



COEHD Policies Manual

Updated November 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 data 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 seniority.
 - 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 produce 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

<https://www.sites.google.com/a/maine.edu/strategic-procurement/home/travel-and-expense-reimbursement-system-training>