

PLAN OF ORGANIZATION
for the
UNIVERSITY OF MARYLAND
INSTITUTE FOR ADVANCED COMPUTER STUDIES

BYLAWS

I. Preamble

Following are the Bylaws of the Plan of Organization of the Institute for Advanced Computer Studies.

II. Divisional Appointment and Review Committees

Members of Divisional review committees for the Institute and for the appointment or reappointment of the Director, which are required by divisional guidelines to be elected, shall be elected by the members of the Assembly. Normally, the set of such elected representatives shall consist of one staff member and the balance faculty members.

III. Officers of the Assembly

A Chairman shall be elected annually at the September meeting. The chairman shall be the presiding officer of the Assembly. The Assembly may elect a presiding officer in the absence of the Chairman.

The Secretary shall be elected annually. The Assembly may elect a deputy to act as secretary in his absence. The Secretary shall prepare a written call for each regular or special meeting of the Assembly, in consultation with the Director. The call with an agenda shall be distributed at least six days in advance of a regular meeting. Any member may, through the Secretary, place an item on the agenda of a regular meeting if it is submitted at least seven days in advance of the meeting.

The list of members of the Assembly shall be maintained and kept current by the Secretary.

IV. Meetings

(a) Regular meetings of the Assembly shall be held once in September, once in April, and at such other times as the Assembly shall require by adoption of a yearly calendar at the September meeting. The place, date and time of each regular meeting shall be announced by the Secretary at least two weeks prior to a regular meeting.

Standing committee members and the officers of the Assembly shall be elected at the regular September meeting. Written annual reports of the standing committees shall be received at the regular April meeting.

The order of business at every regular meeting shall be:

- (1) Approval of Minutes (the reading of the minutes is routinely dispensed with, but the Chairman or any member may request reading of part or all of them).
- (2) Reports of the Director, the Secretary, and Standing Committees
- (3) Reports of ad hoc committees
- (4) Unfinished business
- (5) New business
- (6) Announcements

The quorum for regular meetings shall be 2/3 of the members having at least 50% appointments in the Institute

(b) Special meetings of the Assembly shall be called by the Secretary upon request of the Director or upon petition by at least 1/3 of its members. At least three working days notice shall be given to the membership. The quorum for a special meeting shall be 2/3 of the members having at least 50% appointments in the Institute.

V. Standing Committees

Besides the standing committees defined in the Constitution, there shall be the following additional standing committees: Facilities and Services and UMIACS Advisory Board.

(a) Except for the officers of the Assembly, each elected member of a standing committee shall serve for one year. After the conclusion of two consecutive one-year terms, a member may not be re-elected to the same committee for at least one year. Each committee shall elect its own chairman at its first meeting. Staff members of Committees shall be elected by and from their respective constituencies.

(b) Policy Committee

The Policy Committee shall consist of the Chairman, the Vice-Chairman, the Secretary, the Chairmen of the other standing committees, and four additional elected members. The elected members shall consist of three faculty members. This Committee

shall be concerned with policy and planning and related matters, including but not limited to the following:

- (1) Faculty appointment policy, including joint appointments.
- (2) Institute organization, including amendments to this plan;
- (3) The relation of the Institute to the Division, the University, the State of Maryland, and the research and academic communities;
- (4) Budget review including faculty salary policy (but not the salaries of particular persons); and
- (5) Research directions and priorities.

The Policy Committee supervises all matters relating to the efficient operation of the Assembly and may act for the Assembly on an interim basis between regular meetings, provided it reports on such actions at the next regular meeting following the action. In addition, the Policy Committee shall perform the following functions:

- (1) Propose a calendar of regular meetings for the coming academic year for consideration by the Assembly at the April meeting.
- (2) Ensure that all actions of the standing committees are brought before the Assembly.
- (3) Act as a Nominating Committee for the standing committees. In the call for the April meeting, the Nominating Committee shall nominate two members of the Assembly for each of the positions on the standing committees that would become vacant following the meeting. Selecting its nominees the Nominating Committee shall give due consideration to balanced representation of the professional specialties in the Institute. Elections shall take place at the appropriate time during the April meeting, following any additional nominations from the floor.
- (4) Act as or appoint an Elections board to ensure that all nominations, elections and referenda, including those of other University bodies (such as the Division Council, UMCP Senate, etc.) are properly performed and reported.
- (5) Convene the first meeting of all standing committees.

(c) The Faculty Appointment, Promotion, and Tenure committee.

The FAPT shall consist of all faculty members at the ranks of Assistant Professor, Associate Professor and Full Professor whose appointments in the Institute do not expire during the current academic year plus, up to two faculty from outside the Institute appointed by the Provost or Dean. The FAPT Committee shall recommend procedures for filling all Institute faculty positions, including new appointments and transfers from other University departments. It shall convene an assemblage of those of appropriate professorial ranks for the consideration of specific nominees for these appointments. For

appointments to the rank of Assistant Professor, Adjunct Assistant Professor, Visiting Assistant Professor or Assistant Research Scientist, the assemblage will include the entire FAPT committee; for appointments to the rank of Associate Professor, Adjunct Associate Professor, Visiting Associate Professor or Associate Research Scientist, the assemblage will include all FAPT committee members with the rank of Associate Professor or Full Professor; for appointments to the rank of Full Professor, Adjunct Full Professor, Visiting Full Professor or Senior Research Scientist, the assemblage will include all FAPT members with the rank of Full Professor.

Each year the FAPT Committee shall review the files of all candidates eligible for promotion. The chairman of the FAPT must be a Full Professor in the Institute in April of the current year for a one-year term commencing in September; the chairman will be elected by the Professorial Faculty of the Institute. The FAPT Committee shall, on its own initiative, either appoint an ad hoc committee to prepare a formal recommendation concerning promotion and inform the candidate of its intention to do so; or, if it is the committee's decision not to form such an ad hoc committee, it shall advise the candidate concerned that it feels that a case for promotion is not appropriate at that time. If, after hearing the advice of the FAPT Committee that a case for promotion is not appropriate, a candidate still wishes his or her case for promotion to be pursued, then the FAPT Committee shall appoint an ad hoc committee to prepare a formal recommendation for the Assembly. The FAPT Committee shall subsequently convene assemblages of those appropriate professorial ranks for consideration of the recommendation(s) of the review committee. For promotions to the rank of Associate Professor, Adjunct Associate Professor, Visiting Associate Professor or Associate Research Scientist, the assemblage will include all FAPT committee members with the rank of Associate Professor or Full Professor; for promotions to the rank of Full Professor, adjunct Full Professor, Visiting Full Professor, or Senior Research Scientist, the assemblage will include all FAPT members with the rank of Full Professor.

(d) Staff Committee

The elected membership of the Staff Committee shall consist of four members of the classified and associate staff. The committee members will be determined through an election by all classified and associate staff and will serve a term of two years. The Committee shall consider matters of associate and classified staff policy and present them to the Assembly.

(e) Laboratory Committee

The Laboratory Committee shall consist of four faculty, one staff, and the Institute's Associate Director, who shall serve ex-officio. The Committee members will be determined through an election by the Assembly. The Committee shall review all Institute laboratory services and advise the Assembly and the Director on priorities and future needs. The committee shall consider, but not be limited to, the following areas:

- (1) Laboratory space, including new construction;
- (2) Safety and security, especially in laboratories;

- (3) Laboratory support personnel;
- (4) Use of central and outside computers.

(f) UMIACS Advisory Board

The purpose of the UMIACS Advisory Board is to evaluate the progress of the Institute towards reaching its goals, and to serve as an advisory committee to the Director and Policy Committee on issues of direction, policy and fields of interest. The Board should meet quarterly with the Institute Director and the Policy Committee, and should issue minutes or reports of these meetings. The reports of the UMIACS Advisory Board should be made available to interested faculty through the Office of the Provost of the MPSE Division, after the Director of UMIACS has been consulted for any additional information. The members of the UMIACS Advisory Board shall consist of the Chairman of the Department of Computer Science, an additional member of the Department of Computer Science appointed by the Chairman, one representative appointed by the provost of the MPSE Division, one member of the Institute Professorial Faculty elected by the Institute Professorial Faculty, one representative appointed by the Vice Chancellor for Academic Affairs, and two representatives of the industrial and/or governmental community appointed by the Chancellor with the advice and consent of the Vice Chancellor for Academic Affairs.

VI. The Equal Educational and Employment Opportunity (EEOE) Officers

The EEOE officers, one each for faculty and staff, shall be elected by and from their respective constituencies.

The functions of these officers shall be as defined in Article V, Section C of the Human Relations Code of UMCP.