

Maine Business School

Graduate School of Business

Cooperating Agreement and Operating Guidelines

Approved by USMSB faculty on 12/14/18 @ 11:15am

Approved by MBS Faculty on 12/14/18 @ 3:45pm

I. DEFINITIONS

For the purpose of this Cooperating Agreement, the following definitions apply.

1. Maine Business School (MBS): MBS consists of both the Maine Graduate School of Business and the Maine Undergraduate School of Business. Both deans report independently to the UMaine provost.
2. MBS Graduate School of Business (MBS-GSB): MBS-GSB located in Portland, Maine, is responsible for the management and delivery of all graduate business programs for the UMaine System. Programs or Courses that originate in other disciplines that utilize business courses in their curricula or have business application are not required to be part of the MBS-GSB.
3. University of Southern Maine School of Business (USMSB): USMSB located in Portland, Maine is responsible for the management and delivery of all USM undergraduate business programs.
4. Graduate Faculty: The Graduate Faculty of the MBS-GSB is comprised of the appointed faculty of MBS at the University of Maine and the appointed faculty of USMSB at the University of Southern Maine.

II. PURPOSE

This Cooperating Agreement defines the major dimensions of how the USMSB Graduate Faculty of MBS Graduate School of Business (MBS-GSB) are appointed to and participate in the governance of MBS-GSB.

This Cooperating Agreement is designed to supplement existing governing documents and policies at the University of Maine and the University of Southern Maine, including but not limited to the charters, faculty shared governance policies, faculty Senate bylaws, University committees on Academic Affairs, collective bargaining agreements and all other applicable policies and state laws. Any conflict between this document and such other faculty governing agreements is unintentional and will be addressed by the MBS-GSB faculty as such conflict becomes apparent.

III. APPOINTMENT

The process and criteria for appointment and reappointment as Graduate Faculty to MBS-GSB are as follows:

1. The University of Maine Graduate School will facilitate Graduate Faculty appointments via the Record of Qualifications form/process, at the recommendation of the Dean of MBS-GSB, via the criteria/standards noted in item III.4, for the graduate status of the eligible faculty member. Initial appointments are for a period of 5 years. Subsequent re-appointments are for a period 5 years, utilizing the criteria as noted in item III.4.
2. The Faculty of MBS can be appointed as Graduate Faculty to MBS-GSB following the process and criteria established by MBS and the University of Maine Graduate School.
3. The Faculty of USM can be categorized as eligible Graduate Faculty following the criteria established by USMSB and the Graduate Council of USM. As noted in item III.1, the University of Maine Graduate School will facilitate the process of appointment (i.e. appointment letter) as a Graduate Faculty Member to MBS-GSB.
4. The Graduate Faculty appointment categories are as follows:
 - a. Full Graduate Faculty: Full Graduate Faculty possess a PhD or other terminal degree in a business discipline or related field and hold formal faculty appointments at the University of Maine Business School or the University of Southern Maine School of Business. During the previous five years, the individual must have earned at least satisfactory teaching evaluations, and the faculty member must have produced a minimum of two refereed publications or books (including research monographs and textbooks), and two other scholarly works or non-scholarly service activities of note. Other scholarly works include additional refereed publications, non-refereed publications, book chapters, presentations at academic conferences, publications in proceedings, and services as editor or a member of an editorial board to an academic journal. Other non-scholarly services activities include serving on Boards of Directors or officer roles in charitable or academic organizations, and significant consulting work with

state, national, and international businesses, non-profit organizations, and governments.

- b. Associate Graduate Faculty: Associate Graduate Faculty possess a PhD or other terminal degree in a business discipline or related field but do not meet the requirements of Full Graduate Faculty. Associate Graduate Faculty hold formal faculty appointments at the University of Maine Business School or the University of Southern Maine School of Business. During the previous five years, the individual must have earned at least satisfactory teaching evaluations and have remained active in the field by producing a minimum of two scholarly works or non-scholarly service activities of note in the previous five years. Activities counting toward the two include: refereed publications, non-refereed publications, books, presentations at academic conferences, publications in proceedings, editorial service to an academic journal, serving on Boards of Directors or officer roles in charitable or academic organizations, and significant consulting work with state, national, and international businesses, non-profit organizations, and governments.
 - c. Graduate Instructors: Graduate Instructors have earned at least a master's degree in a business discipline or related field and hold formal, full-time appointments at the University of Maine or the University of Southern Maine. During the previous five years, the individual must have earned at least satisfactory teaching evaluations.
 - d. External Graduate Faculty: Members of the External Graduate Faculty are individuals who do not hold appointments at the University of Maine or the University of Southern Maine or are considered Part-time faculty at either institution. External faculty members must be appointed as cooperating faculty to the MBS-GSB and must meet, at minimum, the standards of a Graduate Instructor.
 - e. Emeritus Graduate Faculty: Emeritus Graduate Faculty may teach graduate classes. Appointment to this status requires that the faculty member have retired from the University of Maine or the University of Southern Maine faculty as a Graduate Faculty member in good standing, and have a record of successful engagement in graduate education as an instructor of one or more graduate classes over the preceding five years.
5. The Graduate Faculty of the MBS-GSB designated as Full Graduate Faculty, Associate Graduate Faculty, and Graduate Instructors shall have full and equal voting rights with respect to MBS-GSB curriculum and governance. They shall be referred to as Voting Members.
 6. Additional Graduate Faculty from other Schools and Universities within UMS may participate via a Multi-Institutional Graduate Faculty Group (MGFG). They shall be considered Non-Voting Members and be considered External Graduate Faculty.

IV. PARTICIPATION

The USMSB Faculty and the MBS Faculty that have been appointed as Graduate Faculty to MBS-GSB shall have full and equal voting rights with respect to MBS-GSB curriculum and governance. They shall be referred to as Voting Members.

IV.1. ARBITRATION CLAUSE

In the spirit of an equal and fair joint venture between USMSB and MBS faculty, arbitration should be used in the event of an unresolved issue that normal discussion and voting procedures cannot resolve. The arbitration process can be initiated at the request of the MBS-GSB Dean or a 2/3 majority of the representative Graduate Faculty from either MBS or USMSB. The arbitrator should be an independent third party agreed upon by the Graduate Faculty from MBS and USMSB. The decision of the arbitrator shall be binding.

IV.2 MEETINGS

Meetings of the MBS-GSB Graduate Faculty shall be held regularly to make or revise policies and practices governing the academic affairs of the School. A faculty meeting may be called by the dean or by petition of 25% of the faculty.

Reasonable means should be employed to notify all members of the faculty of the time, place and subject matter of the meeting at least 7 days in advance of said meeting.

IV.2.1. RULES OF ORDER

The proceedings of the faculty shall be guided by the latest edition of Robert's Rules of Order. If any dispute as to procedure arises, Robert's Rules will be employed to settle the procedural issue.

IV.2.2 QUORUM

A MBS-GSB Graduate Faculty meeting shall have quorum when more than 50% of the Voting Members are present. Every effort should be made to provide attendance options via distance technology, and facilitate equal representation.

IV.2.3 VOTING

1. All academic policy or changes to MBS-GSB curriculum and governance must be approved by the majority of MBS-GSB Voting Members in attendance. Every effort should be made to provide attendance options via distance technology, and facilitate equal representation.
2. Proxy votes will not be considered.

IV.2.4. AGENDA

At least 5 days prior to any regular or special meeting of the faculty, the graduate dean shall distribute an agenda for the meeting to each faculty member of the MBS-GSB. Faculty members wishing to place an item on the agenda shall submit it to the deans' office at least seven days in advance of the meeting. The agenda shall contain the full text of any policy changes to be voted on at the meeting.

IV.3. COMMITTEES

1. COORDINATING COMMITTEE

The MBS-GSB Coordinating Committee is responsible for the appointment of faculty members and/or staff to serve on graduate committees. Membership will include the MBS-GSB Dean, the USMSB Dean, and the MBS-UGSB Dean. The committee will facilitate reasonable efforts to balance membership between functional areas, rank and other relevant factors specific to the charges of the committees. Every effort should be made to have equal faculty representation from MBS and USMSB. The coordinating committee is responsible for working together to coordinate the delivery of the graduate and undergraduate programs at MBS and USMSB.

2. STEERING COMMITTEE

The MBS-GSB Steering Committee will serve in an advisory role to the MBS-GSB Dean. Among the Committee's major tasks is the management of the strategic planning process, administrative matters such as budget management, course scheduling, faculty teaching assignments, and matters of accreditation. The committee works to ensure that processes and procedures are in place to enable the MBS-GSB to achieve its mission, continue to meet AACSB accreditation standards (including Standard 5 – Faculty Sufficiency), and deliver high-quality graduate programs. As a procedural note for curriculum development and delivery, at least 50% of the delivered credit hours should be delivered via MBS faculty, per AACSB Standard 11, item E (4th bullet, under basis for judgement). The Steering Committee is comprised of the Dean, the Chair of the Graduate Curriculum and Learning Committee, the Director of the MBA Program, and up to four members of the faculty and staff appointed by the MBS-GSB dean with representation from MBS and USMSB.

3. GRADUATE CURRICULUM AND LEARNING COMMITTEE (GC&LC)

The Graduate Curriculum and Learning Committee ensures that MBS-GSB programs support the School's mission and reflects changes in the needs of students and employers. The Committee devises a formal process for planning, evaluating, and revising the graduate curriculum, and engages relevant stakeholders on an annual basis in an assessment of the opportunities for curricular innovation based on trends in the general business environment.

The Committee is responsible for reviewing admission policies for MBS-GSB and

recommending any needed changes to the faculty, as well as approving any exceptions to the standards to yield results consistent with the objective of producing high-quality graduates. The committee will consist of equal representation from MBS and USMSB Graduate Faculty. Ideally and initially the committee will have Co-chairs, filled by the HAF Faculty Fellows from MBS and USMSB. The MBA Director will serve as an ex-Officio member of the committee. In the absence of an MBA Director, the MBS-GSB Dean will serve as an ex-Officio member of the committee.

The Committee ensures that MBS-GSB has well-documented and systematic process for determining, revising, and assessing degree program learning goals. The Committee is ultimately responsible for the assessment of graduate program goals, for assuring that the assessment data is analyzed, and for implementing continuous improvement changes approved by the faculty.

A subcommittee comprised of the Dean of MBS-GSB and the GC&LC Co-chairs will conduct an annual review of courses, course evaluations, faculty activities, and other materials/mechanisms to collect the necessary data for continuous improvement activities and the annual completion of AACSB tables 15.1 and 15.2. The purpose of this review process is for programmatic continuous improvement, and it is not part of the annual review or P&T process for faculty.

IV.4 AUTHORITY

The graduate faculty shall be the policy-making body of the School with respect to curriculum. The graduate faculty, in consultation with the MBS-GSB administration, shall be the policy-making body of the School with respect to academic policies and practice, and other issues pertinent to faculty governance.

V. AMENDMENT OF THIS AGREEMENT

This Cooperating Agreement may be amended at any regular or specially called meeting of the faculty, providing that the faculty shall have been notified of the proposed amendment at the regular meeting of the school immediately preceding the meeting at which the amendment is to be considered for adoption. The amendment shall be read and discussed at a first meeting, and then voted on during a subsequent second meeting, to allow for edits and a second reading. A two-thirds majority of all members present and voting must agree to amend this agreement. The text of the amendment shall be included with the agenda of the meeting of the graduate faculty at which consideration is to occur.