

# **University of Maryland Extension Plan of Organization**

## **Unit of the College of Agriculture and Natural Resources, University of Maryland**

### **I. Purpose**

The purpose of this Plan of Organization is to provide a structure for shared, balanced governance for the unit called University of Maryland Extension (UME) within the College of Agriculture and Natural Resources, giving due regard to rights, responsibilities, and participation of the entire departmental community. This plan specifically applies to UME faculty and staff. This document will be reviewed every five years and updated.

### **II. Mission and Vision**

University of Maryland Extension is a statewide educational organization funded by federal, state and local governments. Our mission is to enhance the quality of life for people and communities by disseminating unbiased research-based educational information. This mission is accomplished by faculty and staff of the University of Maryland College Park and the University of Maryland Eastern Shore through the discovery, integration, dissemination, and application of research-based knowledge in the agriculture, human and life sciences. Guidance is provided by four Focus Areas as designated in the UME Strategic Plan 2014-2019: Agriculture and Food Systems, Environment and Natural Resources, Healthy Living, and Youth Development and Resilient Communities. This mission is guided by the organizational strategic plan that is updated every five years.

Our vision is to be recognized as the preeminent Extension organization in the nation by providing the residents of Maryland with the highest quality of public service, distinguished educational programming, and cutting-edge research that addresses their needs.

### **III. Administration**

#### **A. Dean**

The Dean of the College of Agriculture and Natural Resources is the chief executive officer of the college. The Dean also serves as the Director of the University of Maryland Agricultural Experiment Station and University of Maryland Extension. The Dean has overall responsibility for the College's facilities, budget, academic affairs, research operations, programs, operations, and personnel matters. The Dean has statewide responsibility for articulating the mission and goals of the College. The Dean is appointed by authority of the President of the University of Maryland upon recommendation of the Senior Vice President for Academic Affairs and Provost,

following a search involving substantial participation by faculty, staff, students, and constituents of the State.

#### **B. Associate Dean/Associate Director (AD)**

The Associate Dean/Director reports to the Dean for the overall operation and performance of UME. The AD provides visionary leadership for UME and has overall responsibility for UME's facilities, budgets, programs, operations, personnel matters and public relations and presides over the Appointment, Promotion, and Tenure process (APT). The Dean may appoint a designee to preside over APT in special circumstances. The AD is appointed by authority of the Dean and serves at the Dean's discretion. Appointment shall be made with substantial input from College faculty, staff, students, and constituents.

#### **C. UME Administrative Structure**

The following positions assist the AD in the administration of UME:

- Four (4) Assistant Directors for Programs –Agriculture and Food Systems, Environment and Natural Resources, Family and Consumer Sciences, and 4-H and Youth Development
- Assistant Director for Evaluations and Assessment (ADE)
- Assistant Director for Operations (ADO)
- Eight (8) Area Extension Directors (AED)
- the Baltimore City Extension Director (CED)
- Assistant Dean for Finance and Management
- Director of Human Resource Management

The administrative structure for the College is outlined in the UME Organizational Chart. Brief job descriptions for these positions are included in the current UME Staffing Plan [https://wiki.moo.umd.edu/display/umeanswers/UME Organization](https://wiki.moo.umd.edu/display/umeanswers/UME+Organization), which is updated as necessary. The staffing plan will serve as guidance for UME decisions in capacity building. All University procedures with regard to appointments and/or reappointments, hiring, and annual evaluations of faculty and staff will be followed.

### **IV. Shared Governance Structure and Organization**

The overall organizational structure for UME is found on UME Answers – UME Organization. The AD shall communicate with and be advised by the University of Maryland Extension Council (UMEC), Administrative Council (AC), Faculty Advisory Council (FAC), Staff Advisory Council (SAC) and the Statewide Extension Advisory Council (SEAC). Each of the following councils shall develop and maintain by-laws and shall provide a timeline summary of meeting minutes to the organization. Minutes are to be posted on UME Answers within two weeks of meeting.

#### **A. The UME Council (UMEC)**

- i. Purpose:* The UMEC serves as a forum for the AC, FAC, SAC, SEAC and AD to discuss items of concern, collaboratively identify potential solutions to identified

issues and concerns and evaluate measures underway that address those identified issues/concerns.

1. Providing input to the AD on matters including, but not limited to, staffing, infrastructure, programming and the Department's proposed annual budget
  2. Informing faculty senators of issues to be represented
  3. Moves forward all issues/policies that require a vote of the department.
- ii. Membership:** Membership on the UMEC is composed of the AD, chairs, chair-elect, and two representatives from the executive committees of the AC, FAC, SAC, and SEAC.
- iii. Organization:**
1. Terms of appointment will be based on that set by the organizational structure of the AC, FAC and SAC, and SEAC.
  2. The UMEC will elect a chair, chair-elect and secretary every other year. The chair-elect moves into the chair position the following year. Each officer position serves a two-year term.
- iv. Meetings:** The UMEC meets at least three times per year. Meeting agendas are developed jointly between UMEC chair and the AD (with suggested items from the AC, FAC, SAC, SEAC) and to be distributed to members two weeks in advance of meetings. The UMEC chair-elect serves in the absence of the chair at UMEC meetings and this person serves as the nominating committee chair for officers. The UMEC secretary is responsible for minutes and facilitates committee correspondence. If formal business is to be conducted, it will be done in accordance with Robert's Rules of Order Newly Revised.

#### **B. Administrative Council (AC)**

- i. Purpose:** The AC shall discuss and advise the AD in all matters of UME, including academic, budgetary, and personnel matters. The AC will inform UMEC on key matters.
- ii. Membership:** Those faculty and staff that compose the UME Organizational Administration (AD, PLs, ADO, ADE, AEDs and Baltimore City ED).
- iii. Organization:** The AC chair will be either the AD or an appointee.
- iv. Meetings:** Meetings shall be called by the chair at least three times per year.

#### **C. Faculty Advisory Council (FAC)**

- i. Purpose:** The FAC shall advise the AD in matters related to UME faculty. The FAC will make recommendations related to faculty matters to the UMEC.
- ii. Membership:** Membership in the FAC shall include all UME faculty ranks (Tenure and Professional Track). Campus, UMES Extension and Affiliate faculty may participate on FAC as Ex Officio members and can vote except on P&T matters.

- iii. **Organization:*** The FAC shall establish its own organizational structure and elect a chair, chair-elect and other members. An executive committee made up of the chair, chair-elect and one member from each of the four program areas is to be established, and executive committee.
  - 1. Executive Committee to include representation from all four programs, both tenure track (TTK) and professional track (PTK) faculty.
  - 2. Term length is two years.
- iv. **Meetings:*** The FAC shall meet on a regular basis, at least three times a year, when called by the chair. If formal business is to be conducted, it will be done in accordance with Robert's Rules of Order Newly Revised. Those issues requiring a faculty vote (promotion and tenure, plan of organization and merit policy) will be discussed by this committee and voted by all UME faculty with results communicated to the UMEC.

#### **D. Staff Advisory Council (SAC)**

- i. **Purpose:*** The SAC shall advise AD in staff related matters. The SAC will provide recommendations to the UMEC.
- ii. **Membership:*** Membership in the SAC shall include all UME exempt and non-exempt staff.
- iii. **Organization:*** The SAC shall establish its own organizational structure and elect a chair and chair-elect. An executive committee made up of the chair, chair-elect and at least four members representing the various staff positions is to be established.
- iv. **Meetings:*** The SAC shall meet at least three times per year when called by the chair. If formal business is to be conducted, it will be done in accordance with Robert's Rules of Order Newly Revised.

#### **E. Statewide Extension Advisory Council (SEAC)**

- i. **Purpose:*** The SEAC shall provide feedback to the AD and UMEC on statewide clientele needs to serve as the basis for determining priority Extension programming investments.
- ii. **Membership and organizational structure*** is defined by UME with input from faculty and staff.

#### **F. UME Assembly**

- i. **Purpose:*** The purpose of the assembly is to foster involvement of faculty and staff in UME affairs. The AD shall report to the assembly on various organizational matters including, but not limited to: staffing, infrastructure, programming and the Department's budget. The assembly shall conduct the business of the UME, receive reports, and stand as the forum for recognition of UME personnel achievements.

- ii. **Membership:*** All UME faculty and staff members shall belong to the committee.
- iii. **Organization:*** The assembly shall be co-chaired by the AD and the chair of the UMEC. Assembly organizational rules shall be established by the assembly.
- iv. **Meetings:*** The assembly meets monthly through web conferencing (Admin Mondays). At any time the AD can call for an in-person assembly (UME Conference). The AD shall present a state of UME address at one assembly each year to include staffing and budget. If formal business is to be conducted, it will be done in accordance with Robert's Rules of Order Newly Revised.

## **V. UME Committees**

UME Committees can be established at any time by the AD in consultation with the UMEC. Committees shall submit a written report to UMEC and the AD. Committees on strategic planning and staffing plan shall be appointed by the AD as needed. When a committee is to be established, a clear statement must be made concerning the nature of the committee charge and the maximum time for its existence. The following are UME standing committees:

- A. Appointments, Promotion, and Tenure (APT) Committee** - The APT Committee membership and guidelines are established by the University of Maryland. These guidelines are found on the UME Answers website. Individual committees will be established for tenure track and professional track faculty.
- B. Merit Committee - Two Merit Committees** will be established as outlined in the Tenure Track Faculty Merit Review Plan and the Professional Track Faculty Merit Review Plan. These committees provide faculty involvement in the overall merit pay allocation process and its evaluation as permitted by the budget and performance evaluations as outlined in their respective plans.
- C. Statewide Faculty Search Committee** - The AD in consultation with the Director of Human Resources shall appoint a five (5) member search committee of tenured/tenure track Extension educators. The full procedure is located at <http://agnr.umd.edu/administrative-services/hiring-employees/ume-tenure-track-field-faculty-statewide-search-screen>

## **VI. Amendments**

Proposed amendments or deviation to this Plan of Organization must come from any of the councils or Dean and should be presented in writing to the chair of the UMEC. The UMEC chair shall schedule proposed amendments for discussion and action at the next regular or special called meeting of the UME Assembly. The chair will notify faculty and staff in advance of the meeting, through the executive committees of the FAC, SAC, and AC. Written copies of proposed changes must be provided to all faculty and staff members at least two weeks prior to the meeting.

## **VII. Decision Making**

Any issue requiring a vote of the entire UME Department will require a majority vote of those participating in the vote. The University of Maryland Extension Council will be the council that identifies and moves forward any issue requiring a UME Department vote. The vote will be conducted in an anonymous manner either by ballot or electronic voting. All staff, faculty, and administration shall be given notice at least 5 business days prior to the vote commencing. A quorum of 20% each from the faculty, staff, and administration (number established in January of each year) will be required.

## **VIII. Adoption**

This plan shall be adopted with majority approval of UME faculty and staff voting on this plan.

*All sections but Decision-Making approved by majority vote of UME faculty and staff on December 22, 2016.*

*Decision-Making approved by majority vote of UME faculty and staff on March 9, 2018.*