

**1.0 Governance  
and  
Organizational Structure**

## *Governance and Organizational Structure*

### **1.1 The Statewide System of Higher Education**

The seven-campus, statewide University of Maine system was created in 1968. Campuses are located in Augusta, Farmington, Fort Kent, Machias, Orono, Presque Isle, and Portland and Gorham (University of Southern Maine).

The chief administrative officer of the University is the Chancellor. Each campus has its own President who is responsible to the Chancellor and Board of Trustees.

#### *Administration of the Statewide System*

##### *The Board of Trustees*

The Board of Trustees is entrusted by law with the responsibility for the overall operation, maintenance, and supervision of the University of Maine, with its several campuses, of which Orono is the largest. Members are appointed by the Governor of the State for seven-year terms on a staggered basis. The Commissioner of Education is a member of the Board, ex officio.

##### *The Chancellor*

The Chancellor is the chief executive officer of the University of Maine system and administers the overall affairs of the University. The Chancellor serves at the pleasure of the Board of Trustees.

##### *Administrative Council*

The Administrative Council is composed of the Presidents of the seven campuses who meet regularly with the Chancellor on matters relating to the governance of the University.

### **1.2 Origin and Present Status of the University**

The University of Maine at Orono was established as the Maine State College of Agriculture and the Mechanic Arts under the provisions of the Morrill Act, approved by President Abraham Lincoln in 1862. The next year the State of Maine accepted the conditions of the Act, and in 1865 created a corporation to administer the affairs of the College. In 1897 the original name changed to the University of Maine.

The institution opened September 21, 1868 with twelve students and two faculty members. By 1871, curricula had been organized in Agriculture, Civil Engineering, Mechanical Engineering, and electives. From these courses of study there gradually developed the Colleges of Life Sciences and Agriculture (later to include the School of Forest Resources and the School of Human Development), Engineering and Science, and Arts and Sciences. The School of Education was established in 1930 and received college status in 1958. The School of Business Administration was formed in 1958 and was granted college status in 1965. The Bangor Community College, located near Bangor International Airport, was formed in 1974. The School of Forest Resources, established in 1958, was granted college status in 1982. Women have been admitted into all curricula since 1872.

The Maine Agricultural Experiment Station was founded as a division of the University in 1887. In 1912 the Maine Cooperative Extension Service, which offers field educational programs for both adults and youth, was started.

Graduate instruction has been given by various departments for many years. The first master's degree was conferred in 1881; the first doctor's degree, in 1960. Since 1923 there has been a separate graduate school. The Summer Session as a separate entity dates from 1902. A Continuing Education Division offers evening and Saturday courses from the curricula. The Conferences and Institutes Division offers non-credit courses of general adult interest.

In addition to its land-grant status, the University of Maine at Orono was awarded Sea Grant standing in 1980, under the National Sea Grant Program established by Congress in 1966.

### **1.3 Administrative Officers**

#### *The President*

The President is the chief executive officer and official spokesperson for the University of Maine at Orono. (S)He is responsible for the day to day operation, development and administration of the campus as delegated by the Chancellor and the Board of Trustees. The President reports to the Chancellor and the Board of Trustees.

#### *Vice President for Academic Affairs*

The Vice President for Academic Affairs is the chief academic officer of the University of Maine at Orono. This vice president works with deans, directors, and various groups of faculty members to establish and implement the broad educational objectives and programs of the institution.

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Units reporting to the Vice President for Academic Affairs are the seven Colleges, Graduate School, Continuing Education Division and Summer Session, University Libraries, Canadian-American Center, Cooperative Education/Field Experience, Honors Program, Instructional Systems Center and Registrar.

In the absence of the President, the Vice President for Academic Affairs serves as the chief executive officer of the University of Maine at Orono.

### *Vice President for Finance and Administration*

The Vice President for Finance and Administration is the chief executive officer of the University of Maine at Orono for financial and non-academic administrative affairs. This vice president coordinates all business and financial affairs and is responsible for the administration of Employee Relations, Physical Plant, Police and Safety, Public Information and Central Services and the Business Manager's functions. In the absence of the President and the Vice President for Academic Affairs, the Vice President for Finance and Administration serves as the chief executive officer of the University of Maine at Orono.

### *Vice President for Research and Public Service*

The Vice President for Research and Public Service is responsible for the organized research and public service functions of the University of Maine at Orono. These include the Bureau of Labor Education, Bureau of Public Administration, Center for Marine Studies, Conferences and Institutes Division, Cooperative Extension Service, Department of Industrial Cooperation, Laboratory for Surface Science and Technology, Land and Water Resources Center, Maine Agricultural Experiment Station, Project on Balanced Growth, Pulp and Paper Foundation, Institute for Quaternary Studies, Social Science Research Institute, and the Sponsored Programs Division.

### *Vice President for Student Affairs*

The Vice President for Student Affairs is responsible for the coordination and administration of all services for the benefit of the student body, including the Admissions Office, Career Planning and Placement, Counseling Center, the Office of the Dean of Student Affairs, Health Center, Memorial Union, Onward Program, Residential Life, Testing and Research Office, Student Activities and Organizations, Student Aid, and Student Services at Bangor Community College.

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### **1.4 Administration of the Colleges**

The executive officers of the faculties of instruction are the Deans of the seven colleges. These officers are responsible to the Vice President for Academic Affairs. Department chairpersons and directors of schools, if the college is divided into such units, are responsible to their respective deans. Members of the faculties of investigation and extension in the College of Life Sciences and Agriculture are responsible to the chairpersons of the departments or the directors of the schools to which they are attached. Faculty members in the Cooperative Extension Service not assigned to departments or schools are responsible to the Director of the Cooperative Extension Service, who reports to the Vice President for Research and Public Service. The Dean of the College of Life Sciences and Agriculture also serves as Director of the Maine Agricultural Experiment Station. The Dean of the College of Engineering and Science serves as the Director of the Technology Experiment Station.

#### *The Academic Deans*

Each of the colleges of the University of Maine at Orono is administered by a dean who is responsible to the Vice President for Academic Affairs. The duties of an academic dean include 1) supervising personnel, with special responsibility for recommending appointments and promotions consistent with policies governing appointment, promotion, and tenure; 2) preparing a budget and supervising expenditures with the assistance of departmental chairpersons in those units which are departmentally organized; 3) planning for and supervising the physical plant allocated to the unit; 4) presiding at faculty meetings of the unit and, with faculty, developing the policies and the curriculum of the unit within overall University policy; 5) making an annual report to the President and others whenever called upon.

#### *Policy on Department Chairpersons*

The chief administrative officer of a department is the chairperson. The term of the chairperson shall be three, four, or five years as determined by the department. Normally a chairperson shall serve no more than two consecutive terms. However, if a chairperson is appointed from outside the university, the first two years shall be considered probationary. Early in the second year the dean shall request that the department vote whether or not to recommend extension of this appointment to the full term. The dean will notify the incumbent

*Associate to the President and Executive Director of Planning and Public Affairs*

The Associate to the President and Executive Director of Planning and Public Affairs is responsible to and acts with the delegated authority of the President for a wide range of activities in accord with the latter's broad executive responsibilities. This includes working as a liaison with the University's various constituencies both on and off campus; coordinating the public affairs activities of the University; serving as the President's representative for relationships with the General Alumni Association and the UMO Foundation; and overseeing the administrative operations of the Department of Physical Education and Athletics. In addition, the Associate to the President and Executive Director of Planning and Public Affairs is actively involved in all aspects of institutional planning and policy analysis, and administers the Office of Policy Analysis and Planning and the Office of Institutional Research.

*Director of Development*

The Director of Development is responsible to the President for the coordination and direction of efforts designed to increase the level of interest and financial support by individuals and groups for the institution, especially from private sources. The Director of Development serves as Secretary of the UMO Development Council. With this organization, he/she works to maintain liaison with friends, alumni, foundations, the business community, and other sources of support for the institution, and maintains close relationships with other groups interested in UMO, e.g., General Alumni Association, Pulp and Paper Foundation, and 4-H Club Foundation.

*Director of Equal Opportunity*

The Director of Equal Opportunity is responsible to the President for monitoring the implementation of the Affirmative Action Plan and compliance with sections 503 and 504 of the Rehabilitation Act of 1973 and compliance with Title IX of the Education Acts of 1972. This director is concerned with issues relating to the provision of equal opportunity for all employees and students, regardless of their race, color, national origin, religion, sex, marital status, or disability. The Director of Equal Opportunity also develops special support programs for women, minorities, and the disabled.

*Director of Physical Education and Athletics*

The Director of Physical Education and Athletics is responsible to the President for the coordination and direction of the University's intercollegiate athletic program, recreational and intramural sports activities, and the elective physical education program.

promptly of the department's recommendation. If the vote is affirmative, and if the department's recommendation is accepted by the president, the incumbent continues to serve out the full first term and may then stand for a second. If the affirmative recommendation of the department is not accepted by the President, or if the vote is negative, an immediate review shall be initiated using the procedure set forth in the section entitled 'Selection of Department Chairpersons'. If confirmed by this review process, the incumbent will serve out the remainder of the term.

#### *Selection of Department Chairpersons*

Early in the final year of the chairperson's term, the dean of the college shall assume responsibility for establishing an *ad hoc* selection committee of no fewer than five faculty members. The dean will chair this committee but will have no vote. In departments having three or more tenured faculty members, the faculty of the department shall elect to the committee three members, at least two of whom shall be tenured, and shall notify the dean of the election. The dean will appoint from related disciplines two members of the committee. In departments having fewer than three tenured faculty members, the dean will, with the agreement of the departmental faculty, appoint the necessary number of committee members from related disciplines.

The committee will consider the merits of reappointing the incumbent chairperson and of seeking new candidates for the chairperson's position. If the committee decides to choose new candidates, it will 1) actively solicit applicants for the position; 2) review credentials of all applicants; 3) select those persons to be interviewed; 4) participate in interviews; 5) insure that persons interviewed are given an opportunity to meet with faculty members of the department; and 6) recommend the candidates considered most suitable for the position.

At a departmental faculty meeting called expressly for the purpose, the committee will meet with the faculty of the department to announce its tentative recommendations. The committee will invite from the faculty expressions concerning its recommendations. Following this departmental faculty meeting, the committee will make its final decision and notify the dean and the faculty of the department of its nomination. The dean will then either recommend the appointment of the nominee or veto the committee choice. Should he or she elect the latter course and the committee not propose an acceptable alternate, the matter shall be referred to a committee consisting of the Vice President for Academic Affairs, the dean, and a representative of the department selected by the department. This committee shall take such action as is necessary. The college may substitute other procedures to accomplish the basic purposes of this section by a majority vote of the faculty.

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### *Selection of Department Chairpersons in the College of Engineering and Science*

Early in the final year of a chairperson's term, the dean of the College shall meet individually with all members of the department to discuss and consider the merits of reappointment of the incumbent chairperson. The dean shall then meet with the department, the incumbent chairperson excepted, to present his or her evaluation for their criticism and discussion. After this meeting, the dean shall notify first the incumbent chairperson and then the department of his or her decision to reappoint or not to reappoint. If members of a department are not satisfied with the dean's decision, they should refer the matter to the Vice President for Academic Affairs.

If the decision is not to reappoint, the dean shall establish a selection committee consisting of five faculty members and the dean as chair. In departments having three or more tenured faculty members, the faculty of the department shall elect three members to this committee, at least two of whom shall be tenured, and shall notify the dean of the selection. The dean will appoint two members to the committee from related disciplines.

The selection committee shall (1) actively solicit applicants for the position from within the university and from the outside; (2) review credentials of all applicants; (3) select those persons to be interviewed; (4) participate in interviews; (5) insure that persons interviewed are given an opportunity to meet with faculty members of the department; and (6) recommend the candidate(s) considered most suitable for the position. At a departmental faculty meeting called expressly for the purpose, the committee will meet with the faculty of the department to announce its tentative recommendation(s). The committee will invite faculty reaction to its recommendation. Following this departmental faculty meeting, the dean will make his or her decision and notify the faculty of the department of his or her recommendation. Should the recommendation be not acceptable to members of a department, they should refer the matter to the Vice President for Academic Affairs.

### *Functions of the Chairperson*

Sitting as a committee of the whole, all full-time departmental members shall determine the academic philosophy of a department and the broad outline of the curriculum needed to implement that philosophy. The chairperson shall be responsible for the general conduct of departmental affairs, and shall have authority for all decisions concerning such affairs. The chairperson shall be advised by a Policy Advisory Committee organized as determined by the tenured members and in such a manner as to reflect the special characteristics of the



department. The Policy Advisory Committee shall be concerned with all matters pertaining to appointment and non-appointment, promotion and tenure, resource allocation, and all other matters relative to the successful implementation of the department's educational and scholarly objectives. Should the Policy Advisory Committee feel that its advice and judgment are not given adequate hearing by the chairperson, it shall have the right to bring the matter to the attention of the appropriate dean and the Vice President for Academic Affairs. The department may organize such other committees as it shall deem necessary.

## **1.5 Committee Structure**

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### **University of Maine at Orono**

#### *The President's Cabinet*

The President's Cabinet includes the President, the Vice Presidents, the Associate to the President, Director of Budget, and Special Assistant to the President. This Cabinet considers matters of campus-wide concern and jointly addresses concerns relevant to the areas of responsibility of its members. The President's Cabinet meets weekly.

#### *The Deans' Council*

The Deans' Council includes the Vice President for Academic Affairs, all Academic Deans, the Director of Continuing Education, and the Associate to the President. This Council is advisory to the Vice President for Academic Affairs; moreover, it provides a forum for the exchange of information and ideas relevant to those areas for which its members have responsibility. The Deans' Council meets bimonthly.

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## **1.6 Delegation of Administrative Responsibility**

All administrative officials should delegate responsibility when they are absent from the campus for periods of 48 hours or longer.

## **1.7 Extra Departmental Units**

An Extra Departmental Unit is defined as an administrative unit involved in teaching, research, or public service or a combination of these, but one that differs from a traditional department in that it commonly has a multi-disciplinary staff and does not have academic courses attached directly to it, and meets a need not normally assumed by a department.

An Extra Departmental Unit may be formed on the basis of faculty needs and common interests or it may be generated from a non-University source such as state or federal governments or private groups. An Extra Departmental Unit is established by presidential approval.

## **1.8 Organizational Chart**

See fold out on next page.

## **1.9 Divisions of the University**

### **1.9.1 Academic Affairs**

The Academic Affairs division includes the Colleges of Arts and Sciences, Bangor Community College, Business Administration, Education, Engineering and Science, Forest Resources, and Life Sciences and Agriculture. Each college is under the supervision of a dean who is the unit's administrative head. Except for Business Administration, Education and Forest Resources, the Colleges are further subdivided into departments, each headed by a chairperson. The departments and schools of each College are listed below:

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### *Arts and Sciences*

- Anthropology
- Art
- Computer Science
- Economics
- English
- Foreign Languages and Classics
- Geological Sciences
- History
- Journalism and Broadcasting
- Mathematics
- Music
- Philosophy
- Physics
- Political Science
- Psychology
- Sociology
- Speech Communication
- Theatre/Dance
- Zoology

### *Bangor Community College*

- Business Management
- Dental Health Programs
- Developmental Studies
- General/Liberal Studies
- Human Service Programs
- Legal Support Services

### *Engineering and Science*

- Chemical Engineering
- Chemistry
- Civil Engineering
- Electrical Engineering
- Engineering Technology, School of
- Mechanical Engineering

### *Life Sciences and Agriculture*

- Agricultural Engineering
- Agricultural and Resource Economics
- Animal and Veterinary Sciences
- Botany and Plant Pathology
- Entomology

Food Science  
Human Development, School of  
Plant and Soil Sciences  
Technician Division (2 year programs)

The Vice President for Academic Affairs is also responsible for the Continuing Education Division/Summer Session, the Graduate School, the Registrar's Office, University Libraries, the Instructional Systems Center, the Canadian-American Center, Cooperative Education-Field Experience and the Honors Program. These units are described elsewhere in the handbook.

### 1.9.2 Finance and Administration

This division includes the units responsible for financial and non-academic administrative affairs.

#### *Budget and Fiscal Services*

Budget and Fiscal Services includes three major departments. (1) The Budget Office is responsible for the management of the funds allocation process and the analysis and control of expenditures. (2) The Accounting Office is responsible for the accounting and control of designated, grant and agency funds. The Chief Accountant and staff work closely with the Office of Research and Public Service, as well as principal investigators, to insure that research and other grant funds are properly accounted for. Additionally, the Accounting Office is charged with the distribution of all accounting reports to campus account managers. (3) The Business Office is responsible for the collection and management of student accounts receivable and loans receivable. Travel expense vouchers are also handled by the Business Office.

#### *Business Manager*

The Business Manager supervises the Bookstore, Purchasing Department, Telecommunications and coordinates the University's insurance programs.

#### *Chemical/Radiation/Laboratory Safety Office*

The Office of Chemical/Radiation/Laboratory Safety is responsible for the disposal of regulated hazardous and radioactive waste, monitoring laboratory workspace where hazardous materials are used, establishment of laboratory and hazardous materials safety training programs, and maintenance of records and submission of reports required by external agencies.

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### *Employee Relations*

The Office of Employee Relations includes three major divisions. The Labor Relations division represents the University of Maine at Orono in contract negotiations and is responsible for overseeing contract administration and grievance processing. The Personnel Services division includes classified employee screening and referral, clerical pool, employee benefits and payroll. Included in the Day Care Services division are the UMO Children's Center and its related programs.

### *Physical Plant*

The Physical Plant Department of the University of Maine at Orono is charged with the operation, maintenance, repair and renovation of all existing University physical facilities. It is also charged with physical plant planning, new construction management and other related responsibilities.

### *Police and Safety*

The mission of the Department of Police and Safety is to safeguard the people and property of the University community. It carries out its activities through its three major divisions: Police Services, Fire Services, and Administrative Services (including parking decals and enforcement).

### *Public Information and Central Services*

Public Information and Central Services (PICS) is the University department designated to provide news stories and promotional material to the public. It carries out its mission through three major divisions. (1) The Public Information division includes the News Bureau, Internal Publications, External Publications, Photo Service, Sports Information, Speaker's Bureau and Tour Service. (2) The Printing Office meets most of UMO's printing needs, from posters and flyers to brochures and catalogs. Photocopying is done at its Copy Center. (3) The Mail Service processes mail pertaining to official University business, including U.S. Mail and campus mail.

## 1.9.3 Research and Public Service

This division includes the organized research and public service functions of the University. The units are described below.

### *Bureau of Labor Education*

The Bureau provides short courses and conferences and sponsors research activity in areas of interest to organized and unorganized labor

personnel. Courses, seminars, and conferences are conducted at various locations throughout the State upon request and through a program recommended by an Advisory Council composed of faculty and labor leaders.

#### *Bureau of Public Administration*

The Bureau provides research and educational assistance to state and municipal elected and appointed officials. Through applied research, seminars, workshops, consultation services, and publications, the Bureau strives to improve the quality of public services provided to the citizens of Maine.

#### *Center for Marine Studies*

The Center for Marine Studies is the administrative unit for all activities relating to marine resources throughout the University system. The responsibilities of the Center are research and development, graduate education and public service. The Center is comprised of units within the University historically active in the marine area, as well as new units involved in marine resource related activities.

#### *Conferences and Institutes Division*

The Division coordinates public service courses, workshops, seminars, conferences and institutes. Space for meetings as well as overnight accommodations are arranged by the Division for groups wishing to utilize the facilities of the University.

#### *Cooperative Extension Service*

CES is an educational-informational unit representing the University, U.S. Department of Agriculture, and state and county governments. The Extension Service provides assistance and information to the people of Maine in the areas of agriculture and forestry, family living, 4-H youth development, and community resource development. Extension personnel include state and area specialists, administrative staff, and extension agents serving all areas of the state.

#### *Department of Industrial Cooperation*

The Department of Industrial Cooperation (DIC) was organized to make University personnel and laboratory facilities available to off-campus groups. It functions as a central office where requests for services of professionals at the University, and occasionally for services of experts outside the University framework, can be coordinated.

#### *Laboratory for Surface Science and Technology*

The Laboratory for Surface Science and Technology (LASST) is an interdisciplinary research organization of faculty in the colleges of Arts

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& Sciences and Engineering & Science. LASST was formed in order to take better advantage of faculty strength and experimental facilities in a field which spans Chemistry, Chemical Engineering, Electrical Engineering, Materials Science, and Physics.

Activities of LASST members include a variety of research projects, joint University-industry projects and consultation in surface-related areas, seminar programs, conferences, and attracting and recruiting high quality students to UMO graduate programs.

#### *Land and Water Resources Center*

The Land and Water Resources Center, one of fifty-four similar units located at land grant colleges throughout the United States and its territories, was established by federal law in 1964 to promote a national program of water research and development. Specific purposes are (1) to foster, administer, and conduct research responsive to the needs of Maine; (2) to disseminate information and expedite technology transfer; and (3) to support student training in disciplines related to land and water management.

In fulfilling its mission, the Center works with state and local officials to identify important land and water problems needing research; Center staff then assist faculty members in developing responsive proposals and in obtaining funding. Funded projects are often interdisciplinary, involving individuals from more than one academic department. Information and education services include sponsorship of conferences, seminars, and workshops.

#### *Maine Agricultural Experiment Station*

The Station maintains its offices and principal laboratories at Orono. The Experiment Station includes Highmoor Farm at Monmouth, Aroostook Farm at Presque Isle, Blueberry Farm at Jonesboro, the Witter Animal Science Research Center at Orono and the University Forests. In addition to the traditional areas of agricultural production, engineering, and marketing, activities include both applied and basic research relating to wildlife, human nutrition, family life, food processing, natural resource development, community services, energy, aquaculture, and basic cellular biology. Advisory committees from industry groups and special interest areas help to guide the research program.

#### *Project on Balanced Growth*

The Project on Balanced Growth for Maine seeks to relate the resources of the University to the needs of the state in promoting sound economic development while protecting Maine's natural environment.



This effort involves cooperation with the private and governmental sectors relating to short-term problems as well as long-term development strategies.

#### *Pulp and Paper Foundation*

The Foundation is supported by private funding which encourages a strong teaching and research program in chemical engineering and pulp and paper technology, with a significant scholarship program available to qualified students. It encourages University of Maine at Orono students to consider paper industry technical career opportunities. Since its organization in 1952, the Foundation has awarded 1400 scholarships worth \$1.8 million. Through its committees, the Foundation encourages and supports University teaching, research and public service activities related to the paper and supplier industries.

#### *Institute for Quaternary Studies*

The Institute for Quaternary Studies was established to facilitate teaching and research on the Quaternary Period, the most recent in the earth's history. The interdisciplinary institute is staffed by members of the Departments of Anthropology, Botany and Plant Pathology, Geological Sciences, and Zoology. It is not a formal academic department, but it serves to organize and promote interdepartmental teaching and research related to Quaternary Studies.

#### *Social Science Research Institute*

SSRI encourages, facilitates, and coordinates faculty research in the social and behavioral sciences and provides research and problem-solving services to public and private sector groups in communities, the state, and the nation. SSRI offers services in research design, data collection (including state-wide personal and telephone sample surveys), data preparation, computer programming, statistical analysis, and editorial assistance. SSRI maintains a social science data library and organizes workshops and seminars for social science research users and providers.

#### *Sponsored Programs Division*

The Division was established to furnish support services to faculty and staff engaged in sponsored activities. The staff of the Division maintains information on sources of extramural support, the priorities of granting institutions (both public and private), and the current guidelines and program announcements for federal and state agencies. Annual reports for the major foundations are also available for review. The staff is prepared to offer assistance in preliminary stages of proposal development by suggesting sources of funds, reviewing and editing proposals, analyzing budgets and providing clerical support. The division also assists with project management.

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### 1.9.4 Student Affairs

The Student Affairs division coordinates and administers services benefiting the student body. Units and services included in this division are listed below.

#### *Admissions*

The department is charged with the responsibility of recruiting and administering the academic admissions policies for freshman and transfer degree candidates. Working cooperatively with the academic deans' offices, the department also is responsible for students seeking readmission to degree status and those seeking special student status.

Special requirements for admission include a pre-admission conference for BCC applicants and auditions for music candidates.

#### *Career Planning and Placement*

The Office of Career Planning and Placement offers a comprehensive program of career planning to all students and alumni. Students may explore career fields, job search techniques and issues of self-assessment in individual or group meetings with one of the career counselors. Counselors are actively involved in outreach programming in residence halls, classes and organizations on campus and conduct a career day program biannually. An extensive career library including both written and audio-visual material is maintained. Summer and post-graduate job placement services are provided in business, industrial, government and education fields. Weekly job lists are available to keep registrants informed of current job opportunities, on-campus interview opportunities and anticipated career programs.

#### *Counseling Center*

The Center provides assistance to students with concerns involving choice of major or vocation, study problems and related academic difficulties, relationship difficulties, all types of emotional conflicts, and questions and problems involving sexuality, drugs and/or alcohol. Opportunities are also provided for students who want to become better acquainted with themselves.

Counseling and psychotherapy, psychiatric evaluation, psychological and vocational testing, self-improvement programs, structural groups, a library of college catalogs and occupational literature, and a terminal to receive computerized output of data on educational and occupational information are among the services available at the Counseling Center. Services of the Counseling Center are confidential.

### *Dean of Student Affairs*

The staff works closely with individual students and student groups in a variety of ways, helping them solve problems relative to their personal, social, and academic concerns. They act as a resource to Student Government and other student organizations, assist students in the development and evaluation of student life policies, and serve in an ombudsman capacity by working with students to speed up the administrative problem-solving process. Staff members also conduct exit interviews with students who are considering withdrawal from the University. In addition, the Office provides the following specific programs:

- Center for Student Services at Bangor Community College
- Commuter Affairs Resources (C.A.R.)
- Discipline/Diversion Program
- Franco-American Program
- Indian Programs and Services
- International Student Office
- Memorial Union
- Student Activities and Organizations
- New Student Orientation
- Non-Traditional (Older) Students Program
- Parents and Friends Association

### *Health Center*

The Health Center offers care to all students except tuition-waived employees. Its primary mission is to prevent illness, or minimize its impact on a student's academic performance. Services include primary care of illnesses, prevention programs, specialty clinics, lab, x-ray, pharmacy, and on-campus hospitalization. A pre-paid health fee option covers most ambulatory services offered at the Health Center. Insurance is available to cover hospitalization. Faculty and staff are seen only in emergency situations.

### *Onward*

The Onward Program provides special services for disadvantaged students. Many are students who were unable to gain admission through the normal admissions process. The majority of the students who receive services from the office are students from minority groups, the physically handicapped, or other students who find themselves in some unique situation and in need of assistance. Many students come to the program through Upward Bound, Vocational Rehabilitation, AFDC, or other state or federal programs. The Onward Program provides such services as academic counseling and advising, personal and group counseling, academic tutoring, financial aid advice, and advocacy of various types. Any student who feels he/she has a unique need should contact the office.

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### *Residential Life*

Residential Life provides services to students living in its six residential complexes, each consisting of a dining commons and three to six halls with varying life styles including co-ed, single sex dorms, and cooperatives. Programs are provided to supplement the student's classroom education and to meet their cultural, educational and recreational needs. These include: tutoring, craft center, graduate center, student stores and snack bars, plant rooms, weight rooms, tape center, automotive tool co-op, darkrooms, sewing rooms, and guest lectures. Staff provide programs and counseling and referral services to aid in the student's learning process. Faculty are involved in Residential Life programs including Living-Learning programs and the Faculty-In-Residence program. Faculty also serve as advisors to Dormitory Activity Boards.

### *Residence Hall Eligibility*

To be eligible to live in a residence hall, a student must be actively engaged in completing a minimum of twelve semester hours of work. Any exceptions to this regulation must be approved by the student's academic dean and the Vice President for Student Affairs. Graduate students who are enrolled in full-time study for the academic year have the privilege of residing in the University facilities provided for them.

It is understood that these policies do not apply to special students or to CED students. All other Residential Life policies, as well as Residential Life programs and administrative structure, are included in 'Lifelines--A Guide for Students Living in Residence Halls'.

### *Student Aid*

The Office of Student Aid provides financial aid information and resources to students to assist in their access to, and continued enrollment in, the University. Staff provide student advising services in the areas of educational expenses, assistance programs available, application procedures for assistance and money management counseling. The types of assistance programs available include loan, grant, scholarship and student employment opportunities. All programs are described in the University's Financial Aid Brochure published annually. The deadline date for filing for financial aid is March 1.

### *Testing and Research*

The Office of Testing and Research administers various standardized testing programs required for graduate and professional school admission and the College Level Examination Program (CLEP).

The office also conducts research projects designed to improve the educational experiences of our students.

#### *Resources for Students with Problems*

Within our campus community, pressures arise from many factors: anxiety about grades and the fear of failure, personal isolation and alienation, family and financial problems, concern about one's future, and other adjustment problems.

The University and the community provide many resources for assistance with such problems. However, it has been the experience within Student Affairs that many persons need encouragement and help in seeking assistance and in identifying and reaching appropriate services.

We would encourage you to be particularly aware of students exhibiting changes from their usual behavior, signs of stress, or indications of depression. In such situations, the following offices should be contacted:

*Counseling Center* - The Counseling Center maintains offices in Fernald Hall, the Cutler Health Center, and the Student Union at BCC. (Contact with the Counseling Center for EMERGENCIES after 5 p.m. or on weekends is made through the Cutler Health Center.

*Cutler Health Center* - Orono.

*Office of the Dean of Student Affairs* - 201 Fernald Hall, Orono; Student Union, BCC.

*Police and Safety* - College Avenue, Orono, and BCC.

Should you have any questions about appropriate services, contact the Office of the Dean of Student Affairs, Orono.

#### *Student Government*

The activities of student government at Orono are directed by an elected president and vice president who appoint and coordinate a diverse administrative staff. There are seven governing boards, many committees, and other divisions representing the needs of students and promoting student rights.

The Student Government receives monies from the student activity fee. The Student Government Cabinet, as an advisory body, assists in budget matters and in disbursing those funds to groups and interests requesting assistance.

The General Student Senate is the legislative unit of the Student Government and is under the leadership of the vice president. Its key

role is expressing student opinions and needs to University administration, the Chancellor, national student organizations, and the entire state. The eight Boards that help make up the Student Government are the Student Services Board, Student Entertainment and Activities Board, the Graduate Student Board, the Off-Campus Board, the University of Maine Fraternity Board, the Interdormitory Board, Student Legal Services Board, and Panhellenic Board. All Board chairpersons hold seats in the Cabinet of the Student Government. All Student Government committees and meetings are open to all students, as is membership on those committees.