

The University of Maine

DigitalCommons@UMaine

General University of Maine Publications

University of Maine Publications

1983

1983 Faculty Handbook

University of Maine

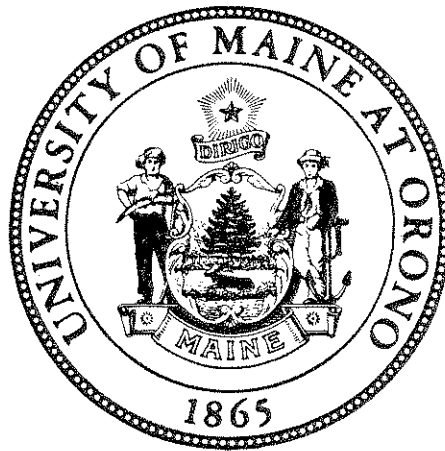
Follow this and additional works at: https://digitalcommons.library.umaine.edu/univ_publications



Part of the [Higher Education Commons](#), and the [History Commons](#)

This Other is brought to you for free and open access by DigitalCommons@UMaine. It has been accepted for inclusion in General University of Maine Publications by an authorized administrator of DigitalCommons@UMaine. For more information, please contact um.library.technical.services@maine.edu.

**HANDBOOK
FOR THE FACULTY
OF INSTRUCTION
UNIVERSITY OF MAINE
AT ORONO**



**Prepared by the Office of Employee Relations
July 1983**

Table of Contents

Foreword

1.0 Governance and Organizational Structure

1.1	The Statewide System of Higher Education	1.
1.2	Origin and Present Status of the University	1.
1.3	Administrative Officers	2.
1.4	Administration of the Colleges	5.
1.5	Committee Structure at the University of Maine at Orono	8.
1.6	Delegation of Administrative Responsibility	10.
1.7	Extra Departmental Units	10.
1.8	Organizational Chart	10.
1.9	Divisions of the University	10.
1.9.1	Academic Affairs	10.
1.9.2	Finance and Administration	12.
1.9.3	Research and Public Service	13.
1.9.4	Student Affairs	17.

2.0 The Academic Staff

2.1	The Faculty Defined	23.
2.2	Academic Titles and Criteria for Rank	23.
2.3	Criteria for Regular Academic Titles at Orono	24.
2.4	Criteria for Regular Academic Titles at Bangor Community College	25.
2.5	Criteria for Regular Academic Titles in the School of Engineering Technology	26.
2.6	Criteria for Other Academic Titles	28.

3.0 Academic Programs

3.1	Types of Academic Programs	31.
3.2	Special Programs and Offerings	31.

4.0 Guidelines for Instruction

4.1	General	35.
4.2	Teaching Methods	35.
4.3	Faculty Office Hours	35.

4.4	Syllabi and Course Plans	35.
4.5	Class Periods	36.
4.6	Cancellation of Classes	36.
4.7	Class Lists	36.
4.8	Class Attendance	37.
4.9	Late Work	37.
4.10	Cheating, Plagiarism, Etc.	37.
4.11	Disruptive Behavior	38.
4.12	Academic Advising	38.
4.13	Thesis and Dissertation Guidance	38.
5.0	Tests and Examinations	
5.1	Examination Terminology	41.
5.2	Suggestions for Examination and Course Procedure	41.
5.3	Final Examinations	42.
5.4	Absence from Final Examinations	43.
5.5	Types of Examinations	43.
5.6	Machine Scoring	43.
5.7	Examination File	43.
6.0	Grades and Grading	
6.1	Grades and Symbols	45.
6.2	Grades Defined	45.
6.3	Pass/Fail Grades	47.
6.4	Grades in Major Field of Study	48.
6.5	Changes in Grades	48.
6.6	Final Grade Reports	48.
6.7	Mid-Semester Progress Reports	49.
6.8	Special Reports on Students	49.
6.9	Dean's List	49.
7.0	Academic Procedures	
7.1	Admission	51.
7.2	Registration	51.
7.3	Adding and Dropping Courses	52.
7.4	Withdrawal From Courses After the Add/Drop Period .	52.
7.5	Withdrawal From the University	53.
7.6	Leave of Absence	54.
7.7	Undergraduate Course Repeat Policy	54.
7.8	Credit by Examination	55.

7.9	Change of Major or College	55.
7.10	Double Majors	56.
	Double Majors Across Colleges	56.
	Double Degrees and Double Majors	57.
7.11	Graduation Requirements	57.
7.12	Class Designation	57.
7.13	Academic Appeals Procedure	58.
7.14	Federal Regulations of Special Note	59.
	Equal Educational Opportunity	59.
	Confidentiality of Student Records	60.
	Sexual Harrassment	60.
8.0	Support Services	
8.1	Computer Center	63.
8.2	Instructional Systems Center	63.
8.3	Library	64.
8.4	Registrar's Office	66.
8.5	Textbooks	68.
8.6	Division of Sponsored Programs (Grant Support)	69.
8.7	Financial Support of Faculty Research	69.
9.0	Free Speech and Assembly	71.
10.0	Constitution and Bylaws of the Council of Colleges	73.
11.0	Index	89.

Foreword

Faculty of all ranks at the University of Maine at Orono have many specifically defined responsibilities which are described in this handbook. It is fitting to mention at the outset, however, two quite general responsibilities of the UMO faculty.

The first is that of maintaining academic collegiality with the administration and others who help to shape and conduct educational policy and practice at UMO. This is done in many ways, but central among them is faculty membership on the Council of Colleges whose constitution and bylaws are appended to this handbook.

The second is that of preserving faculty governance in all areas of faculty concern. This is achieved in various ways, but it explains the importance, in particular, of faculty membership on committees, including those charged with the search and selection of qualified candidates for such administrative posts as deans of the several colleges and the vice presidents and president of UMO. As of this date the committee structure at UMO is under review by the Council of Colleges; upon completion of that process, statement of the newly evolved structure will be published as a supplement to this handbook.

Council of Colleges Handbook Committee, November 1982