

The University of Maine

**DigitalCommons@UMaine**

---

General University of Maine Publications

University of Maine Publications

---

2021

## University of Maine Faculty Handbook

Constitution and Bylaws Committee, Faculty Senate

Follow this and additional works at: [https://digitalcommons.library.umaine.edu/univ\\_publications](https://digitalcommons.library.umaine.edu/univ_publications)



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

---

This Webpage 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](mailto:um.library.technical.services@maine.edu).

# Faculty Senate

[Home](#) [About Us](#) [Constitution](#) [Bylaws](#) [Faculty Handbook](#) [Meeting Dates](#) [Senate Structure](#) [Senate Membership Roster 2020/2021](#)

[Home](#)

[About Us](#)

[Constitution](#)

[Bylaws](#)

[Faculty Handbook](#)

[Meeting Dates](#)

[Senate Structure](#)

[Senate Membership Roster 2020/2021](#)

[Faculty Senate Members By College](#)

[Senate Committees](#)

[Motions Passed](#)

[Senate Minutes](#)

[Documents](#)

[Senate History](#)

## Faculty Handbook

### [Full Table of Contents](#)

#### PREFACE

This Handbook is an information guide for University of Maine faculty, and does not supersede any collective bargaining agreements made by the Associated Faculty of the University of Maine (AFUM). The goal of the handbook is to capture key elements of administrative policy and faculty responsibility in a single resource that can provide guidance for all faculty at the University of Maine.

This document has been assembled by the Constitution and Bylaws Committee (CABC) of the Faculty Senate. It is our intent that this will be an electronic document and that it will be updated once per semester by the CABC. Minor changes, such as updating a URL associated with policy which does not significantly impact faculty responsibilities or independence will be made on an ad hoc basis. All substantive changes will be required to be brought to the attention of the Faculty Senate and will be subject to a vote on during regular faculty meetings.

Comments of any sort as well as additions or corrections are solicited. For simplicity, please clearly indicate what you wish to add or subtract including the current text and the proposed text. If substantive this information will be presented to the senate in the form of a motion and will be subject to a vote. All corrections should be directed to the chair of the CABC and copied to the president of the faculty senate.

#### FULL TABLE OF CONTENTS

### [Chapter 1: An Introduction to the University of Maine and the University of Maine System](#)

- 1.1 The Roles of the University of Maine
- 1.2 Governance on Campus
- 1.3 The University of Maine Faculty Senate
- 1.4 Faculty Senate – Motion on Shared Governance – 1/29/2003
- 1.5 Appointment, Retention, Promotion, and Tenure

### [Chapter 2: Faculty Privileges, Professional Ethics, and Responsibilities](#)

- 2.1 Academic Freedom
- 2.2 Free Speech and Assembly
- 2.3 Professional Ethics and Plagiarism

- 2.4 Open ... reserved
- 2.5 Student Evaluation of the Faculty
- 2.6 Faculty Review of Administrators

### **Chapter 3: Course Instruction Procedure and Guidelines**

#### 3.1 Course/Instruction Procedures and Guidelines

- 3.1.1 Course Modifications and New Courses
- 3.1.2 Faculty Office Hours
- 3.1.3 Advising Students
- 3.1.4 Course Syllabi
- 3.1.5 Distribution of the Syllabus

#### 3.2 Class Periods

- 3.2.1 Class List
- 3.2.2 Class Attendance

#### 3.3 Disruptive Behavior

#### 3.4 Cheating, Plagiarism, and Academic Integrity

#### 3.5 Tests and Examinations

- 3.5.1 Types of Examinations
- 3.5.2 Examination Scheduling
- 3.5.3 Absence from Final Examinations
- 3.5.4 Machine Scoring of Examinations
- 3.5.5 Examination File

#### 3.6 Grades and Grading

- 3.6.1 Approved Grading Symbols and Definitions
- 3.6.2 Grading Policies
- 3.6.3 Transfer Grades

#### 3.7 Academic Achievement Awards

#### 3.8 Textbooks and Academic Supplies

### **Chapter 4: Policies, Guidelines, and Procedures**

- 4.1 Travel Policies
- 4.2 Cancellation of Classes Because of Weather
- 4.3 Alcohol and Drug Policies; Smoking Policy
- 4.4 Nondiscrimination Policy
- 4.5 Affirmative Action Policy
- 4.6 Harassment Policies
- 4.7 Hazing Policy.
- 4.8 Complaint Procedure..
- 4.9 Weapons Policy
- 4.10 Violence in the Workplace Policy
- 4.11 Whistle blower Protection Act
- 4.12 AIDS Policy
- 4.13 Family Educational Rights and Privacy Act (FERPA)
- 4.14 Media Communications Policy
- 4.15 Pet Policy

### **Chapter 5: Research and Scholarly Activities**



## [Chapter 5: Research and Scholarly Activity](#)

5.1 Research

5.2 Grants, Contracts and Extramural Funding

## [Chapter 6: Helpful Information and Resources](#)

6.1 Maine Card

6.2 Parking on Campus

6.3 Campus Mail

6.4 Telephone System

6.5 Faculty Pay Schedule

6.6 Childcare Facilities on Campus

6.7 University Housing

6.8 Auditoriums and Performance Spaces

6.8.1 Maine Center for the Arts/Hutchins Concert Hall

6.8.2 Other Auditoriums and Theaters

6.8.3 Minsky Music Recital Hall

6.8.4 Hauck Auditorium

6.8.5 Al Cyrus Pavilion Theater

6.9 Museum of Art

6.10 Recreational Facilities and Athletics

6.11 Open ... Reserved

6.12 University IT Updated IT Links

6.13 Fogler Library

6.13.1 URSUS

6.13.2 Mariner

6.13.3 Library Checkout Privileges

6.13.4 Interlibrary Loan

6.14 Recycling

6.15 Presidential Achievement Awards

6.15.1 Presidential Research and Creative Achievement Award

6.15.2 Presidential Outstanding Teaching Award

6.15.3 Presidential Public Service Achievement Award

6.16 Center for Teaching Excellence

## [Revision History](#)

Share this:



**Faculty Senate**  
205 East Annex  
Orono, Me 04468

Tel: 207.581.1167  
Fax: 207.581.2640  
[kjunks@maine.edu](mailto:kjunks@maine.edu)



[Apply](#)

[Student Resources](#)

[Nondiscrimination notice](#)

[Clery Safety and Security Report](#)

[COVID-19 Risk Statement](#)

[Emergency](#)



# Faculty Senate

Home About Us Constitution Bylaws Faculty Handbook Meeting Dates Senate Structure Senate Membership Roster 2020/2021

Home

About Us

Constitution

Bylaws

Faculty Handbook

Meeting Dates

Senate Structure

Senate Membership Roster 2020/2021

Faculty Senate Members By College

Senate Committees

Motions Passed

Senate Minutes

Documents

Senate History

## Chapter 1: An Introduction to the University of Maine and the University of Maine System

[1.1 The Roles of the University of Maine](#)

[1.2 Governance on Campus](#)

[1.3 The University of Maine Faculty Senate](#)

[1.4 Faculty Senate – Motion on Shared Governance – 1/29/2003](#)

[1.5 Appointment, Retention, Promotion, and Tenure](#)

### 1.1 The Roles of the University of Maine

The University of Maine is the leading campus in the seven-campus University of Maine System (UMS). Its flagship status is recognized by the Maine Legislature and by the assignment of responsibilities to the campus by the UMS Board of Trustees, the governing body of the seven-campus System. Two crucial parts of the flagship status are the University of Maine's primacy in graduate education and in research.

The University of Maine is the state's only land-grant university. Since 1980, it also has been the state's only sea-grant university. The sea-grant designation expands the objectives of the land grant program to teaching, research, and service concerning oceans and coastal regions.

### 1.2 The University of Maine System and its Governance

The seven public universities are under the control of the University of Maine System (UMS) by order of the Maine Legislature. The campuses cover all regions of the state and have different missions. All seven are unionized.

The Maine Legislature has delegated most governance of the University of Maine System to a board of citizen trustees appointed by the Governor and confirmed by the Legislature. The Board also includes one faculty member and one student from each of the seven campuses, and one graduate student from either the University of Maine or the University of Southern Maine. The Board ultimately makes many important decisions for individual campuses and the UMS. Among these are approving or terminating degree programs, creating research centers, appointing senior administrative leaders, granting tenure to members of faculty, and requesting and receiving extramural funding. The Trustees also have ultimate authority for allocating Legislative appropriations for higher education to individual campuses.

The Trustees appoint a Chancellor for the entire UMS. The Chancellor and the Chancellor's staff, located primarily in Bangor, are responsible for day to day operations of the System. The Chancellor



located primarily in Bangor, are responsible for day-to-day operations of the system. The Chancellor plays the leading role in System relations with the Maine Legislature, most notably the appropriation of funds to support the campuses. The Chancellor also plays a primary role in defining relationships among campuses. The Chancellor also selects, and discharges, the Presidents of the campuses with approval of the Trustees.

The Trustees and Chancellor serve the entire System. During the 1990s, the Maine Legislature approved the creation of individual Boards of Visitors to serve each campus. Like all seven campuses, the University of Maine has an active Board of Visitors. The Board provides advice to the campus on matters such as program development, community relations, and private fundraising. Governing responsibility remains with the Board of Trustees. The online Employee Information and Resource Guide <http://umaine.edu/hr/hr-resources/policiesinformation/> gives descriptions of the University of Maine System.

### **The Roles of the University of Maine**

The University of Maine has the state's largest undergraduate program, and undergraduate education is central to the campus mission. The University is the major graduate campus in the state. Several Master's and doctoral degrees are the sole graduate programs in Maine in their respective disciplines. Professional education, often at the graduate level, meets societal needs in areas such as science, engineering, teacher education, business, nursing, and social work. A substantial continuing education program provides varied course offerings for off-campus and nontraditional students.

The University of Maine is the primary research university in the State. Its faculty members have attained national and worldwide recognition for their research discoveries. Many discoveries have moved from the library or the laboratory to become commercial products or services that improve lives from the local to the international level. The University's land-grant heritage explains the large number of public service activities that originate on campus. These activities include such public services as advice from the Cooperative Extension

Division to farmers, assistance with humanities seminars throughout the state, guidance to K-12 teachers and administrators, and the presentation of cultural and athletic events on campus.

The University of Maine recognizes the increasingly global context of its work. Economic, social, scientific, technological, and political issues cross national boundaries. The teaching, research, and public service of the University reflect this fact. Likewise, the University is committed to doing its work in a multicultural and pluralistic community that encourages the full participation of all its members.

### **Governance on Campus**

On the University of Maine campus, governance begins with the President who is responsible for all decisions that involve the campus. These include financial matters, buildings and grounds, student life, academics, intercollegiate athletics, community relations, research, and fundraising.

The Faculty Senate makes recommendations on policies to the president of the university on the following matters: academic freedom, free speech and assembly, student academic standards and performance, definition of academic titles and criteria for ranks, standards for academic standing of students, and curriculum matters involving more than one college. The Senate may review any matters affecting the academic environment, including institutional plans and priorities, the allocation of the university's financial resources, academic organization, the library, honorary degrees, admissions policies and standards, establishment and elimination of academic programs, and assessment of academic outcomes.

Academic issues (e.g., creating courses and programs, hiring and promoting faculty, setting standards for instruction) are the products of a system of shared governance between the faculty and the academic administrators including the President. Long experience has helped to shape the procedures that decide most of these issues. A new faculty member facing an issue for the first time should determine whether existing departmental, college, university, or system policies provide advice.

Appointment of a faculty member is made with assignment to an academic department.



Departments are the basic unit of governance within the University and the System. A chairperson sometimes has the power to make crucial decisions such as what courses are offered, who teaches them, when they are offered; in other cases, a departmental committee makes these decisions. Most decisions having a campus-wide or System-wide impact, such as awarding tenure to a faculty member or creating a specialized research institute, originate with the department.

UMaine has five academic colleges: Business, Public Policy and Health; Education and Human Development; Engineering; Liberal Arts and Sciences; and Natural Sciences, Forestry and Agriculture. A dean heads each college; associate or assistant deans and other administrators assist the dean. Faculty committees within each college are responsible for many governance decisions. At the college level, deans, administrators and faculty committees serve as the next level of review for matters originating within the department. They may also originate matters of college-wide interest.

The Provost and Executive Vice President is the senior academic officer on campus. The deans work directly under the Provost and serve at the pleasure of the Provost. The Provost and his or her professional staff take a campus-wide perspective on academic issues, e.g., deciding where new resources should be placed or which college should have responsibility for a specific program, etc. On faculty personnel issues, the Provost is the senior adviser to the President.

Full descriptions of the governing entities on campus are found in the Employee Information and Resource Guide <http://umaine.edu/hr/hr-resources/policiesinformation/>.

### **1.3 The University of Maine Faculty Senate**

The University of Maine Faculty Senate represents the faculty in developing University policies. Each college is represented by at least four Senators. A complete list of members, the constitution and bylaws of the Faculty Senate, meeting dates and agendas, and other information is available online at <http://umaine.edu/facultysenate/>. The Senate has the authority to act on behalf of the faculty in establishing university-wide degree requirements. It also participates in the process of appointment and evaluation of academic and administrative officers. The Faculty Senate constitution is online at <http://umaine.edu/facultysenate/constitution/>.

### **1.4 Faculty Senate – Motion on Shared Governance – 1/29/2003**

In the spirit of its responsibilities defined by its Constitution, the Faculty Senate embraces the notion of Shared Governance at all levels of the University, so that it may continue to refine its goals as the land grant, comprehensive, doctoral institution of the State of Maine and to fulfill them effectively. As the representative body of the faculty, we encourage other sectors of the University to engage with us and

the Administration in developing Shared Governance, to include the appropriate voices of professional, clerical, and all other members of the University so that we may better address how we meet our challenges as a unified community.

The great longevity of faculty members in their dedication to the University allows us to best ensure the continuity necessary to build upon our historical strengths, and guarantee the lasting success of current and future initiatives. The Senate recommends that the Administration always include the faculty for full participation in identifying, originating, developing, staffing, and evaluating all University initiatives, academic policies, budgeting decisions, administrative positions, major actions, and policies. We ask the Administration to commit itself to faculty participation in all of these decisions and actions, and also to work with us in establishing dialogues with representatives of the other members of the University Community to work for their inclusion in these decisions and actions as well.

### **1.5 Appointment, Retention, Promotion, and Tenure**

The initial appointment letter to the faculty member states the terms of the appointment – at what rank, for what length of term, in what unit of the university, at what salary, etc. A detailed set of university regulations at department, college, and campus levels combine with the terms of the contract between the University of Maine System and the Associated Faculties of the University of



Maine (AFUM) [www.umaine.edu/hr/profemp/afum/appoint.html](http://www.umaine.edu/hr/profemp/afum/appoint.html) to spell out procedures for how a faculty member is reviewed, awarded tenure or promoted to Associate or Full Professor.

Typically, each decision – retention for another appointment, grant of tenure, promotion to higher rank – is the product of a series of careful evaluations of the faculty member's teaching, research, and service contributions to the university and the respective profession. These decisions normally begin at the department level, advance to the college, then the Provost, and finally to the President. A grant of tenure also requires approval by the Board of Trustees. A grant of tenure is a legal commitment by the University of Maine System to retain the faculty member for the rest of his or her career. Only very unusual circumstances, e.g., the termination of an entire academic program, criminal misconduct, serious financial exigency, or clear nonperformance of duties, provide grounds to end the tenured appointment. Mentoring in the early years of a faculty appointment provides the basis for improvement in teaching, research and public service that leads eventually to tenure.

Requests for promotion and tenure follow an approved application format. Format and timetable for tenure are available online at

[http://www.umaine.edu/hr/profemp/afum/prom\\_tenure\\_format.htm](http://www.umaine.edu/hr/profemp/afum/prom_tenure_format.htm).

Share this:



**Faculty Senate**  
205 East Annex  
Orono, Me 04468

Tel: 207.581.1167  
Fax: 207.581.2640  
[kjunkins@maine.edu](mailto:kjunkins@maine.edu)



[Apply](#)

[Student Resources](#)

[Nondiscrimination notice](#)

[Clery Safety and Security Report](#)

[COVID-19 Risk Statement](#)

[Emergency](#)

University of Maine | Orono, ME 04469 | 207.581.1865



# Faculty Senate

Home About Us Constitution Bylaws Faculty Handbook Meeting Dates Senate Structure Senate Membership Roster 2020/2021

Home

About Us

Constitution

Bylaws

Faculty Handbook

Meeting Dates

Senate Structure

Senate Membership Roster 2020/2021

Faculty Senate Members By College

Senate Committees

Motions Passed

Senate Minutes

Documents

Senate History

## Chapter 2: Faculty Privileges, Professional Ethics, and Responsibilities

[2.1 Academic Freedom](#)

[2.2 Free Speech and Assembly](#)

[2.3 Professional Ethics and Plagiarism](#)

[2.4 Open ... reserved](#)

[2.5 Student Evaluation of the Faculty](#)

[2.6 Faculty Review of Administrators](#)

### Sec 2.1. Academic Freedom Sources:

a Members of the faculty individually enjoy and exercise all rights secured to them by the Constitutions of the United States and the State of Maine, and by the principles of academic freedom as they are generally understood in higher education, including professional behavior standards and the expectation of academic due process and just cause, as well as rights specifically granted to them by: Trustee action, University of Maine System rules, these policies and procedures, and relevant practices or established custom of their colleges or schools and departments.

b. Academic freedom is defined at the University of Maine as the freedom to discuss, meet with others and present scholarly and personal opinions and conclusions regarding all matters in the classroom and in public, to explore all avenues of scholarship, research, and creative expression, and to reach conclusions according to one's scholarly discernment and according to one's own conscience on all matters, including university operations, policies and employment practices without any Institutional censure, discipline or restraint.

### 2.2. Academic Freedom of Speech and Assembly

Academic freedom also includes the right to speak, meet or write as a private citizen or within the context of one's activities as an employee of the university without institutional discipline or restraint on matters of public concern as well as on matters related to professional duties, the functioning of the university, and university positions and policies. Academic responsibility implies the faithful performance of professional duties and obligations, the recognition of the demands of the scholarly enterprise, and the candor to make it clear that when one is speaking on matters of public interest or concern, one is speaking on behalf of oneself, not the institution.

### 2.3 Professional Ethics and Plagiarism



The University, faculty associations worldwide, and generations of individual faculty members have recognized the need for the highest professional standards for members of the faculty. Online information containing the statement of the American Association of University Professors on professional ethics is found at [www.ume.maine.edu/facsen/IV%20FacultyPrivileges.htm](http://www.ume.maine.edu/facsen/IV%20FacultyPrivileges.htm).

Certain types of behavior are of particular concern. Among these are:

1. Nonperformance of basic teaching, research, and service obligations (e.g., regularly missing classes, failing to submit student grades, etc.);
2. Improper behavior toward other university employees or students (e.g., hazing, sexual harassment, discrimination, threats of physical violence, etc.); The UMS sexual harassment policy states: "Consenting relationships may constitute sexual harassment under this policy. When a professional power differential exists between members of the University of Maine System and a romantic or sexual relationship develops, there is a potential for abuse of that power, even in relationships of apparent mutual consent. A faculty or staff member should not engage in such relationships." <http://www.umaine.edu/eo/Policy/consenting.htm>. There is a nepotism policy concerning institutional relationships of family members. See <http://www.umaine.edu/eo/aaplan/appendix3.htm>. Faculty should also consult <http://www.umaine.edu/hr/guide/Chapter3/conflict.htm>
3. Significant violations of criminal law whether or not related to University activities;
4. Plagiarism. Scholars must give full and fair recognition to sources both for the substance and for the formulation of their findings and interpretations. Using the ideas, methods, or written words of others without acknowledgment is plagiarism. Equally unethical is the practice of self-plagiarism, or duplicate publication, where authors re-publish substantial portions of their own previously published work as new without providing appropriate references, and in doing so deviating from the standard practices in their fields."
5. Other violations of the standards of the faculty member's professional association.

All faculty members are entitled to expect the highest professional behavior from their colleagues. Faculty members who violate these professional standards may be subject to disciplinary sanctions including termination. Discipline and termination take place only following fair procedures specified by the AFUM agreement, University regulations, and the U.S. Constitution. More information is available at [www.umaine.edu/hr/profemp/default.htm](http://www.umaine.edu/hr/profemp/default.htm).

## **2.4 Reserved**

## **2.5 Student Evaluation of the Faculty**

All instructors, regardless of professorial rank and full- or part-time status, are evaluated for each course taught. While student evaluations are not the sole basis for administrative decisions regarding faculty teaching, they do provide comments to the instructor for self-improvement, allow student opinions to be voiced, and provide data for use in making personnel and course assignment decisions.

Evaluations are generally held in the two-week period prior to the end of classes. The instructor must not be present during the completion of forms or their collection. The instructor may explain the evaluation forms to students before the evaluation. A student or university employee collects the forms, which are then placed in an envelope in view of the class. He or she returns them to the administrative office designated for processing. Some professors or departments are now using online evaluations. As with written paper evaluations, student anonymity must be protected. Results from the evaluations are available to the instructor only after final course grades are issued.

Although most units use a common evaluation instrument which allows comparisons across courses, there is no requirement to use any specific evaluation instrument. In addition, a professor or unit may add questions if desired. Two types of Course Evaluation forms (long or "traditional" and short or "new") are available from the Faculty Development Center (<http://www.umaine.edu/it/fdc/pages/scoring.php>)



At any time during the semester, faculty members may conduct evaluations of their teaching for their own information. They may use their own forms and procedures for these evaluations.

## **2.6 Faculty Review of Administrators**

The principles of shared governance at The University of Maine are spelled out in the "University of Maine Shared Governance Policy" agreed to by The Faculty Senate and administration April 19, 2009, available at <https://umaine.edu/facultysenate/wp-content/uploads/sites/218/2010/12/SharedGovernanceUMaine.pdf>.

See Section II. Shared Governance Process and Implementation, subparts "A. Faculty Representation in Decision Making" and "E.b Academic Personnel Decisions: Evaluation."

Currently, there is no mechanism for joint Faculty Senate and administration evaluation of Department Chairs or unit Directors. For the evaluation of chairs and directors, each college will determine the process which will include significant faculty input, both from inside and outside the department.

The process for reviews for reappointment of deans and directors reporting to the Provost is explained in the "4th Year Evaluation Procedure for Deans/Directors" available from the Provost office. These deans and directors are reviewed early in the last year of the individual's current appointment. A Dean or Associate Provost, selected by the Provost, will chair the committee. Three faculty member will serve on the committee, two from within the college of the individual being reviewed and one from outside the college, chosen from a list of names provided by the faculty senate (six faculty members within the college and three from outside the college). Faculty representative shall comprise at least half of each evaluation committee. The Provost will select other committee members: a department chair to serve on the committee, and one or more people outside the unit to serve on the committee. Names can be requested through the PEAC and/or the CEAC. Among the information gathered will be the results of a questionnaire sent to faculty/staff/stakeholders of the college/unit.

The process and timing of reviewing the President is specified in the University of Maine System Policy Manual, section 204.1 President – Evaluation Process, available at

<http://www.maine.edu/about-the-system/board-of-trustees/policy-manual/section204-1/>

A Comprehensive Review is scheduled for the third year of service and every four years thereafter. The faculty role in that evaluation is described: "Interviews with, or other means of obtaining feedback from, all Board members, representatives of faculty, students and staff, Board of Visitors, and any other parties selected by the reviewer and Chancellor."

The university President conducts annual reviews of those reporting directly to that office. At present, faculty have no formal role other than by participation through annual reports of the Cabinet and direct reports. All input is welcomed. Each year, the President conducts an annual performance evaluation of each member of the President's Cabinet (Executive Vice President for Academic Affairs and Provost, Senior Vice President for Administration and Finance, Senior Advisor to the President, Vice President for Student Life, Vice President for Development, and Director of Athletics). The Executive Vice President and Provost, in consultation with the President, evaluates the Vice President for Research, Vice President for Enrollment Management, and Vice President for Innovation and Economic Development due to their direct report to the Provost. The Senior Vice President for Administration, in consultation with the President, evaluates the Associate Vice President for Human Resources and Administration. The President also evaluates the Director of Equal Opportunity as a Direct Report.

The Annual Performance Evaluation consists of review and discussion of the divisional annual report completed by the Administrator addressing the following major emphases: (1) Executive Summary of Major Goals Accomplished in the Division in Relation to the Major Presidential Goals and Objectives and the Blue Sky Project, (2) Identification of Major Challenges in Meeting Goals; Status of Unmet Goals, (3) Noteworthy Divisional Points of Pride, (4) Noteworthy Efforts to Increase Revenue, Decrease Expenditures, and Increase Fiscal Efficiency, and (5) Desired/Planned



Professional Development Opportunities for the Administrator and Divisional Staff, as appropriate.

The Annual Performance Evaluation prepared by the President is then reviewed personally with the Administrator in order to set consensus based goals for the upcoming year affirming success and/or addressing challenges and improvements. The Annual Performance Evaluation is filed with the Office of Human Resources.

Share this:



**Faculty Senate**  
205 East Annex  
Orono, Me 04468

Tel: 207.581.1167  
Fax: 207.581.2640  
kjunkins@maine.edu



[Apply](#)

[Student Resources](#)

[Nondiscrimination notice](#)

[Clery Safety and Security Report](#)

[COVID-19 Risk Statement](#)

[Emergency](#)

University of Maine | Orono, ME 04469 | 207.581.1865

[TOP](#)

Home
About Us
Constitution
Bylaws
Faculty Handbook
Meeting Dates
Senate Structure
Senate Membership Roster 2020/2021
Faculty Senate Members By College
Senate Committees
Motions Passed
Senate Minutes
Documents
Senate History

## Chapter 3: Course Instruction Procedure and Guidelines

- [3.1 Course/Instruction Procedures and Guidelines](#)
  - 3.1.1 Course Modifications and New Courses
  - 3.1.2 Faculty Office Hours
  - 3.1.3 Advising Students
  - 3.1.4 Course Syllabi
  - 3.1.5 Distribution of the Syllabus
- [3.2 Class Periods](#)
  - 3.2.1 Class List
  - 3.2.2 Class Attendance
- [3.3 Disruptive Behavior](#)
- [3.4 Cheating, Plagiarism, and Academic Integrity](#)
- [3.5 Tests and Examinations](#)
  - 3.5.1 Types of Examinations
  - 3.5.2 Examination Scheduling
  - 3.5.3 Absence from Final Examinations
  - 3.5.4 Machine Scoring of Examinations
  - 3.5.5 Examination File
- [3.6 Grades and Grading](#)
  - 3.6.1 Approved Grading Symbols and Definitions
  - 3.6.2 Grading Policies
  - 3.6.3 Transfer Grades
- [3.7 Academic Achievement Awards](#)
- [3.8 Textbooks and Academic Supplies](#)

### 3.1 Course/Instruction Procedures and Guidelines

Faculty members have sole discretion on classroom pedagogy. Faculty members are scholars, skilled communicators, educators, and mentors. Techniques for teaching vary with subject matter, class size, and academic level of the students enrolled. Faculty members adopt the best teaching method for the course and subject matter they teach. Course content in all cases should reflect the catalog description.

#### 3.1.1 Course Modifications and New Courses

New course proposals and course modifications follow a similar path.

For Undergraduate courses: Forms for both new course proposals and course modifications can be



found at the Undergraduate Programs Curriculum Committee (UPCC) website.

<http://umaine.edu/upcc/forms/>.

Normally a course is proposed or changed by a unit curriculum committee. The course proposal/change form then goes to the college curriculum committee for approval, to the college dean, and then to UPCC. Once approved by UPCC, the form is signed by the Associate Provost for Academic Affairs and submitted to the Office of Student Records.

For Graduate courses: The form for both new course proposals and modifications, as well as instructions, can be found at <http://www.umaine.edu/graduate/system/files/files/proposal.pdf>.

1. The College forwards the approved course forms to the Graduate School.
2. All new courses and courses with extensive modifications are presented before the Graduate School Graduate Curriculum Committee (GCC) by the course instructor.
3. Once courses are reviewed/approved by the Graduate Curriculum Committee, courses are submitted before the Graduate Board for final review. Once approved by the Graduate Board, they are signed by the Associate Provost and Dean of the Graduate School and submitted to the Office of Student Records.

*Experimental courses:* Both undergraduate and graduate new courses may be submitted once as experimental courses, bypassing the UPCC or the Graduate Curriculum Committee. They are approved by the Provost or the Graduate Dean directly. If such a course becomes a permanent offering, it must be resubmitted through the normal approval process.

### **3.1.2 Faculty Office Hours**

Each faculty member should schedule times when he or she will be available to consult with students. The course syllabus normally lists office hours and faculty post hours on their office doors. In addition, some faculty will schedule appointments at other times with students, as well as confer by phone or email. Faculty who teach online classes normally set up chat room, Skype, or email arrangements and, for students on campus, may have live office hours.

### **3.1.3 Inclement Weather Policy**

The university's policy on class cancellations attributable to inclement weather can be found at:

<http://umaine.edu/weatherpolicy/>

### **3.1.4 Advising Students**

*Academic advising.* As part of their regularly assigned duties, faculty members act as academic advisors. The number of students per advisor is variable. A major part of advising is discussing course choices with students and checking progress toward a degree. Ultimately, however, each student is responsible for satisfying degree requirements. Advisors also commonly discuss future career and education paths with students.

If a student requires further personal, academic, or career counseling, the advisor may suggest contacting the Counseling Center (phone 581-1392, online at <http://www.umaine.edu/counseling/>) and/or the Career Planning and Placement Office (phone 581-1359, online at <http://www.umaine.edu/career/>). The Counseling Center provides counseling to students experiencing stress, problems in balancing new and old relationships, or problems with balancing family and school. The Career Planning and Placement Office offers career development counseling and help in finding a job.

*Thesis and Dissertation Guidance.* The Graduate School publishes "Guidelines for Thesis/Dissertation/Project Preparation" containing the rules and regulations for the format(s) required for the thesis or dissertation. The manual is available online at <http://www.umaine.edu/graduate/system/files/files/Thesisguidelines.pdf>. The Graduate School also conducts workshop sessions each fall/spring on thesis and dissertation preparation. The dates for presenting the thesis and holding the oral examination are available from the Graduate School. It is the responsibility of the student to ascertain appropriate due dates. Graduate School information is

available online at <http://www.umaine.edu/graduate/>.

### 3.1.5 Course Syllabi

A printed or online syllabus is an outline of course content, goals and objectives, basic information about the instructor's procedures and policies, and selected University information.

The content of syllabi varies. Departments may establish specific guidelines for the syllabi. The syllabus provides information to assist in student/instructor communication and provides guidelines for successful class performance. It presents a planned course administration, assisting both students and instructor in organization and time management, distribution of work load, etc. It also provides relevant information that university units or outside agencies review.

Please remember that your syllabus is your contract with the students who take your class. As such, it spells out your expectations of their work and clearly articulates the requirements for your course.

The Undergraduate Program Curriculum Committee (UPCC) provides a syllabus template that faculty may choose to use when developing or modifying a syllabus:

<http://umaine.edu/upcc/forms/syllabus-templaterevised2-131-2/>

Topics Often Covered in the Syllabus:

- 1) A Heading including the course name and number, the academic unit, and the semester/year;
- 2) A Course Description, including Course Goals or Objectives. Full-sentence student learning outcomes are a required component of all new or modified course syllabi submitted for UPCC review. Explanation of method and theory may be added. [It is useful to include the general education requirements satisfied by the course.]
- 3) Tentative schedule for course. Additional information may be posted on line throughout the semester.
- 4) Required and suggested textbooks.
- 5) Instructor information: office hours, e-mail address, telephone number. Instructors may indicate a preferred method of contact (e.g., FirstClass, home telephone).
- 6) Assessment methods. Type and number of exams, quizzes and projects may be listed. Format of exams or assessment, equipment, and make-up policy should be included. If examinations are held outside of usual class meeting times, the dates, place, and times may be provided.
- 7) Grading Policy and Grading Scale. The percentage of the final grade allocated to lab, homework, attendance, final projects, and examinations is stated. A list of criteria for evaluating projects, portfolios, or oral presentations may be provided.
- 8) Policies on cheating and plagiarism. (Defined in the pamphlet "Academic Honesty and Dishonesty." <http://www.umaine.edu/deansofstudents/honesty.htm>)
- 9) Homework: when homework is due, format, general grading procedures.
- 10) Attendance. Attendance policy, and any penalty for tardiness or missed classes should be indicated. [See following section on attendance.]
- 11) Labs. Information on the conduct and length of laboratory time is provided.
- 12) Special Instructions. Information regarding disabilities, special needs, prerequisites, field trips, special equipment requirements, etc. are listed.
- 13) Safety and Evacuation Plans. Certain courses may require covering safety aspects including evacuation procedures in an emergency on the syllabus.

The Graduate School follows the same general format for the syllabus as UPCC. Specific guidance for the development of graduate syllabi may be obtained from the Graduate School office (581-3217).

**There are three policy statements required for every syllabus at the University of Maine:**



**1) Academic Honesty Statement:** Academic honesty is very important. It is dishonest to cheat on exams, to copy term papers, to submit papers written by another person, to fake experimental results, or to copy or reword parts of books or articles into your own papers without appropriately citing the source. Students committing or aiding in any of these violations may be given failing grades for an assignment or for an entire course, at the discretion of the instructor. In addition to any academic action taken by an instructor, these violations are also subject to action under the University of Maine Student Conduct Code. The maximum possible sanction under the student conduct code is dismissal from the University.

**2) Students Accessibility Services Statement [This should be customized to include the instructor's name]:** If you have a disability for which you may be requesting an accommodation, please contact Student Accessibility Services, 121 East Annex, 581.2319, as early as possible in the term. Students who have already been approved for accommodations by SAS and have a current accommodation letter should meet with me (the instructor of the course) privately as soon as possible.

**3) Course Schedule Disclaimer (Disruption Clause):** In the event of an extended disruption of normal classroom activities, the format for this course may be modified to enable its completion within its programmed time frame. In that event, you will be provided an addendum to the syllabus that will supersede this version.

### **3.1.6 Distribution of the Syllabus**

Syllabi should be provided to every student in the course. Department or unit procedures often require copies in the department or unit offices (or available online). Syllabi are provided to students before or during the first class periods. Alternatively or in addition, syllabi may be posted online for student access.

## **3.2 Class Periods**

Usually, class periods are equivalent to 150 minutes per week per semester for a three-credit course. Classes may be divided into three 50-minute periods, two 75-minute periods, a single meeting once a week, or some other format. Laboratories range from one to four periods (e.g., equivalent to one to four 50 minute periods), depending upon the course.

### **3.2.1 Class Roster**

Official class rosters are provided on MaineStreet. The presence of a student's name on the roster as "enrolled" indicates registration for the course (inclusive of students auditing the course) and authorization for that student to attend class. Additions and deletions to the list occur during the add-and-drop period. Students who have dropped will appear on MaineStreet as "dropped." If a student's name does not appear on the MaineStreet class roster, faculty should alert the office of Student Records.

### **3.2.2 Class Attendance**

The overall policy of the University is that students are responsible for attending all class meetings for courses for which they are registered. Each instructor determines the specific attendance policy for the course and makes it known to students through the course syllabus and in class during the first week of classes. Instructors may assign a lower letter grade for students' failure to adhere to the attendance policy.

Students sometimes miss classes because of ill health, family emergency, or other reason beyond their control. It is the student's responsibility to notify instructors of the reasons for missing class and to make arrangements for making up missed work. If absences are extensive, even for legitimate reasons, it may be impossible to meet the objectives of the course. In such instances the instructor may assign a grade of Incomplete.

Students may miss class due to authorized on- or off-campus university functions, such as varsity athletics, band, or drama. Faculty should be notified by an appropriate entity (e.g., athletic department, music or theater department) early in the semester.

There is a policy regarding student athletes and missed classes. Athletic schedules should be prepared so that no more than 10% of class sessions in any course will be missed due to participation in athletic events. Last-minute changes may be necessary due to rain-outs and comparable situations. Faculty are responsible for providing reasonable make-up work opportunities for students with bona fide excused absence for athletic participation, per the Faculty Senate resolution passed in May 1995.

### 3.3 Disruptive Behavior

Disruptive behavior may be subject to disciplinary action or intervention. Problems such as excessive tardiness, lack of courtesy, or other behavior inappropriate in the classroom should be discussed with the appropriate dean or director. The Associate Dean of the Graduate School is the contact for all graduate student complaints.

All crisis situations should be immediately reported to the UMaine Police at 581-4040 or 911 and to the Vice President for Student Life and Dean of Students (581-1406). A crisis is any situation in which there is reasonable cause to suspect that there is an imminent risk to the health and safety of a student and/or UMaine community member.

In situations where staff have concerns about a student's behavior and do not believe it constitutes a crisis, or are in doubt about whether it constitutes a crisis, the following offices may be contacted and/or consulted:

UMaine Police	581-4040
Vice President for Student Life	581-1406
Counseling Center	581-1392

Instructors may ask disruptive students to leave their classroom at any time.

The Division of Student Life has developed a Student Behavior Review Team (SBRT), which will review any student situation that involves medical, mental health, or behavioral problems. SBRT is a team of professionals from across the campus and across disciplines that reviews cases and recommends to the Vice President for Student Life timely responses and interventions for student situations where student behavior raises concern. The goal is always to fashion a careful and appropriate outreach or intervention to students who are struggling in or outside the classroom. SBRT is co-chaired by the Director of the Counseling Center and the Assistant Vice President for Student Life.

More information on SBRT can be found at <http://umaine.edu/studentlife/sbirt/>.

If you have a concern about a UMaine student, you can contact the Assistant Vice President for Student Life at 207-581-1406 (weekdays) or at 581-4040 (24/7). Referrals to SBRT also can be made via an online form available at: <http://www.umaine.edu/studentlife/referral/>.

Statements concerning disruptive behavior that a faculty member may choose to put on your syllabus can be found at: <http://umaine.edu/judicialaffairs/resources-for-faculty/>.

### 3.4 Cheating, Plagiarism, and Academic Integrity

While rare, incidents of academic dishonesty, e.g., cheating, academic misconduct, fabrication or plagiarism, do occur at the University of Maine. Should you suspect that there has been such a violation in one of your classes, there are several things that should be kept in mind:

1. All incidents must be reported to the Office of Community Standards (581-1409). This allows the campus to monitor for students who may have been involved in multiple incidents.
2. As a faculty member you have the following options in handling the matter:
3. You may handle it exclusively within your classroom jurisdiction. A faculty member, of course, is the only person who may assign a failing or reduced grade as part of a sanction.
4. You may refer the case to the appropriate Dean, the Dean of the Graduate School, or the Provost.
5. The case may be referred to the Conduct Officer for adjudication under the UMS Student



5. The case may be referred to the Conduct Officer for adjudication under the UMS Student Conduct Code. This procedure affords a greater variety of sanctions than is available to the faculty member, but cannot impact the grade awarded.
6. You may do a combination of the above.

Complete details, including sanction guidelines and the "Academic Integrity Violation Report Form," can be found at: <http://umaine.edu/judicialaffairs/resources-for-faculty/>. The Academic Integrity Violation Report Form describes the process in detail including information and materials to provide with the Report Form. The form is submitted to the Office of Community Standards, Rights, and Responsibilities (OCSRR), 315 Memorial Union.

This site also has a link to the Student Honor Code published in the Student Handbook. The violations related to academic dishonesty are listed under section III.

### 3.5 Examinations

Examinations are common and important assessment tools. The terminology used at the University of Maine, types of examinations given, and information on scheduling examinations follows.

**Quiz.** A brief examination designed to occupy only part of a class period and to cover a small fragment of work.

**Prelim or Exam.** An examination designed to occupy an entire class period and to cover a major unit of work.

**Final.** An examination given during the final exam week lasting for two hours or more. The final examination should count for no more than one-third of the course grade, although exceptions may be made by the instructor in consultation with the chairperson of the department in which the course is offered.

No examinations of any kind may be scheduled during the last week of classes, except by permission of the appropriate Associate Dean or Director. A final examination may be scheduled only during final exam week. If a final is not planned, and the instructor wishes to schedule a prelim covering the last weeks of the course, this prelim must be given during final exam week. These rules do not apply to Continuing Education Division courses.

Students who are scheduled for more than three final examinations in one day or have two exams scheduled at the same time may have an examination rescheduled through the Office of Student Records or by conferring with their professors.

The scheduled final exam day and time is listed on MaineStreet.

#### 3.5.1 Types of Examinations

Instructors are free to choose the type of test offered, e.g., essay, true-false, multiple choice. Machine scoring is compatible with true-false and multiple-choice tests. The instructor usually proctors the test. Each department makes its own arrangements for the printing or duplicating of examinations.

#### 3.5.3 Absence from Final Examinations

A student with a legitimate reason (i.e., written or similar documentation for health or extenuating personal circumstances) for missing a regular final examination may arrange with the instructor to make up the exam.

Details on incomplete grades follow in the section "Grades and Grading."

#### 3.5.4 Machine Scoring of Examinations

The Faculty Development Center (149 Memorial Union) provides an optical scanning test scoring service for the faculty. Reports include information such as Frequency Distribution Item Analysis, Test Results by Student, and Student Response Report. Normally, scores are available within 24 hours of receipt of the tests. For more information go to:

<http://www.umaine.edu/it/fdc/pages/scoring.php>.

### 3.5.5 Examination File

Copies of recent final examinations for student use may be placed at the Reserve Desk in Fogler Library. Filing examination questions at the Library is optional for faculty. Fraternity or sorority houses and some dormitories may have their own examination files. Some faculty members may make previous exams available electronically.

## 3.6 Grades and Grading

The faculty have sole responsibility for assigning grades. Grading of college-level courses requires specific disciplinary knowledge that is gained only through advanced study in a discipline and for many fields requires constant updating of specific knowledge. This expertise is the sole domain of the university faculty and cannot be infringed upon without negatively impacting the quality of the education of the students.

### 3.6.1 Approved Grading Symbols and Definitions

Complete information regarding grades and grading can be found in the Undergraduate Catalogue (<http://catalog.umaine.edu/> and choose "Grades and Grading" from the topics on the right).

A condensed version follows:

The University of Maine uses a letter-grade system ranging from A to F. Faculty members have the option of adding + (no A+) and - grades to the basic letter grades, but such fine distinctions may be inappropriate for many courses. Whatever the system used, it is important to understand that there is no University-wide equivalence between percentage grades (such as 80%) and letter grades (such as B). Each instructor makes these determinations according to the grading system described in the course syllabus.

The qualitative value of the five basic letter grades is defined as follows:

- **A**, Superior work.
- **B**, Good work.
- **C**, Satisfactory but undistinguished work.
- **D**, Poor work that does not adequately prepare students for more advanced work in the discipline. While some courses completed with D grades may contribute towards the total credits needed for graduation, others may be unacceptable for certain specific requirements and within the academic major.
- **F**, Failure. No credit is earned for a failed course. If a student has not participated in at least half of the class, then the L grade is appropriate.

The grades A-F have the following numerical values used in calculating a student's Grade Point Average (GPA):

A = 4.00	B = 3.00	C = 2.00	D = 1.00
A- = 3.67	B- = 2.67	C- = 1.67	D- = 0.67
B+ = 3.33	C+ = 2.33	D+ = 1.33	F = 0.00

The University uses a variety of grades on transcripts to designate special circumstances. These include:

- **AU**, assigned only for courses taken under the audit option.
- **DG**, deferred grade. This is used only for courses that extend beyond a single semester.
- **F\***, for a course failed on the pass/fail grading option. No credit is earned and the GPA is not affected.
- **I**, for "Incomplete." This grade means that, in consultation with the student, the instructor has postponed the assignment of a final grade to allow the student to complete specific work not turned in before the end of the semester. Instructors assign the "I" grade only when they are persuaded that events beyond the student's control prevented the completion of assigned work on time and when the student has participated in more than 50% of the class. If the incomplete work is not submitted within the time allotted by the faculty member, the grade will automatically be changed to an "F" grade. Students receiving an "I" grade are not allowed to



re-register for the same course until the incomplete has been made up or converted to an "F" grade. A student receiving an "I" grade may not make up missed work by sitting-in on the course the next time it is taught. Refer to the Incomplete Grade and Graduation section below.

- **L**, Failure for lack of participation. This grade indicates that a student participated in less than 50% of the class, but did not formally withdraw from the course. This grade counts the same as an F.
- **LP**, Low Pass, for a course passed on the pass/fail grading option with a D+, D, or D. Credit is earned, but the grade point average (GPA) is not affected.
- **P**, for a course passed on the pass/fail grading option with a C- or above. Credit is earned, but the grade point average (GPA) is not affected.
- **TH**, final grade deferred. This is used only for the undergraduate thesis.
- **W**, indicating that the student officially withdrew from the course.

### 3.6.2 Graduate School Grading

Normally, only a grade of A or B is acceptable for course work on a student's program of study. A grade of C may carry graduate degree credit if a student's advisory committee so recommends and if the Graduate School approves such an exception. No student, however, will be allowed to accumulate more than six hours of C grades on a program of study for a master's degree, nor more than 12 hours of C grades on a program of study for a Ph.D. or Ed.D. Grades below C are not considered acceptable for any graduate student. More information can be found in the Graduate Catalogue (<http://gradcatalog.umaine.edu/> and select "General Policies" from the list on the left).

### 3.6.3 Submittal of Final Grades

At the end of each semester, Final Grade Rosters must be submitted on MaineStreet five days from the day of the final examination. If final papers or projects are given, Final Grade Rosters are due five days from the last day of finals week. Prompt reporting of grades lets the Committee on Academic Standing make decisions on students' futures and is needed for graduation processing.

Students Not Listed on Roster. If a student is attending the course but his or her name does not appear on the Grade Roster, please send an email message (from your maine.edu account only) to [um.grading@maine.edu](mailto:um.grading@maine.edu) and include the student's full name, student ID, course, section, number of credits, and grade. Grades cannot be accepted via telephone.

### 3.6.4 Appealing Grades and Assignments

The University of Maine has formal procedures by which students may appeal the assignment of grades by an instructor, accusations of cheating or plagiarism, or certain aspects of classroom procedure.

Detailed procedures at the undergraduate level can be found at:

<http://umaine.edu/handbook/academics/appealing-grades-and-assignments/>

Procedures for appealing a grade at the graduate level can be found at:

<http://gradcatalog.umaine.edu/content.php?catoid=28&navoid=457>

### 3.6.5 Transfer Grades.

See transfer policy in the Undergraduate Catalogue (<http://catalog.umaine.edu/> and choose "Transfer Credit" from the topics on the right).

### 3.6.6 Study Abroad Credits.

Students are best advised to consult both the Office of International Programs and the Department(s) to which they plan to seek approval for study abroad credits. Approval of a program of study prior to going abroad is essential.

### 3.6.7 FERPA

Advisors and all faculty members should be aware of FERPA (Family and Education Privacy Act), the federal law which prohibits reporting information regarding a student to others. The Associate Dean of the faculty member's College or the Office of Equal Opportunity may also advise on what

information concerning a student advisee may or may not be given out. See <http://www.umaine.edu/handbook/policies-regulations/confidentiality-ferpa/>.

### **3.6.8 Special Reports on Students.**

Instructors may report a student in danger of academic failure to the student's academic dean. Reports may be written or verbal. Students in danger of failure may be referred or reported to the Dean of Students, the Student Health Center, the Counseling Center, Police and Safety, the academic advisor, or the student's academic dean.

### **3.6.9 Change of Grade Policy**

Instructors desiring to change a grade after official posting should submit a grade change request to the MaineStreet Grade Roster. Normally, grade changes are a result of clerical errors or errors of omission. Grade changes made beyond six months of the end of a semester require approval from the Dean or designee. If the faculty member wants to appeal the decision of the Dean or Dean's designee, the Provost will convene an ad hoc committee consisting of three full professors, at least one of whom must be from the faculty member's college and one of whom must be from another college. The decision of this review committee shall be final.

When entering the grade change on MaineStreet, the instructor should enter a brief written rationale containing their reasons for wanting to change the grade.

If a student wishes to improve a grade, then the option to repeat the course should be considered. For policy regarding incomplete grades, please see the incomplete grade policy in this catalogue.

## **3.7 Academic Achievement Awards**

**Full-time Dean's List.** The Dean's List is prepared at the end of each semester. To be eligible for the Full-Time Dean's List, a student must have completed 12 or more calculable credits in the semester and have earned a 3.50 or higher semester GPA.

**Part-time Dean's List.** Students who have part-time status during both the fall and spring semesters of a given academic year are eligible for Part-time Dean's List. They must have completed 12 or more calculable credits over both terms and have earned a combined GPA in those terms of 3.50.

### **Presidential Scholar Award**

To be eligible for the Presidential Scholar Achievement, a student must be degree-seeking and have completed 12 or more calculable credits in the semester and have earned a 4.0 semester GPA.

## **3.8 Textbooks and Academic Supplies**

The Bookstore uses a self-service textbook selection system that allows students to search for books for their courses themselves. It is important to have complete information from each faculty member regarding course textbook needs.

### **How to Order Textbooks**

Information for ordering from the university bookstore can be found at: <http://www.bookstore.umaine.edu/>

The Bookstore sets target deadline dates for ordering textbooks: Fall and Summer Semesters: before April 30. Spring Semester: before November 1.

When a text is selected for a course, the value of used copies increases dramatically. During finals week buy-back, the Bookstore pays more for books that will be reused on campus the next semester. The goal is to maximize the number of used texts available to students. Early textbook orders allow the Bookstore time to buy books from other campuses through text wholesalers.

Special academic supplies or materials for a course also can be ordered through the Bookstore.

If a requested text is out-of-print, out-of-stock, being replaced by a new edition, or there are any



other problems, the faculty member may need time to choose a replacement.

The reserve book desk of Fogler Library may make hard and electronic copies of course materials available. Advance requests are essential.

### Custom Publishing

The Bookstore is the central point for producing customized course materials. Course packets are produced at a reasonable cost. Printing Services also conducts copyright clearances and secures permissions where necessary. Faculty members provide full source information for the documents copied.

### Desk Copies

Major publishers require that desk copy requests come from a faculty member and/or the department. The Bookstore maintains an up-to-date listing of publishers, addresses, phone/fax numbers, and names of sales representatives for major publishing companies.

### Text Returns to Publishers

Due to increasingly restrictive return policies, unsold texts are returned to publishers after the fifth week of the semester. Students who wait this long to purchase books may find texts unavailable.

### Academic Supplies

The Bookstore carries pencils, pens, notebooks, paper, rulers, highlighters, staplers, folders, report covers, special papers, poster board, fine writing instruments and many other specialty items. It also has art, engineering, and forestry supplies, both required and supplemental, for classes. Computers and software are available at the Computer Connection (located in the Bookstore).

Share this:



**Faculty Senate**  
205 East Annex  
Orono, Me 04468

Tel: 207.581.1167  
Fax: 207.581.2640  
kjunkins@maine.edu



[Apply](#) [Student Resources](#) [Nondiscrimination notice](#) [Clery Safety and Security Report](#) [COVID-19 Risk Statement](#) [Emergency](#)

University of Maine | Orono, ME 04469 | 207.581.1865



Home
About Us
Constitution
Bylaws
Faculty Handbook
Meeting Dates
Senate Structure
Senate Membership Roster 2020/2021
Faculty Senate Members By College
Senate Committees
Motions Passed
Senate Minutes
Documents
Senate History

## Chapter 4: Policies, Guidelines, and Procedures

- [4.1 Travel Policies](#)
- [4.2 Cancellation of Classes Because of Weather](#)
- [4.3 Alcohol and Drug Policies; Smoking Policy](#)
- [4.4 Nondiscrimination Policy](#)
- [4.5 Affirmative Action Policy](#)
- [4.6 Harassment Policies](#)
- [4.7 Hazing Policy](#)
- [4.8 Complaint Procedure](#)
- [4.9 Weapons Policy](#)
- [4.10 Violence in the Workplace Policy](#)
- [4.11 Whistle blower Protection Act](#)
- [4.12 AIDS Policy](#)
- [4.13 Family Educational Rights and Privacy Act \(FERPA\)](#)
- [4.14 Media Communications Policy](#)
- [4.15 Pet Policy](#)

### 4.1 Travel Policies

Travel may be desirable as part of a faculty member’s job for a variety of circumstances, e.g. attending professional conferences, performing public service activities, etc. The university may be able to provide funding or transportation assistance in a number of ways. Faculty members should begin travel plans with their colleges and departments. For in-state or local travel, units may have their own vehicles. Requests for the use of University Motor Pool vehicles go through the faculty member’s department. Requests for more distant travel proceed through the Office of Budget and Business

Services (581-1545). In order to be reimbursed for travel expenses, prior approval is essential.

It is possible that a faculty member may travel on grant money; this travel must also go through the Office of Budget and Business Services.

For more detailed information about travel, see Administrative Practice Letter # 26

<http://maine.edu/~oft/apl.html>

Changes in the old policy include:

**Meal Reimbursements** (See5.B) There are two ways of receiving meal reimbursements and



departments may choose to restrict their travelers to a particular method and it must be consistent throughout the entire travel period.

- per diem rate \$30.00, no receipts necessary
- actual expenses: up to \$40 per day per person. Travelers must submit an original receipt for all meal expenses (In the rare instance that a receipt is not available, a Missing Receipt Form must accompany the Travel Expense Voucher.)
- The University of Maine will not reimburse any alcohol purchase.

**Lodging** (See 8, C) Travelers will be expected to use the lowest cost lodging. The University requires itemized receipts.

**Air Fare** (8.D) The University will only reimburse economy coach fares.

Travel Advances (12.G) Should any travel money remain unspent, it must be returned with a completed Travel Expense Voucher within 5 business days of return. The University may deduct unsubstantiated or deemed substantiated amounts within 60 calendar days after the end of the trip.

#### **4.2 Cancellation of Classes Because of Weather**

Only the President of the University of Maine has authority to cancel classes due to bad weather. Cancellation announcements are made over various radio and television stations and over the telephone (581-SNOW).

#### **4.3 Alcohol and Drug Policies; Smoking Policy**

Smoking is not permitted in the interior of any University vehicle or building, with the exception of residence halls (the Housing Services Office may develop smoking policies for residence halls, in conformance with state and local laws). See Student Handbook:

[http://www.umaine.edu/handbook/PolReg/smoking\\_policy.htm](http://www.umaine.edu/handbook/PolReg/smoking_policy.htm)

University policy recognizes that substance abuse is a complex problem that is not easily resolved solely by personal effort and may require professional assistance and/or treatment. Students, faculty, and staff members with substance-abuse problems are encouraged to take advantage of available diagnostic, referral, counseling, and prevention services. However, employees and students availing themselves of these services will not be granted special privileges and exemptions from standard personnel practices applicable to job performance requirements and from standard academic and student conduct requirements. The University will not excuse acts of misconduct committed by employees and students whose judgment is impaired due to substance abuse. (University of Maine System, 1998). More information about the university policies with regard to substance abuse or other information may be found at the faculty senate and student handbook websites listed below. Further information and copy of the Alcohol and Drugs Brochure, may be obtained at the Office of Human Resources, 234 Corbett Hall. (581-1581).

<http://www.ume.maine.edu/facsen/VII%20PoliciesGuide.htm>

[http://www.umaine.edu/handbook/PolReg/alcohol\\_beverage\\_and\\_drug\\_policy.htm](http://www.umaine.edu/handbook/PolReg/alcohol_beverage_and_drug_policy.htm)

#### **4.4 Nondiscrimination Policy**

The University of Maine does not discriminate on the grounds of race, color, religion, sex, sexual orientation, national origin or citizenship status, age, disability, or veteran status in employment, education, and all other areas of the University. The University provides reasonable accommodations to qualified individuals with disabilities upon request. The Director of Equal Opportunity (581-1226) handles questions and complaints about discrimination in any area of the University of Maine. Further details are available online at <http://www.umaine.edu/eo/default.htm>.

#### 4.5 Affirmative Action Policy

Through its commitments to equal employment opportunity (EEO) and affirmative action (AA), the University benefits by developing and utilizing all available human resources. All employment practices of the University of Maine, including recruiting, hiring, training, promoting, and retaining persons in all jobs, comply with this policy. Affirmative action is taken to recruit qualified women, minorities, persons with disabilities, and veterans for all job openings. Personnel actions such as compensation, benefits, transfers, layoffs, return from layoff, University-sponsored training, educational programs, leaves, tuition assistance, and social and recreational programs are administered without regard to race, color, religion, sex, sexual orientation, national origin, age, physical or mental disability, or veteran status. Applicants and employees who are members of protected groups are invited to identify themselves so that the University of Maine can monitor all personnel actions to ensure it is able to meet its EEO/AA responsibilities. Full details are online at [www.umaine.edu/eo/Policy](http://www.umaine.edu/eo/Policy).

#### 4.6 Harassment Policies

**Sexual Harassment.** No member of the University of Maine community may sexually harass another. The University of Maine regards freedom from sexual harassment as an individual employee and student right. Violators of this policy are subject to disciplinary action.

Sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education;
2. submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual; or
3. such conduct has the purpose or effect of interfering with an individual's academic or work performance or creating an intimidating, hostile, or offensive employment, educational or living environment.

Consenting relationships may constitute sexual harassment under this policy. When a professional power differential exists between members of the University of Maine System and a romantic or sexual relationship develops, there is potential for abuse of that power, even in relationships of apparent mutual consent. The University prohibits abuse of power in romantic or sexual relationships. A faculty or staff member should not engage in such relationships.

A faculty or staff member must eliminate a current or potential conflict of interest by removing himself or herself from decisions affecting the other person in the relationship. These decisions include grading, evaluating, supervising, or otherwise influencing that person's education, employment, housing, participation in athletics, or any other University activity. A complete copy of the Sexual Harassment Policy is available online at <http://www.umaine.edu/hr/guide/Chapter3/sexharas.htm>.

**4.7 Hazing Policy.** In accordance with the laws of the State of Maine, the Board of Trustees of the University of Maine System (UMS) prohibits the injurious hazing of any student enrolled at any institution of the University of Maine System. This policy includes any situation that recklessly or intentionally endangers the mental or physical health of a student enrolled at any institution of the System.

Any organization affiliated with any UMS campus that violates these rules loses the right to conduct activities on any campus and the right to receive any other benefit of affiliation with any UMS campus.

Any person associated with any UMS institution as a student, administrator, faculty member, or in any other capacity, who violates these rules is subject to suspension, expulsion, or other appropriate disciplinary action.

Any person not associated with the UMS who violates these rules will be ejected from, and



thereafter be banned from reentering, any UMS campus.

Any disciplinary action, penalty, or sanction enforced against conduct violating these rules is in addition to, and not in limitation of, any other civil or criminal law process, procedure, or penalty arising from the conduct concerned.

**4.8 Complaint Procedure.** An Equal Opportunity Complaint Procedure is used to deal promptly and fairly with concerns and complaints about discrimination or harassment. Any employee or student who believes that discrimination or harassment based on race, color, religion, sex, sexual orientation, national origin or citizenship status, age, disability, or veteran status has occurred may use the procedure. Sex discrimination complaints alleging discrimination based on marital status, pregnancy, or parental status may also be raised through this procedure.

The Director of Equal Opportunity (581-1226) handles complaints and concerns about discrimination or harassment. The complainant and the accused have certain rights to representation during the complaint process, including the right to be accompanied by a grievance representative for an employee who is a bargaining unit member.

The Director of Equal Opportunity discusses informal and formal options for problem resolution. Complaints are handled as confidentially as possible to protect the rights of both the complainant and the accused. Complete details are available online at [www.umaine.edu/eo/Policy](http://www.umaine.edu/eo/Policy).

#### **4.9 Weapons Policy**

Possession, use, or display of weapons or ammunition are prohibited on campus except as authorized by the Director of University Public Safety. A weapon is defined as: an instrument of offensive or defensive combat, something to fight with, and is generally any device capable of projecting a ball, pellet, arrow, bullet, missile, shell, or other material. Weapons include, but are not limited to, firearms, bows, rockets, and sling shots. Ammunition is any material capable of projection by a weapon and that makes the weapon operational. This policy does not apply to possession and/or use of disabling chemical sprays used for self-defense. Persons wishing to bring firearms to campus must store the weapons with the Department of Public Safety. Any exceptions to the policy must be received in writing from the Director of Public Safety (581-4040). Details of the policy, including the description of what constitutes a weapon, are available online at <http://www.umaine.edu/handbook/PolReg/policies.htm>.

#### **4.10 Violence in the Workplace Policy**

The University of Maine does not tolerate acts of violence in the workplace. Threats of violence or acts of violence by a University employee may serve as the basis for discipline up to and including termination of employment. Violence should be reported to the Department of Public Safety (581-4040) or by dialing 911 in an emergency. Complete details of the University of Maine Workplace Violence Policy are available online at <http://www.umaine.edu/hr/guide/Chapter3/violence.htm>.

#### **4.11 Whistleblower Protection Act**

The Whistleblower Protection Act allows employees to report violations of the law. The Act provides safeguards from retaliation against an employee who makes a report. Reports of violation of the law, unsafe conditions or practices, or illegal acts are made to the Director of Human Resources (581-1640). The Director of Equal Opportunity investigates complaints of retaliation under the Whistleblower Protection Act (581-1226). <http://www.umaine.edu/hr/guide/Chapter4/whistle.htm>

#### **4.12 AIDS Policy**

Community members who have acquired immune deficiency syndrome (AIDS), or any evidence of human immunodeficiency virus (HIV) are not discriminated against in any way, and their personal right of privacy is respected.

Faculty members, employees, and students with AIDS or HIV are afforded the same unrestricted classroom attendance, working conditions, use of University facilities, and participation in University activities as any other community member. This open policy accords with current scientific information and knowledge that indicates that individuals with AIDS or HIV pose no risk to other individuals in the normal academic setting.

Furthermore, the University believes that the most viable and appropriate method of preventing the spread of AIDS is through a comprehensive, ongoing process of education designed to increase community awareness of high risk situations where the transmission of the AIDS virus is possible.

#### **4.13 Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) gives current University of Maine students, former students, and alumni certain rights with respect to their educational records. They are:

1. The right to inspect and review their educational records within 45 days of the University receiving a request for access;
2. The right to request amendment of records that they believe are inaccurate or misleading;
3. The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent.

Complete details of the Family Educational Rights and Privacy act are available online at [www.umaine.edu/handbook/PolReg/handling\\_of\\_student\\_records.htm](http://www.umaine.edu/handbook/PolReg/handling_of_student_records.htm). Directory information (including name, address, phone number, major and degree, participation in officially recognized activities and sports, weight and height of student athletes, most recent previous college or university attended, dates of attendance, degrees and awards received, photographs, and full- or part-time enrollment status), may be publicly disclosed unless a student has taken formal steps to deny its release. Former students or alumni cannot deny release of directory information.

Faculty access to information about students, other than directory information, requires that the information is necessary only for official University purposes of the faculty member.

Faculty must not disclose student information within their knowledge to others; e.g., parents do not have a right to obtain academic information about their child from a faculty member.

Parents, prospective employees, fellow students, etc., have no right to information other than directory information without the student's prior consent.

#### **4.14 Media Communications Policy**

The University of Maine encourages general collaboration with the media and the public. It is positive for the University when faculty members share their expertise with the public through press releases, television and newspaper stories, etc. The Public Affairs division provides news and promotional material to the public and assists all units of the University in their informational and promotional activities. Staff members of Public Affairs also assist faculty, administrators, and university staff contacted by the media for interviews or opinions on official University policies or activities. Services include writing, editing, and disseminating materials distributed to newspaper, magazines, and radio and television stations; scheduling press conferences; arranging media interviews,

Faculty are encouraged to consult the staff of PACS when they are asked to interpret or express an opinion on official University policy. They are also encouraged to state that the opinions expressed are their own and that they do not necessarily reflect the official position of the University. (581-3744)

#### **4.15 Pet Policy**

Many pets are well behaved and are brought to the campus by responsible persons for safety or convenience. For an animal to be taken into campus buildings, the building manager must be



convenience. For an animal to be taken into campus buildings, the building manager must be petitioned. Animals must be on a leash unless confined to an area such as the owner's office. The complete details of this policy may be found at:

<http://www.umaine.edu/hr/guide/Chapter3/pets.htm>

Share this:



**Faculty Senate**  
205 East Annex  
Orono, Me 04468

Tel: 207.581.1167  
Fax: 207.581.2640  
[kjunkins@maine.edu](mailto:kjunkins@maine.edu)



[Apply](#)

[Student Resources](#)

[Nondiscrimination notice](#)

[Clery Safety and Security Report](#)

[COVID-19 Risk Statement](#)

[Emergency](#)

University of Maine | Orono, ME 04469 | 207.581.1865



Home
About Us
Constitution
Bylaws
Faculty Handbook
Meeting Dates
Senate Structure
Senate Membership Roster 2020/2021
Faculty Senate Members By College
Senate Committees
Motions Passed
Senate Minutes
Documents
Senate History

## Chapter 5: Research and Scholarly Activity

### Research and Scholarship at UMaine

One of the three missions of the University of Maine is research, and faculty members are expected to conduct research and be involved in scholarly activities. This expectation is reflected in faculty evaluation and promotion procedures. The range of scholarly activities is wide and specific to the discipline; it may include, among others, exhibited artistic creations, book writing and scholarly papers in professional journals.

Faculty members are encouraged to involve both undergraduate and graduate students in research and scholarship activities. The center for undergraduate research (CUGR, <http://cugr.umaine.edu/>) provides research fellowships and organizes a yearly exhibit of undergraduate research at UMaine. Similarly, the Graduate School(<http://www.umaine.edu/graduate/>) provides research assistantships and publishes news regarding research performed by graduate students at UMaine.

The Office of Research and Sponsored Programs (ORSP) assists faculty and staff in seeking and managing research grants, contracts, and other extramural funding. ORSP serves as applicant, contract negotiator, and signatory authority for the University in such matters, and provides grant accounting services once an award is made. A detailed guide to resources for faculty who are currently, or have an interest in, conducting research detailing the different steps associated with research and award applications and management are provided in this document: [http://www.orsp.umesp.maine.edu/ORSPDocs/Info/ORSPTraining/ORSP\\_Resource\\_Guide.pdf](http://www.orsp.umesp.maine.edu/ORSPDocs/Info/ORSPTraining/ORSP_Resource_Guide.pdf).

Research activities at the University of Maine are governed by federal and state regulations, and University policies which have been instituted to ensure scientific integrity, safeguard the welfare of animal and human subjects, and protect the health and safety of faculty and staff, students, and visitors to campus.

The University of Maine adheres to a strict policy of compliance. All members of the University community are responsible for familiarizing themselves, and complying with all applicable regulations and policies. Failure to do so places not only the University, but also the individual community member at risk for violations which could result in substantial administrative, civil and criminal fines and penalties. The Office of Research and Sponsored Programs (ORSP) website (<http://umaine.edu/orsp/compliance/about-compliance/>) provides information on key research compliance topics concerning animal and human subjects, hazardous materials, the responsible conduct of research, fiscal accountability, intellectual property, and export control regulations. ORSP also provides online training in compliance and sponsored project management which those engaged in research and/or pursuing extramural funding are strongly encouraged or are required to complete.

Some research endeavors require specialized equipment (e.g. hazardous materials, lasers) or activities (e.g. diving, human subjects) which are associated with significant risks. Such activities are monitored by UMaine's Office of



Safety and Environmental Management (SEM) and may require specialized training prior to engaging in such research activity. For policies and training requirements, consult the SEM web site (<http://sem.umaine.edu/policies-guides-and-reports/>).

Share this:



**Faculty Senate**  
205 East Annex  
Orono, Me 04468

Tel: 207.581.1167  
Fax: 207.581.2640  
[kjunkins@maine.edu](mailto:kjunkins@maine.edu)



[Apply](#)

[Student Resources](#)

[Nondiscrimination notice](#)

[Clery Safety and Security Report](#)

[COVID-19 Risk Statement](#)

[Emergency](#)

University of Maine | Orono, ME 04469 | 207.581.1865







The MaineCard serves as a pass to facilities such as recreational spaces, the Memorial Union, and the Athletic Ticket Office. The MaineCard is required to check out books from Fogler Library, access many UM online databases, and copy machines in the library take the MaineCard as well. The MaineCard may also be used as a debit card for printing, at dining services and in the bookstore. The card may be "charged" online, at MaineCard Services at 130 Memorial Union or at other campus locations. Further details about the card are available online at <http://www.umaine.edu/mainecard>.

## **6.2 Parking on Campus**

To park on campus, all motor vehicles must display a valid parking permit, valid state registration plate(s), valid state inspection sticker, and be in operable condition.

A fee is charged for parking permits and an application is available online at <http://www.umaine.edu/parking/>. Permits are also available from 7:30-4:00 Monday-Friday at the MaineCard Services (581-2273) located at 130 Memorial Union. Temporary visitor permits valid for one day can be obtained during the weekdays from MaineCard Services in 130 Memorial Union, Bear Necessities in Alford Arena and the Visitor Center in Buchanan Alumni House or at any time at the UMaine Police Department.

A map of parking areas is available online at <http://www.umaine.edu/locator/>. Parking lots are color-coded and may be used only by those holding appropriate parking decals. Vehicles parked in violation of the parking rules are subject to impoundment and towing at the owner's expense with no notification. For assistance after hours and on weekends, call the Public Safety Dispatcher at 581-4040.

Full details on parking rules on campus are available online at <http://umaine.edu/parking/rules-regulations/>.

## **6.3 Campus Mail**

Campus mail is used for internal university communications; no postage is necessary. The University pays non-campus mail postal charges only for mail that is essential to the programs and activities of the institution. Personal mail and private business mail require postage paid by the sender. U.S. postal boxes are conveniently located on campus, and there is a full-service post office in Memorial Union.

United States mail and campus mail are delivered in each campus building once each day. Outgoing University mail is collected in each building daily and is taken to the mailroom in the Public Affairs Building. Official University mail for delivery off campus should have an account number. This mail is processed in the Service Building with the cost assigned to the specific department. Use of the University postage meter for personal or private business mail is strictly prohibited.

Overnight mail services available from the campus include Federal Express and United Parcel Service. The Purchasing Department (581-2695) supplies information on locations, pick up times, and envelopes.

Tampering with campus or U.S. mail should be reported to Public Safety (581-4040), which will contact the Postal Inspectors as appropriate.

## **6.4 Telecommunications**

The Telecommunication division of University Services – Information Technologies (IT) offers services ranging from voice telephone to video conferencing. Telecommunication is undergoing a reorganization as responsibilities are shifted from the University of Maine to the University of Maine System.

Telephones are programmed before they are installed and a user's manual is available through the Information Technologies (<http://www.umaine.edu/it/divisions/telecom/>). Changes to existing telephones require a departmental request or an IT work order.

An authorization code, typically obtained by departmental chairs for new faculty, is required to place

An authorization code, typically obtained by departmental chairs for new faculty, is required to place a long distance phone call. Cellular phones may be purchased or rental through the telecommunication division.

Additional details on telecommunication services and procedures can be obtained by reviewing the Information Technologies web site (<http://www.umaine.edu/it/divisions/telecom/>) or calling 581-1600.

## **6.5 Faculty Pay Schedule**

Full-time and part-time regular faculty members receive their salary in twelve equal installments, September through August. Part-time temporary faculty teaching on a contract-per-course basis receive salary in September, October, November, and December for Fall semester courses and January, February, March, April, and May for Spring semester courses. Paychecks are issued on the last business day of the month. Paychecks may be deposited directly into a bank account if arrangements are made with the Payroll Office.

The Payroll Office is part of the Office of Human Resources and is located at 142 Corbett Hall (Phone: 581-1581). Forms including direct deposits, federal and state W-4, and request for summer salary retirement contributions can be obtained from the Office of Human Resources Payroll website (<http://www.umaine.edu/hr/hr-resources/payroll/>).

## **6.6 Childcare Facilities on Campus**

A range of childcare services is available to faculty, staff, and students at the University of Maine. A waiting list is maintained for all programs.

The University of Maine's Children's Center (581-4076) offers full-time licensed childcare for children six weeks through five years old. The Center is open from 7:30-5:30, Monday through Friday, for fifty-one weeks per year. Private fee childcare slots are reserved for University affiliated families. Further information is available online at <http://www.umaine.edu/childrencenter/>.

The Child Study Center (581-3272) follows the University Calendar (14 week sessions during fall and spring semesters) and offers three options for half-day preschool programs for children between two-and-a-half and six years of age. It is open from 7:45-5:00 on Monday, Wednesday, and Friday, and from 7:45-noon on Tuesday and Thursday. Online information is available at <http://umaine.edu/psychology/child-study-center/>.

The Child Development Learning Center (581-3123) offers both nursery school and prekindergarten programs for children between 33 months and five years of age. The Child Development Learning Center follows the University calendar, operating for 14 weeks during the fall and spring semesters. Online information is available at <http://umaine.edu/edhd/professionals/katherine-m-durst-child-development-learning-center/>.

## **6.7 University Housing**

A limited number of one and two bedroom apartment units for students, faculty, and staff are located in University Park in Old Town, one mile from the University of Maine campus. Pets are not allowed in these units. The University Park Office (581-4854) handles the rentals. There is normally a waiting list for these apartments. Current rates, photographs, and other details are available online at <http://www.umaine.edu/housing/family-housing/>.

The Commuter and Non-Traditional Student Program (581-1734) maintains a database of house listings, provides a model lease, and legal lists resources for renters. These resources are available at <http://www.umaine.edu/cntsp/housing/>

## **6.8 Auditoriums and Performance Spaces**

### **6.8.1 Collins Center for the Arts (Hutchins Concert Hall)**

The Collins Center for the Arts (Hutchins Concert Hall), dedicated in September 1986, with a major



front of house renovation in 2007-2008, is the cultural focus of the University of Maine campus and the surrounding region. Hutchins Concert Hall is a multi-use space that seats 1,435 people. As a part of the University of Maine campus in Orono, Hutchins hosts a wide variety of events, presenting classical and contemporary music, dance, theater, comedy, ceremonies, and lectures. The Hutchins Concert Hall has two basic configurations to accommodate the variety of events presented: The theater/dance mode and the orchestral configuration. Complete information about the current performance season, including ticketing, is available online at <http://www.collinscenterforthearts.com/>

#### Contact information

Collins Center for the Arts

5746 Collins Center for the Arts

Orono, ME 04469 Box Office: 207-581-1755

FAX: 207-581-1837

The Collins Center for the Arts (MCA) also houses the Hudson Museum. Open from 9:00-4:00 Monday through Friday and 11:00-4:00 on Saturday. The Hudson Museum maintains a collection of over 8,000 ethnographic and archaeological objects including a world class assemblage of 2,828 Precolumbian ceramics, lithics and gold work dating from 2000 BC to the time of the Spanish Conquest. This collection is complemented by contemporary ethnographic objects from Mexico, Guatemala and Panama.

The North American collection includes Native American and Native Alaskan objects from the Northwest Coast, Arctic, Plains, Southwest and Northeast. The Maine Native American collection boasts 400 objects, including the largest institutional collection of Penobscot basket making tools in the region. Southwestern holdings include historic Pueblo pottery, Hopi kachinas, Navajo textiles, Pima and Havasupai basketry, Navajo and Zuni silverwork and contemporary art. Arctic holdings feature ethnographic clothing, tools and weapons.

The Museum displays several temporary exhibits each academic year. The Museum offers guided tours for University classes, lectures by distinguished anthropologists and archaeologists, staff assistance with directed research projects, internships, and teaching exhibits. Online information is available at <http://www.umaine.edu/hudsonmuseum/>

#### 6.8.2 Other Auditoriums and Theaters

Information is available at <https://www.umaine.edu/spa/facilities/>

##### 6.8.3 Minsky Music Recital Hall

A 276-seat recital hall, Minsky is primarily used by the Music Division for faculty recitals, ensemble performances and student recitals. The Theater/Dance division uses the space for a fall dance showcase of works in progress and has held staged readings. <https://umaine.edu/thearts/museums-facilities/minsky-recital-hall/>

##### 6.8.3 Hauck Auditorium

The 546-seat Hauck Auditorium is the main location for student plays and dance recitals. It is the main stage for the School of Performing Arts.

##### 6.8.4 The Al Cyrus Pavilion Theatre

An 89-seat 3/4 round theatre. The Pavilion is on the National Registry of Historic Buildings and was renovated from a livestock judging space. Some departmental shows are produced in the Pavilion, but it is mainly used for thesis and other student productions, including the popular Underdog and Upperdog performances.

## 6.9 Museum of Art

The Museum of Art of the University of Maine is located in Norumbega Hall on Central Street in

downtown Bangor. One of the oldest and most distinguished land-grant university collections in the country, permanent holdings include nearly 6,000 works of art. Faculty may request artwork for their offices through the Museum (561-3350). Open Monday through Friday 10am-5pm. Further information on the museum is available online at <http://umma.umaine.edu/>

40 Harlow Street  
Bangor, ME 04401-5102

#### **6.10 Recreational Facilities and Athletics**

The University has an extensive number of recreational facilities: the Memorial Gym, Lengyel Gym, New Balance Student Recreation Center, Alford Arena, and the Maine Bound Adventure Center. Recreational facilities are provided for students, faculty, and employees of the University of Maine. Student fees allow them access to recreational facilities. Faculty, employees, and the public may purchase membership passes that entitle them to similar privileges. Spouse and family passes are also available. Passes may be purchased New Balance Student Recreation Center. Online information is available at <https://umaine.edu/campusrecreation/facilities/>

Student intercollegiate athletics at the University of Maine include most major varsity sports, i.e., baseball, basketball, cross country, football, ice hockey, soccer, swimming/diving, and track and field for men and basketball, cross country, field hockey, ice hockey, soccer, softball, swimming/diving, track and field, and volleyball for women. A complete schedule of University student athletics is available online at <http://www.goblackbears.com/schedule/thisweek/index.html>. Ticket information for University athletic events is also available online at <http://www.goblackbears.com/landing/index> or by calling 581- BEAR.

#### **6.11 Reserved**

#### **6.12 University Information Technologies**

Note: The following section is being updated on a continuing basis as the organization changes. More current information is at: US:IT

##### **6.12.1 Information Technologies (IT) at the University of Maine**

Information Technologies is undergoing a reorganization as responsibilities shift from the University of Maine to University Services – Information Technologies administered by the University of Maine System. The Computer Connection and the Repair Center are administered by Auxiliary Services at the University of Maine.

The Department of Information Technologies (IT) works closely with faculty, students, and staff to plan and implement facilities to ensure the University's technological infrastructure. At the University of Maine, IT encompasses a variety of functions. Those related to computers include networking services, public clusters, and the Computer Connection, the Help Center., the Center for Innovation in Teaching and Learning, and the Repair Center. Audio Visual Services, Video Production Technical Services, Training and Education Services, and Telecommunications Services also fall under IT's mission. IT at UMaine provides information on First Class, Antivirus, Blackboard, @maine.edu, wireless network and Passwords. <http://www.umaine.edu/it/>

##### **6.12.2 First Class**

FirstClass offers campus-wide Macintosh and Windows point and click interface, personal e-mail, public and private electronic conferencing and discussion groups, Netnews and ListServ subscription services, online chatting with other users, and localized user support and training. Information on FirstClass is available at <http://www.umaine.edu/it/services/descriptions/firstclass-email.php> and <http://www.umaine.edu/it/software/firstclass/>

##### **6.12.3 Computer Connection**

The Computer Connection (581-2580) is the campus computer store. Low-cost computer equipment and peripherals are available to the campus community. Computer Connection is located in the



bookstore of the Memorial Union. <https://www.umaine.edu/computerconnection/>.

#### 6.12.4 Help Center

The Help Center (581-2506) provides personal, e-mail, and telephone consultation on operating system, network connection, and common software problems for personal computers and peripherals. It also provides limited on-site support for software configuration problems and resources and assistance in use of specialized graphics processing equipment. See <http://www.umaine.edu/it/helpcenter/>

#### 6.12.5 Computer Repair Center

The personal computer and peripherals Repair Center (581-3282) provides bench-based, on-site repair and warranty support services for the campus and the Computer Connection at reasonable prices. Further information is available online at <http://www.umaine.edu/it/divisions/repair/>.

#### 6.12.6 Other Information Technologies Services

The Information Technologies web site <http://www.umaine.edu/it/services/> gives further information on other services the department offers including audiovisual and video services, networking, telecommunications, equipped classrooms, and workshops and seminars.

### 6.13 Fogler Library

The Raymond H. Fogler Library is the largest library in the state. Library collections are available online at <http://www.library.umaine.edu/>.

#### 6.13.1 URSUS

URSUS is the online catalog ([http://www.library.umaine.edu/default\\_ursus.asp](http://www.library.umaine.edu/default_ursus.asp)) of the University of Maine System libraries and other participating libraries, such as the Maine State Law and Legislative Reference Library and Bangor Public Library. URSUS contains directories of the majority of print and non-print materials, including books, serials, microforms, sound recordings, maps, government documents, and other audiovisual formats. Combined collections total over one million bibliographic records and over two million volumes. URSUS provides location and status information and a bibliographic description of each item.

#### 6.13.2 Mariner

Mariner, with URL <http://libraries.maine.edu/mariner/>, is the gateway to electronic information created and maintained at the seven campuses of the University of Maine System Libraries. It provides access to Web sites and other online resources available through the UMS Libraries, the Maine State Library, Bangor Public Library, and the Maine State Law and Legislative Reference Library.

#### 6.13.3 Library Checkout Privileges

Fogler Library is open for use to members of the university community and the public. Checkout privileges are reserved for students, faculty, and staff of the University of Maine System and Maine residents who apply for courtesy borrowing. The MaineCard is required for checkout; it must be linked to the library database to be valid. The Circulation desk at the library desk activates the MaineCard for first-time checkout of library materials. Faculty may check out most books for a semester; renewal is required to hold material longer than the initial period.

#### 6.13.4 Interlibrary Loan

Items not held by Fogler Library are available through Interlibrary Loan. Services are limited to University of Maine faculty, staff, students, and corporate/research cardholders. Request forms may be submitted electronically, in person, or by mail.

Fogler Library now distributes a weekly newsletter via email to faculty. Anyone wishing not to receive this mailing may request that it not be sent. The Newsletter contains weekly items of interest to faculty members, updates on acquisitions or budget, and other items.

## 6.14 Recycling

Paper is the number one recyclable material generated in offices and classrooms campus-wide. Each office and classroom has one or more blue or green "Paper Only" recycling bins. All paper products are collected in the paper recycling bins. For additional information about recycling on campus see <http://umaine.edu/ofm/campus-services/recycling/>.

## 6.15 Presidential Achievement Awards

The President of the University of Maine recognizes faculty for outstanding and distinguished service. Three achievement awards may be given each academic year to faculty or professional staff. Each awardee receives a medallion and \$1500 at the Honors Convocation. Faculty or professional staff who receive a medallion may wear it at all official functions of the University. <https://umaine.edu/provost/awards-recognitions/>

### 6.15.1 Presidential Research and Creative Achievement Award

A faculty member who has attained distinction in research or creative achievement may receive this annual award. During the spring semester, the Office of Research and Sponsored Programs solicits nominations. The Faculty Research Funds Committee reviews them and then makes recommendations to the President.

### 6.15.2 Presidential Outstanding Teaching Award

A tenured University of Maine faculty member who has demonstrated outstanding commitment to and ability in teaching, while maintaining a commitment to scholarship and public service may receive this annual award. The Provost solicits nominations during the spring semester. A committee of faculty, students, and administrators reviews the nominations and then makes recommendations to the President.

### 6.15.3 Presidential Public Service Achievement Award

A faculty or professional staff member who has demonstrated distinguished public service may receive this annual award. During the spring semester, the Provost solicits nominations. A committee of faculty and professional representatives screens the nominations and then makes recommendations to the President.

## 6.16 Teaching Services

### 6.16.1 Center for Excellence in Teaching and Assessment

The Center for Excellence in Teaching and Assessment, 229 Alumni Hall, is a resource for faculty. Its mission is to foster excellence in teaching and learning at the University of Maine. <http://www.umaine.edu/teaching/>

### 6.16.2 Center for Innovation in Teaching and Learning

The Center for Innovation in Teaching and Learning (581-3333) is a help center specifically for supporting faculty who wish to integrate technology into their courses. It provides several high-end workstations and a staff to work with faculty. Seminars and grants are offered through the Center to assist faculty in completing technology projects. Online information is available at <http://www.umaine.edu/citl/>.

### 6.16.3 Advance Rising Tide Center

Provide support for effective policies, programs, and professional development opportunities aimed at the recruitment, retention, and advancement of women faculty.

Share this:







[Apply](#)

[Student Resources](#)

[Nondiscrimination notice](#)

[Clery Safety and Security Report](#)

[COVID-19 Risk Statement](#)

[Emergency](#)

University of Maine | Orono, ME 04469 | 207.581.1865



# Faculty Senate

Home About Us Constitution Bylaws Faculty Handbook Meeting Dates Senate Structure Senate Membership Roster 2020/2021

Home

About Us

Constitution

Bylaws

Faculty Handbook

Meeting Dates

Senate Structure

Senate Membership Roster 2020/2021

Faculty Senate Members By College

Senate Committees

Motions Passed

Senate Minutes

Documents

Senate History

## Revision History

Following is the revision history for the UMaine Faculty Handbook.

### INITIAL APPROVAL

The initial copy of this version of the faculty handbook was approved by [Faculty Senate Motion of April 2003](#). The administration did not respond to the communicated motion of the faculty Faculty Senate and therefore it took effect 30 days after the motion as set forth in the Constitution and Bylaws of the Senate.

### SUBSEQUENT REVISIONS THROUGH FACULTY SENATE MOTIONS

Action	Date Adopted
Adoption of Handbook (motion: 48 in favor, one abstention)	April 16, 2003
Resolution concerning Process for Updating the Faculty Handbook (resolution)	January 20, 2014
Motion to Number the Sections of the Faculty Handbook (motion)	January 20, 2014
Motion to Create a Chapter of the Faculty Handbook Devoted to Research and Scholarly Activity (motion)	January 20, 2014
Motion to Modify the Preamble to the Faculty Handbook (motion)	February 26, 2014
Motion to Modify the Research and Scholarship at UMaine section of the Faculty Handbook (motion)	February 26, 2014
Motion to Revise the Wording of Sections 2.1 and 2.1 of Handbook (Motion), (Old Text)	April 2, 2014
Motion to Update the Sections of the Handbook Numbered 2.5, 2.6 and 3.1 through 3.8 (Motion) (Old Text)	April 30, 2014
Motion to Accept Faculty Handbook Section 3.6.9 (Motion)	April 30, 2014



Note: All Faculty Senate votes to adopt a section are unanimous unless noted otherwise.

Share this:



**Faculty Senate**  
205 East Annex  
Orono, Me 04468

Tel: 207.581.1167  
Fax: 207.581.2640  
kjunkins@maine.edu



[Apply](#)

[Student Resources](#)

[Nondiscrimination notice](#)

[Clery Safety and Security Report](#)

[COVID-19 Risk Statement](#)

[Emergency](#)

University of Maine | Orono, ME 04469 | 207.581.1865

