

2.0 The Academic Staff

2.1 The Faculty Defined

The faculty of the University of Maine at Orono includes the faculty of instruction, the faculties of investigation of the Maine Agricultural Experiment Station and of the Maine Technological Experiment Station, the Faculty of the Cooperative Extension Service, and such other persons as the President may designate. Depending upon the organization of the College, each faculty member may or may not be attached to an academic department in a college. The Graduate faculty is a single body made up of designated members of the other faculties and constitutes a separate body, not attached to a single college, under the Dean of the Graduate School.

2.2 Academic Titles and Criteria for Rank

The faculty of instruction has adopted a rank system with established criteria for each rank. In addition to the rank titles of instructor, assistant professor, associate professor, and professor, certain modified titles may be used. The qualifiers Visiting, Acting, Temporary, Cooperating and Special may be affixed to the regular rank titles as required. Individuals holding such qualified titles are not eligible for tenure except under unusual circumstances. The precise terms of such arrangements must be clearly stated in writing and must be approved by the President, upon recommendation of the appropriate dean and the Vice President for Academic Affairs.

Although the titles of the faculty of instruction at the Bangor Community College and in the School of Engineering Technology of the College of Engineering and Science at Orono are essentially the same as the titles of the other faculty on the Orono campus, there are differences in mission of these two units. Similarly, the criteria for each rank differ somewhat from the other faculty teaching on the Orono campus. For the criteria of ranks for the faculty of instruction in these two units, consult the separate sections of this handbook.

The formal criteria outlined below should not prevent the hiring or promoting of the exceptional individual who possesses unusual talents. The controlling factor should be the long-range welfare of the University as it strives to fulfill its mission. The exceptional case, however, should be carefully scrutinized, and the exceptional characteristics fully documented.

2.3 Criteria for Regular Academic Titles at Orono

Instructor

Instructors are appointed on an annual basis, and the appointment will be temporary unless the individual demonstrates qualities desired in professorial ranks and there are openings in such ranks to which he or she can be promoted. A decision as to whether an instructor can ultimately be promoted and granted tenure should be reached within five years. It must be made by the end of the sixth year of probationary status. An instructor, except in unusual circumstances, should either hold a Master's degree or should be working toward an advanced degree. Tenure will not be granted at the instructor rank.

Assistant Professor

Appointment or promotion to the rank of assistant professor presumes that the individual possesses potentiality which, when developed further, will merit promotion in rank or the granting of tenure. The individual must have advanced training and a demonstrated interest in maintaining and improving his or her professional competence. Except in unusual cases, the assistant professor, whose duties include teaching upper division courses, should have the highest earned degree traditional to the discipline or should have made substantial progress toward its attainment. The initial appointment of an assistant professor from outside the University is for one year. Reappointment shall be made for a second one-year appointment. Further reappointment may be for a one or two-year term, repeatable providing the probationary period, including any credit for prior service, does not exceed seven years. Tenure will not ordinarily be granted at the assistant professor level.

Associate Professor

The associate professor shall normally hold the highest earned degree traditional to the discipline, or should have had professional experience of an equivalent nature. An individual holding the rank of associate professor must have demonstrated creative performance in those areas required by the mission of the unit to which he or she belongs. The associate professor must show high promise for continued development. Appointment to the rank of associate professor from within the University is accompanied by the granting of tenure. Appointment from outside is for an initial two-year probationary term. Reappointments may be for any number of one or two-year terms provided the probationary period, including any credits for prior service, does not exceed seven years.

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Professor..

The professor must have demonstrated ability and scholarship of an exceptionally high order. As a teacher he or she should show an extraordinary ability to stimulate in students a genuine desire for scholarly work. A professor should have a reputation for making creative contributions to scholarship in his or her field and, where applicable, should possess the ability to direct the research of advanced students. The professor's professional reputation among his or her peers should be more than local and should enhance the reputation of the University of Maine. Appointment to the rank of Professor from outside the University is normally for an initial two-year period, with reappointment carrying continuous tenure. In unusual cases, initial appointment may carry tenure.

2.4 Criteria for Regular Academic Titles at Bangor Community College

Instructor (BCC)

The instructor is normally appointed on an annual basis and the appointment will be temporary unless the individual possesses potential which, when developed further, will merit promotion in rank and the granting of tenure. A decision as to whether an instructor can ultimately be promoted should be reached within four years but must be reached at the end of the sixth year of probationary status. Normally, an instructor in a traditional academic discipline should hold a master's degree. Tenure is not granted at the instructor level.

Assistant Professor (BCC)

Normally, the assistant professor in a traditional academic discipline must hold a master's degree. Appointment or promotion to the rank of assistant professor must be based on demonstrated professional competence. The individual must be engaged in activities that maintain and improve his/her professional competence. Initial appointment to the rank of assistant professor from within Bangor Community College is for one year. Subsequent reappointments are for one or two year periods. In traditional academic disciplines, tenure is not ordinarily granted at the rank of assistant professor.

Associate Professor (BCC)

The associate professor in a traditional academic discipline must hold a master's degree. An individual holding the rank of associate

professor must have thorough professional competence and must have demonstrated creative performance in those areas required by the mission of the college. The individual must have produced work of demonstrated high quality that indicates continuing development.

Appointment to the rank of associate professor from within BCC is for one year. Subsequent appointments are for one or two years. Appointments from outside the institution are for an initial one-year probationary period.

Professor (BCC)

The professor must have demonstrated competence of an exceptionally high order. As a teacher the professor should show an extraordinary ability to stimulate in students a genuine desire for personal growth. The professor's professional reputation among his or her peers and the community he or she serves should enhance the reputation of Bangor Community College.

Appointment to the rank of professor from outside BCC is normally for an initial two year period, with reappointment carrying continuous tenure. In rare and extremely unusual cases, the initial appointment may carry tenure.

2.5 Criteria for Regular Academic Titles

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School of Engineering Technology

Experience in the practice of an appropriate profession is an essential requirement for appointment to the Technology faculty. Faculty members should engage in significant professional activities and must demonstrate an interest in maintaining and improving their professional competence. Individuals appointed to a professorial rank must be registered, certified, or licensed, as appropriate, to practice the profession.

The criteria differ from those for the general faculty by explicitly requiring at least three years of industrial experience (a requirement not pertaining to the general faculty) plus, normally, the master's degree for all ranks (rather than 'the highest earned degree traditional to the discipline' which is specified above the instructor rank for the general faculty).

Instructor (Engineering Technology)

Instructors are appointed on an annual basis and the appointment will be temporary unless the individual demonstrates qualities desired in

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professorial ranks and there are openings in such ranks to which the instructor can be promoted. A decision as to whether an instructor can ultimately be promoted or granted tenure should be reached within four years but must be made by the end of the sixth year of probationary status. An instructor, except in unusual circumstances, should hold a baccalaureate degree in an appropriate discipline and should have a minimum of three years experience in the practice of the profession. Tenure will not be granted at the instructor rank.

Assistant Professor (Engineering Technology)

Appointment or promotion to the rank of assistant professor presumes that the individual possesses potentialities which, when developed further, will merit promotion in rank and the granting of tenure. Except in unusual circumstances, the assistant professor should have a master's degree in an appropriate discipline or should have made substantial progress toward its attainment, and should have a minimum of three years experience in the practice of the profession.

The initial appointment of an assistant professor from outside the University is for one year. Reappointment shall be for a second one-year appointment. Following the second year, or if promotion to the rank of assistant professor has occurred from within the University without the granting of tenure, reappointment may be for any stated number of years, provided the probationary period, including credit for prior service, does not exceed seven years.

Associate Professor (Engineering Technology)

The associate professor should normally hold a master's degree in an appropriate discipline and should have a minimum of three years experience in the practice of the profession. An individual holding the rank of associate professor must have thorough professional competence and must have demonstrated creative performance in those areas required by the mission of the unit. The associate professor must show high promise for continued development.

Appointment to the rank of associate professor from within the University is accompanied by the granting of tenure. Appointment from outside is for an initial two-year probationary term. Reappointment may be for any stated number of years, provided the probationary period, including credit for prior service, does not exceed seven years.

Professor (Engineering Technology)

The professor must have demonstrated ability and professional experience of an exceptionally high order in the practice of the profession. As a teacher, the professor should show an extraordinary

ability to stimulate students. A professor should have a reputation for making creative contributions to the practice of the profession and should have a minimum of three years experience in the practice of the profession. The professor's professional reputation among peers should be more than local and should enhance the reputation of the University of Maine.

Appointment to the rank of professor from outside the University is normally for an initial two-year period, with reappointment carrying continuous tenure. In unusual cases, initial appointment may carry tenure.

2.6 Criteria for Other Academic Titles

The Graduate Assistant

Graduate assistants are graduate students employed on a part-time basis¹ to assist in teaching, laboratory instruction, or research. Graduate assistants are appointed on an annual basis and are not eligible for tenure.

Teaching Associate

The teaching associate has at least a bachelor's degree, is hired on a temporary or part-time basis, and is not currently being considered for future appointment at an instructor or higher rank. Teaching Associates are appointed on an annual basis and are not eligible for tenure.

Faculty Associate

A faculty associate contributes significant services to a college or department in the form of limited instruction, supervision, or other assistance. Faculty associates usually hold a paid appointment outside the University. However, they may in some cases receive nominal pay for their services, for example, for supervising student interns. They are not eligible to vote in faculty meetings nor to earn tenure. Appointment is on an annual basis. Do not confuse with teaching associate or research associate.

Research Associate

A research associate participates in University research actively on more than a half-time basis and has at least a bachelor's degree. The research associate is not eligible for tenure, but may be considered for appointment at a higher rank. Persons holding this rank should be able to accept responsibility for conducting a research project, although they

¹ No greater than half-time basis.

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may lack the sophistication or seniority to function as a principal investigator.

Lecturer

A lecturer is an individual whose appointment is temporary because of a limited need for his or her services. Lecturers may teach credit courses, advise students, serve on committees, and undertake other duties consistent with their qualifications. They may attend faculty meetings, but may not vote unless the appointing unit decides otherwise. Time spent as a lecturer will not count toward fulfilling a probationary period. No limit is placed on the number of reappointments, but tenure may not be granted at this rank. Appointment is on a semester or annual basis.

Cooperating Professor

Cooperating Professor (also Cooperating Assistant Professor or Cooperating Associate Professor) is a title used to identify a person holding a professional appointment at UMO in a cooperating office or agency or at another campus of the University system. The academic title is granted by a college as a courtesy. Cooperating professors are expected to meet normal academic criteria (usually an earned doctorate) and participate in the normal activities of the department, including research, public service, teaching in the instructional program, advising students, participating in program development and other appropriate committees, and attending faculty meetings in which they may vote unless the appointing unit decides otherwise.

The cooperating professor may be budgeted solely by the home unit; however, the college in which the person has academic standing will expect him or her to contribute to its programs in a significant way and to be accountable in accordance with its criteria for rank and promotions. Cooperating professors may be reappointed annually. Cooperating professorships do not carry tenure.

Visiting Scholars

Occasionally, well-qualified individuals may be granted the privilege of using University facilities for scholarly purposes. Such individuals may be designated as 'Visiting Scholars' with faculty status. Formal arrangements for the sojourn of a visiting scholar must be made in advance and must be approved by the Vice President for Academic Affairs on the recommendation of the appropriate dean, department chairperson, and the person responsible for the facilities to be used. All conditions under which the courtesies are extended must be clearly stated in writing.

Emeritus

Faculty and other professionals who retire after at least fifteen years of service to the University in the immediate past may be recommended by their deans, directors, or vice presidents for emeritus appointments. These recommendations will be carried to the Chancellor and the Board of Trustees with the recommendations of the President. Professional administrative staff may be granted emeritus titles upon recommendation by one or more responsible administrators if they have served the University for fifteen years. When the responsible administrator feels that an individual with less than fifteen years of service deserves emeritus status, he or she may recommend that an exception be made.

Persons holding emeritus titles are integral members of our University community, and as such are entitled to the following privileges: participation in academic convocations, including commencement; faculty privileges at the library; possession of a University identification card; inclusion on mailing lists; upon request, assignment of office or laboratory space for creative work, subject to its availability. Emeritus faculty may attend University and college faculty meetings, but may not vote.