Members of the Council will serve three-year terms, with a staggering of the election of the membership at each constituent institution. The length of the terms of members initially elected will be determined by the Council.

ARTICLE III

Section 1. Officers. The Council will elect annually a chair, a vice chair, a secretary, and two at large members of an executive committee. No more than one elected member of the executive committee will be from a single institution. The executive committee will set the agenda for meetings of the Council and monitor and bring matters of interest to the attention of the Council.

Section 2. Meetings. The Council will meet as specified in its bylaws, but no less than twice during each academic year. Additional meetings may be convened by the chair of the Council or by procedures specified in the bylaws.

Section 3. Bylaws. The Council will develop bylaws consistent with this constitution, will provide for committees, and will establish its own rules of procedure. At a minimum, there will be standing committees of the Council with responsibility for the following areas: academic affairs, faculty rights and welfare, research, and rules and organization.

ARTICLE IV

Section 1. Amendment. Amendments to this constitution may be proposed either by a constituent institution or by a member of the Council. Adoption of amendments will occur according to the following procedures: (1) initial approval by a two-thirds vote of the Council; (2) referral of the proposed amendment to the faculty governing bodies of the constituent institutions for consideration and comment; (3) final approval by a two-thirds vote of the Council; and (4) acceptance by the Board of Regents.

ARTICLE V

Section 1. Adoption. This constitution will become effective following review by the faculties of the constituent institutions and approval by a two-thirds vote of the interim Faculty Council, and upon its acceptance by the Board of Regents.

Officers of UMES

a) President

The President is the Chief Executive Office of UMES. The President is responsible directly to the Chancellor for his/her administration. He/she also:

- establishes and staffs an organization for the education of students and for effective management of University programs;
- provides leadership and guidance in the planning, development, implementation and coordination of all University programs in order to achieve the institution's objective of intellectual and academic excellence;
- assures institutional compliance with equal opportunity regulations.
- recommends institutional policies and directs the implementation of those policies after they have been approved by the UMES Senate, the Chancellor and the Board of Regents;
- issues or authorizes all public statements of the University; and
- submits an annual report concerning the overall operation of UMES to the Chancellor for subsequent submission to the Board of Regents.

b) Executive Assistant to the President

The Executive Assistant to the President is concerned primarily with providing administrative staff support to the President. This involves:

- preparing drafts, memorandums, reports, letters and other information emanating from the Office of the President;
- coordinating the President's schedule and assisting in office management functions and conducting research for institutional reports, development and programs,
- reviewing minutes, reports, correspondence, etc in order to identify special problems and take the necessary action; and
- participating in the review of policy that affects the campus and being the representative for internal and external committees.

He/she reports directly to the President.

c) Executive Vice President

The Executive Vice President coordinates planning, policy-making, and management processes at the University. This division monitors matters of operational and strategic importance and develops protocols and technical reports to define procedures and summarize outcomes related to the achievement of the University's mission. The Division supervises the strategic planning process, development of the operational plan, and the implementation of goals and objectives of the University. The division prepares proposals for external support and routinely engages in review of all programs and services to ensure institutional accountability.

In the absence of a directive to the contrary, assumes the duties of the President when the latter is absent from campus. The Executive Vice President reports directly to the President.

d) Director of Institutional Research, Evaluation and Assessment

The Director of Institutional Research, Evaluation and Assessment Institutional Research has the responsibility of evaluating the overall institutional effectiveness at the mission, program, classroom and service levels.

He/she reports directly to the Executive Vice President.

e) Vice President for Academic Affairs

The Vice President for Academic Affairs serves in a management position as the chief administrative officer of the academic programs of the University and provides leadership and direction in the University's efforts to achieve and maintain intellectual and academic excellence. Additionally, he/she:

- supervises the budgeting, allocation and utilization of resources assigned for academic programs to ensure their effectiveness in fulfilling the University's obligations to provide its students with quality education;
- participates in the formulation of institutional policy making in cooperation with academic deans, department chairs, the general faculty and the UMES Senate;
- represents the President and provides academic leadership;
- represents the University on academic matters;
- serves as a channel of communication between the Office of the President and the academic community, including students, faculty, alumni and academic administrators;
- evaluates the work of academic deans, directors and other staff members who report directly to the **VPAA**;
- serves under the direction and supervision of the President as his principal advisor for academic affairs and faculty matters;
- makes recommendations on faculty related issues in cooperation with academic deans and department chairs, such as but not limited to preparing recommendations the President with respect to appointments, promotions, tenure, resignations, dismissals, salary increments, and leaves of absence.
- Performs other related duties as assigned by the President.

In the absence of a directive to the contrary, assumes the duties of the President when the latter is absent from campus. The VPAA reports directly to the President.

f) Vice President for Administrative Affairs

The Vice President for Administrative Affairs serves in a management position as the chief administrative officer for the planning, development, utilization and protection of the fiscal and physical resources of the University. Additionally he/she:

- works closely with the President as an advisor on external relations, representing the University at meetings and public functions as directed by the President;
- directs and coordinates legislative relations on the local, state and national level;
- participates in institutional policy making as a member of the President's Executive Council;

- provides leadership and coordination for budgeting and fiscal resources and utilization of facilities;
- develops, implements and evaluates appropriate management information systems;
- works with the President in securing funds and grants from non-state sources and in the administration of federal and private grant programs; and
- serves as the principal office in matters of general administration on financial and business affairs.

He/she reports directly to the President.

g) Vice President for Student Affairs

The Vice President for Student Affairs serves in a management position as the chief administrative officer for the University's out-of-class programs and activities for the students that support the institution's academic programs. To accomplish this:

- he/she directs the planning, development, implementation and coordination of the Counseling Center, Student Health Center, Career Center, Radio Station, Admissions and Recruitment, New Student Advising, Retention Center, International Student Affairs, housing programs and student activities for purposes of enhancing the total educational growth of the students under policy guidelines;
- supervises the budgeting, allocation and utilization in resources assigned to these supportive functions;
- serves as the channel of communications-between students and Student Life staff and the Office of the President; and
- participates in institutional policy making as a member of the President's Executive Council and serves in an advisory role on matters pertaining to student housing and out of class activities.

He/she is responsible for the coordination of all student services for the benefit of the campus community. He/she reports directly to the President.

h) Vice President for Institutional Advancement

The Vice President for Institutional Advancement serves in a management position as chief administrative officer in charge of Development, Public Relations, Alumni Affairs and Government Relations. The Vice President:

- serves as legislative liaison for the University and as the President's official representative at appropriate internal and external meetings and events;
- supervises the Office of Public Relations, the Office of Development including University wide special events, and the Office of the Alumni Affairs. The Division of Institutional Advancement serves as legislative liaison for the University and as the President's official representative at appropriate internal and external meetings and events;
- coordinates the University's seven-year (2004-2011) fundraising campaign.

i) Academic Deans

The academic programs, academic support units and research units are grouped into three Schools headed by Deans, who report to the Vice President for Academic Affairs. These entities, the School of Agricultural and Natural Sciences, the School of Arts and Professions, and the School of Business and Technology house academic departments, academic support units and research units assigned to a School structure, as applicable. The deans provide academic leadership for department chairs, faculty, staff and students within the School.

Some of the activities of the deans include but are not limited to:

- planning, implementing and evaluating programs of instruction, research and service in those areas of study and supporting functions which have been assigned to the School.
- processing all budgetary matters of the departments or offices in the School and provide input on budgetary needs based on projected enrollment, support functions and sponsored activities, as applicable;

- overseeing and supporting development of the faculty, including hiring, retention, tenure and promotion;
- setting program priorities consistent with the mission of the University;
- maintaining the records of faculty and general affairs of the School;
- evaluating the quality and output of the School and its departments and support offices, as applicable as well as evaluating the performance of those who report directly to him/her;
- maintaining effective communications with faculty and staff within the School and with administration and personnel of other units of the campus;
- monitoring the activities of the School for adherence to policies and procedures;
- representing the respective Schools to a wide range of academic, professional and public constituencies, including alumni, parents, legislators, government agencies, and foundations;
- acting as facilitators to identify, discuss and resolve issues and problems within the School.

To this end he/she:

- 1) Supports and coordinates the institutional strategic planning process including the development of assessment of student and institutional outcomes.
- 2) Performs statistical and analytical work associated with the collection, review, analysis, distribution and presentation of information;
- 3) Develops and disseminates analytical data related to the academic and administrative programs and services, data supportive of accreditation activities, and enrollment trends;
- 4) Responds to routinely requested reports and data internally as well as requests from the state and national agencies.
- 5) Provides assistance in the analysis and interpretation of academic and administrative data in support of decision-making policy formation.

The Graduate Dean and the Dean of Library Services have more global responsibilities which transcend the academic departments and School structure.

The Graduate Dean is responsible for oversight of all graduate degree programs and provides the leadership for and promotion of graduate education in unison with the faculty and academic departments.

The Graduate Dean:

- processes graduate admissions, assists with graduate registration and course scheduling processes, monitors graduate student progress to degree and degree completion and certifies awarding of graduate degrees;
- maintains standards and quality set by the faculty for graduate programs and graduate education;
- assists with the planning, implementation and evaluating of programs of graduate instruction and the graduate student research experience;
- administers graduate assistantships, fellowships, grants and like graduate student funding support;
- handles the personnel, budget and space needs of the School of Graduate Studies;
- oversees the Office of Continuing Education and Elderhostel and Continuing education programs;
- interacts with campus office and student service units to facilitate services for and resolution of problems and needs of graduate students.

Dean of Library Services

The Dean of Library Services is responsible for overall library administration including planning, budgeting, staffing, public relations and facilities management. The Dean of Library Services is responsible for the following:

- coordinates library activities with academic programs in the various schools;
- plans and establishes overall goals, priorities and policies for development of collections, public and technical services, media services and physical facilities;
- assumes general responsibility for recruiting and supervising professional and staff personnel;
- administers policies and affirmative action plans;
- serves as representative to the Council of Library Directors' of the USM, CALD (Congress of Academic Library Directors), 1890 Library Deans and Directors Association and other professional associations;
- develops programs with other agencies at the state, regional and national level.

The Dean reports directly to the Vice President for Academic Affairs.

j) Department Chair/Director

The Department Chair shall administer the affairs of the department/program in cooperation with the members of the department/program and reports directly to the Dean. He/she shall:

- be a full member of the department and should normally teach nine semester hours each semester;
- call and chair department meetings;
- maintain the records of the department;
- play a role in the personnel recommendations of the department/program and the recruiting of new faculty members;
- develop budgets for the department/program in cooperation with members of the department/program for submission to the Academic Dean;
- supervise the advisory system for the department majors and for other students assigned to the department in cooperation with the faculty;
- makes salary recommendations to the Academic Dean; and
- makes efforts to identify, discuss and resolve issues and problems within the department.

A detailed job description of the Department/Chair/Director is available from the Vice President for Academic Affairs.

k) Executive Council

The Executive Council functions under the authority of the Preside of the University. The Council consists of the Vice Presidents, Deans and major campus administrative/professional staff, and faculty/student representatives who meet to discuss, plan for and evaluate the operations of the institution. Efforts are made to hold monthly meetings.

Faculty participation in governance at UMES is afforded through the Faculty Assembly and the UMES Senate.

Faculty Governance

a) Faculty Assembly

The Faculty Assembly is the voice of the Faculty in recommending policies concerning all factors influencing the academic and intellectual environment of the University. Membership consists of any person holding academic title or rank and whose principal full-time occupation at UMES is defined as teaching, advising and performing research.

The officers of the Faculty Assembly consist of a Chairperson, Vice Chairperson, Secretary, Treasurer and Parliamentarian. There are five standing committees: Faculty Affairs; Finance and Budget; Academic Standards, Curriculum, Programs and Services; Faculty-University Relations; Operations and Development of Physical Facilities. Temporary committees with specific functions are established as needed. The officers, chairpersons of the standing committees and two members-at-large elected from the general membership make up the Executive Council; it is chaired by the Chairperson of the Assembly. The Executive Council is charged with implementing the decisions made by the Faculty Assembly by interaction with the President as prescribed in the Constitution of the Faculty Assembly.

Regular monthly meetings are held during the fall and spring semesters at an announced time and place. Special or emergency meetings may be called if needed.

b) UMES Senate

The governing organization of the UMES campus is the Senate; it is composed of members from the five constituencies of the campus: administration (5 - President and Human Relations Officers – ex-officio – non-voting plus Vice President for Academic Affairs, Vice President for Administrative Affairs and Vice President for Student Affairs – ex-officio – voting), faculty (16 voting – plus the Chairperson of the Faculty Assembly – ex-officio – non-voting), professional staff (2), students (7 voting – plus the President of the Student Government Association – ex-officio – non-voting), and classified personnel (3).

The purpose of the Senate is to provide the President and other administrative officials with the benefits of systematic consultation with members of the UMES campus and enable the community to participate in the formulation of policies of concern to the UMES campus. The Senate has authority to investigate, discuss and make recommendations to the President concerning campus-wide matters submitted to it by the President or by any member of the UMES Community.

Recommendations passed by the Senate are transmitted in writing to the President who has final authority to act on recommendations except in matters reserved to the Chancellor and/or Board of Regents.

The Offices of the Senate are: Chairperson, Vice Chairperson, Secretary and Parliamentarian. There are eight standing committees: Academic Affairs, Admissions, Campus Security, Physical Plant, Faculty Grievance, Athletics, Library and Student Concerns. The chairperson of each committee is elected by the Senate membership. Membership on the committees is not limited to Senate members. Special committees may be created as required.

Regular monthly meetings are held during the academic year on the second Tuesday of the month. Any member of the UMES community may attend meetings and speak. A member of the Senate may invite anyone to participate in the discussion of the Senate.

Administration of Policies and Procedures

Director of Human Resources

The Director of Human Resources is assigned the authority and responsibility for administering the campus personnel function as defined by policies of UMES and the University System of Maryland.

40.0 II-3.00- POLICY ON THE ROLE OF FACULTY IN THE DEVELOPMENT OF ACADEMIC POLICY

(Approved by the Board of Regents, November 30, 1989)

1. At all institutions, faculty will have a primary role in the development of academic policies through representative bodies advisory to the chief executive officer or designees of the institution. The faculty handbook shall include a statement emphasizing that faculty role. Charters, constitutions, or similar documents establishing advisory bodies shall be approved by the chief executive officer.
2. The Council of University System Faculty, comprising institutional representatives, is advisory to the Chancellor on academic matters having a System wide impact, and may from time to time, make reports and recommendations to the Board.

Replacement for: BOT VII-I