Agenda

Call to Order
Welcome
Approval of Minutes
Approval of Agenda
Announcements
Report from Faculty Senate
Old Business
Committees

Standing Committees
A-Team
Curriculum Committee
Faculty Advisory Committee
Graduate Affairs Committee

Special Committees
Awards Committee
Diversity and Difference Committee

Teacher Education Coordinating Council

Faculty Tenure, Promotion and Post-Tenure Review Committee

Faculty Workload Committee

New Business (Items for Discussion)

COEHD By-Laws Revisions

COEHD Policies

COEHD Graduate Appeals Policy

COEHD Faculty Workload Policy

Other items?
MISSION STATEMENT

Theme:
Leading educational excellence through research, innovation, collaboration, and engagement.

Vision:
The University of Maine College of Education and Human Development (COEHD) will be a leader in developing knowledge and providing expertise on issues related to education and human development at a state, regional, and national level.

Mission:
Drawing on a rich tradition of excellence, the COEHD at Maine’s flagship university is committed to leading innovation in Maine’s Pre-K-12 schools, higher education institutions, and agencies that support academic, cognitive, physical, social, and emotional development. We promote effective teaching and learning, identify critical issues, conduct research, and disseminate findings. Collaborating with external partners and experts across the University of Maine, we prepare our graduates to engage in ethical conduct, reflective practice, meaningful inquiry, and data-driven decision making in order to meet the increasingly diverse needs of our state and the world in which we live.

I. PURPOSE

These By-Laws define the organization of the faculty of the COEHD. The purpose of the By-Laws is to provide a structure through which the College and its distinct professional Schools and programs can achieve their goals, and can support the educational mission of
the College, realize individual and collective professional aims, and enhance the well-being of the students and faculty of the College.

These By-Laws are grounded in the principle of shared governance, as detailed in University of Maine Shared Governance Policy (Appendix A). In the College, faculty viewpoints and expertise will directly influence institutional decisions and strategic planning. Faculty will develop, offer input, and approve academic policies that impact programs, Schools, and the College. Examples of these policies include program requirements, the elimination of programs or degrees, and admission and grading policies. In addition, as reflected in the University’s shared governance policy, faculty will have representation and a voice during budget and academic personnel decisions.

II. AUTHORITY

The faculty shall be the policy-making and legislative body of the College.

III. CONSTITUENT UNITS

The COEHD shall consist of three Schools, each headed by a Director: the School of Educational Leadership, Higher Education and Human Development, the School of Kinesiology, Physical Education and Athletic Training, and the School of Learning and Teaching. All faculty members in the COEHD shall hold an appointment in one of these three Schools; individual faculty members may be affiliated with more than one School, but all faculty members must have a home School.

IV. MEMBERSHIP

1. The faculty of the COEHD comprises individuals having one of the following appointments:

   A. regular faculty appointment (tenure-stream and nontenure-stream faculty alike);
   B. temporary/adjunct faculty appointment;
   C. cooperating faculty appointment; and
   D. honorary faculty appointment (e.g., visiting or emeritus professor).

2. Voting Faculty

   A. In College-wide meetings and elections, the voting faculty shall consist of all regular faculty (see IV.1.A).
   B. Regular faculty within each School shall determine voting privileges for matters limited to their units.
   C. A faculty member appointed in two or more units may vote only once in a College election or on a College matter.
D. Temporary faculty, cooperating faculty, and honorary faculty appointed by the COEHD shall have voice but no vote.

These voting provisions are not intended to supersede the collective bargaining agreement between the Associated Faculties of the University of Maine System (AFUM) and the Board of Trustees (BOT).

See the current COEHD Faculty and Staff Handbook for additional information regarding duties, responsibilities, and expectations of faculty.

V. MEETINGS

1. The faculty of the College shall meet at least once each semester to make or revise rules, policies, or practices governing the academic affairs of the College, to revise the COEHD Faculty and Staff Handbook, or to discuss matters relevant to the College including creation, elimination, or reorganization of programs or units. Additional meetings of the faculty may be called by the Dean, or by petition of 15% of the regular faculty.

2. Written notice of College Faculty Meetings shall be sent to all faculty at least two weeks in advance and such notice shall set forth the matters to be considered.

3. The Dean or designee shall preside at College Faculty Meetings.

4. During a College Faculty Meeting, the faculty may consider any matter related to the welfare of the faculty or the welfare of the College and any matter brought before it by a member of the faculty.

5. Legislative or policy matters may not be voted upon during the regular meeting in which they are introduced, unless they have appeared in the published agenda of that meeting. However, if a measure does not appear on the published agenda for a meeting, and if action on it is required before a special meeting can be called, the affirmative vote of two-thirds of those members present and voting shall authorize action on the measure.

6. Faculty will be provided with the minutes of each faculty meeting.

VI. QUORUM

A quorum shall consist of 50% +1 of the regular members of the faculty. The Dean’s Office shall provide a list of the regular faculty annually on September 1.

VII. RULES OF ORDER
During meetings the faculty shall be governed by the latest edition of *Robert's Rules of Order* (11th ed.), except where inconsistent with these *By-Laws*.

**VIII. ORDER OF BUSINESS**

1. Approval of Minutes
2. Approval of the Agenda
3. Announcements
4. School Reports
5. Reports of Standing Committees.
6. Reports of Special Committees.
7. Old Business.
8. New Business
9. Reports from Faculty Senators
10. Other Items

At any meeting, if needed, members may make a motion to change the order of business.

**IX. COLLEGE OFFICERS**

The Dean shall be the presiding officer at College Faculty Meetings. In the absence of the Dean, or when the Dean wishes to participate in the debate, the presiding officer shall be a member of the regular faculty designated by the Dean. For each meeting, the Dean may select a parliamentarian from the faculty. A member of the staff of the Dean's Office shall act as secretary.

**X. AGENDA**

The Dean’s Office shall prepare the agenda for College Faculty Meetings. At least two weeks prior to any regular or special meeting of the faculty, the Dean shall distribute a tentative meeting agenda to each College faculty member. Faculty members wishing to place an item on the final agenda shall submit it to the Dean's Office at least 10 days in advance of the meeting. The final agenda shall be distributed at least seven days before the meeting. The agenda shall contain the full text of any resolutions or proposed changes to the College’s *By-Laws* to be voted on at the meeting.

**XI. STANDING COMMITTEES**

Standing Committees are tasked with carrying out the functions of the COEHD. Each Standing Committee shall have its own *By-Laws*, which shall include the purpose, functions, structure, and procedures of the Committee. Elections of members of Standing Committees shall normally be held at the last School or College Faculty Meeting during the Spring semester for the upcoming academic year. At that time, faculty may also vote to continue, replace, modify, create, or disband Standing Committees.
The Dean or designee may not suspend the work of any committee, disband a committee, or change the function or purpose of a Committee without giving proper notice to faculty. Regular faculty shall vote on any such proposal and the result of the vote shall be shared with the Dean and the College at large.

Standing Committees in the COEHD shall include:

- Administrative Team (A-Team)
- Curriculum Committee
- Faculty Advisory Council (FAC)
- Graduate Affairs Committee

**Administrative Team (A-Team)**
The Administrative Team is the primary advisory group to the Dean on all matters related to the operation of the COEHD. Chaired by the Dean, its membership will include the School Directors, the Associate Deans, the Fiscal Coordinator, and any other individual appointed by the Dean.

The Dean of the COEHD has the authority, in consultation with the faculty and other administrators of the College, to establish representative groups or councils to provide recommendations to the Dean and to accomplish the work of the College. At various times, *ad hoc* committees, search committees, and other task forces may be charged by the Dean to complete specific tasks or to research and recommend action relative to specific issues.

**Curriculum Committee**
The Curriculum Committee oversees and reviews curricula, program and course changes prior to their submission to the UPCC or Graduate School. Membership in the Curriculum Committee shall consist of four elected faculty members, one from each School and one elected at-large, at least two of whom must hold full graduate faculty status. Elections to the Curriculum Committee will normally take place in the Spring semester for the upcoming academic year. The Dean, on the advice of the School Directors, may also appoint two student representatives (one undergraduate and one graduate) to the Curriculum Committee. These individuals will serve one-year terms on the Committee. The Chair of the Curriculum Committee shall be elected from and by this group; she or he shall also serve as the COEHD’s representative on the UPCC. Members of the Curriculum Committee will be elected to serve two-year terms.

**Faculty Advisory Committee (FAC)**
(See Section XII below.)

**Graduate Affairs Committee**
The Graduate Affairs Committee is responsible for reviewing program and course proposals and revisions prior to submission to the UM Graduate Board. It shall oversee graduate policies and procedures, and other matters that cross program and school boundaries, such as doctoral programs and research/foundation courses. Each graduate program will select one representative to serve on GAC. It is highly recommended that graduate programs select their program coordinators for this responsibility. Faculty members must have full-graduate faculty status. Elections to the Curriculum Committee will normally take place in the Spring semester for the upcoming academic year. The Dean, on the advice of the School Directors, may also appoint a student representative to the Graduate Affairs Committee. This individual will serve one-year terms on the Committee. The Committee will be chaired by the Associate Dean of Graduate Studies. Members of the Curriculum Committee will be elected to serve two-year terms.

The annually approved list of Standing Committees, with the description of each Standing Committee, will be included in the updated COEHD Faculty and Staff Handbook produced in the Fall Semester of the academic year.

1. Membership:

   A. The membership of each Standing Committee is designed to address the specific responsibilities of that committee, and the details of membership on each committee are outlined above.
   
   B. School Directors and College administrators are not eligible to serve on College Standing Committees, except as ex officio members.
   
   C. Faculty members on College Standing Committees serve two-year terms unless specified otherwise. Terms of student members may vary.
   
   D. When an elected committee member resigns or is removed from a committee before the completion of the term, a replacement shall be elected for a three-year term, with the year in which service begins to be counted as the first year. When a member is unable to serve because of sabbatical or other leave not to exceed one year, and wishes to return to the committee to complete the term to which the member was elected, a replacement may be elected for the interim.
   
   E. Members of Standing Committees may be removed by vote of a two-thirds majority of the electing constituency. Such a vote for removal must be conducted by secret mail ballot and must be held upon either of the following: 1) request of the committee chair and majority of the Standing Committee, or 2) upon petition by five members of the electing constituency. Removal will take effect upon completion of the vote.
   
   F. Unless indicated otherwise, elections for College committees will normally take place in the Spring semester for the upcoming academic year. If desired, elections may take place electronically.

2. Meetings:
A. Each Standing Committee may determine its own rules for conducting business, or Robert's Rules for Small Groups prevails at committee meetings, except where inconsistent with these By-Laws.

3. Responsibilities:

A. Each Standing Committee will distribute minutes to the committee members, the College, and the Dean, and prepare a report at the end of each academic year outlining the committee’s activities that year and any future plans and submit it to the Dean, summarize it at a faculty meeting, and enter it into the permanent record, maintained in the Dean's Office.
B. Each Standing Committee chair will report yearly an assessment of the overall functioning of the committee to the Dean in writing.
C. The official record of committee membership maintained in the Dean’s Office shall include each member’s date of election, the term to be served, and in the case of interim replacements, the name and term of the member replaced.

XII. FACULTY ADVISORY COUNCIL

The Faculty Advisory Council (FAC) is intended to serve as a College-wide advisory body to the Dean. Its functions will include advising and consulting with the Dean on issues concerning the welfare of the College, having delegated authority to supervise and conduct all faculty elections at the College level, advising the Dean in determining the time, date, and place of all College Faculty Meetings, advising the Dean in preparing the agenda and making arrangements for the faculty meetings, consulting and advising the Dean in the appointment and replacement of Associate and Assistant Deans, annually soliciting feedback from faculty regarding the performance of the Dean’s Office, advising the Dean regarding initiation and evaluation of and decisions concerning policies related to scholarship and professional conduct, advising and consulting with the Dean regarding development and revision of guidelines and procedures for faculty appointment, promotion, and tenure in accordance with the current COEHD Faculty and Staff Handbook and other appropriate guidelines and regulations, and proposing amendments to the By-Laws, with written rationale, on its own initiative or after consideration of requests from faculty or the Dean. The FAC shall determine its own operating rules and procedures.

1. Membership:

A. The Faculty Advisory Council (FAC) shall consist of two regular faculty members elected from each of the College’s Schools.
B. The Chair of the FAC members shall be elected from among the elected members of the FAC. The Chair of the FAC shall serve a one-year term, and may be reelected for one addition term.

C. The Chair of the FAC, in consultation with the other members of the FAC, shall appoint one *ex officio* member from the COEHD faculty, who shall serve without vote.

2. Elections:

A. School elections for the FAC will *normally* take place in the Spring Semester for the following year.

B. Any member of the regular faculty of the College is eligible for election to the FAC.

C. Faculty members are elected to the FAC for a two-year term of office. No faculty member shall serve more than two consecutive terms.

3. Meetings:

A. The FAC shall meet as often as needed to perform its duties, but no less than once a month during fall and spring semesters.

B. The minutes of the FAC shall be made available to all faculty.

C. Meetings of the FAC shall be open, except when the Council votes to hold a closed meeting. All faculty will be notified of Council meetings in advance.

**XIII. SPECIAL COMMITTEES**

The faculty or the Dean may create special committees for specific purposes as needs arise. Effective with the approval of these *By-Laws*, the following Special Committees will be considered to have been created:

*Accreditation Steering Committee*

The Accreditation Steering Committee oversees all aspects of the accreditation process and incorporates CAEP and other accreditation-related processes and procedures into the day-to-day operations of the College. Membership on the Accreditation Steering Committee will include the Dean, Associate Deans, Assessment Coordinator, Director of Student Advising, School Directors, Director Field Experiences, the Director of Assessment and Accreditation, and faculty representatives.
**Awards Committee**

The duty of this committee shall be to review applications for the COEHD annual awards, including but not limited to: the Outstanding Teaching Award, the Outstanding Research and Creative Achievement Award, and the Outstanding Public Service and Engagement Award. The Awards Committee will be composed of five individuals. Each School Peer Committee will elect one representative to serve on the Awards Committee, and two additional members will be elected from the College at large. These elections will normally take place early in the Fall semester. At least three members will be tenured. Members cannot be considered for one of the awards while serving on the Awards Committee. Members on the Awards Committee will serve one-year terms, and can be re-elected one time.

**Diversity and Difference Committee**

The Diversity and Difference Committee serves as a clearinghouse for activities, expertise, and curriculum materials related to diversity and difference. The committee enhances communication, scholarship collaboration, coordination of professional development efforts and the sharing of resources among those engaged in learning about diversity and difference. It also works to promote diversity in all aspects of the COEHD. Each School shall elect one member to serve on the Diversity and Difference Committee, and one additional member is elected as an at-large member. Members of the Diversity and Difference Committee will be elected to serve two-year terms. The Dean, on the advice of the School Directors, may also appoint two student representatives (one undergraduate and one graduate) to the Diversity and Difference Committee. These individuals will serve one-year terms on the Committee.

**Teacher Education Coordinating Council**

The Teacher Education Coordinating Council oversees the overall implementation and sustainability of accreditation procedures for the entire CAEP unit. Membership includes the Dean and Associate Deans of COEHD, the Dean and Associate Deans of CLAS, the Assistant Vice President of Graduate Studies, School Directors, and the Director of Assessment and Accreditation.

**XIV. ELECTIONS**

Regular elections of committee members shall take place in Spring of each year and will be administered by the support staff of the Dean. Those elected will assume office during the last College Faculty Meeting of the academic year, unless otherwise stated by these By-Laws.

**XV. COEHD ADVISORY BOARD**

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In order to ensure that the College has appropriate and timely input from all of the constituencies that it serves, the Dean shall appoint members to the COEHD Advisory Board. The Advisory Board will meet twice a year, once in the Fall Semester and once in the Spring Semester. The membership of the Advisory Board shall include superintendents, principals, classroom teachers, and alumni of the COEHD, and may also include other community members who work closely with the COEHD. Members of the Advisory Board shall serve terms of three years, and may be reappointed for a second term. The function of the Advisory Board will be to offer advice and suggestions to the Dean and the College with respect to curriculum, programs, outreach, and other areas of concern. The Chair of the COEHD Advisory Board shall be appointed by the Dean.

**XVI. AMENDMENT OF BY-LAWS**

Major changes to these *By-Laws* may be approved at any time in a scheduled College Faculty Meeting by a two-thirds majority of all members present and eligible for voting, providing that the faculty of the College have been notified of the proposed amendment at least one month in advance. The notification of the proposed amendment may be shared at scheduled School meetings, or submitted electronically to all regular faculty. The text of the amendment shall be included with the agenda of the meeting of the College at which consideration is to occur. Minor editorial changes to the By-Laws can be approved by a simple majority vote of the faculty, either at a Faculty Meeting or electronically.

**XVII. ADOPTION**

1. Voting by paper or electronic ballot, a simple majority of the regular College faculty may adopt the College *By-Laws* or sections of the *By-Laws*. Such approval takes effect immediately following the approval of the Dean and Provost. The *COEHD Faculty and Staff Handbook* will be revised accordingly.

2. The Dean’s staff shall conduct an election of all officers and representatives specified by the *By-Laws*. Within two weeks of the *By-Laws*’ approval, Schools and programs shall elect their committee representatives.

**XVIII. REPRESENTATIVES TO THE FACULTY SENATE**

1. College representatives to the Faculty Senate shall be elected according to Article IV, Section 1.B and C of the *Constitution of the University of Maine Faculty Senate*. 
2. Time and manner of election

A. The COEHD shall elect its Senator(s) during the Spring semester for the upcoming academic year. Voting shall be by secret ballot and at least two faculty members shall be nominated for each vacancy a College has on the Faculty Senate. In the case of the COEHD, each School shall elect one member to the Faculty Senate, and one member shall be elected on a College-wide basis.

B. A special election at a College Faculty Meeting or through an electronic ballot shall be held to fill an unexpired vacant position on the Faculty Senate. The President of the Faculty Senate shall declare a position vacant if, in consultation with the Faculty Senator, the President determines that the Senator is unable to continue to fulfill his/her responsibilities. Senators have the responsibility to inform the Senate President of any circumstances that may preclude their continued participation in Senate activities.

C. In order to be eligible to serve on the Faculty Senate, a faculty member must have tenure status or have been a member of the University of Maine faculty for at least two years.

3. Term of office

A. The term of office of a Senator shall be three years, beginning July 1 following the election, serving for not more than two successive terms.

B. The terms of office for Senators from COEHD will be so fixed that approximately one-third of the Senators shall be elected each year.

4. Election of School Senators shall be by ballot distributed to regular members of the faculty of the School. All candidates will be listed on the ballot, and voters may vote for up to the number of upcoming vacancies. The number of votes received by each candidate will be tallied and vacancies will be filled in order of the total votes received until all available Faculty Senate seats are filled. In the case of the College-wide Senator, the election shall be by ballot distributed to regular members of the faculty of the College either at the last College Faculty Meeting of the College in the Spring Semester, or by mail-in ballot. All candidates will be listed on the ballot, and voters will vote for one candidate. The number of votes received by each candidate will be tallied and the candidate with the greatest number of votes shall become the College-wide Faculty Senator.

5. No more than two members from any one School shall serve concurrently on the Faculty Senate.

6. To enhance communication and shared governance, College representatives to the Faculty Senate shall have monthly meetings with the Dean.
Appendix A

University of Maine

Shared Governance Policy

I. Shared Governance Philosophy

This policy, agreed to by The Faculty Senate and administration, outlines the principles of shared governance at The University of Maine and is entered into freely by a faculty and an administration committed to a common vision of the mission of the University. As intended by this policy, the tenets of shared governance or collaborative decision-making are felt most strongly with regard to academic policies. The tenets of shared governance extend beyond oversight of academic policies to participative roles in the selection of administrators and faculty members, peer evaluation, and programmatic decisions. It is expected that faculty members will have a strong and current advisory role in fiscal matters, including budget development and resource allocation, as well as in strategic planning, evaluation of administrators, and in issues related to the University environment.

In an era of significant educational challenge and fiscal challenges, the success of the University and the positive morale of the faculty and administration are dependent upon continued use of the collective intelligence of the university community in planning and decision-making. Shared governance involves mutual participation in the development of policy decisions by both faculty and administration, and requires shared confidence between faculty members and administrators. This requires extensive sharing of information and a common understanding that faculty representatives and administrators will strive for informed mutual support through shared governance dialogue.

Consultation with faculty members by the administration can take many forms and involve many different faculty members, depending on the issue at hand. The administration may choose to weigh the counsel of various faculty members or faculty groups differently, depending on the circumstances. The administration may consult with students and staff members and their organizations as well as faculty, and weight their concerns variously.

This policy, agreed to by The Faculty Senate and administration, outlines the principles of shared governance at The University of Maine and is entered into freely by a faculty and an administration committed to a common vision of the mission of the University. As intended by this policy, the tenets of shared governance or collaborative decision-making are felt most strongly with regard to academic policies. The tenets of shared governance extend beyond oversight of academic policies to participative roles in the selection of administrators and faculty members, peer evaluation, and programmatic decisions. It is expected that faculty members will have a strong and current advisory role in fiscal matters, including budget development and resource allocation, as well as in strategic planning, evaluation of administrators, and in issues related to the University environment.

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However, the primary body with which the administration must be expected routinely to consult is the Faculty Senate.

Within shared governance, a decision on a change in any policies, procedures, or protocols under the jurisdiction of this document should normally be reached only after there is general acceptance of the policy proposal in either its original or modified form by both the administrator(s), the Faculty Senate, and any other appropriate overarching shared governance body for the issue in question.

General acceptance means that (1) the Faculty Senate and any other appropriate shared governance body have been properly consulted; (2) they have communicated support for the initiative to the President (or designee); and (3) the tenets of the initiative have been distributed broadly. In this process, there is an expectation that both the administrator(s) and the faculty will take each other's positions into serious consideration, in a spirit of mutual respect. The President or designee(s), however, can make and announce a final decision without "general acceptance" provided he or she believes that every reasonable effort has been made to reach a common position through consultation and responsiveness, and that such decision is necessary in the best interests of the University. In this circumstance, the President or designee is expected to explain the position taken.

The following guidelines are intended to elaborate further details in the way the faculty and administration address certain issues. These guidelines express a mutual desire to collaborate. It is intended that these guidelines be consistent with and do not supersede University of Maine System Board of Trustees policies, the applicable provisions of the Constitution of the Faculty Senate of the University of Maine, the AFUM contract, Human Resource Policies, and state or federal law.

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II. Shared Governance Process and Implementation

In the true spirit of shared governance, this process and implementation guide will be continually under discussion to refine and update its contents. This document serves as the basic reference for prevailing University of Maine policies involving shared governance.

A. Faculty Representation in decision making

Representation of the faculty in decisions that call for collaboration extends beyond fora, large group discussions, or informational reports. Instead, this is a collaborative process, in which the view points and expertise of the faculty influence institutional decisions. Representation of the faculty at all levels of University shared governance will be: a) chosen by direct election by the faculty to the Faculty Senate; b) appointed by an elected faculty officer; or c) appointed by an administrator from a list of several nominated by the Committee on Committees of the Senate. For some committees, faculty members maybe appointed directly by the administration or other representative body, as long as there are also faculty representatives on these committees appointed according to a, b, or c above. In all cases the composition of the committee and the results of committee work will be shared with the Faculty Senate. All representative must abide by confidentiality requirements if the information under discussion is related to personnel matters or especially sensitive. Since faculty members and administrators have the responsibility to participate in shared governance, their participation shall be recognized as service in work assignments and performance reviews and given the weight necessary to ensure the success of shared governance.
Although consensus is the goal of shared governance, if a substantial minority of any committee involved in areas falling under this policy disagrees with any action taken by that committee, their position should be included as part of the committee's report or recommendations.

B. Strategic Planning

Strategic planning is a collaborative process and to be effective requires input from the administration, faculty, and other sectors of the university communities affected by the planning process or specific aspects of the plan. Strategic planning decisions, including when and if to bring consultants, developing (or altering) the strategic plan, and implementing the plan, will be made jointing with the faculty representatives, chosen according to Section A. The process originates through the Campus Planning Committee, at least half of whose members will come from the faculty. The Vice President of the Faculty Senate (or his/her designee) is automatically a member of this committee and is expected to bring reports to the Faculty Senate.

C. Academic Policies

The university's curriculum is the responsibility of the faculty. The faculty, acting as a committee of the whole or through representatives elected by the faculty to the Faculty Senate or designated via procedures established by faculty legislation, must give approval to academic policies affecting more than one college prior to the implementation of the policy.

The areas of shared governance within the academic area include, but are not limited to, the following: (a) graduation requirements at all levels of matriculation; (b) the academic calendar; (c) the undergraduate general education curriculum; (d) academic program reviews; (e) the establishment, merger, or discontinuation of departments, Schools, and colleges; (f) the establishment of new degree programs (including online programs); (g) the establishment of or substantive changes to majors; (h) the elimination or consolidation of degree programs; (i) overarching undergraduate admissions policies; (j) overarching attendance and grading policies; and (k) oversight of requirements regarding academic standing (e.g., policies related to add-drop, course-repeat, Student Conduct Code, grade appeal, honors program, probation, suspension, and dismissal).

D. Budget and Finance

A budget advisory committee is the university-level forum for shared governance on budget and finance issues. This committee is composed of members of the Faculty Senate's Finance and Institutional Planning Committee, along with additional faculty members chosen according to Section A, administrators, and other sectors of the University community. The President of the Faculty Senate automatically holds a seat on the budget advisory committee, which will receive input from the Faculty Senate and make reports to the Faculty Senate regularly. University budgets and records of University expenditures will continue to be open to all members of the faculty and the public, as required by law.

E. Academic Personnel Decisions
a. Selection

The selection of tenured, tenure-eligible, continuing, and continuing-eligible faculty will be made in accordance with the provisions of the AFUM collective bargaining agreement, as well as established Senate, Equal Opportunity, and Human Resource policies. These searches are competitive, except in unusual circumstances. The selection process for heads of academic departments and units is also specified in the AFUM collective bargaining agreement.

The faculty and administration will collaborate in the recruitment and selection of deans, the provost, associate provosts, and other vice presidents. Administrative searches are normally competitive and include open sessions to allow faculty members and other appropriate sectors within the university community to meet and give input regarding candidates. Search committees for administrators will include faculty chosen by accepted faculty governance procedures, as specified in Section A. Faculty representatives shall comprise at least half of each search committee for deans and associate provosts.

Presidential searches will be conducted according to Board of Trustee policy, which includes representation from faculty on this campus.

b. Evaluation

The faculty and administration will play a collaborative role in the review of faculty members, heads of departments, academic unit directors, and deans. The expectation is that official evaluations will take place only after proper shared governance dialogue with representatives of the faculty, as detailed in the following paragraphs.

Evaluation of faculty members is conducted in accordance with the AFUM collective bargaining agreement, through the peer review process. In the case of tenure applications, the administration agrees to supplement the process in the following way: if an administrator at any level disagrees with the peer committee recommendation for a specific candidate, that administrator will meet with the peer committee to discuss reasons why he/she could not support the peer recommendation, hear further evidence from the peer committee, and use this meeting to reconsider his/her final recommendation.

For the evaluation of heads of departments, each college will determine the process, which will include significant faculty input, both from inside and outside the department.

For the evaluation of academic unit directors and deans, the faculty's role is largely through membership on the established 5-year review committees. These committees are chaired by deans, and faculty representation is determined through procedures outlined in section A. Faculty representatives shall comprise at least half of each evaluation committee.

As specified in its constitution, the Faculty Senate, acting through its Executive Committee, may evaluate university administrators, in consultation with the University President.

F. Consistency of the Shared Governance Policy with Other Governing Policies
In those cases where the provisions of this Shared Governance Policy are inconsistent with the Faculty Handbook, the Constitution of the Faculty Senate or any other University governance documents or policies, either the Faculty Senate or the Administration may request a review of the inconsistencies. The focus of the review will be to reconcile the inconsistencies in a spirit of shared governance without abrogating the specific tenets of this policy.

G. Review and Update of Shared Governance Policies

The President of the Faculty Senate or the President of the University, or their designees, may request a review of any facet of shared governance policies at any time to refine or update Section II of the Shared Governance Policy. After a period not to exceed three years, a task force collaboratively developed by the Faculty Senate and by the President shall undertake a review of shared governance at UMaine. The task force shall be comprised of 8 members, four of whom will be faculty members chosen by the Senate, and four will be administrators chosen by the President or the President's designee. The task force will report their findings within two months to the campus community.

In the rare event that the Faculty Senate believes that the shared governance policy herein is not being followed, a meeting between the leadership of the Faculty Senate and the campus administration will be held to resolve the issue. If a resolution still cannot be achieved, the Senate will ask members of the University of Maine System to assist in resolving the issue.

SIGNED:

Robert A. Kennedy
President, University of Maine

Dianne L. Hoff
Faculty Senate President, University of Maine
COEHD Policies Manual

Updated August 2018
Reimbursement for Retired Faculty Members

Retired University of Maine COEHD faculty members who teach courses on behalf of the COEHD will be paid at the AFUM minimum rate for overload. This does not apply in the case of courses taught through DLL.
Selection of School Directors

The School Director will be appointed by the Dean of the COEHD. The process for this appointment is that there must be an election by a vote of the regular faculty members in the School. A list of all individuals receiving any votes in the School, including the number of votes received by each individual, shall be sent to the Dean, who shall then appoint the School Director. The School Director shall serve a three-year term, and may be reelected and reappointed. The School Director shall be evaluated annually by the Dean, with input from the faculty of the School.
Selection of Program Coordinators

Each program area shall have its own Program Coordinator, who shall serve a three-year term. Program Coordinators will be elected by a majority vote of the regular faculty members in the program area. Program Coordinators may be reelected. In the event that the faculty members in a Program Area are unable to select a Program Coordinator, the School Director shall appoint an individual for a one-year interim appointment. This individual may be reappointed up to three times.
Requests for Faculty Positions

On an annual basis, the Dean will solicit requests for new and replacement faculty lines. Program areas will submit their requests to the School Directors. Included in their request should be a rationale for each position, including information about student enrollments, existing program sustainability and future program development, needs of the College, University, and state, contribution to the workforce needs of Maine, and any other relevant issues. The School Directors will then compile a list of requests for new and replacement faculty, which will be submitted to the Dean in priority order. In the case of retirements and departures of faculty, it should not be assumed that all positions will automatically be refilled.
Program Review

Most programs in the COEHD are externally accredited by national and state organizations or agencies. In the case of programs with such external accreditation, no additional program review is required. For any program area which does not have such external accreditation, there must be a complete and thorough review completed every five years. This review must include an external component, and the process must be approved in advance by the Dean.
Sabbatical Leave Policy

Sabbatical Leaves in the COEHD are governed by the AFUM Agreement. A Sabbatical Leave may be granted for either one semester or a full academic year. Faculty members are eligible for a Sabbatical Leave after the completion of six years of service, and may apply for a Sabbatical Leave during their sixth year of service (or the sixth year after their last Sabbatical Leave). Sabbatical Leaves are not guaranteed; they are awarded based on an evaluation of a proposal including a statement of intent, and the benefits of the proposed Sabbatical Leave to the individual, the campus and the profession. All other things being equal, time since the last Sabbatical Leave will be considered a relevant factor in the awarding of Sabbatical Leaves.

Applications for Sabbatical Leave must be submitted no later than six months prior to the proposed effective date of the Sabbatical Leave, and in accordance with established University procedures. In unusual circumstances, this requirement may be waived. Faculty members applying for a Sabbatical Leave will be notified of the approval or disapproval of their application no later than three months prior to the proposed effective date of the Sabbatical Leave.

Salaries shall be full pay for a Sabbatical Leave of one semester, and one-half pay for a Sabbatical Leave of a full academic year.

Following the completion of a Sabbatical Leave, the faculty member must submit a brief written report describing her or his activities during the Sabbatical Leave.

A faculty member who has completed a Sabbatical Leave must return to the University for at least one academic or fiscal year following the Sabbatical Leave. Agreements to the contrary must be in writing prior to the start of the Sabbatical Leave. In instances where neither of these is the case, salary received during the Sabbatical Leave must be returned to the University.
COEHD Faculty Hiring Policy, Process and Procedures

Directions for School Directors

The School Director is responsible for keeping the Dean informed about any impending personnel changes in her or his School. When the Dean solicits requests for new and replacement faculty lines, the School Director, in consultation with the Program Coordinators, should submit a prioritized list of positions, which should include all of the following: the position title, rank, rationale for the position, responsibilities and minimum qualifications for the position, language for an advertisement, identification of proposed Search Committee members (including identification of the proposed Chair of the Search Committee), salary range, any special start-up package, mentoring plan for the new faculty member, and how the proposed position fits with School, College and University priorities. In the case of retirements and departures of faculty, it should not be assumed that all positions will automatically be refilled.

Initiating the Search

Once the School has received permission to begin a search, and both the Dean’s Office and the Office of Human Resources have approved a job description for the position, the Search Committee will work with Kelly Hoovler, the COEHD’s Human Resources Business Partner, to initiate the search process using HireTouch. It is the responsibility of the Chair of the Search Committee to ensure that all members of the Search Committee have received the necessary training to be able to use HireTouch, and that all members have completed any required Equal Opportunity training. Faculty Search Committees are advised to consult the Faculty Recruitment Handbook, which can be found at https://umaine.edu/risingtide/wp-content/uploads/sites/239/2015/11/UMaine-Faculty-Recruitment-Handbook-2015-1.pdf

The Search Process

In the COEHD, the Search Process for a new faculty member consists of seven steps: (1) posting of the advertisement for the position, (2) review of applications, (3) selection of candidates for initial interviews, (4) the initial (telephone, video) interview of candidates, (5) selection of candidates for campus visits, (6) the campus visit, and (7) submission of recommendations to the Dean. Each of these seven steps is discussed below.

Advertisement for Position

The advertisement for any faculty position in the COEHD will be developed by the Program Area in which the individual is to be housed, and approved by the School Director, Dean, and the Office of Human Resources. It should be posted and published as widely as possible, but for tenure-track positions must in all cases appear in The Chronicle of Higher Education. The advertisement should include the date at which review of applications will begin, and the date after which applications will no longer be accepted.
All advertisements for faculty positions at the University of Maine must include the following notice indicating that the University is an equal opportunity/affirmative action employer:

_The University of Maine, Orono, is an EEO/AA employer, and does not discriminate on the grounds of race, color, religion, sex, sexual orientation, including transgender status and gender expression, national origin, citizenship status, age, disability, genetic information or veteran’s status in employment, education, and all other programs and activities._

**Review of Applications**

All individuals who submit an application for a faculty position should be contacted to thank them for their interest in the position, and to encourage them to be certain that their application is complete. Based on the job description and the list of required and desired qualifications for the position, the Search Committee will review and initially rank all complete applications for the position. Incomplete applications are not to be considered. The result of this step in the Search Process will be two lists: one of all minimally qualified candidates, and one of candidates who do not meet the minimum requirements for the position. Candidates in the second group will be notified that they are no longer under consideration for the position.

**Selection of Candidates for Initial Interviews**

The Search Committee will carefully and thoroughly review the materials submitted by all individuals who have been determined to be minimally qualified for the position. In their review of minimally qualified candidates, the Search Committee may consider the following factors in ranking candidates:

- experience of public school teaching or equivalent (if relevant to the position).
- appropriate licensure (e.g., teacher certification, if relevant to the position).
- years and relevance of past academic experience at a university or comparable institution.
- institution from which the doctoral degree was awarded.
- area of doctoral research.
- clarity and appropriateness of research agenda.
- experience in university-level teaching.
- evidence of excellence in university-level teaching, (e.g., student course evaluation data).
- experience in undergraduate and graduate advising.
- publications (including samples of publications).
- presentations at national and international conferences.
- letters of recommendation.
- other variables deemed appropriate by the Search Committee.

The result of this step in the Search Process will be three lists: (i) a list of candidates to contact for a telephone, Skype, Zoom or comparable interview, (ii) a list of ‘back-up’ candidates who will be kept in reserve to be contacted later if necessary, and (iii) a list of candidates who are deemed minimally qualified but are not acceptable for the position for clearly identifiable and justifiable reasons. Candidates in the third group will be notified that they are no longer under consideration for the position.
The Initial Interview

All candidates selected for telephone (or video) interviews will be contacted, and these interviews will be scheduled to take place, preferably when all members of the Search Committee can be present. If members of the Search Committee cannot be present, either in person or electronically, the initial interviews should be, with the permission of the candidates, recorded (audio; preferably video). Prior to the commencement of each interview, there should be a technology check to ensure that a clear connection with the candidate can be established. If one of the candidates is located on campus, she or he should nevertheless be interviewed by telephone (or video) in exactly the same way as all other candidates.

At the start of the interview, all members of the Search Committee should introduce themselves to the candidate, and the Chair of the Search Committee should briefly explain how the interview will be conducted. Typically, initial interviews are scheduled for 30 to 45 minutes, and should always include time at the end of the interview to allow the candidate to ask any questions that she or he may have about the position.

Although the Search Committee may decide to do otherwise, in general initial interviews are based on a set of questions developed by the Search Committee in advance. Follow-up questions are perfectly appropriate, but the use of a single set of basic questions ensures consistency from one candidate to another. At the end of each interview, it is common for the Search Committee to have a brief discussion about the candidate, although no ranking or decision is made at this time.

Selection of Candidates for Campus Visits

After the completion of all of the initial interviews, the Search Committee will review the interviews, and determine which candidates should be considered for campus interviews. A maximum of three candidates may be brought to campus. The Search Committee must submit a recommendation for the candidates to be brought to campus to the Dean and the Office of Human Resources prior to contacting any candidate with an invitation. Once approval has been received from both the Dean and the Office of Human Resources, candidates may be contacted by the Chair of the Search Committee, and dates for the on-campus interview can be agreed upon.

The Campus Visit

The COEHD normally expects three finalists for any tenure-track faculty position to be invited to campus for on-site interviews. Although the specific components and organization of the visit may vary somewhat, in general all campus interviews should include the following: (i) a presentation by the candidate related to her or his research, (ii) a teaching demonstration in an appropriate area, (iii) a meeting with the entire Search Committee, (iv) a meeting with the faculty members in the Program Area in which the individual will be housed, (v) an open meeting with faculty members in the School and College, (vi) a meeting with the School Director, (vii) a meeting with each of the two Associate Deans, (viii) a private meeting with the Dean. Additional meetings may also be deemed necessary by the Search Committee. Insofar as possible, video recordings should, with the permission of the candidate, be made of (i) and (ii). If necessary, either a video or audio recording may also be made of (iii), (iv) and (v).

Submission of Recommendations to the Dean

The Search Committee must submit a minimum of two names to the Dean, in unranked order, with narrative discussing the strengths and weaknesses of each finalist. Prior to submitted names
to the Dean, background checks on each candidate whose name is being forwarded should be completed by a member of the Search Committee. It should be clearly understood that any finalist whose name is submitted to the Dean is deemed to be acceptable to the Search Committee. If the Search Committee is unable to submit two names to the Dean, the normal procedure will be to reopen the search. In such situations, it is advisable for the Chair of the Search Committee to meet with the Dean to discuss the specific challenges faced by the Search Committee. Under no circumstances will the Dean appoint any individual to a tenure-track faculty line who has not first been recommended by a Search Committee.

Making the Offer

In the COEHD, it is the Dean who contacts any individual who is to be offered a tenure-track position. The Dean will discuss the College’s offer with the candidate, and ask that the candidate make a decision about whether she or he will accept the position within a reasonable time period. Once a candidate has accepted a position, the Dean will notify the School Director and the Chair of the Search Committee, who will inform the other members of the Search Committee and of the Program Area and School.

Search-Related Expenses

Search-related expenses are covered by the Dean’s Office. Any extraordinary expenses (e.g., candidates from international locations) should be approved in advance.
Spousal and Partner Accommodation Policy

The University of Maine annually has a highly competitive process by which an appropriately qualified spouse or partner of a University of Maine faculty member can be offered a tenure-track position on the faculty of the University. The process for a faculty member in the COEHD to apply for this position is as follows:

The spouse is nominated by the COEHD faculty member. The nomination should be in letter form, and should be submitted to the Director of the faculty member’s School. Included with the nomination should be an updated CV of the nominated spouse or partner. In addition, the nominating spouse must clearly indicate the unit/program/department/School/College in which the spouse or partner would be housed, together with a compelling explanation for why the spouse or partner would be a strong fit in the receiving unit.

The School Director will forward the nomination and supporting materials to the receiving unit for review. If the receiving unit indicates that it would be willing to accept the nominee, then the School Director will send the nomination to the Dean of the COEHD.

If the receiving unit is part of the COEHD, the relevant School’s Peer Committee must review the nominee’s qualifications, and by a majority vote must indicate its support for accepting the nominee. The criteria to be used by the School’s Peer Committee will be based on the qualifications, strengths, background and experience of the nominee. The results of this vote must be included in the recommendation forwarded to the Dean.

The Dean will then select one nominee to recommend to the Provost for the spousal accommodation position.
Graduate Faculty Status

Appointment to the Graduate Faculty in the COEHD is governed by the rules set forth under Article III of the Graduate School Constitution and by the guidelines outlined below.

Categories of Membership and Criteria:

**Full Graduate Faculty**

1. A continuing appointment as a faculty member in the COEHD.
2. A doctoral degree in Education, Human Development, or closely related field.
3. A successful record of teaching graduate coursework as evidenced by mean scores of 3.0 or higher on at least four out of five of questions (1, 3, 7, 10, and 15) on university course evaluations.
4. Evidence of recent scholarly activity including a minimum of one refereed publication during the past five years, as well as a minimum of three refereed presentations at regional, national or international conferences during the past five years.
5. Newly appointed faculty may be appointed to the Full Graduate Faculty for a five-year term, until the tenure decision, or until they leave the University.

**Associate Graduate Faculty**

1. A faculty appointment in the COEHD and significant qualifications for graduate instruction in the COEHD, but does not meet all the criteria for appointment as Full Graduate Faculty.
2. A graduate degree, as well as, commensurate professional experience, knowledge, and skills appropriate to the faculty member's discipline. Faculty must hold a doctoral degree to serve on doctoral committees unless approved by the unit graduate committee and the Graduate School.
3. A record of successful graduate teaching as evidenced by mean scores of 3.0 or higher on at least four out of five of questions (1, 3, 7, 10, and 15) on university course evaluations. Newly appointed non-tenure track faculty member that has relevant professional experience that would be valuable as an instructor or committee member.
4. Evidence of recent scholarly activity including a minimum of one refereed publication during the past five years, or a minimum of three refereed presentations at regional, national or international conferences during the past five years.
5. Newly appointed non-tenure track faculty may be appointed as an associate member of the Graduate Faculty for up to a five-year term, dependent on the length of his or her contract.
External Graduate Faculty

1. Does not hold an appointment at the University of Maine.
2. Holds a graduate degree appropriate to the discipline.
3. Has a record of successful graduate teaching during the past five years, or relevant professional experience that would be valuable as an instructor or committee member
4. Meets one or more of the following:
   a. Evidence of recent scholarly activity including a minimum of one refereed publication during the past five years,
   b. A minimum of three refereed presentations at regional, national or international conferences during the past five years, or
   c. Evidence that s/he is an eminent practitioner in the appropriate discipline.

Graduate Instructors

1. Holds a graduate degree appropriate to the discipline and contract to teach on a part-time basis.
2. Has demonstrated expertise through publication (minimum of one published article in a refereed journal or the equivalent), professional conference or in-service presentations (minimum of one), or evidence that s/he is an eminent practitioner in the appropriate discipline during the past five years.
3. Has a record of successful graduate teaching during the past five years, or relevant professional experience that would be valuable as an instructor or committee member.

Emeritus Graduate Faculty

1. University of Maine faculty members that have retired and been appointed as Emeritus Faculty and held Full Graduate Faculty status prior to retirement.
2. Has a record of successful engagement in graduate education as an instructor or as member of one or more graduate committees of the preceding five years.
3. Evidence of recent scholarly activity including a minimum of one refereed publication during the past five years, or a minimum of three refereed presentations at regional, national or international conferences during the past five years.

Ex officio Members

1. The CAO of the Graduate School may appoint appropriate persons holding administrative positions as ex officio Graduate Faculty members.
2. The Graduate School's administrative leadership and all department chairpersons and graduate coordinators shall be ex officio members unless holding a different category of graduate faculty appointment.
3. Individuals appointed as ex officio members normally do not serve on graduate committees.
Dissertation and Thesis Advising Workload Policy

The University of Maine’s College of Education and Human Development is committed to sustaining a culture of scholarly excellence and supporting the development of doctoral students. One way to recognize faculty contributions to this endeavor is to offer faculty workload credit for doctoral committee membership and advising for student accomplishment of doctoral program milestones (e.g., comprehensive exams, dissertation proposals, and completed dissertations).

The intensity of doctoral advising can vary depending on a range of factors including student engagement and stage/milestone of the program. These guidelines are intended to recognize the significant level of instructional service provided by faculty working with doctoral students who are post-coursework. While the total amount of time and effort dedicated to supporting the University of Maine’s doctoral students cannot be directly rewarded, this policy is an attempt to honor the valuable efforts of College faculty as they guide doctoral students toward program completion.

The following College-wide guidelines do not preclude the development of further guidelines specific to each School within the College.

Calculation of Teaching Load Credit for Doctoral Advising/Mentoring Activities

- Dissertation committee chair: 20% of a 3-credit course (per student) to be awarded when the student passes the oral defense.
- Non-chair dissertation committee advising: service credit to be documented in tenure, promotion, and post-tenure review processes.
- Non-chair dissertation reader: service credit to be documented in tenure, promotion, and post-tenure review processes.
- Methodologist: service credit to be documented in tenure, promotion, and post-tenure review processes. The methodologist may be awarded course credit in cases that require an unusually heavy advising role for this individual. The School Director will make these decisions on a case-by-case basis.
- Course credit may be divided between committee members at the discretion of the Chair.
- Other: In instances where a COEHD faculty member serves on a Ph.D. or M.S. committee, either in another College at the University of Maine or another university, credit will be in the form of service to be documented in tenure, promotion, and post-tenure review processes.

NOTE: Faculty serving as Chair of a Master’s thesis committee can claim 10% course credit for that assignment when a student passes the oral defense. No teaching load credit is given for academic advising assignments (including pre-dissertation doctoral advising committees and undergraduate thesis committees).

Tracking Doctoral Advising Workload
Faculty taking workload credit for doctoral advising will submit a brief report (listing students and the faculty member’s role for each) to their Program Coordinator at the beginning of each semester. Program Coordinators will share these reports with the School Director.

Fractional teaching load credit for doctoral mentoring activity can be carried from one year to the next. Faculty should normally take course credit for their mentoring activity at the time such service occurs. Faculty taking course credit in a given semester will arrange for course coverage (as needed) to avoid overload situations. Faculty may only request one course release in a given semester. Requests must be approved by the faculty member’s School Director. The Program Coordinator and School Director must approve all faculty release time related to dissertation and thesis advising. Mentoring activities that are not applied to one’s teaching load should be included in the faculty member’s list of service accomplishments.

Acknowledgments

Concepts and language adapted from the University of Maine EDL doctoral advising agreement memo, COEHD Faculty Workload Guidelines at George Mason University, University of Hawaii, Northern Illinois University, and Texas State University’s faculty workload policies.
Space Allocation Policy

To assist in the allocation and prioritization of space in all buildings under the auspices of the COEHD, the following policy and procedures will be employed.

1) No space in any building belongs to or is permanently assigned to any particular individual, Program Area, or School.
2) All space and University-purchased furnishings and fixtures belong to the COEHD.
3) All faculty and staff members are entitled to appropriate working office space. To as great a degree as possible, faculty and staff will be assigned individual offices. The assignment of unoccupied or available space will be prioritized for use as follows:
   a. Existing full-time, permanent faculty members will be given first priority based on senority.
   b. New full-time, permanent faculty members will be given second priority.
   c. Full-time, permanent staff members will be given third priority.
   d. Graduate Assistants will be given fourth priority when it is determined that there is a need for them to have office space.
   e. Adjunct faculty members will be given fifth priority in the assignment of office space.
   f. All other individuals not covered above will be given sixth priority.
   g. Emeriti faculty, per University policy, may be able to share office space, if available.
4) No individual shall be allocated more than one office space, nor will individuals be assigned storage space.
5) Program Areas and Schools may be assigned limited storage space when such space is available.
6) Existing allocations that exceed these guidelines may be subject to change based on COEHD needs.
7) When changes to existing space allocations are desired, a request may be submitted to the Dean’s Office. This request should include response to the following:
   a. the rationale for the change in space needs.
   b. the resources that will be needed to accommodate the change (i.e., moving expenses, new furniture, any infrastructure work, etc.).
   c. Any other information pertinent to the need for the change in space.
8) Schools may create Advisory Space Allocation Committees to evaluate requests and make recommendations to the Dean. Such committees should utilize the guidelines provided in this policy in making their recommendations.
Faculty Travel Funding Policy

The COEHD recognizes the importance of faculty members attending professional conferences, presenting their work at such conferences, and networking with colleagues in such settings. Therefore, the College provides financial support for such activities. Within the context of budgetary viability, each faculty member in the COEHD will be provided with $1,200 per year in travel funding, and an additional $200 per year which may be used for travel or other academic and scholarly purposes (membership in professional organizations, journal subscriptions, book purchases, research equipment and supplies, etc.). Travel to professional conferences must be approved in advance by the School Director, and faculty members are responsible for arranging for appropriate coverage for any courses that they teach. Travel funding may be used only for meetings at which the faculty member is making a presentation.

In some cases, the cost of attending and participating in a particular conference may be significantly greater than the annual funding provided to the faculty member for this purpose. In such cases, the individual faculty member should discuss the possibility of additional funding from her or his School with the School Director. If there is still a need for additional funding, monies will be set aside in the Dean’s Office to support faculty travel for conferences, and these funds will be awarded by the Dean on a competitive basis. There is a form that must be completed by any faculty member seeking additional support from the Dean’s Office.

Nothing in this policy should be taken to guarantee that the full cost of travel to any conference will be covered by the COEHD.
Graduate Student Travel Funding Policy

The COEHD recognizes the importance of conference attendance for graduate students at all levels, and especially for doctoral students. We also wish to strongly support graduate students in presenting their work at such conferences, and networking with experienced scholars, as well as other graduate students, in such settings. Limited funding for conference attendance by graduate students may be provided by the Schools, and additional funding will be set aside in the Dean’s Office to support graduate student travel for conferences. These funds will be awarded by the Dean on a competitive basis. Although travel funding will generally be approved only for conferences and meetings at which the graduate student is making a presentation, funding may also be approved to allow the student to participate in specific and appropriate professional development training provided at a conference. There is a form that must be completed by any graduate student seeking additional support from the Dean’s Office.

Doctoral students in the COEHD are also encouraged to apply for Lancaster Travel Funds and the Graduate Student Government.

Nothing in this policy should be taken to guarantee that the full cost of travel to any conference will be covered by the COEHD.
Undergraduate Student Travel Funding Policy

The COEHD strongly encourages the participation of undergraduate students in a range of research activities. Their participation at scholarly conferences is therefore extremely valuable. Limited funding for conference attendance by undergraduate students may be provided by the Schools, and additional funding will be set aside in the Dean’s Office to support such student travel for conferences. These funds will be awarded by the Dean on a competitive basis. Although travel funding will generally be approved only for conferences and meetings at which the student is making a presentation, in the case of undergraduate students there may be other compelling justifications for providing support as well. There is a form that must be completed by any undergraduate student seeking additional support from the Dean’s Office.

Nothing in this policy should be taken to guarantee that the full cost of travel to any conference will be covered by the COEHD.
COEHD Syllabus Policy

The COEHD requires that instructors in all courses taught under the auspices of the College provide students with a course syllabus during the first day of the course. The syllabus should contain a description of the nature and purposes of the course (which might be the catalog description for the course), student learning objectives (which should align with formative and summative assessment information), textbook and/or reading assignments, a course outline, and the office hours and contact information for the course instructor. In addition, there are a number of University Policy Statements (e.g., Academic Honesty Statement, Student Accessibility Services Statement, Course Schedule Disclaimer, Observance of Religious Holidays/Events, Sexual Discrimination Reporting, etc.) that must appear in the syllabus. Course instructors are encouraged to visit the Center for Innovation in Teaching and Learning’s website at https://umaine.edu/citl/teaching-resources-2x/required-syllabus-information/.
COEHD Faculty Computer Policy

All faculty members in the COEHD will be provided with a new computer when they are initially hired. This computer may be either a desktop or a laptop. Individual faculty members are free to choose either an Apple product or some type of PC. Assuming budgetary viability, computers will be replaced every three years, or on a regular basis as appropriate. Faculty members are not entitled to a personal printer, but are guaranteed access to a School or Program Area centrally located printer.

In all electronic University communications, faculty members and staff must use University assigned email accounts.

Faculty members should also see the “Information Technology Acceptable Use Agreement” at https://umaine.edu/it/policies/acceptable-use/.
University of Maine Travel Policy

An employee has verified by signing a Travel Card Acceptance Agreement that they have read the Travel, Expense and Travel Card Administrative Practice Letter (APL) Section IV-B and agree to comply with it. University of Maine System APLs can be located at http://www.maine.edu/about-the-system/system-office/finances/administrative-practice-letters/

Below are some important reminders:

**APPROVAL OF TRAVEL:**
All out-of-state (and international) travel requires prior approval. Prior approval is secured in the form of a fully approved Travel Request in the Concur system.

**TRAVEL INSURANCE NOT REIMBURSABLE:**
The University will not reimburse travelers for the purchase of travel, life or accident insurance. In some instances, Travel Interruption Insurance may be allowed with prior approval of the University’s Risk Manager.

**PLEASE MAKE SURE YOU ARE NOT BEING CHARGED TAX FOR LODGING AND MEALS.**
Payment of State of Maine sales tax is prohibited. It is the responsibility of the cardholder to advise vendors that the University of Maine System is exempt from State of Maine sales tax including, but not limited to, tax on meals and hotels. The easiest way to handle this is every time you hand your card to someone, point out that we are tax exempt and the number is on the front of your card. If you have paid tax, you will be responsible to get a credit (on your card) for the tax or pay that amount back to the University. See link for tax exempt certificate if you need to provide it. (http://staticweb.maine.edu/wp-content/uploads/2013/08/SalesTaxExemption-Maine.pdf?565a1d)

**MEALS:**
The University will reimburse travelers for actual meal expenses, up to a maximum limit of $46 per day, per person. Receipts are not required for individual meal expenditures if you use your travel card. If you pay for meals on your own, an itemized receipt (not a credit card payment clip) is required.

Meals are allowable only when travelers are on business and away from home overnight. Single day meals are not authorized within this policy.

Meals are allowable when employees are entertaining bona fide business associates such as meals incurred when a search committee member(s) hosts a candidate for a position, and meals incurred when hosting a visiting lecturer, potential donor or other official guest of the University. Itemized receipts are required for catering and group meals, as well as a list of attendees. The Group Meal expense type in Concur should be used when, and only when, the meal includes non-University attendees, athletic team meals, or student group travel.

Tips are reimbursable up to 20% of the cost of a meal and do not alter the daily meal limit.
There are two exceptions to this requirement:

i. Travelers may round tips up to the next dollar, and

ii. In the rare instance where a restaurant requires a tip greater than 20%, the traveler will be reimbursed for the required amount.

The University does not reimburse travelers for alcohol.

**TIMELINE FOR EXPENSE REPORTS:**
A traveler is expected to submit expense reports within 30 days of completed travel. An exception to this would be if you pay for a registration fee or advance hotel and the conference doesn't occur until months later. A report can be started and you can move expenses as they come in (registration fee, hotel) to that report. This is also very helpful to keep expenses organized if you have more than one event pending. In-state travel should be submitted monthly.

**WAIT FOR EXPENSES TO POPULATE IN CONCUR:**
Please wait for your Travel Card transactions to be received from the vendors before you include these transactions in your Expense Report. This may take 5 to 7 business days depending on the vendor and the bank.

**Link to Concur "How-To" Guides**