PLAN OF ORGANIZATION

of the

Department of Meteorology
College of Computer, Mathematical and Physical Sciences
University of Maryland
College Park Campus
May 13, 1999

1. The Meteorology Department is devoted to teaching and research in the atmospheric and oceanic sciences. Its organization is designed to facilitate these aims.

2. The Department is headed by a faculty member, designated by the Dean of the College of Computer, Mathematical and Physical Sciences as Chairperson. The Chairperson will administer the Department with the advice from and consultation with the Meteorology Assembly and Faculty Advisory Committee.

   The duties of the Chairperson are:
   
   (a) to administer the Department's fiscal operations and supervision of the staff
   
   (b) to represent the Department on appropriate academic University and College units and committees
   
   (c) in consultation with faculty members concerned, assign teaching duties
   
   (d) to formulate a strategic plan for a healthy growth of the Department and to enhance the intellectual environment in the Department.

3. Meteorology Assembly is composed of:
   
   (a) Full-time tenure track faculty members
   
   (b) Full-time research scientists
   
   (c) Ph.D. holding research associates
   
   (d) Two graduate students elected by the full-time graduate students in the Department
   
   (e) Two "Associate Faculty Members" (adjunct faculty, part-time faculty, lecturers, non-paid research scientists, faculty research assistants, non-Ph.D. holding research associates) elected by "Associate Faculty Members."
   
   (f) Two staff members elected by full-time office staff.

3.1 Members in categories (a-c) must receive at least 51% of their total salary from the University.
3.2 Elections of members to the Assembly in categories (d-f) shall be held once yearly soon after the opening of the fall semester of the academic year. Elections are by secret ballot.

3.3 Assembly meetings shall be held as often as needed but not fewer than four times during the academic year (in September, December, February, May). Special meetings may be called by the Chairperson or upon the written request of at least ten Assembly members. The Chairperson shall announce the meeting at least seven days in advance. All Standing Committees shall present a summary report of their deliberations in the Assembly meetings.

3.4 The Chairperson shall ordinarily preside at these meetings. In his absence the faculty member with longest service at the University shall be in the chair.

3.5 The assembly shall elect a Secretary who issues calls for meetings, prepares an agenda and keeps minutes.

3.6 Meetings shall be conducted in accordance with Roberts Rules of Order, unless dispensed with by unanimous consent.

3.7 The Meteorology Assembly shall advise the Chairperson on issues related to Computer, External Affairs, Facilities (equipment, laboratory, etc.) and the Library. The Chairperson shall select committee members from a slate of candidates from the Meteorology Assembly with appropriate representation from constituents of the Department.

4. The Faculty Advisory Committee is composed of:

(a) Full-time tenure track faculty members

(b) A number of full-time research scientists elected by research scientists shall not exceed twenty percent of the full-time tenure track faculty or minimum of two (not more than one from a subunit).

4.1 Election of members to the Faculty Advisory Committee in the category (b) shall be held once yearly soon after the opening of the fall semester. Elections are by secret ballot.

4.2 The Faculty Advisory Committee shall advise the Dean on matters of importance to the Department including the appointment and review of the Chairperson.

4.3 The Faculty Advisory Committee shall advise the Chairperson on issues related to Policy, Admissions, Curriculum, Examination, APTR (appointment, promotion, tenure and review), Space and Financial. The Chairperson shall appoint standing committees for Policy, Admissions, Curriculum, Examinations, APTR, Space and Financial. The committee
members shall be selected from a slate of candidates from the Faculty Advisory Committee members and full-time graduate students where appropriate.

4.4. Meeting of the Faculty Advisory Committee may be called by the Chairperson or upon written request of at least one member of the Faculty Advisory Committee. The Chairperson shall announce the meeting at least seven days in advance. The Chairperson shall report to the Faculty Advisory Committee as to the action on and deposition of recommendations from the Standing Committees.

5. This plan may be amended by a two thirds vote of those present and voting at a regularly scheduled Assembly meeting, provided that the proposed amendment is circulated in writing to all members at least one week prior to the meeting.

Revised May 13, 1999