



**A. James Clark School of Engineering**

**DEPARTMENT OF CIVIL AND ENVIRONMENTAL ENGINEERING**

**Plan of Organization**

**Approved May 20, 2020**

**DEPARTMENT OF CIVIL AND ENVIRONMENTAL ENGINEERING**  
**A. James Clark School of Engineering**  
**University of Maryland**

**Plan of Organization**

**Introduction**

The mission of the Department of Civil and Environmental Engineering (CEE Department) at the University of Maryland is to educate, create knowledge, and engage communities so that society can thrive within the changing built and natural world.

The purpose of this Plan of Organization is to provide a framework within which the CEE Department can fulfill its mission in accordance with the Plans of Organization for Shared Governance at the University of Maryland and the A. James Clark School of Engineering. Shared governance means that faculty, staff, students, and administrators at all levels work together to make decisions regarding the department's operation as well as the formation and articulation of a vision for it. Therefore, an important objective of this Plan is to capitalize on our diversity by ensuring that as many constituencies and demographic groups as possible participate meaningfully in the governance of the department.

**Article I. Department Members**

The parties that are members of the CEE Department are the Department Chair, the faculty (Tenured/Tenure Track—TTK) and Professional Track—PTK), the exempt and non-exempt staff, and graduate and undergraduate students.

- A. Department Chair. The Department Chair is appointed by the University of Maryland administration.
- B. Faculty. CEE Department TTK and PTK faculty as defined in University Policy [II-1.00(A)] having at least a 50% FTE appointment within the CEE Department.
- C. Exempt Staff. Those who hold a permanent, exempt appointment in the CEE Department as defined by the applicable University definitions and classifications.
- D. Non-exempt Staff. Those who hold a permanent, non-exempt appointment in the CEE Department as defined by the applicable University definitions and classifications.

- E. Graduate Students. Students who are enrolled in the CEE Department graduate academic program.
- F. Undergraduate Students. Students who are enrolled in the CEE Department undergraduate academic program.

## **Article II. Responsibilities of the Participants and the Governance Structures**

The CEE Department administrative affairs will be conducted by the Department Chair, the Faculty Assembly, the Advisory Council, the Associate Chair for Undergraduate Programs, the Associate Chair for Graduate Programs, the Associate Chair for Faculty Development and Advancement, and several standing and special purpose committees as defined in Article III.

### **A. Department Chair**

The Department Chair is the chief administrative officer. Except for matters of curriculum and course content, the Department Chair has the responsibility and final authority for all aspects of the administration of the CEE Department. This authority extends to undergraduate and graduate teaching and research programs, budgetary matters, relations with government, industry, and alumni, relations with other campus units including academic departments, and relations with the A. James Clark School of Engineering and University of Maryland administration.

### **B. Faculty Assembly**

The Faculty Assembly consists of the Department Chair and Faculty in the following categories:

- Tenure/Tenure Track faculty (all ranks)
- Senior Lecturers and Principal Lecturers
- Associate Clinical Professors and Clinical Professors
- Associate Research Professors and Research Professors
- Associate Research Scientists and Research Scientists
- Associate Research Engineers and Research Engineers

Other members of the Faculty can be elected to the Faculty Assembly by simple majority vote of the Faculty Assembly

#### **B.1 Definitions**

Faculty as defined in Article I Section B are classified by title as exclusively/primarily instructional, exclusively/primarily research, or engaged in both:

**B.1.1 Primarily Instructional Titles: Lecturer Track, Clinical Professor Track.**

- B.1.2 Primarily Research Titles: Research Engineer Track, Research Scientist Track.
- B.1.3 Research and Instructional Titles: All TTK faculty, Research Professor Track.
- B.1.4 The classification for faculty members who have been individually elected to the Faculty Assembly will be determined by vote of the Advisory Council.

## B.2 Responsibilities

- B.2.1 The functions of the Faculty Assembly shall include the following:
  - B.2.1.1 To act as the CEE Department electorate and referendum body and to receive information of interest from the Department Chair and the Advisory Council.
  - B.2.1.2 To vote on elections for Associate Chairs and Committee Chairs as specified in Article II and Article III.
  - B.2.1.3 To amend this Plan of Organization as specified in Article VI.
  - B.2.1.4 To amend Departmental policy as specified in Article IV.
  - B.2.1.5 On its own initiative, to advise the Department Chair and the CEE Advisory Council on matters of departmental concern.
  - B.2.1.6 To address other matters deemed appropriate for the operation of the CEE Department.
- B.2.2 The functions of the Faculty listed in Article II Sections B.1.1, B.1.3, and Article II Section B.1.4 with instructional roles shall include approval of all changes to the undergraduate curriculum.
- B.2.3 The functions of the Faculty listed in Article II Section B.1.3 shall include approval of all changes to the graduate curriculum.

## B.3 Faculty Assembly Chair

The Department Chair is the Chair of the Faculty Assembly. It is the responsibility of the Department Chair to conduct all meetings according to the latest edition of Robert's Rules of Order unless those rules are contravened by this Plan of Organization.

#### B.4 Faculty Assembly Secretary

The Department Chair shall appoint the Faculty Assembly Secretary. The Faculty Assembly Secretary shall be any faculty member as defined in Article I Section B. The maximum term for the Faculty Assembly Secretary is three years. The Faculty Assembly Secretary shall be responsible for preparing, disseminating, archiving, and, if necessary, correcting the minutes of all Faculty Assembly meetings.

#### B.5 Meetings

The department shall hold at least two regular meetings of the Faculty Assembly each semester at a time and place designated by the Department Chair. Additional meetings may be called by the Department Chair. At least one week's notification will be the normal standard, but an emergency meeting at one day's notification can occur when an emergency is declared by the Department Chair. Other members of the CEE Department as defined in Article I may be invited to attend any meeting by the Department Chair, but invitees may not vote upon any matter.

### C. Advisory Council

#### C.1 Responsibilities

The duties of the Advisory Council shall include, but are not limited to:

C.1.1 Advising the Department Chair on matters of concern to the CEE Department.

C.1.2 Actions as noted in this Plan of Organization, including:

- Assigning classification (instructional, research or both) of elected members to the Faculty Assembly (Article II Section B.1.4),
- Approving Department Chair recommendations for the termination of appointments of Associate Chairs (Article II Sections D.1, E.1, F.1),
- Appointing members to Department Committees (Article III Sections A.2, B.2, C.2, D.2),
- Approving new CEE Departmental policy that results from interpretation of the existing University of Maryland Policies and Procedures (Article IV).
- Maintaining written and electronic copies of CEE Departmental Policies (Article IV).

C.1.3 Resolving disagreements on the interpretation of this Plan of Organization.

C.1.4 Developing nominations for CEE Department, A. James Clark School of Engineering, and University of Maryland committees and committee chairs.

## C.2 Membership

The Department Chair shall chair the Advisory Council. The Advisory Council shall consist of the Associate Chair for Undergraduate Programs, the Associate Chair for Graduate Programs, and five other at-large CEE faculty members meeting the following requirements:

C.2.1 Three of the at-large faculty shall be elected by the Faculty Assembly. One shall hold the rank of Professor, one shall hold the rank of either Assistant Professor or Associate Professor, and one shall hold one of the PTK ranks.

C.2.2 Two of the at-large faculty shall be appointed by the Department Chair and may be of any rank.

C.2.3 None of the at-large faculty shall remain on the Advisory Council more than three consecutive years, with membership changing on a rolling basis to maintain Advisory Council continuity. The Department Chair shall revise the composition of the Advisory Council and announce its membership at the first faculty meeting of the academic year.

## C.3 Meetings

The Advisory Council shall meet at the invitation of the Department Chair but not less frequently than twice per semester. No formal agenda is necessary. With the approval of the Advisory Council, non-members may be invited to attend any meeting.

## D. Associate Chair for Undergraduate Programs

### D.1 Appointment

The Associate Chair for Undergraduate Programs (ACUP) must be a faculty member with instructional duties, as defined in Article II Sections B.1.1, B.1.3, and B.1.4. Prior experience as a member of the Undergraduate Affairs and Accreditation Committee is encouraged. The ACUP will be elected by members of the Faculty Assembly with instructional duties, as listed in Article II Sections B.1.1, B.1.3, and B.1.4. The ACUP is elected for a three-year term and can be re-elected to serve one additional consecutive term (maximum of six consecutive years). The Department Chair, with approval of the Advisory Council, can terminate the appointment of the ACUP at any time for unsatisfactory performance.

## D.2 Responsibilities

- D.2.1 Serve as the Chair of the Undergraduate Affairs and Accreditation Committee.
- D.2.2 Serve as liaison to the University of Maryland Office of Undergraduate Studies.
- D.2.3 Represent the CEE Department at A. James Clark School of Engineering activities related to undergraduate education.
- D.2.4 Supervise and work closely with the CEE Department undergraduate advising staff on all aspects of department undergraduate program operation.
- D.2.5 Lead all CEE Department efforts related to ABET (or related accreditation process).
- D.2.6 Address other duties as deemed appropriate for the operation of the CEE Department undergraduate program.

## E. Associate Chair for Graduate Programs

### E.1 Appointment

The Associate Chair for Graduate Programs (ACGP) must be a Full Member of the Graduate Faculty, as defined by University of Maryland Graduate School Policy and should have prior experience as a member of the Graduate Affairs Committee. The ACGP will be elected by the Faculty Assembly for a three-year term and can be re-elected to serve a second consecutive term (maximum of six consecutive years). The Department Chair, with approval of the Advisory Council, can terminate the appointment of the ACGP at any time for unsatisfactory performance.

### E.2 Responsibilities

- E.2.1 Serve as the Chair of the Graduate Affairs Committee.
- E.2.2 Serve as liaison to the University of Maryland Graduate School.
- E.2.3 Represent the department at A. James Clark School of Engineering activities related to graduate education.

- E.2.4 Supervise and work closely with the Associate Director of Graduate Studies to oversee all aspects of the CEE Department graduate program operation.
- E.2.5 Address other duties as deemed appropriate for the operation of the CEE Department graduate program.

## F. Associate Chair for Faculty Development and Advancement

### F.1 Appointment

The Associate Chair for Faculty Development and Advancement (ACFDA) will hold the rank of Professor. Prior experience as a member of the Faculty Development and Advancement Committee is encouraged. The ACFDA is elected by the Faculty Assembly for a three-year term and will not have a term limit. The Department Chair, with approval of the Advisory Council, can terminate the appointment of the ACFDA at any time for unsatisfactory performance.

### F.2 Responsibilities

- F.2.1 Serve as Chair of the Faculty Development and Advancement Committee.
- F.2.2 Serve as Chair of Appointments, Promotion, and Tenure (APT) of Tenured/Tenure Track Faculty.
- F.2.3 Serve as Chair of Appointments, Evaluation, and Promotion (AEP) of Professional Track Faculty.
- F.2.4 Address other duties as deemed appropriate for faculty development and advancement.

## **Article III. Committees**

CEE Department standing committees are advisory to the Department Chair, the Advisory Council, and the Faculty Assembly. Ad-hoc committees may be established to perform special tasks, as needed. The standing committees are defined as follows:

- Undergraduate Affairs and Accreditation Committee
- Graduate Affairs Committee
- Faculty Development and Advancement Committee
- Diversity, Equity, and Inclusion Committee
- Faculty Evaluation Committee



## A. Undergraduate Affairs and Accreditation Committee

### A.1 Responsibilities

The Undergraduate Affairs and Accreditation Committee shall:

- A.1.1 Actively monitor the quality of and promote improvements to the undergraduate CEE Department curriculum.
- A.1.2 Review undergraduate course evaluations each semester from a teaching quality perspective, establish methods for providing specific feedback to the CEE Department instructional staff, and provide recommendations for improvement, if appropriate.
- A.1.3 Review syllabi for proposed new undergraduate courses and approve courses submitted through the Course Request Approval System.
- A.1.4 Report minor alterations/changes in undergraduate curricula and policies directly to the Advisory Council for action.
- A.1.5 Report major program changes to the Faculty Assembly for its recommendations and approval before being forwarded to the A. James Clark School of Engineering Programs, Courses, and Curricula (PCC) committee.
- A.1.6 Consider comments, recommendations, or grievances submitted by undergraduate students relative to undergraduate educational policies and courses.
- A.1.7 Assist in undergraduate student recruitment by developing and implementing methods of publicizing to prospective students the CEE Department's program and professional opportunities within civil and environmental engineering.
- A.1.8 Create and deliver an orientation program for new majors/minors.
- A.1.9 Select and/or nominate undergraduate students for CEE Department, A. James Clark School of Engineering, University of Maryland, and external scholarships and awards.
- A.1.10 Inform students regarding the Fundamentals of Engineering examination, graduate school opportunities, the resources available in the Engineering

Career Services Office, and other matters relevant to CEE Department undergraduates.

- A.1.11 Review and update the CEE Department Mission Statement, program educational objectives, and student learning outcomes as necessary.
- A.1.12 Address all requirements necessary to maintain ABET (or other applicable) accreditation.
- A.1.13 Collaborate with the Department Chair to prepare course schedules and teaching assignments.
- A.1.14 Undertake other duties necessary to administer the department undergraduate education program.

## A.2 Membership

The Associate Chair for Undergraduate Programs shall serve as the Chair of the Undergraduate Affairs Committee. Three additional Committee members selected from members of the Faculty Assembly with instructional roles listed in Article II Sections B.1.1, B.1.3, and B.1.4 will be appointed by the Advisory Council. Committee members will serve for three-year terms on a rotating basis with possibility for reappointment for a second consecutive term.

## A.3 Meetings

The Committee shall meet at least twice per semester. The Committee Chair will call meetings as required providing at least one-week notice to all members. Minutes are submitted by the Committee Chair and are considered approved unless written amendment notice is filed by a Committee member within seven days of the minutes' submission date. Copies of approved minutes of all meetings shall be submitted to the Department Chair.

## B. Graduate Affairs Committee

### B.1 Responsibilities

The Graduate Affairs Committee shall:

- B.1.1 Address CEE Department graduate policies and procedures, including graduate curricula, to maintain graduate program quality.

- B.1.2 Serve as an advocate for CEE Department graduate students, individually and collectively, within the program, assuring fairness of treatment.
  - B.1.3 Prepare reports and information as requested by the A. James Clark School of Engineering and the University of Maryland Graduate School.
  - B.1.4 Propose changes to requirements for the graduate program and implement changes approved by the Faculty Assembly.
  - B.1.5 Report minor alterations/changes in undergraduate curricula and policies directly to the Department Chair and Advisory Council for action.
  - B.1.6 Report major program changes to the Faculty Assembly for its recommendations and approval before being forwarded to the A. James Clark School of Engineering Programs, Courses, and Curricula (PCC) committee.
  - B.1.7 Promote and administer matters related to the CEE Department BS/MS program.
  - B.1.8 Lead graduate student recruitment efforts.
  - B.1.9 Identify and award graduate student financial aid packages.
  - B.1.10 Oversee CEE Department PhD qualifying exam policy.
  - B.1.11 Consider comments, recommendations, or grievances submitted by graduate students relative to graduate educational policies, performance, workload and courses.
  - B.1.12 Approve admission and graduation requirements for all graduate students.
  - B.1.13 Select and nominate students for CEE Department, A. James Clark School of Engineering, University of Maryland, and external fellowship and assistantship awards.
  - B.1.14 Address other duties necessary to administer the CEE Department graduate education program.
- B.2 Membership

The Associate Chair for Graduate Programs shall serve as the Chair of the Graduate Affairs Committee. Three additional Committee members selected from

members of the Faculty Assembly listed in Article II Section B.1.3 will be appointed by the Advisory Council. Committee members will serve for three-year terms on a rotating basis with possibility for reappointment for a second consecutive term.

### B.3 Meetings

The Committee shall meet at least twice per semester. The Committee Chair will call meetings as required providing at least one-week notice to all members. Minutes are submitted by the Committee Chair and are considered approved unless written amendment notice is filed by a Committee member within seven days of the minutes' submission date. Copies of approved minutes of all meetings shall be submitted to the Department Chair.

## C. Faculty Development and Advancement Committee

### C.1 Responsibilities

- C.1.1 Evaluation of the teaching, research, and service accomplishments of all faculty (TTK and PTK) who are candidates for promotion and those individuals who are being considered for appointment in a CEE Department tenure-track, tenured, or professional-track position.
- C.1.2 Carry out the procedures necessary for CEE Department faculty appointment and mandatory and non-mandatory CEE Department faculty promotion applications following policies and procedures as specified in University of Maryland, A. James Clark School of Engineering, and CEE Department APT and AEP documents.
- C.1.3 Provide annual written evaluations of the performance of all CEE Department Assistant Professors.
- C.1.4 Conduct peer evaluations of CEE Department teaching, including evaluations required for all promotion and tenure decisions.
- C.1.5 Work with the Department Chair to implement a mentoring program for all CEE Department Assistant Professors, Lecturers, Assistant Research Professors, Assistant Clinical Professors, Assistant Research Scientists, and Assistant Research Engineers. A mentoring program for other faculty shall also be provided upon request.
- C.1.6 Identify and nominate faculty members for CEE Department, A. James Clark School of Engineering, University of Maryland, and external awards.

## C.2 Membership

The Associate Chair for Faculty Development and Advancement shall serve as the Chair of the Faculty Development and Advancement Committee. Three additional Committee members will be appointed by the Advisory Council. Two of the members will hold the rank of Professor. The third member will hold the rank of Principal Lecturer, Clinical Professor, Research Professor, Research Scientist, or Research Engineer. If no PTK faculty member can or will serve on the committee, a third member holding the rank of Professor will be added. Members will serve for three-year terms on a rotating basis with possibility for reappointment for a second consecutive term.

## C.3 Meetings

The committee shall meet at least twice per semester. The Committee Chair will call meetings as required providing at least one-week notice to all members. Minutes are submitted by the Committee Chair and are considered approved unless written amendment notice is filed by a Committee member within seven days of the minutes' submission date. Copies of approved minutes of all meetings shall be submitted to the Department Chair.

## C.4 APT and AEP Criteria and Procedures

CEE Department criteria and procedures are approved as separate CEE Appointment, Promotion, and Tenure (APT) Policy and Appointment, Evaluation and Promotion (AEP) Policy documents. In all cases, criteria and procedures must follow policies and procedures as specified in University of Maryland, A. James Clark School of Engineering, and CEE Department APT and AEP documents.

## D. Diversity, Equity, and Inclusion Committee

### D.1 Responsibilities

- D.1.1 Discuss, communicate, and create collaborations for initiatives and events that support the goal of enhancing the diversity, inclusion, and equity environment across the CEE Department.
- D.1.2 Serve as a resource for organizing opportunities for advocacy for all CEE Department members as defined in Article I.
- D.1.3 Review and develop policies and procedures that will promote workplace diversity, inclusion, and equity.

## D.2 Membership

The Diversity, Equity, and Inclusion Committee Chair is elected by the Faculty Assembly for a three-year term. The Committee Chair may be re-elected for a second term (maximum of six consecutive years). Six additional Committee members selected from all Department Members as defined in Article I will be appointed by the Advisory Council. The Advisory Council shall strive to have representation on this committee from TTK faculty, PTK faculty, staff, and students. Committee Members will serve for three-year terms on a rotating basis with possibility for reappointment for a second consecutive term.

## D.3 Meetings

The committee shall meet at least twice per semester. The Committee Chair will call meetings as required providing at least one-week notice to all members. Minutes are submitted by the Committee Chair and are considered approved unless written amendment notice is filed by a Committee member within seven days of the minutes' submission date. Copies of approved minutes of all meetings shall be submitted to the Department Chair.

## E. Faculty Evaluation Committees

### E.1 Responsibilities

Faculty Evaluation Committees (FEC) are constituted annually as required by University of Maryland policy. The FEC shall annually review the records of CEE Department Faculty for purposes of recommending meritorious performance to the Department Chair. All evaluations shall be performed consistent to the CEE Department TTK Evaluation and PTK Evaluation Policies.

### E.2 Membership

The TTK Faculty Evaluation Committee shall consist of one Assistant Professor, one Associate Professor, and one Professor. Each of these three individuals shall be elected by TTK members of the Faculty Assembly sharing their rank. In order to best reflect University of Maryland Policies and Procedures on the rank, gender, and racial diversity of the department, each Committee Member is limited to one academic year term of office every four years. If there are insufficient faculty in any rank to satisfy these term limits in any given year, then for that year that position on the Committee shall be filled by a person from the one of the remaining two ranks. That person shall be elected by all TTK members of the Faculty Assembly.

The PTK Faculty Evaluation Committee shall consist of one faculty member at the initial PTK rank, one at the middle PTK rank, one at the highest PTK rank, and one TTK faculty member at any rank. Each of the three PTK Faculty shall be elected by CEE PTK faculty members sharing their rank level (initial, middle, highest). The TTK member shall be elected by all PTK members. In order to best reflect University of Maryland Policies and Procedures on the rank, gender, and racial diversity of the department, each committee member is limited to one academic year term of office every four years. If there are insufficient PTK faculty in any rank to satisfy these term limits in any given year, then for that year that position on the committee shall be filled by a person from the one of the remaining two PTK rank levels. That person shall be elected by all PTK members of the CEE Department Faculty.

#### **Article IV. Departmental Policies**

Specific policies on the operation and management of the CEE Department shall be developed to best meet the mission of the CEE Department. CEE Department policies must not conflict with the policies and procedures of the University of Maryland System, the University of Maryland, or the A. James Clark School of Engineering. The Department Chair, the Advisory Council, or any CEE Department standing or ad-hoc committee may formulate proposed policies.

A proposed CEE Departmental policy may: (1) result from interpretation of the existing University of Maryland Policies and Procedures; or (2) stipulate new policies and procedures regarding matters that are not included in the University of Maryland Policies and Procedures.

Proposed policies falling under case (1) above must be presented to members of the Advisory Council at least two weeks prior to their meeting. A two-thirds majority vote of the Advisory Council is required for approval of the policy.

New policies falling under case (2) above and amendments to existing policies must be approved by the Faculty Assembly. Proposed policies and amendments to existing policies shall be placed on the agenda for the next regular meeting of the Faculty Assembly and must be provided to all members of the Faculty Assembly at least two weeks prior to the meeting. A quorum is necessary to hold a vote on the proposed or amended policy. A two-thirds majority vote of the Faculty Assembly is required for approval. Absentee ballots shall be valid, provided that the policy or policy amendment as circulated remains unchanged by action of the Faculty Assembly in the meeting.

The Advisory Council shall maintain written and electronic copies of CEE Departmental Policies and make them readily available to all members of the CEE Department.

## **Article V. Meeting Participation, Quorum, and Voting**

All critical correspondence for the CEE Department, including notices of Faculty Assembly meetings and CEE Department Committee meetings, will be through electronic notification, with optional follow-up by written notification.

All Faculty Assembly meetings and CEE Department Committee meetings must be physical meetings at the University of Maryland campus, unless emergency conditions dictate otherwise. Remote participation in meetings is permitted. Remote presence must include two-way audio, with video preferred.

A quorum of the Faculty Assembly is defined as participation by two-thirds of the members of the Faculty Assembly. A quorum of the any CEE Department Committee is defined as participation by two-thirds of the members of the Committee. Remote participation is permitted. Remote presence must include two-way audio, with video preferred. A quorum is required for any binding vote.

All voting of the Faculty Assembly and within CEE Department Committees will normally be by hand count. Voting by secret ballot will be required if requested by at minimum one member of the eligible voters. Voting can be completed by paper ballot or electronic ballot with appropriate controls for anonymity.

## **Article VI. Amendments**

Proposed amendments to the Plan of Organization may be introduced by the Department Chair, Advisory Council, or by written petition signed by at least one-fourth of the members of the Faculty Assembly. Proposed amendments to the Plan of Organization shall be placed on the agenda for the next regular meeting of the Faculty Assembly and must be provided to all members of the Faculty Assembly at least two weeks prior to the meeting. A quorum is required to hold a vote on the proposed amendment. Approval by two-thirds of the Faculty Assembly of a recommended amendment shall constitute adoption of the amendment. Absentee ballots shall be valid, provided that the amendment as circulated remains unchanged by action of the Faculty Assembly in the meeting. All aspects of this Plan of Organization and its proposed amendments shall be consistent with University of Maryland and A. James Clark School of Engineering Policies and Procedures.

## **Article VII. Ratification of Plan**

This Plan of Organization shall become effective when it has been approved by a two-thirds majority vote at a quorum meeting of the Faculty Assembly and subsequently approved by the A. James Clark School of Engineering.