PLAN OF ORGANIZATION

for the

UNIVERSITY OF MARYLAND

INSTITUTE FOR ADVANCED COMPUTER STUDIES

CONSTITUTION

I.   PREAMBLE

1.   The Plan of Organization of the University of Maryland Institute for Advanced Computer Studies (Institute) consists of the Constitution and the Bylaws. The Constitution is the plan required by the Plan of Organization of the College of Computer, Mathematical and Physical Sciences. Adoption and any subsequent amendment of the Constitution require approval by the Institute Assembly, followed by approval by the College Council. The Bylaws are the detailed expression of the Constitution for day-to-day use within the Institute. The Bylaws and any amendments thereto require approval by the Institute Assembly alone, and become effective immediately upon such approval.

2.   The organization of the Institute consists of the Director and the Institute Assembly (Assembly).

3.   In case of any conflict or inconsistency of this Constitution and Bylaws, including amendments, with duly established and announced rules of the College or University, such rules shall govern.

II.   Director

The Director is the chief administrative officer of the Institute and has those responsibilities and powers assigned by the College and the University. The Director is appointed by the University for a term not to exceed five years. The advice of the Computer Science Department should be sought by the Dean of the College of Computer, Mathematical and Physical Sciences, or his representative, concerning the appointment of a Director. If a candidate is not a tenured faculty member of the University in a unit, a recommendation as to tenure by the appropriate academic department faculty also shall be made.

III. Assembly

1.   The Assembly is the deliberative body of the Institute. It may consider any matter affecting the Institute or its members. It is responsible for its own organization, meetings, and elections.

2.   The following are members of the Assembly, each member having one vote:

(a)   all rotating and permanent faculty who have at least a 25% appointment in the Institute.

(b)   the Institute's Director

(c)   such other persons as the Assembly may admit

(d)   one representative of the associate and classified staff elected by the staff.

3.   Officers
The Officers of the Assembly are elected by the Assembly and are a Chairman and a secretary; the Chairman must hold a permanent appointment in the Institute.

4.   Meetings
The Assembly shall meet in regular session at least twice each year. Special meetings of the Assembly may be called by the Secretary.

5.   Standing Committees
The standing committees of the Assembly shall include: Faculty Appointments, Promotion and Tenure (FAPT); Staff; and Steering. The Director, or his designated representative, is an ex-officio voting member of all standing committees. Each committee shall report to the Assembly at least once a year.

The membership of the FAPT consists of all permanent faculty with at least a 25% permanent appointment in the Institute, one of whom will serve as Chairman, two rotating faculty members from both the academic ranks of Assistant and Associate and three from the rank of Full chosen from those whose appointments do not expire during the academic year. At least one of the seven must be from a department other than Computer Science or Electrical Engineering. That person shall be the one obtaining the greatest number of acceptable votes. In the event of a tie, the Director will appoint that member. The other six will be chosen based on the number of acceptable votes. All voting and elected members of the FAPT must be UMIACS faculty with at least a 25% appointment. The FAPT Committee will be elected by all UMIACS faculty by the end of September. Each faculty will be given a slate of candidates and asked to check all candidates who would be acceptable and to specifically vote for a chair.

For appointments to the ranks 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.

The committee appoints review committees to consider promotions of permanent Institute faculty as stated in the Bylaws. 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. Under established procedures of the College and of the Institute as described in the Bylaws, and including established principles of peer review, it recommends to the Director all appointments and promotions to faculty positions.

The Staff Committee advises the Assembly on matters concerning the classified and associate staff. Its members include all classified and associate staff.

The Steering Committee advises the Director. The Committee should meet at least once each semester to discuss programmatic issues, recruiting, budgets and other areas of interest. A staff person, appointed by the Director, will be present to take minutes which will be made available to all UMIACS faculty. The members of the Steering Committee will consist of 3 elected permanent faculty (at least one of whom is not from Computer Science) and 3 elected rotating faculty with at least a 25% continuing appointment, one of whom will be from a department other than Computer Science or Electrical Engineering. The Chairperson of Computer Science will be invited to serve as an ex-officio non-voting member of the committee. The previous Director will serve as an ex-officio member of the committee for 3 years after stepping down from the office of Director. The voting procedure will be the same as for the FAPT Committee. Members of the Steering Committee will be elected by all UMIACS faculty (with at least a 25% appointment) in April of the current year for a one-year term commencing in September.

The Assembly may assign duties other than the above to any of the standing committees, and may create ad hoc committees other than the standing committees.

IV.   **Parliamentary Authority**

The rules in the current edition of Robert's Rules of Order Newly Revised shall govern the Plan in all cases to which they are applicable and in which they are not

inconsistent with the Plan, with applicable regulations of the University of Maryland, and with any special rules of order that may be adopted by the Assembly.

V.   Ratification

The plan shall be ratified by the members of the Institute Assembly of September 1988, and confirmed by a majority of those voting by a mail ballot.

Procedure for Amendments

The Constitution may be amended at any meeting of the Assembly by a two-thirds vote, providing that the text of the proposed amendment shall have been submitted to the membership at least two weeks in advance of that meeting. Any amendment to the Constitution must also be approved by the College Council.

The Bylaws may be amended at any meeting of the Assembly by a majority vote, of the full Assembly, provided that the text of the proposed amendment shall have been submitted in writing to the membership at least two weeks in advance of that meeting.