



Policy on Shared Governance

(Approved by the President on March 28, 2007)

I. Definition:

Shared governance is defined as the sharing of responsibility among administrators, faculty, staff, and research trainees (graduate students, post-doctoral fellows and research associates), for major decision-making relating to UMBI's research, training, mission, priorities, and budget.

II. Rationale for UMBI policy:

The principle of shared governance in institutional decision-making is established by University System of Maryland (USM) policy, approved by the USM Board of Regents in 1996 and amended in 2000. The USM policy is a generic one, suitable for application to the 13 USM institutions, and emphasizes the roles of administration, faculty, staff, and students in determining professional and academic matters, and other basic decisions, that affect the welfare of the USM as a whole.

UMBI is unique within USM because of its mission and mix of personnel. Center Directors and Vice Presidents at UMBI report directly to the President. UMBI administrators, faculty, staff and research trainees (graduate students and Research Associates) all play appropriate roles in shared governance. The operation and reputation of UMBI are greatly enhanced by employing the strengths and creativity of all its members. Ensuring that all members of the UMBI community have a significant role in governance will also improve morale and productivity, allowing faculty, staff and research personnel to work in harmony with administration.

III. UMBI Statement on Shared Governance:

UMBI is committed to a governance structure that utilizes the talents and experiences of administrative and managerial personnel, faculty, staff and trainees. It is recognized that responsibilities in some areas such as facilities planning and management, budget development and accountability as well as development of new degree programs are proscribed, in part, by USM, accrediting bodies and the State of Maryland. UMBI is committed to applying upon the principles of shared governance in developing and periodically revising a strategic plan to achieve the mission of UMBI.

Shared governance requires a commitment of faculty, staff, research trainees, and administration at all levels of organization; that is, Central Administration and the Research Centers. The President of UMBI is vested with the responsibility to assure that shared governance is operating throughout UMBI.

IV. Overarching Principles:

- A. Shared governance procedures should be operating at both the UMBI and Research Center levels.
- B. The UMBI President and Center Directors should ensure that shared governance procedures are fully operational within their unit(s).
- C. Shared governance requires a commitment by faculty, staff, research trainees and administration to active participation and collaboration.

UMBI Policies and Procedures

- D. In matters relating to research and training, the faculty should have the primary role, with input and support from administration, staff and trainees.
- E. In matters relating to faculty appointment, promotion, and tenure, faculty should have the primary role, with input and support from administration.
- F. In matters relating to budgets, mission, and priorities for UMBI, administration should have the primary role, with significant input from faculty, staff and research trainees.
- G. Occasionally, the UMBI President or a Center Director may have to act rapidly on a significant administrative issue without first requesting input from faculty, staff and research trainees. Such instances should occur only under exceptional circumstances, and when they do occur, the Senate may request, where necessary, a written statement as to reason or reasons why this occurred.
- H. Faculty, staff and research trainees should be able to exercise the right of free speech regarding all governance matters, without fear of recrimination.

V. Shared Governance at UMBI:

UMBI is a matrix organization with a hierarchy of President, Vice Presidents, and Center Directors. The President is the primary facilitator for communication with the Chancellor of USM. The Vice President for Academic Affairs is the primary facilitator for communication to the Vice Chancellor for Academic Affairs of USM, with responsibilities for academic programs, scholarship and faculty affairs. The Vice President for Operations and Finance is the primary facilitator for communication to the Vice Chancellor for Finance and Administration of USM with responsibility for budget development, facilities management and financial accountability. These administrative officers, together with the other Vice Presidents, are aided by staff and by input from shared governance bodies.

The UMBI Senior Strategic Management Team is the principal management body of UMBI, and consists of the President, Vice Presidents, Center Directors, Chair of the UMBI Senate, and other individuals that may be designated by the President. This management body, chaired by the President, meets on a regular monthly or bimonthly schedule. This is the body that addresses any and all UMBI-wide issues and is the primary body engaged in strategic planning. The Chair of the Senate participates actively in dialogue and the consensus building process in all matters.

The principal body for shared governance in UMBI is the UMBI Senate, which consists of representatives elected by the faculty and staff of the constituent units of UMBI. The Senate, through its Constitution and By-Laws, determines the eligibility for, and procedures for election of, its members. The Chair of the Senate is elected as an at-large member of the Senate. The Senate addresses any and all UMBI-wide issues and provides advice to the President and Vice-Presidents at UMBI. The UMBI Senate shall devise and carry out procedures to elect UMBI representatives to the USM Council of University System Faculty and the USM Council of University System Staff.

Each Research Center or unit within UMBI has regular meetings between the Center Director and faculty, where issues of importance can be openly discussed. Representatives from Center staff, graduate students and other research trainees should be included. Center faculty and staff meetings should provide for dialogue and consensus building in matters related to faculty and staff recruitment, program development, research, training, mission, priorities, and budget.

APPROVED: Jennie C. Hunter-Cevera, 3/28/07