

## **Plan of Governance**

### **Department of Environmental Science and Technology College of Agriculture and Natural Resources University of Maryland**

**Last updated and approved March 4, 2020**

#### **1. SCOPE**

This Plan of Governance provides the structure for shared and balanced governance for the Department of Environmental Science and Technology (hereafter called the Department) and outlines the bylaws under which the Department will operate. This Plan of Governance shall replace any previous plans, rules, or policies adopted by former departmental units for faculty and staff governance. The Plan of Governance will be updated, amended and appended in the future to address substantive topics critical to the efficient functioning of the Department that are not adequately addressed and warrant clarification.

The Department is committed to helping shape the future of our society and our global environment by building human capital through research, outreach and instruction to meet the needs of students and our citizenry. The Department aspires to meet these goals through undergraduate and graduate education, research, outreach and extension programs, and community service in the four areas of excellence: soil and watershed sciences; natural resources management; ecological technology design; and environmental health.

Educational offerings at the undergraduate level will include curricula leading to the Bachelor of Science degree in Environmental Science and Technology, with concentrations in Natural Resources Management, Ecological Technology Design, Ecosystem Health, and Soil and Watershed Science. As well, the Department will be the administrative home for the Environmental Science and Policy undergraduate program. The Departmental curricula may be modified and majors may change in the future to meet student needs.

Areas of faculty research, both adaptive and basic, provide the basis for graduate education programs leading to Master of Science and Doctor of Philosophy degrees in Environmental Science and Technology with specializations in Soil and Watershed Science, Ecological Technology Design, Wetland Science, Ecosystem Health, and Natural Resource Management.

## **A. Mission of the Department of Environmental Science and Technology**

The mission of the Department of Environmental Science and Technology is to promote understanding and conscientious management of natural, agricultural and urban ecosystems and the interactions among air, water, soil, living organisms, and people. We will contribute to a sustainable future and enhanced environmental quality through conservation and management of our natural resources, study of human impacts on ecosystem structure and function, design and implementation of technology for enhanced environmental quality, and investigation of effects of environmental conditions on human health. We aspire to build the human capital and knowledge base needed to meet these goals through excellence in scientific discovery, education and outreach programs.

## **B. Vision Statement**

The Department of Environmental Science and Technology will become widely known and respected as: 1. one of the top ten undergraduate programs in ecological technology design, environmental health, natural resources management and soil and watershed science in the nation; 2. one of the top ten graduate programs in the ecological technology design, soil and watershed science, and wetland science in the nation; 3. a center of excellence for extension education and outreach relating to the environmental quality in the nation; 4. the home of nationally and internationally recognized faculty in basic and applied environmental science research; 5. a national focal point for interdisciplinary collaborative environmental science research that serves as the nexus for environmental science research, teaching, and extension education.

## **2. ADMINISTRATION**

### **A. Responsibilities of Department Chair**

The Chair is responsible to the Dean for the operation and performance of the Department. As such, the Chair has overall responsibility for the Department's facilities, budget, academic affairs, research operations, extension programs, operation and personnel matters. The Chair responsibility includes hiring and dismissal of faculty and staff (with appropriate approvals); coordination of programs; budget preparation and supervision of expenditures; management of physical resources; preparation of recommendations for promotion and tenure; mentoring of junior faculty; providing leadership and vision for the department; the encouragement of professional growth of faculty, staff and students; and providing leadership for departmental public relations.

The Chair is appointed by authority of the Dean of the College of Agriculture and Natural Resources following a search involving substantial participation by faculty, staff and students and upon recommendation of the faculty. The Chair will serve an initial five year term (or a term as negotiated with the Dean of the College of Agriculture and Natural Resources) and may serve a second five year term (or a term as negotiated with the Dean of the College of Agriculture and Natural Resources) if approved by the Department faculty and the Dean of the College, consistent with University policy. The Chair is responsible to the Dean of the College of Agriculture and Natural Resources for the overall performance of the Department. The Chair represents the Department and serves as a bridge for communication, coordination of activities, and information flow between and among the Department, the College, and University administration. The Chair also serves as the communication link between the Department and alumni, outside stakeholders, clientele, and organizations.

The Chair serves the faculty by administering the Department. The Department Chair shall be responsible for assignment of teaching obligations for individual courses to individual faculty; hiring of adjunct faculty; assignment of Departmental research assistantships to individual faculty; assignment of teaching assistants to individual courses; and assignment of students on Departmental assistantships to serve as research or teaching assistants. All faculty and staff members will have access to the Department Chair to discuss issues involving policy and policy implementation related to the areas of undergraduate studies, graduate studies, extension and continuing education and administrative services.

The Chair will be supported by faculty Directors of Undergraduate Studies, Graduate Studies, and Extension Education, and a senior staff Director of Administrative Services. In administering and planning for the future of the Department, the Chair will interact with three advisory committees, the Faculty Advisory Committee, the Staff Advisory Committee and an External Advisory Committee (an advisory committee composed of industry, business and professional organizations external to the University).

## **B. Evaluation of Chair**

An annual performance evaluation of the chair, in meeting the requirements of the position outlined in 2.A. above and the expectations of the Dean of the College, will be conducted by the Dean of the College of Agriculture and Natural Resources in accordance with UMCP administrative policies and procedures. Every five years, the Chair will be reviewed by the Dean using procedures outlined in the campus Policy on the Review of Department Chairs and Directors of Academic Units.

### **C. Replacement of Chair**

When the Department Chair position becomes vacant, it will be filled according to the guidelines defined by the college and university policies. A committee composed of all tenured and tenure-track faculty and job-secured faculty in the department will present the Dean a list of nominees to serve on the Search Committee for the Chair position.

These nominees shall include representatives of Faculty, Staff and Graduate Students. It is expected that the Dean will choose representatives for the Search Committee from this list.

### **D. Department Administration**

The following positions will assist the Department Chair in the administration of the Department. The Chair retains the ultimate responsibility for the administration of the Department.

1. The faculty Director of Undergraduate Studies, with the aid of a staff position with responsibility to this function, shall assist the Chair in the day-to-day management of the undergraduate program through implementation of departmental policies to: coordinate undergraduate recruitment, retention and advising and ensure that advising is effective and uniform; arrange teaching schedules and provide for scheduling of classrooms; provide the justification for teaching assistantships; ensure that instruction follows the planned curriculums of the Department; review and report on admissions and graduations; track employment and location of graduates and ensure that course schedules and catalogs are accurate and current. The Director of Undergraduate Studies will chair the Undergraduate Committee.
2. The faculty Director of Graduate Studies, with the aid of a staff position with responsibility to this function, shall assist the Chair in the day-to-day management of the graduate program through implementation of departmental policies to: coordinate graduate advising and ensure its effectiveness; receive and forward nominations of students for fellowships to the faculty; ensure that instruction and examinations follow the planned curriculum and program of the Department; review and report on admissions, graduations, and student progress; track employment and location of graduates and ensure that course schedules, catalogs and the departmental graduate handbook are accurate and current. The Director of Graduate Studies will chair the Graduate Committee.

3. The Director of Extension Education, with the aid of a staff position with responsibility to this function, shall assist the Chair in the day-to-day management of the departmental Extension and outreach programs through implementation of Departmental policies to: coordinate planning and plans of work; implementation of programs; development of reports; coordinate interactions with regional specialists and contractual programs; maintain and distribute extension materials and publications. For these programs, the Director of Extension Education will work with all Departmental Extension Specialists and other faculty who hold an Extension appointment.
4. The Director of Administrative Services is the senior staff position in the Department and is responsible for oversight of financial, administrative, and personnel functions of the department, including sponsored grants and contracts, procurement, budget analysis, faculty and staff appointments, and compliance with Departmental, College, University, State and Federal policies, procedures and regulations. This position will be an Exempt Staff position, responsible to the Department Chair.
5. Appointment of faculty Directors:

All faculty Director positions will be appointed by the Department Chair with the consent of the majority of the faculty. Faculty Directors will be appointed for an initial three-year term and may be reappointed to a second three-year term. Faculty Directors may be relieved of their duties for nonperformance at any time by the Department Chair. Faculty Directors and the Director of Administrative Services may only implement policies approved by the faculty and the Department Chair.

6. Administrative Staff Support:

The first priority of the administrative staff is to support the efficient functioning of the Department, including faculty support, inventory, college and university requirements, personnel and payroll issues, etc. The purpose of support staff for the faculty Directors is to insure and implement the day-to-day operation of the related program areas. These individuals will remain as the program support staff when the faculty coordinators change.

## **E. Evaluations and Reviews**

1. Periodic Evaluation of Faculty Performance:

All The evaluation of all tenured Associate Professors and Professors are required by the University of Maryland System Policy 19.0 II-1.19 every five years. The detailed process by which the Department will conduct this process is found as Appendix I.

## 2. Annual Reviews:

An annual review of activities, accomplishments, departmental contributions, and achievements of the faculty, staff, and graduate students will be conducted under the auspices of the Chair and with the assistance of the faculty review committee, the graduate faculty and/or other groups as requested by the Chair. These reviews will include:

a. Faculty: There will be an annual review of all faculty by the Faculty Review and Salary Committee (see Appendix A), followed by an individual meeting between the Chair and each faculty member during which the Chair will review the faculty member's progress and accomplishments with the faculty member as described in the approved departmental policy (see Appendix A).

b. Staff: The Department will carry out the University's Performance Review and Development (PRD) process with each staff member annually. This requires the Chair or staff supervisor to meet with each staff member once early in the fiscal year to set goals and expectations. A second meeting is held mid-year to review progress, and the final meeting is held at the end of the year at which time performance ratings are arrived at and given to each staff member.

c. Graduate Students: Graduate students will be reviewed in accordance with the Departmental graduate program requirements. Graduate student progress is reviewed annually by the graduate faculty in accordance with the graduate program requirements.

## 3. FACULTY

### A. Faculty Organization

The Department faculty, as a whole, is the deliberative body for those matters concerning Departmental, College, and University policies, rules and guidelines. These matters include, but are not limited to, recommendations for the establishment and modification of degree requirements and course descriptions, determination of elected Departmental positions or committee members, the election of representatives to Campus, College, and University Committees as provided in their respective by-laws, and recommendation of policy and action to appropriate University authorities.

The Faculty is composed of five separate groups:

1. Tenured and tenure-track faculty: Those holding the rank of Assistant Professor, Associate Professor, or Professor. Except as noted elsewhere in the procedures for promotion and tenure, the tenured and tenure-track faculty have full voting privileges in all faculty meetings.
2. Professional track faculty: Those holding the rank of PTK Faculty Titles approved in [II-1.00\(G\)](#), may attend and participate in faculty meetings and other functions of the Department and are voting members of the faculty except for those instances dealing with promotion, tenure, or hiring or those requiring votes of only tenured or tenure-track faculty.
3. Emeriti faculty: Those holding the rank of Professor Emeritus. Emeriti faculty may attend and participate in faculty meetings except those dealing with promotion, tenure or hiring. Emeriti faculty members are not voting members of the faculty; however, their sage input is valued.
4. Adjunct faculty: Adjunct faculty members shall be associated with the faculty of the Department, but shall not be essential to the development or continuity of Department programs. The titles of Adjunct Assistant Professor, Adjunct Associate Professor, and Adjunct Professor do not carry tenure. The adjunct appointee may be paid or unpaid by the Department. The adjunct appointee may be employed outside the University, but shall not hold another paid appointment at the University of Maryland. The adjunct appointee shall have expertise in a discipline relative to the Department's mission. Each adjunct faculty member must be sponsored by a tenured or tenure-track faculty member in the Department. Adjunct faculty must have active, ongoing cooperative programs with Department faculty and upon appointment, be actively engaged in either the undergraduate, graduate, research or outreach programs of the Department (i.e. research, extension, teaching, seminars, lectures, etc.). The nature of the adjunct appointment shall be specified in writing by the Department faculty sponsor. Adjunct appointments will be made for a term of five years and may be renewed. Appointment and re-appointment will be determined by a majority vote of the Department's tenured and tenure-track faculty plus approval by the Department Chair. An adjunct faculty member who does not maintain an active, ongoing cooperative program with the Department or does not have a current faculty sponsor will not be reappointed.
5. Affiliate faculty member: Affiliate faculty members are individuals who have an ongoing affiliation with the Department, but who are not paid faculty members within the Department. Typically, an affiliate faculty member is a formal employee of another unit

within the University. The titles of Affiliate Assistant Professor, Affiliate Associate Professor, and Affiliate Professor do not carry tenure. The affiliate faculty members' University appointment and salary are not formally linked to the Department. Each affiliate faculty member must be sponsored by a tenured or tenure-track faculty member in the Department and must possess the terminal degree in an appropriate field of study. As well, the potential affiliate must have active, ongoing cooperative programs with Department faculty and upon appointment, be actively engaged in either the undergraduate, graduate, research or outreach programs of the Department (i.e. research, extension, teaching, seminars, lectures, etc.). The nature of the affiliation shall be specified in writing by the Department faculty sponsor. For University employees, it is important to obtain written consent to the affiliation from the department chair or unit administrator of the affiliate faculty member's primary department or unit. The rank of affiliation shall be commensurate with the appointee's qualifications and rank within his/her primary unit. Affiliate appointments will be made for a term of five years and may be renewed. Appointment and re-appointment will be determined by a majority vote of the Department's tenured and tenure-track faculty plus approval by the Department Chair. An affiliate faculty member who does not maintain an active, ongoing cooperative program with the Department or does not have a current faculty sponsor will not be reappointed.

## **B. Faculty Function**

### **1. Appointments**

Procedures for tenured, tenure-track, and professional track appointments will follow the University Appointment, Promotion and Tenure policies and follow procedures outlined in Appendix B and J, respectively, of this Plan of Governance. A faculty search committee will advertise an approved position description and screen the applicants, conduct interviews and then make a recommendation to the faculty. The Chair will recommend appropriate candidates to the Dean of the College of Agriculture and Natural Resource with a recommendation to hire. If approved by the Dean, the Department Chair will negotiate with the candidate. In those instances where search committees are not required (e.g. non-exempt staff positions), selection of individuals to fill Departmental positions will follow campus personnel policies and will require approval of the Department Chair and the Dean of AGNR.

### **2. Faculty Meetings**

Faculty meetings will be held approximately monthly during fall and spring semesters and at other times as called by the Department Chair. The Departmental graduate student organization may have one representative attend the faculty meetings. Staff members will be invited by the Chair to participate as needed to support specific agenda items.



Minutes taken at the faculty meetings will summarize the activities at the meeting, record any votes taken and other pertinent items and will be distributed to all faculty members and archived for future reference. Faculty meetings will normally operate by consensus, but will adhere to Roberts Rules of Order where necessary. Items may be placed on the agenda by any faculty member in the department by providing the agenda item to the Department Chair at least two working days prior to the meeting.

### 3. Committee Appointments and Departmental Representatives

The following standing committees and representatives, who will report to the Chair, will be appointed by the Chair or as described under the specific committee or policy. Ad hoc Committees may be appointed by the Chair as necessary. Committees will normally operate by consensus but will adhere to Roberts Rules of Order when necessary. The committee chair normally calls the committee meetings but the Department Chair may also request the committee to meet and discuss specific topics. Minutes of all committee meetings will be kept and the committee chair will be responsible for providing a copy of the minutes to the Department Chair for archiving. Voting by faculty for all elected positions on standing committees shall be held at the last regularly scheduled faculty meeting of the Spring Semester.

#### a. Department Appointment, Promotion and Tenure (APT) Committee:

Screening Committee for Adjunct, Affiliate, and Graduate Faculty Review: Three members of the Faculty shall comprise this Committee. It will be chaired by the APT Chair, plus 2 elected members, one tenured faculty member and one tenure-track, not a tenured faculty member. Its sole purpose shall be to screen credentials for these appointments and forward completed packets to the Department for approval at a monthly Faculty Meeting. All other APT functions, See Appendix B.

#### b. Faculty Advisory Committee:

The Faculty Advisory Committee shall advise the Department Chair on activities, policies, facilities, and organization that can improve the Department's quality, productivity, effectiveness, or image. The Faculty Advisory Committee shall consist of seven members. The faculty Directors of Undergraduate Programs, Graduate Programs, and Extension Education will serve as members of the committee. Four additional members shall be elected by the faculty from a list of nominees presented by the Chair. This list of nominees will attempt to ensure representation of the diversity and breadth of the Department on the committee. The committee members will elect a member to serve as Chair of the committee. The committee will meet with the Department Chair twice a year. Once a year, the Faculty Advisory Committee will meet with the faculty, in the absence of the Department Chair, to exchange views on the performance of the Department Chair and the operation of the Department.

c. Staff Advisory Committee:

The Staff Advisory Committee shall consist of three exempt and/or non-exempt staff members, elected by all Department non-faculty staff members. Members of the committee will elect a Chair of the committee who will represent the committee to the Department Chair. A Vice-Chair will also be selected to act in the Chair's absence. Committee members will serve a 1 year term with the exception of the Vice-Chair. The Vice-Chair will serve the following year as Chair before leaving the Committee. With the exception of the Vice-Chair, Committee members may not serve consecutive terms. The committee will meet a minimum of 3 times a year. Election of new committee members will occur following the final meeting of the calendar year. The Department Chair will meet with the whole committee twice a year. This committee will keep the Department Chair informed of issues such as: work assignments, working conditions, job descriptions, personnel evaluations, staff-faculty relationships, morale, etc.

d. College of Agriculture and Natural Resources Programs, Courses and Curriculum (PCC) Committee Representative: The Department Chair will submit a list of nominees for the College PCC committee to the AGNR Associate Dean for Academic Affairs. One Departmental faculty member from the list of nominees will be appointed for a one year term by the Associate Dean for Academic Affairs to serve as the Department representative on the College of Agriculture and Natural Resources PCC Committee.

e. Bacterial and Chemical Hazard (BACH) Committee:

The Department Chair will appoint one faculty member or technical staff member to serve as the Departmental representative on the BACH committee. This person will serve a three year term and can be reappointed to the committee by the Department Chair. Any work in the Department (including work by faculty, staff, graduate students or undergraduate students) involving toxic microbes, toxic chemicals, irradiation, or DNA manipulation will be approved prior to initiation by the appropriate campus safety group.

f. Compliance Officer:

The Department Chair will appoint one faculty member or technical staff member to serve as the Department Compliance Officer. This person's duties will include keeping the fire department safety symbols on each laboratory current, encouraging all departmental personnel to follow safety and hazardous materials procedures, help (by working with the appropriate research leader or P.I.) to see that the necessary safety and standard operating procedures for each space in the building are delineated and made available in all laboratories, and related duties. The Compliance Officer will serve a three year term and can be reappointed by the Department Chair.

g. Faculty Library Liaison:

The Department Chair will appoint one faculty member to act as a liaison between the UMCP libraries and the Department. This person will serve on the library committee and will keep the Department informed of changes in the library that affect the Department, and as a communication link between UMCP libraries and the Department. The Library Liaison will serve a three year term and can be reappointed by the Department Chair.

h. Departmental Information Technology (IT) Committee:

The Chair will appoint a four person IT committee made up of two faculty members, the Departmental IT Coordinator, and one graduate student. The graduate student on the committee will serve a one year term. The graduate student can only succeed themselves once. The Department IT Coordinator will be a permanent member of this committee. The faculty IT Committee Chair will function as the direct supervisor of the Department IT Coordinator. Faculty members will serve a two year term such that only one of the faculty members will come up for appointment each year. Faculty member may serve consecutive terms on the committee. An IT Committee Chair will be elected by the committee from the committee membership. This committee will make recommendations to the Department Chair relative to purchase of computer hardware and software, standardization of software, and related activities.

i. Graduate Committee:

The Graduate Committee is chaired by the Director of Graduate Studies (who is a permanent member of the committee) and includes one faculty representative from each graduate specialization. Each faculty representative will serve as liaison for their respective graduate specialization sub-committee. Appointment to the Graduate Committee is by the Department Chair for a two-year term renewable at the discretion of the Chair. The function of the Graduate Committee is to make recommendations to the Department Chair on admission of graduate applicants and to report to the Department Chair and faculty-at-large on matters regarding the overall status of the Department's graduate program. The Graduate Committee will also provide oversight on graduate specialization course, program and curricular decisions and submit proposals to the ENST Programs, Courses, and Curricula (PCC) Director along with appropriate forms, for review and approval. The committee will meet a minimum of once per semester but may meet more frequently as needed. Graduate specialization sub-committees will be comprised of all departmental faculty members that self-identify predominantly with a particular specialization. Faculty can serve on more than one specialization sub-committee. The function of specialization sub-committees is to develop and review graduate curricula and courses, and develop

proposals for course, program, or curriculum changes relevant to their specialization, to be submitted to the Graduate Committee.

j. Undergraduate Committee:

The Undergraduate Committee is chaired by the Undergraduate Program Director and includes the Assistant Director of Undergraduate Affairs and one faculty representative from each undergraduate specialization. Each faculty representative will serve as liaison for their respective undergraduate specialization sub-committee. Appointment to the Undergraduate Committee is by the Department Chair for a two-year term renewable at the discretion of the Chair. The function of the Undergraduate Committee is to provide oversight on undergraduate specialization course, program and curricular decisions and submit proposals to the ENST Programs, Courses, and Curricula (PCC) Director along with appropriate forms, for review and approval. The Undergraduate Committee will also advise the Department Chair and faculty-at-large on matters regarding the overall status of the Department's undergraduate programs. The committee will meet a minimum of once per semester but may meet more frequently as needed. Undergraduate specialization sub-committees will be comprised of all departmental faculty members that self-identify predominantly with a particular specialization. Faculty can serve on more than one specialization sub-committee. The function of specialization sub-committees is to develop and review undergraduate curricula and courses, and develop proposals for course, program, or curriculum changes relevant to their specialization, to be submitted to the Undergraduate Committee.

k. Programs, Courses, and Curricula (PCC) Committee:

The PCC Committee shall be responsible for reviewing proposals for the establishment, modification, or termination of Departmental academic programs, curricula, or courses. The faculty shall elect four faculty members to the departmental PCC Committee who represent the undergraduate and graduate program concentrations. These elected faculty will serve two-year terms and can serve only two terms in succession. Two of the four positions will be up for appointment each year. The Chair and Vice-Chair of the PCC Committee will be elected faculty members and selected by PCC Committee membership vote. Normally a member will serve one year as Vice-Chair and then as Chair the following year. The Directors of the Undergraduate and Graduate Programs are permanent committee members.

Changes, additions, or deletions of individual courses can be submitted to the ENST PCC by individual faculty members or by the Undergraduate and Graduate committees (Appendix C-1). Course action submittals to the PCC must be accompanied by a completed departmental ENST PCC Course Action form

(Appendix C-2) and a syllabus for the course (prepared in accordance with University guidelines—see <http://www.faculty.umd.edu/teach/syllabus.html>). The PCC committee will review the submitted form and syllabus, and vote (electronically or in person) to make recommendations to approve the course action (“as is” or pending revisions), not approve the course action (with no possibility for resubmittal), or return the course action to the author for revision and resubmittal (Appendix C-1). If a course action is approved, the PCC decides if the action is sufficiently significant to warrant review and approval by the ENST faculty. If so, the action is voted on by the entire faculty (at a faculty meeting or electronically), and the faculty can decide if the action is approved, not approved, or returned to the author for revision and resubmission. After approval, the PCC (normally the chair or his assistant) completes and submits the official forms in accordance with procedures specified by the Vice President's Advisory Committee (VPAC).

Proposals to change, add, or terminate graduate and undergraduate programs or curricula must come from the Undergraduate and Graduate committees or the faculty as a whole. Individual faculty members can suggest changes to programs and curricula to the Undergraduate or Graduate Committees for consideration. The appropriate form for program/curriculum changes is available from the Office of the Senior Vice President for Academic Affairs and Provost. No ENST form is necessary for program or curriculum changes.

I. Awards Committee:

This three member committee will be appointed by the Chair with each faculty member serving a three year rotating term with one new member appointed each year. This committee will develop nominations and documentation for application for faculty, staff and student awards within the University, Department, College, Alumni Association, professional associations, community organizations, etc.

m. Marketing Committee:

The Department Chair will appoint a five person Marketing Committee consisting of two faculty members, the Departmental Web and Communication Coordinator, an undergraduate student and one graduate student. The undergraduate student and graduate student will serve a one year term. The Department Web and Communications Coordinator will be a permanent member of this committee. The Marketing Committee Chair will be a faculty member appointed by the Department Chair and will be the direct supervisor of the Department Web and Communications Coordinator. Faculty members will serve staggered two-year terms such that only one of the faculty members will come up for appointment each year. Faculty member may serve consecutive terms on the committee. This committee will submit an annual

budget to the Department Chair at the beginning of each fiscal year that details planned expenses related to the purchase of electronic and print marketing materials, events, newsletters, website maintenance and other related items.

n. Mentoring and Diversity Committee:

The Department embraces the importance of nurturing and celebrating the diversity of faculty, graduate students, staff, undergraduates and alumni to provide a supportive and welcoming environment that strengthens learning, discovery and community engagement. Celebrating the variety of our modern culture, as represented by such characteristics as gender, ethnicity, race, culture, socio-economic status, gender identity, creed, color, marital status, personal appearance, age, national origin, political affiliation, disabilities, and sexual orientation, is essential for preparing students, faculty and staff to succeed in an increasingly global community and necessary for creating a workplace with expanding boundaries. The responsibilities of the Diversity Committee are to undertake activities and approve procedures that enliven, ensure and strengthen the role of diversity in departmental operations. The Committee will encourage recruitment, selection, and retention of under-represented groups. The Committee will recommend adoption of strategies, practices and mechanisms that promote diversity, equity, civility, inclusion and collegiality within the Department.

The Diversity Committee will consist of at least four faculty members, one staff, one graduate student, and one undergraduate. The Chair of ENST will appoint at least four ENST faculty members to the Committee and appoint the Committee Chair. The ENST Staff Advisory Committee will appoint one staff member to the Committee. The faculty members of the Committee will nominate and select at least one graduate student and one undergraduate student to be members. The Committee will also seek at least one alum to be a member. Faculty members, the staff member and the Chair of the Committee will serve a minimum term of three years. Faculty members' terms will be staggered so that at least two members are returning members each year; thus for the initial period of three years, one faculty member's term will expire in 2015 (August); similarly another's membership will expire in 2016 and another in 2017. Student members will serve a minimum of a one-year term.

o. Research Committee:

Membership: One member from extension and each area of graduate specialization. Members of the committee shall serve for two years, with staggered terms. The committee shall meet once per semester or as needed.

Purpose: To foster research within the department and stimulate new research collaborations among the faculty and students of the department:

1. Coordinate Environmental Science Research Day

The research day agenda will be set by the Research committee. Options include, but are not limited to: posters session to be presented on Darwin Day or at the beginning or end of the semester; inclusion of alumni awards; orphan degrees

2. Solicit infrastructure needs for research, extension and teaching labs including core equipment: Capabilities of the unit and equipment in labs that are available for researchers to use, and fees for use, if any. Facilitate identification of additional funding resources as needed, e.g. NSF MRI.

3. Facilitate brainstorming grant proposals/papers/research progress encounters:

- Brown bag work-in-progress
- Develop working groups to respond quickly to RFPs
- Coordinate, review and oversee (remind) Federal Formula Funds submissions and reports related to research (Hatch, MS, etc)

4. Facilitate entrepreneurial endeavors.

5. Facilitate integration capacity of research-extension; research-teaching; extension-teaching to aid in competitiveness of extramural funding.

p. Professional Track Faculty Committee:

The Department appreciates the services performed by professional track faculty and recognizes the university's shift towards increasing their recruitment and inclusion. The responsibilities of the Professional Track (PTK) Committee include disseminating PTK benefits to Departmental faculty, announcing updated university PTK requirements to Departmental faculty, and representing the Department at all levels of university governance where available to PTK. The PTK Committee shall consist of at least three ENST faculty members, with a minimum of one representative from categories of Lecturer, Clinical Professor, and Research Professor. Additional representatives and additional PTK categories are encouraged. The Department Chair will appoint the Committee Chair. The Committee will nominate one member to serve on the FRS committee.

#### **4. ELECTED COMMITTEES AND REPRESENTATIVES**

a. Faculty Senate:

One faculty member will be elected by majority vote of the Department faculty to represent the faculty and Department in the Campus Senate.

b. Faculty Review and Salary Committee: see Appendix A.

#### **5. EXTENSION PROGRAMS**

The Department will focus Extension education and outreach activities in our four primary areas of excellence: Soil and Watershed Sciences, Natural Resources Management, Ecological Technology Design, and Environmental Health. The overall goal of the Environmental Science and Technology Extension program is to develop, apply, and disseminate scientific knowledge that will help enhance the quality of our natural, agricultural, and urban ecosystems. As such, the Extension programs in the Department will center on our mandated Land Grant mission to provide outreach and education, and to conduct applied research to develop solutions for the problems facing our clientele and citizenry, for the long-term betterment of the entire community.

The Extension programs in the Department center around two of the Land Grant missions, specifically outreach and applied research. The outreach component, principally through University of Maryland Extension programs, interpret and distribute scientific, engineering, and design knowledge to technical professionals; managers; consultants; operators; agencies at the state, federal and local levels; local schools and the general public. Applied research is inherent to and a critical component of successful Extension programs. Sharing of programs and faculty resources with institutions in neighboring states can increase the scope and impact of our Extension efforts.

All Departmental faculty who have an appointment that is funded 20% or more from University of Maryland Extension shall be considered Extension faculty. The Departmental Extension Faculty will be coordinated by a Director of Extension Education, appointed by the Department Chair and subject to approval by a majority of the Extension faculty. The Director of Extension Education shall be a tenured Associate Professor or Professor member of the Extension faculty, will serve an initial three year term and may be reappointed. The Director of Extension Education will Chair an Extension Committee which shall be populated by the entire Extension faculty. The Extension faculty will meet to discuss and act on Extension program business as needed, but will convene at least one annual meeting of all Extension faculty for the purpose of exchanging information on individual programs and to discuss needs, concerns and direction. The Director of Extension Education will coordinate faculty reporting called for by the Chair or



College Extension administration. This reporting will include brief summaries of current programs for informational and public relations efforts.

## **6. RATIFICATION AND AMENDMENTS**

### **A. Ratification**

This Plan of Governance shall go into effect when approved by a two-thirds vote of the faculty of the Department of Environmental Science and Technology.

Initial committee assignments will have limited terms to develop the rotation of members required in this Plan of Governance.

### **B. Amendments**

Individual amendments to this Plan of Governance may be suggested by any faculty member at any time for discussion at the next regularly-scheduled faculty meeting. Written copies of proposed changes to this Plan of Governance must be provided to all faculty members at least one week prior to the faculty meeting at which discussion of the proposed changes is scheduled to occur. Amendments must be approved by two-thirds of the faculty (excluding those on sabbatical) in order to be accepted and included into the Plan of Governance

A complete reevaluation of this Plan of Governance can be done at any time by the faculty or by a committee appointed by the Chair to reevaluate the plan.