

**Plan of Organization of the
College of Information Studies – Maryland’s iSchool**

Approved by the University Senate 4/29/10

Signed by the President 5/4/10

Last Revised 11/2/12

PREAMBLE

The Plan of Organization for the College of Information Studies, Maryland’s iSchool, and other policy documents establish the basic framework necessary for the College to fulfill its mission in an orderly and fair manner with due regard to the shared rights, responsibilities, and participation of the entire College community. The plan addresses specific details of the College’s organization and is created to be consistent with the policies, procedures, and regulations for the governance of the University of Maryland.

The plan establishes a non-departmental structure that supports the collegiality of the College. It creates a framework designed to facilitate cooperation and collaboration of the entire College community in all aspects of the College’s mission. It is meant to ensure that academic and professional growth may be pursued in an atmosphere of stability, freedom, and trust.

ARTICLE I – MISSION

The College of Information Studies engages in collaborative, interdisciplinary, and innovative research, teaching, and service. The College educates information professionals and scholars, and creates knowledge, systems, and processes to promote the effective management and use of information.

ARTICLE II – SHARED GOVERNANCE

Governance of the College is shared among administrators, faculty, staff, and students. Administrators are responsible for seeking advice, initiating action, making decisions, and implementing policy as well as for assuring accountability for their actions. Administrative accountability requires active accounting to other constituencies with whom governance is shared. Faculty members have the responsibility for informed and regular participation in governance activities related to all aspects of the academic mission of the College. Staff members have a vital role in support of the College’s mission and have the responsibility for regular and informed participation in governance activities. Students have the right to and responsibility for informed and regular participation in governance activities that specifically impact their areas of interest.

ARTICLE III – COLLEGE ADMINISTRATION

A. The Dean

1. Appointment and Terms

Members of the College Assembly shall participate in the appointment of the Dean as specified in campus procedures. Members of the College Assembly shall take an advisory vote by secret ballot on the final list of candidates, and the result of this vote shall be communicated to the Provost. The Dean shall be appointed for a five year term and reviewed in compliance with University policies.

2. Duties and Responsibilities

The Dean shall be the chief academic and administrative officer of the College. The Dean shall be responsible for professional and academic leadership, College business operations, and liaison with the campus community and the professions served by the College. The Dean shall provide leadership in maintaining accreditation of the degree programs offered by the College. The Dean shall be the chief advocate of the College and shall be responsible for the College's budgets and resources, for fund raising, and for reviewing and recommending campus-level proposals made by the College Assembly and the Appointments, Promotion, and Tenure (APT) Committee. The Dean reports to the Provost.

B. Academic Administrators

The College may have an Associate Dean for Academic Programs, an Associate Dean for Research, a Technology Officer, a Diversity Officer, Assistant Deans, a Director of Student Services, and other administrative officers as necessary. Academic administrators shall perform those duties assigned to them by the Dean. Appointments for administrative positions shall be guided by University procedures.

C. Academic Program Directors

1. Appointments and Terms

The College may have Academic Program Directors for each degree. Academic Program Directors are generally appointed by the Dean for a three-year term and may be reappointed. Only full-time faculty, as described in Article IV.A.1 may be appointed as Academic Program Directors.

2. Duties and Responsibilities

The Academic Program Directors, in collaboration with the academic administrators and members of the faculty, shall provide intellectual leadership for the program; shall chair

the standing committee that is responsible for determining the academic and pedagogic strategies and the courses that make up the program, and shall perform other duties assigned by the Dean and outlined in a memorandum of understanding.

D. Program Site Directors

1. Appointments and Terms

The College may have Program Site Directors at any location at which the College offers degree programs except the College Park campus. Program Site Directors are generally appointed by the Dean for a three-year term and may be reappointed. Only full-time faculty, as described in Article IV.A.1 may be appointed as Program Site Directors.

2. Duties and Responsibilities

Working in collaboration with the Academic Administrators, Academic Program Directors, and staff, the Program Site Directors shall provide guidance and support for the faculty and students enrolled in degree programs at sites other than the College Park campus; shall chair the standing committee that is responsible for providing leadership for the site, and shall perform other duties assigned by the Dean and outlined in a memorandum of understanding.

E. Online Programs Director

1. Appointments and Terms

The College may have an Online Programs Director to manage any degree program offered entirely online. The Online Programs Director is generally appointed by the Dean for a three-year term and may be reappointed. Only full-time faculty, as described in Article IV.A.1 may be appointed as the Online Programs Director.

2. Duties and Responsibilities

Working in collaboration with the Academic Administrators, Academic Program Directors, and staff, the Online Programs Director shall provide guidance and support for the faculty and for students enrolled in any online degree programs offered by the College; shall chair the standing committee that is responsible for providing leadership for the online programs; and shall perform other duties assigned by the Dean and outlined in a memorandum of understanding.

ARTICLE IV – FACULTY

A. Membership

1. Full-time Faculty

For the purposes of this plan, full-time faculty shall include those persons, regardless of title, who hold academic appointments in the University of 50 percent time or more, whose tenure or primary appointment is in the College, and who are not candidates for a degree in the College. In accordance with University policies, tenured or tenure-track faculty members may hold the titles of Assistant Professor, Associate Professor, Professor, or Distinguished University Professor. Faculty not eligible for tenure may hold titles included in the *University of Maryland Faculty Handbook of Policies and Resources* (<http://www.faculty.umd.edu/FacultyAppointment/titles>).

2. Part-time Faculty

All other persons, regardless of title, who hold paid academic appointments in the College and who are not classified as full-time faculty, shall be classified as part-time faculty. In accordance with University Policies, part-time faculty may hold titles included in the *Faculty Handbook* cited in Article IV.A.1.

3. Affiliate Faculty

All persons who hold unpaid academic appointments in the College shall be classified as affiliate faculty.

B. Duties and Responsibilities

1. Full-time faculty whose tenure home or primary appointment is in the College shall be responsible for formulating and recommending educational policy and for teaching, research, creative work, and service activities of the College in accordance with University policies. They shall consider and deliberate questions of College governance and advise the Dean on matters pertaining to the College's vision, mission, goals, and objectives.

2. Part-time faculty and affiliate faculty may be involved in formulating and recommending educational policy and in teaching, research, creative work, and service activities of the College, in accordance with university policies. They may consider and deliberate questions of College governance and advise the Dean on matters pertaining to the College's vision, mission, goals, and objectives.

ARTICLE V – STAFF

A. Membership

The staff shall include all administrative personnel holding professional and support positions within the school, who do not hold teaching or research appointments, and who are not students within the College.

B. Duties and Responsibilities

As appropriate, the staff shall be responsible for formulating and recommending educational policy and for teaching, research, creative work, and service activities of the College in accordance with University policies. As appropriate, staff members shall consider and deliberate questions of College governance and advise the Dean on matters pertaining to the College’s vision, mission, goals, and objectives.

ARTICLE VI– STUDENTS

A. Membership

The students of the College of Information Studies shall include all individuals who are enrolled and in good standing in the academic programs of the College.

B. Duties and Responsibilities

Students have the right to and responsibility for informed and regular participation in governance activities that specifically impact their areas of interest.

ARTICLE VII – COLLEGE ASSEMBLY

A. Composition

The College Assembly shall represent the faculty, academic administrators, staff, and students of the College and shall serve as its policy-making body.

B. Membership

1. The voting members of the College Assembly shall include all full-time faculty, whose tenure home or primary appointment is in the College, as described in Article IV.A.1 of this Plan; the Dean of the College, as described in Article III.A.1; Academic Administrators, as described in Article III.B; Program Site Directors, as described in Article III.D; and the Online Programs Director, as described in Article III.E. Part-time faculty, as described in Article IV.A.2, shall be represented by one individual elected from among the part-time faculty.

2. Students enrolled in degree programs shall be represented by one student elected from each degree program (e.g., MLS, MIM, HCIM, Ph.D., and other approved academic programs) and shall have voting privileges.
3. Full-time staff members who are appointed as academic administrators within the College shall be voting members of the College Assembly. One representative of other staff members shall be elected as a voting member by those staff members.
4. Other individuals from within the College may serve as voting members of the College Assembly if they are approved for membership by a two-thirds vote of the members of the Assembly.
5. All elected members of the College Assembly serve for a one-year term and may be re-elected.

C. Duties and Responsibilities

The College Assembly shall formulate, approve, and review educational and other policies specific to the College. It shall discuss and/or initiate action deemed necessary or advisable by the Dean, the academic program directors, academic administrators, chairs of standing committees, or any member of the College Assembly. It shall regularly review the strategic plan of the College and recommend and approve changes. It shall conduct elections of representatives to the College Park Senate and other university bodies in accordance with university regulations. It shall perform any other functions as prescribed by this Plan of Organization.

D. Elections of the College Assembly

First (typically at the March meeting), the members of the Assembly shall elect a Nominating Committee to select the Chair, the Secretary, and the Parliamentarian of the College Assembly, as well as chairs of all standing committees except those designated to be appointed by the Dean (e.g., Academic Program Directors as defined in Article III.C.1), for the next academic year. The slate of officers for the College Assembly and standing committee chairs is presented in writing to College Assembly at its next meeting (typically in April). Only full-time faculty, as described in Article IV.A.1 or academic administrators, as described in Article III.B, may serve as Chair or Secretary of the College Assembly. Finally, at the last meeting in the spring semester (typically in May), additional nominations may be made from the floor, and an election is held. If a vacancy in the position of Chair or Secretary of the College Assembly occurs during the academic year, a special election shall be held. The Chair, the Secretary, and the Parliamentarian of the College Assembly are each elected for a one-year term and may serve no more than two full successive terms. The Chair, the Secretary, and the Parliamentarian may be removed for cause by a two-thirds vote of the College Assembly.

E. Chair of the College Assembly

The Chair of the College Assembly shall convene all regular and special meetings of the College Assembly; develop the agenda for each meeting in consultation with the Dean; and distribute a written agenda and other documents as appropriate to each member of the College Assembly by electronic means at least two days prior to the meeting. The Chair of the College Assembly shall cast a ballot in matters before the Assembly only in the case of tie votes.

F. Secretary of the Assembly

The Secretary of the College Assembly shall be responsible for the minutes of all Assembly meetings; prepare drafts of the minutes from the previous meeting to be distributed with the agenda for the next College Assembly meeting; and, after review and approval by the Assembly, post minutes from each meeting so that they can be accessed by all members of the College Assembly. The Secretary also shall maintain a roster of the members of the Assembly present at each regular and special meeting. In the absence of the Chair or the Parliamentarian of the College Assembly at any College Assembly meeting, the Secretary of the College Assembly shall assume the duties and responsibilities identified for this Officer.

G. Parliamentarian of the Assembly

The individual elected Parliamentarian of the College Assembly should have expertise in parliamentary procedure and sits next to the presiding officer during meetings. The Parliamentarian of the College Assembly advises the Chair on parliamentary procedures during meetings and informs the Chair of the College Assembly of errors in parliamentary procedure if they affect the basic rights of members of the College Assembly. In the absence of the Secretary of the College Assembly at any College Assembly meeting, the Parliamentarian shall assume the duties and responsibilities identified for this Officer.

H. Regular Meetings

The College Assembly shall meet at least once during the fall and spring semesters. The Assembly may meet in person, use synchronous collaboration systems (e.g., teleconferencing), or any fully connected combination of the two. In exceptional circumstances, when it would not be feasible to assemble a quorum in other ways, discussion of issues and voting may be conducted by asynchronous systems (e.g., email).

In these circumstances, a vote may be requested by the Chair only following a separate and announced discussion period. Appropriate provisions shall be made to preserve confidentiality of individual votes and minutes are required, regardless of the manner in which the meeting or vote is conducted. A quorum is required for all votes.

Proposals that may require a vote must be presented in writing and shall be submitted to the chair of College Assembly no later than one week preceding the College Assembly at which the issue is to be decided. Meetings of the College Assembly shall be conducted in accordance with *Robert's Rules of Order, Newly Revised*. A simple majority of the membership shall constitute a quorum. No vote shall be taken in absence of a quorum. All meetings of the College Assembly shall be open to observers.

I. Special Meetings

Special meetings of the College Assembly may be called at any time by any member, provided that the call is endorsed in writing by two-thirds of the membership.

ARTICLE VIII – STANDING COMMITTEES

A. Committee Chairs

The Academic Program Directors, as defined in Article III.C.1, shall chair the standing committees responsible for the academic programs offered by the College. The Program Site Directors, as defined in Article III.D, shall chair the Program Site Committees. The Online Programs Director, as defined in Article III.E, shall chair the Online Programs Committee. The members of the College Assembly, first (typically at the March meeting), shall elect a Nominating Committee to select chairs of all other standing committees for the next academic year. The slate of chairs is presented in writing to the College Assembly at its next meeting (typically in April). Only full-time faculty or academic administrators, as described in Article III.B, may serve as chairs of standing committees. Finally, at the last meeting in the spring semester (typically in May), additional nominations may be made from the floor and an election is held. Vacancies that may occur during the academic year shall be filled by the Chair of the Assembly in consultation with the Dean and the academic administrators. Committee chairs, except for those responsible for the academic programs offered by the College or program sites, are elected for a one-year term and may serve no more than two full successive terms. Committee chairs may be removed for cause by a two-thirds vote of the College Assembly.

B. Membership

The membership of each standing committee shall be determined by the Dean in consultation with the chair of the committee, unless membership is defined in this Plan of Organization. The majority of members of each standing committee shall be full-time faculty. Committee members are appointed for a one-year term and may be reappointed. In most cases, faculty members are appointed for no more than two successive terms. Staff members, who serve as ex-officio voting members of Committees, and Academic Administrators and the Dean, who serve as ex-officio non-voting members of Committees, do not have term limitations. Each standing committee shall include at least one student member elected by students within the relevant program(s) unless prohibited

by College or university policies. The term of each standing committee shall begin on July 1 and end on June 30 each year. In addition to specific functions outlined in this Plan of Organization, each standing committee shall perform the administrative functions delegated by the College Assembly and the Dean.

Any standing committee may form subcommittees to conduct its business, unless prohibited by College or University policies. Members of subcommittees need not be members of the parent committees or the College Assembly. Actions taken by subcommittees or others designated to engage in the work of the Committee may be reviewed and can be approved or overturned by the appropriate standing committee.

C. Regular Meetings

1. Standing committees normally meet during the fall and spring semesters.
2. All meetings of standing committees, except those dealing with the appointment, promotion, or tenure of faculty or those addressing issues pertaining to individual students or applicants to the College shall be open. Agendas for and minutes of meetings shall be posted so that all members of all relevant stakeholder groups can access them.
3. Standing committees, except those designated in Articles VIII.D.11.c and VIII.D.12 of this Plan, may meet in person, use synchronous collaboration systems (e.g., teleconferencing), or any fully connected combination of the two. In exceptional circumstances, when it would not be feasible to assemble a quorum in other ways, discussion of issues and voting may be conducted by asynchronous systems (e.g., email). In these circumstances, a vote may be requested by the chair only following a separate and announced discussion period. Appropriate provisions shall be made to preserve confidentiality of individual votes and minutes are required, regardless of the manner in which the meeting or vote is conducted. A quorum is required for all votes.

D. Descriptions of Standing Committees of the College

1. Programs, Courses, and Curriculum (PCC)

a. Membership

The members of the PCC will be the Associate Dean for Academic Programs, Academic Program Directors, Program Site Directors, the Online Programs Director, and the chairs of the Undergraduate Committee and the Professional Education Committee. The Associate Dean for Academic Programs shall chair the committee.

b. Duties and Responsibilities

The PCC shall be responsible for advising program committees about university regulations for reviews, program revisions, and creation of new programs, tracks,

specializations, certificates, and courses. The PCC shall review all recommendations regarding programs, tracks, specializations, or certificates before the information is presented to the College Assembly for approval. PCC approval is required before new courses can be offered; when courses are to be removed from the course inventory; when Special Topics courses are recommended for conversion to permanent numbers; and for all substantial changes in the characteristics of an existing course before the recommendations may be submitted to the Vice-President's Advisory Committee (VPAC). Substantial changes are defined as changes in course content, title, catalog description, prerequisites, grading method, credit level, or course number.

2. Master of Library Science (MLS) Committee

a. Membership

The Committee shall be chaired by the MLS Program Director. The membership of the MLS Committee shall be determined by the Dean in consultation with the Program Director. The majority of members of the committee shall be members of the full-time faculty as defined in Article IV.A.1 in this Plan. The primary academic advisor assigned to students in the MLS Program shall serve as an ex-officio (voting) member of the Committee. The MLS Committee shall include one student member currently enrolled in the MLS Program elected by students enrolled in the MLS Program.

b. Duties and Responsibilities

The MLS Committee shall deal with issues that are specific to the Master of Library Science degree, including the approval of new course offerings and the regular review of courses and specializations. In cooperation with the Student Services Office (SSO) staff, the committee shall develop and review policies for the recruitment of students. Each fall semester, the committee shall set admissions requirements and guidelines for the MLS Program and authorize the Student Services Office (SSO) to act on behalf of the committee to review applications and admit students. The committee or its designee shall review and approve or deny MLS students' petitions. The committee or its designee shall review MLS students in academic difficulty and make recommendations for remedial actions or refer students to the Committee on Student Review. The committee or its designee shall make decisions regarding scholarships, awards, or honors that may be given only to students in the MLS Program.

3. Master of Information Management (MIM) Committee

a. Membership

The Committee shall be chaired by the MIM Program Director. The membership of the MIM Committee shall be determined by the Dean in consultation with the

Academic Program Director. The majority of members of the committee shall be full-time members of the faculty as defined in Article IV.A.1 in this Plan. The primary academic advisor assigned to students in the MIM Program shall serve as an ex-officio (voting) member of the Committee. The MIM Committee shall include one student member currently enrolled in the MIM Program elected by students enrolled in the MIM Program.

b. Duties and Responsibilities

The MIM Committee shall deal with issues that are specific to the Master of Information Management degree, including the approval of new course offerings and the regular review of courses and specializations. In cooperation with the Student Services Office (SSO) staff, the committee shall develop and review policies for the recruitment of students. Each fall semester, the committee shall set admissions requirements and guidelines for the MIM Program and authorize the SSO to act on behalf of the committee to review applications and admit students. The committee or its designee shall review and approve or deny MIM students' petitions. The committee or its designee shall review MIM students in academic difficulty and make recommendations for remedial actions or refer students to the Committee on Student Review. The committee or its designee shall make decisions regarding scholarships, awards, or honors that may be given only to students in the MIM Program.

4. Master of Human Computer Interaction (HCIM) Committee

a. Membership

The Committee shall be chaired by the HCIM Program Director. The membership of the HCIM Committee shall be determined by the Dean in consultation with the Academic Program Director. The majority of members of the committee shall be full-time members of the faculty as defined in Article IV.A.1 in this Plan. The primary academic advisor assigned to students in the HCIM Program shall serve as an ex-officio (voting) member of the Committee. The HCIM Committee shall include one student member currently enrolled in the HCIM Program elected by students enrolled in the HCIM Program.

b. Duties and Responsibilities

The HCIM Committee shall deal with issues that are specific to the Master of Human Computer Interaction degree, including the approval of new course offerings and the regular review of courses and specializations. In cooperation with the Student Services Office (SSO), the committee shall develop and review policies for the recruitment of students. Each fall semester, the committee shall set admissions requirements and guidelines for the HCIM program and authorize the SSO to act on behalf of the committee to review applications and admit students. The committee or its designee shall review and approve or deny HCIM students'

petitions. The committee or its designee shall review HCIM students in academic difficulty and make recommendations for remedial actions or refer students to the Committee on Student Review. The committee or its designee shall make decisions regarding scholarships, awards, or honors that may be given only to students in the HCIM program.

5. Doctoral Committee

a. Membership

The Committee shall be chaired by the Doctoral Program Director. The membership of the Doctoral Committee shall be determined by the Dean in consultation with the Program Director of the Doctoral Program. The majority of members of the committee shall be members of the full-time faculty as defined in Article IV.A.1 in this Plan. The Director of Student Services shall serve as an ex-officio (voting) member of the Committee. The Doctoral Committee shall include at least two student members currently enrolled in the doctoral program elected by students enrolled in the Doctoral Program.

b. Duties and Responsibilities

The Doctoral Committee shall develop and review policies and procedures governing the Doctoral Program and the courses offered specifically for doctoral students in accordance with the Doctoral Student Handbook. In cooperation with the Student Services Office (SSO), the committee shall develop and review policies for the recruitment of students. The committee shall evaluate applications for admission to the doctoral program and make recommendations to the Graduate School on acceptance or rejection. The committee or its designee shall review and approve or deny doctoral students' petitions. The committee or its designee shall review doctoral students in academic difficulty or failing to make progress toward Doctoral Program milestones and, in consultation with the student's advisor, make recommendations for remedial actions or refer students to the Committee on Student Review. The committee or its designee shall make decisions regarding scholarships, awards, or honors that may be given only to students in the doctoral program.

6. Professional Education Committee

a. Membership

The membership of the Professional Education Committee shall be determined by the Dean in consultation with the elected chair of the committee. The majority of members of the committee shall be members of the full-time faculty as defined in Article IV.A.1 in this Plan. The Committee will include one student member elected from those students enrolled in a degree program offered by the College.

b. Duties and Responsibilities

The Professional Education Committee (PEC) shall develop and review policies and procedures regarding the creation, presentation, and evaluation of non-credit and/or continuing education courses and make recommendations to the College Assembly regarding these programs.

7. Research Committee

a. Membership

The membership of the Research Committee shall be determined by the Dean in consultation with the Associate Dean for Research, who shall serve as the Committee Chair. The majority of members of the committee shall be members of the full-time faculty as defined in Article IV.A.1 in this Plan. The Research Committee shall include one student member currently enrolled in the Doctoral Program elected by students enrolled in the Doctoral Program.

b. Duties and Responsibilities

The Committee shall advise the Dean, faculty, and students on research practices and administration in the College and the university.

8. Awards, Scholarships, and Honors Committee

a. Membership

The membership of the Awards, Scholarships, and Honors Committee shall be determined by the Dean in consultation with the elected chair of the committee. The majority of members of the committee shall be members of the full-time faculty as defined in Article IV.A.1 in this Plan.

b. Duties and Responsibilities

This Committee shall select the recipients of any awards, scholarship, and/or honors, which are open to students in any degree program offered by the College. Awards, scholarships, and/or honors, which are open to students in only one degree program shall be determined by the Standing Committee responsible for that degree.

9. Diversity Committee

a. Membership

The membership of the Diversity Committee shall be determined by the Dean in consultation with the elected chair of the committee and the Diversity Officer, who shall serve as an ex-officio member of the committee. The majority of

members of the committee shall be members of the full-time faculty as defined in Article IV.A.1 in this Plan. The Diversity Committee shall include one student member elected from those students enrolled in a degree program offered by the College.

b. Duties and Responsibilities

The Diversity Committee shall promote awareness of issues of diversity in the College community and the information professions through organizing events, publicizing diversity initiatives, and other activities. The committee shall work to increase representation of diverse populations among the students, staff, and faculty of the college through recruitment and publicity efforts. The members shall represent the College in the University, the information professions, and the surrounding community through involvement in organizations and events focused on diversity. The committee shall serve in an advisory capacity for the Information & Diverse Populations Concentration and shall coordinate the process for promoting, selecting and awarding the James Partridge Award.

10. Shady Grove Program Site Committee

a. Membership

The Committee shall be chaired by the Shady Grove Program Director. The membership of the Shady Grove Program Committee shall be determined by the Dean in consultation with the chair of the committee. The majority of members of the committee shall be members of the full-time faculty as defined in Article IV.A.1 in this Plan, who have taught at the Shady Grove campus over the last three years. The primary academic advisor assigned to students enrolled in the Shady Grove programs shall serve as an ex-officio (voting) member of the Committee. The Shady Grove Program Committee shall include one student member enrolled as a Shady Grove student elected by students enrolled as Shady Grove students.

b. Duties and Responsibilities

The Shady Grove Program Committee shall deal with issues that are specific to the programs offered at the Shady Grove campus. In cooperation with the Student Services Office (SSO) staff, the committee shall develop and review policies for the recruitment of students to be enrolled at the Shady Grove campus. The committee shall develop and review strategies to inform the outreach and collaboration efforts of the Shady Grove Director with the community and organizations around the USG campus, as well as other units at the USG campus. The committee shall develop and execute methods to assess the iSchool student, faculty and staff satisfaction at the USG campus, and make recommendations for improvement based on the findings of such assessments.

11. Online Programs Committee

a. Membership

The Committee shall be chaired by the Online Programs Director. The membership of the Online Programs Committee shall be determined by the Dean in consultation with the chair of the committee. The majority of members of the committee shall be members of the full-time faculty as defined in Article IV.A.1 in this Plan, who have taught in one of the online programs offered by the College the last three years. The primary academic advisor assigned to students enrolled in the online programs shall serve as an ex-officio (voting) member of the Committee. The Online Programs Committee shall include one student member enrolled as an online student elected by students enrolled as online students.

b. Duties and Responsibilities

The Online Programs Committee shall deal with issues that are specific to the online programs offered by the College. In cooperation with the Student Services Office (SSO) staff, the committee shall develop and review policies for the recruitment of students to be enrolled at the Online Programs. The committee shall develop and execute methods to assess the iSchool student, faculty and staff satisfaction at the online programs, and make recommendations for improvement based on the findings of such assessments.

12. Committee on Appointments, Promotion, and Tenure

a. Membership

The Committee on Appointments, Promotion, and Tenure shall be made up of two Subcommittees, the Subcommittee on Appointments and the Subcommittee on Promotion and Tenure.

i. Subcommittee on Appointments

1) Membership

The Subcommittee on Appointments shall consist of all full-time faculty members whose tenure home or primary appointment is in the College as described in Article IV.A.1 of this Plan, and academic administrators and other College staff members, who have been approved for teaching regular College courses by the Subcommittee on Appointments. Only tenured and tenure-track faculty may vote on the appointment of tenured or tenure-track faculty. Part-time faculty members, as described in Article IV.A.2 of this Plan, have voice but no vote. The committee shall be chaired by the Dean of the College or the Dean's designee.

II) Duties and Responsibilities

The Subcommittee on Appointments shall approve or deny the appointment of all proposed part-time faculty members, as defined in Article IV.A.2; shall make recommendations to the Dean regarding the appointment or denial of appointment of tenured and tenure-track full-time faculty members, as defined in Article IV.A.1; shall make recommendations to the Dean regarding the appointment, reappointment, or termination of non-tenure eligible full-time faculty members; and shall approve or deny requests for the appointment of Affiliate faculty. Voting on the appointment of tenured or tenure-track faculty shall be limited to tenured and tenure-track faculty. The Dean shall participate in the deliberations, but shall not vote. Members of the committee who hold the Ph.D. degree shall approve the appointment and reappointment of Research faculty.

ii. Subcommittee on Promotion and Tenure

I) Membership

The Subcommittee on Promotion and Tenure shall consist of all tenured faculty members at or above the rank to which promotion is to be made. The Dean shall call the first meeting of the Subcommittee. At this initial meeting, the Subcommittee shall elect a Chair from among its membership. The Dean shall participate in the deliberations of the Subcommittee, but shall not vote.

II). Duties and Responsibilities

The committee shall function within the Policies and Procedures for Promotion and Tenure as approved by the College Assembly and in accordance with all University policies. Voting on promotion and tenure decisions is limited to full-time, tenured faculty members at or above the rank to which promotion is to be made.

13. Committee on Student Review

a. Membership

The Committee on Student Review shall consist of the Dean, the Associate Dean for Academic Programs, and the Directors of all academic programs offered by the College.

b. Duties and Responsibilities

The Committee on Student Review shall decide on dismissal of students from the College or the imposition of conditions that the student must meet to continue in the program in accordance with College and University policies and procedures. The Dean shall chair all meetings.

14. Salary and Merit Committee – Tenure/tenure-track

a. Membership

A slate of members for the Salary and Merit Pay Committee – Tenure/tenure-track shall be presented by the Nominating Committee to the Assembly. Only tenured and tenure-track faculty may serve on this Committee and only tenured and tenure-track faculty may vote in the election of this Committee. The Committee shall include a distribution of faculty from the tenured and tenure-track ranks. The Salary and Merit Pay Committee shall function in accordance with the Merit Pay Distribution plan approved by the full-time tenure and tenure-track faculty in a secret ballot as required by University policy VII-4.00(A).

b. Duties and Responsibilities

The Salary and Merit Pay Committee shall provide merit recommendations to the Dean based on its evaluations of tenure/tenure-track faculty members for: (i) teaching, advising and mentoring; (ii) research, scholarship and creative activity; and (iii) service to the profession, university and the iSchool. Specific guidance for this Committee may be found in the Merit Pay Policy reviewed and approved by the tenure/tenure-track faculty.

15. Salary and Merit Committee – Non-tenured/Non-tenure-track

a. Membership

A slate of members for the Salary and Merit Pay Committee – Non-tenured/Non-tenure-track shall be presented by the Nominating Committee to the Assembly. Only non-tenured and non-tenure-track faculty whose primary appointment is in the College may serve on this Committee and only non-tenured and non-tenure-track faculty, whose primary appointment is in the College, may vote in the election of this Committee. The Committee shall be representative of the various positions held by the non-tenured and non-tenure-track faculty. The Salary and Merit Committee shall function in accordance with the Merit Pay Distribution plan approved by the full-time non-tenure and non-tenure-track faculty in a secret ballot.

b. Duties and Responsibilities

The Committee shall provide merit recommendations to the Dean based on its evaluations of non-tenure/non-tenure-track faculty members for: (i) teaching, advising and mentoring; (ii) research, scholarship and creative activity; and (iii) service to the profession, university and the iSchool. Specific guidance for this Committee may be found in the Salary and Merit Pay Policy for Non-tenure/non-tenure-track faculty, which was reviewed and approved by non-tenured/non-tenure-track faculty.

16. Undergraduate Committee

a. Membership

The membership of the Undergraduate Committee shall be determined by the Dean in consultation with the elected chair of the committee. The majority of members of the committee shall be full-time faculty and faculty whose primary appointment is in the College as defined in Article IV.A.1 in this Plan. The Undergraduate Committee shall include one student member currently enrolled in the Doctoral Program elected by students enrolled in the Doctoral Program.

b. Duties and Responsibilities

The Undergraduate Committee shall create a plan for an undergraduate program, including the creation of new course offerings and the regular review of courses and specializations. In cooperation with the Student Services Office staff, the committee shall develop and review policies for the recruitment of students. The committee shall set the admissions requirements and guidelines for the undergraduate programs offered by the College within the guidelines of the University. Note: *The duties and responsibilities for this program will reflect those of the other programs at such time as the College initiates an undergraduate program.*

17. Committee of the Faculty

a. Membership

The Committee shall consist of all full-time faculty members whose tenure home or primary appointment is in the College as described in Article IV.A.1 of this Plan, and academic administrators and other College staff members, who have been approved for teaching regular College courses by the Subcommittee on Appointments. Part-time faculty members, as described in Article IV.A.2 of this Plan, have voice but no vote. The committee shall be chaired by the Dean of the College or the Dean's designee.

b. Duties and Responsibilities

The Committee of the Faculty shall deal with issues that are of specific interest and concern to the faculty members teaching in degree programs offered by the College. The members shall consider and deliberate issues of concern to faculty members and advise the Dean on matters pertaining to faculty affairs.

ARTICLE IX – OTHER COMMITTEES

Ad Hoc Committees

Ad hoc committees may be established by the College Assembly for specific tasks, for example, a Nominating Committee. The term of each ad hoc committee expires no later than one year after its creation unless extended by the College Assembly.

ARTICLE X – STUDENT ORGANIZATIONS

Students, as described in Article VI of this Plan, shall have the right to propose to the College Assembly the establishment of College-wide student organizations or student chapters of professional organizations. The College Assembly must approve the creation of any student organization and a faculty member must agree to serve as advisor to the organization. If an organization does not elect officers and/or hold meetings for one academic year, the College Assembly may vote to dissolve the organization.

ARTICLE XI – REVIEW AND AMENDMENT

A. General Procedures

1. Recommended amendments to this Plan of Organization must be presented in writing to the Chair of the College Assembly, who will place the recommendation(s) on the agenda of the next regular meeting of the College Assembly.
2. Approval of a recommended amendment by a two-thirds majority of the College Assembly membership present shall constitute adoption of the amendment.

B. Periodic Review

1. This Plan of Organization shall be reviewed every ten years or less by the College Assembly.
2. Significant revisions to the Plan must be submitted to the University Senate for review and approval