

University of Maine

COLLEGE OF EDUCATION and HUMAN DEVELOPMENT

BY-LAWS

(As Revised)

Approved by the College Faculty, December 9, 2016

Approved by the Dean, January 20, 2016

Approved by the Provost, May 17, 2017

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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

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.

In an era of significant educational change and fiscal challenges, the success of the University and the positive morale of the faculty and administration are dependent upon continued use of

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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 muss 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