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# Faculty Handbook<sup>1</sup>

This Handbook is an information guide for University of Maine faculty, and does not supersede any collective bargaining agreements made by the Associated Faculty of the University of Maine (AFUM) .

This document has been assembled by the Constitution and Bylaws Committee (CABC) of the Faculty Senate. The intent is to provide a source of useful information, primarily for new faculty at the University. It is our intent that this will be an electronic document and that it will be updated once per semester by the CABC. Minor changes, such as updating a URL will be made on an ad hoc basis. Substantive changes will be brought to the attention of the Faculty Senate.

You are looking at draft version intended for review. This disclaimer will be modified in the final version.

Comments of any sort as well as additions or corrections are solicited. For simplicity, please make them in writing and clearly indicate what you wish to add or subtract. Postings can be made to the Faculty Handbook conference on First Class. You may also email or snail mail the Faculty Senate Coordinator - Rosaline Weller at [Rosaline\_Weller@umit.maine.edu] or 205 East Annex on campus.

## Chapter 1

### **An Introduction to the University of Maine and the University of Maine System**

The University of Maine is the leading campus in the seven-campus University of Maine System (UMS). Its flagship status is recognized by the Maine Legislature and by the assignment of responsibilities to the campus by the UMS Board of Trustees, the governing body of the seven-campus System. Two crucial parts of the flagship status are the University of Maine's primacy in graduate education and in research.

The University of Maine is the state's only land-grant university. Since 1980, it also has been the state's only sea-grant university. The sea-grant designation expands the objectives of the land grant program to teaching, research, and service concerning oceans and coastal regions.

#### **The University of Maine System and its Governance**

The seven public universities are under the control of the University of Maine System (UMS) by order of the Maine Legislature. The campuses cover all regions of the state and have different missions. All seven are unionized.

The Maine Legislature has delegated most governance of the University of Maine System to a board of citizen trustees appointed by the Governor and confirmed by the Legislature. The Board also includes one faculty member and one student from each of the seven campuses, and one graduate student from either the University of Maine or the University of Southern Maine. The Board ultimately makes many important decisions for individual campuses and the UMS. Among these are approving or terminating degree programs, creating research centers, appointing senior administrative leaders, granting tenure to members of faculty, and requesting and receiving extramural funding. The Trustees also have ultimate authority for allocating Legislative appropriations for higher education to individual campuses.

The Trustees appoint a Chancellor for the entire UMS. The Chancellor and the Chancellor's staff, located primarily in Bangor, are responsible for day-to-day operations of the System. The Chancellor plays the leading role in System relations with the Maine Legislature, most notably the appropriation of funds to support the campuses. The Chancellor also plays a primary role in defining relationships among campuses. The Chancellor also selects, and discharges, the Presidents of the campuses with approval of the Trustees.

The Trustees and Chancellor serve the entire System. During the 1990s, the Maine Legislature approved the creation of individual Boards of Visitors to serve each campus. Like all seven campuses, the University of Maine has an active Board of Visitors. The Board provides advice to the campus on matters such as program development, community relations, and private fundraising. Governing responsibility remains with the Board of Trustees. The online Employee Information and Resource Guide [www.umaine.edu/hr/guide/default.htm](http://www.umaine.edu/hr/guide/default.htm) gives descriptions of the University of Maine System.

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## The Roles of the University of Maine

The University of Maine has the state's largest undergraduate program, and undergraduate education is central to the campus mission. The University is the major graduate campus in the state. Several Master's and doctoral degrees are the sole graduate programs in Maine in their respective disciplines. Professional education, often at the graduate level, meets societal needs in areas such as science, engineering, teacher education, business, nursing, and social work. A substantial continuing education program provides varied course offerings for off-campus and nontraditional students.

The University of Maine is the primary research university in the State. Its faculty members have attained national and worldwide recognition for their research discoveries. Many discoveries have moved from the library or the laboratory to become commercial products or services that improve lives from the local to the international level.

The University's land-grant heritage explains the large number of public service activities that originate on campus. These activities include such public services as advice from the Cooperative Extension Division to farmers, assistance with humanities seminars throughout the state, guidance to K-12 teachers and administrators, and the presentation of cultural and athletic events on campus.

The University of Maine recognizes the increasingly global context of its work. Economic, social, scientific, technological, and political issues cross national boundaries. The teaching, research, and public service of the University reflect this fact. Likewise, the University is committed to doing its work in a multicultural and pluralistic community that encourages the full participation of all its members.

## Governance on Campus

On the University of Maine campus, governance begins with the President who is responsible for all decisions that involve the campus. These include financial matters, buildings and grounds, student life, academics, intercollegiate athletics, community relations, research, and fundraising.

The Faculty Senate makes recommendations on policies to the president of the university on the following matters: academic freedom, free speech and assembly, student academic standards and performance, definition of academic titles and criteria for ranks, standards for academic standing of students, and curriculum matters involving more than one college. The Senate may review any matters affecting the academic environment, including institutional plans and priorities, the allocation of the university's financial resources, academic organization, the library, honorary degrees, admissions policies and standards, establishment and elimination of academic programs, and assessment of academic outcomes.

Academic issues (e.g., creating courses and programs, hiring and promoting faculty, setting standards for instruction) are the products of a system of shared governance between the faculty and the academic administrators including the President. Long experience has helped to shape the procedures that decide most of these issues. A new faculty member facing an issue for the first time should determine whether existing departmental, college, university, or system policies provide advice.

Appointment of a faculty member is made with assignment to an academic department. Departments are the basic unit of governance within the University and the System. A chairperson sometimes has the power to make crucial decisions such as what courses are offered, who teaches them, when they are offered); in other cases, a departmental committee makes these decisions. Most decisions having a campus-wide or System-wide impact, such as awarding tenure to a faculty member or creating a specialized research institute, originate with the department.

UMaine has five academic colleges: Business, Public Policy and Health; Education and Human Development; Engineering; Liberal Arts and Sciences; and Natural Sciences, Forestry and Agriculture. A dean heads each college; associate or assistant deans and other administrators assist the dean. Faculty committees within each college are responsible for many governance decisions. At the college level, deans, administrators and faculty committees serve as the next level of review for matters originating within the department. They may also originate matters of college-wide interest.

The Provost and Executive Vice President is the senior academic officer on campus. The deans work directly under the Provost and serve at the pleasure of the Provost. The Provost and his or her professional staff take a campus-wide perspective on academic issues, e.g., deciding where new resources should be placed or which college should have responsibility for a specific program, etc. On faculty personnel issues, the Provost is the senior adviser to the President.

Full descriptions of the governing entities on campus are found in the Employee Information and Resource Guide [www.ume.maine.edu/hr/guide/default.htm](http://www.ume.maine.edu/hr/guide/default.htm).

### The University of Maine Faculty Senate

The University of Maine Faculty Senate represents the faculty in developing University policies. Each college is represented by at least four Senators. A complete list of members, the constitution and bylaws of the Faculty Senate, meeting dates and agendas, and other information is available online at [www.ume.maine.edu/facsen/](http://www.ume.maine.edu/facsen/). The Senate has the authority to act on behalf of the faculty in establishing university-wide degree requirements. It also participates in the process of appointment and evaluation of academic and administrative officers. The Faculty Senate constitution is online at <http://www.ume.maine.edu/facsen/constitution.html>.

### Faculty Senate – Motion on Shared Governance – 1/29/2003

In the spirit of its responsibilities defined by its Constitution, the Faculty Senate embraces the notion of Shared Governance at all levels of the University, so that it may continue to refine its goals as the land-grant, comprehensive, doctoral institution of the State of Maine and to fulfill them effectively. As the representative body of the faculty, we encourage other sectors of the University to engage with us and the Administration in developing Shared Governance, to include the appropriate voices of professional, clerical, and all other members of the University so that we may better address how we meet our challenges as a unified community.

The great longevity of faculty members in their dedication to the University allows us to best ensure the continuity necessary to build upon our historical strengths, and guarantee the lasting success of current and future initiatives. The Senate recommends that the Administration always include the faculty for full participation in identifying, originating, developing, staffing, and evaluating all University initiatives, academic policies, budgeting decisions, administrative positions, major actions, and policies. We ask the Administration to commit itself to faculty participation in all of these decisions and actions, and also to work with us in establishing dialogues with representatives of the other members of the University Community to work for their inclusion in these decisions and actions as well.

### Appointment, Retention, Promotion, and Tenure

The initial appointment letter to the faculty member states the terms of the appointment – at what rank, for what length of term, in what unit of the university, at what salary, etc. A detailed set of university regulations at department, college, and campus levels combine with the terms of the contract between the University of Maine System and the Associated Faculties of the University of Maine (AFUM)

[www.umaine.edu/hr/profemp/afum/appoint.html](http://www.umaine.edu/hr/profemp/afum/appoint.html) to spell out procedures for how a faculty member is reviewed, awarded tenure or promoted to Associate or Full Professor.

Typically, each decision – retention for another appointment, grant of tenure, promotion to higher rank – is the product of a series of careful evaluations of the faculty member's teaching, research, and service contributions to the university and the respective profession. These decisions normally begin at the department level, advance to the college, then the Provost, and finally to the President. A grant of tenure also requires approval by the Board of Trustees. A grant of tenure is a legal commitment by the University of Maine System to retain the faculty member for the rest of his or her career. Only very unusual circumstances, e.g., the termination of an entire academic program, criminal misconduct, serious financial exigency, or clear nonperformance of duties, provide grounds to end the tenured appointment. Mentoring in the early years of a faculty appointment provides the basis for improvement in teaching, research and public service that leads eventually to tenure.

Requests for promotion and tenure follow an approved application format. Format and timetable for tenure are available online at [www.umaine.edu/hr/profemp/afum/prom\\_tenure\\_format.htm](http://www.umaine.edu/hr/profemp/afum/prom_tenure_format.htm).

## Faculty Privileges, Professional Ethics, and Responsibilities

### Academic Freedom

**The United States Supreme Court has spoken powerfully about the need for academic freedom.** “the essentiality of freedom in the community of American universities is almost self-evident. No one should underestimate the vital role in a democracy that is played by those who guide and train our youth. To impose any strait jacket upon the intellectual leaders in our colleges and universities would imperil the future of our Nation. **Scholarship cannot flourish in an atmosphere of suspicion and distrust. Teachers and students must always remain free to inquire, to study and to evaluate, gain new maturity and understanding; otherwise our civilization will stagnate and die.**” (In a case involving a professor’s right to take the Fifth Amendment when questioned about previous affiliations. Justice Frankfurter’s concurring opinion in *Sweezy v. New Hampshire*, 1957).

In public universities like the University of Maine, academic freedom is recognized as part of the freedoms of speech, press, and assembly protected by the First Amendment to the Constitution. The UMS-AFUM collective bargaining agreement ([www.umaine.edu/hr/profemp/afum/appoint.html](http://www.umaine.edu/hr/profemp/afum/appoint.html)) elaborates upon these constitutional protections. Faculty members are free from any censorship, threat, restraint, or discipline by the university concerning the pursuit of truth and knowledge in the performance of their teaching, research, publishing, or service obligations.

### Free Speech and Assembly

System and campus regulations and the terms of the UMS-AFUM agreement ([www.umaine.edu/hr/profemp/afum/appoint.html](http://www.umaine.edu/hr/profemp/afum/appoint.html)) explain some of the permissible limitations on speech. A Faculty Senate review board advises those responsible for the implementation of the speech and assembly policy, serves as an appeals board, and reviews cases of alleged improper use of and response to the right of free speech and assembly.

The faculty member also has the freedom of any citizen to express personal views in the media, in public gatherings, or in private conversation. This freedom includes the right to speak on topics outside of the faculty member’s professional expertise. Faculty members have the obligation to indicate that they are speaking for themselves rather than as representatives of the university.

### Professional Ethics and Plagiarism

The University, faculty associations worldwide, and generations of individual faculty members have recognized the need for the highest professional standards for members of the faculty. Online information containing the statement of the American Association of University Professors on professional ethics is found at [www.ume.maine.edu/facsen/IV%20FacultyPrivileges.htm](http://www.ume.maine.edu/facsen/IV%20FacultyPrivileges.htm).

Certain types of behavior are of particular concern. Among these are:

1. Nonperformance of basic teaching, research, and service obligations (e.g., regularly missing classes, failing to submit student grades, etc.);
2. Improper behavior toward other university employees or students (e.g., hazing, sexual harassment, discrimination, threats of physical violence, etc.); The UMS sexual harassment policy states: "Consenting relationships may constitute sexual harassment under this policy. When a professional power differential exists between members of the University of Maine System and a romantic or sexual relationship develops, there is a potential for abuse of that power, even in relationships of apparent mutual consent. A faculty or staff member should not engage in such relationships." <http://www.umaine.edu/eo/Policy/consenting.htm>. There is a nepotism policy concerning institutional relationships of family members. See <http://www.umaine.edu/eo/aaplan/appendix3.htm>. Faculty should also consult <http://www.umaine.edu/hr/guide/Chapter3/conflict.htm>
3. Significant violations of criminal law whether or not related to University activities;
4. Plagiarism. Scholars must give full and fair recognition to sources both for the substance and for the formulation of their findings and interpretations. Using the ideas, methods, or written words of others without acknowledgment is plagiarism.
5. Other violations of the standards of the faculty member's professional association.

All faculty members are entitled to expect the highest professional behavior from their colleagues. Faculty members who violate these professional standards may be subject to disciplinary sanctions including termination. Discipline and termination take place only following fair procedures specified by the AFUM agreement, University regulations, and the U.S. Constitution. More information is available at [www.umaine.edu/hr/profemp/default.htm](http://www.umaine.edu/hr/profemp/default.htm).

## Research

The Office of Research and Sponsored programs maintains complete policies regarding conduct in research and other scholarly activities and the protection of human subjects of research. These are online at <http://orspdocs.umesp.maine.edu/Policies/miscon.pdf>. The primary responsibility for maintaining the highest ethical standards in the conduct of research and other scholarly activities rests with faculty members, employees, and students. Every individual engaged in research and other scholarly activities must be fully aware of the regulations and ethical guidelines governing the discipline.

The University acknowledges and accepts responsibility for protecting the rights and welfare of human research subjects. Three general ethical principals guide research with human subjects at the University of Maine: respect for persons, beneficence, and justice. University Policies and Procedures for the Protection of Human Subjects of Research apply to all activities that:

1. include research with human subjects and are sponsored by the University;
2. are conducted by or under the direction of any employee, student, or agent of the University in connection with his or her institutional responsibilities; and
3. involve use of the University's nonpublic information.

These activities include both physically invasive research and surveys or questionnaires on attitudes and behaviors, e.g., a sociology researcher surveying student sexual mores, alcohol consumption, etc.,



must obtain human subjects clearance. Complete policy information regarding the use of human subjects in research is online at <http://orspdocs.umesp.maine.edu/Ethical/humanpolicy.pdf>.

### Student Evaluation of the Faculty

Faculty evaluation solicits information from across the academic community. Student evaluation is not the sole basis for administrative decisions regarding faculty teaching. However, it provides comments to the instructor for self-improvement, provides data for use in making personnel decisions, and in certain instances facilitates the assignment of courses within a department. Instructors have the right to receive comments at any time during their teaching career, and all students have the right to express their opinions on teaching quality. All instructors, regardless of professorial rank, full-, or part-time status, are evaluated for each course taught.

Evaluations are generally held in the two-week period prior to the end of classes. The instructor is not present during the completion of forms or their collection. The instructor may explain the evaluation forms to students before the evaluation. A student or university employee collects the forms that are then placed in an envelope in view of the class. He or she returns them to the administrative office designated for processing. Results from the evaluations are available to the instructor once final course grades are issued.

At any time during the semester, faculty members may conduct evaluations of their teaching for their own information. They may use their own forms and procedures for these evaluations.

### Faculty Review of Administrators

Faculty members evaluate the University President, Provost, Vice-Presidents, Directors, and Deans. The Faculty Senate and administration conduct joint evaluations of administrators. The University President and other administrators are subject to evaluation by all tenured, tenure-track, and contract faculty, as well as by part-time faculty teaching six or more credits. The President determines the evaluation schedule of administrators and provides the information to the President of the Faculty Senate. The Senate President is responsible for posting the list and the evaluation form at multiple sites on the First Class web site. The Senate Executive Committee and the University President review the forms. In the case of the University President's evaluation, the Chancellor or his or her designee receives the forms. The President forwards evaluations to the administrators who are evaluated. The University President reports any action taken because of faculty comments on the evaluation forms to the Executive Committee of the Faculty Senate.

Currently, there is no mechanism for evaluation of Department Chairs or Directors by faculty. This is to be addressed.



## Chapter 3

### Course/Instruction Procedures and Guidelines

Faculty members are scholars, skilled communicators, educators, and mentors.

Techniques for teaching vary with subject matter, class size, and academic level of the students enrolled.

Faculty members have wide discretion in adopting the best teaching method for the course and subject matter they teach.

### Course Modifications and New Courses

Departmental or unit faculty or a faculty curriculum committee within the appropriate college(s) must review all new undergraduate courses, course modifications and new programs. Only officially approved courses receive degree credit. Faculty members may determine the procedure for their college through their chair. Ultimate approval of courses is done by the UPCC/Graduate Board. Courses for CED have a committee for this purpose. Interdisciplinary approvals should be brought to the attention of the Interdisciplinary Studies committee of Faculty Senate. Course content in all cases should reflect the catalog description.

### Faculty Office Hours

Faculty members schedule office hours for student consultation. The course syllabus normally lists office hours. Some faculty will express a preference for scheduling appointments, such as via phone or e mail.

### Advising Students

As part of their regularly assigned duties, faculty members act as academic advisors. The number of students per advisor is variable. Advising is not limited to approving courses of study or checking registrations. Ultimately, however, each student is responsible for satisfying degree requirements.

If a student requires personal, academic or career counseling, the advisor may suggest contacting the Counseling Center (581-1392) and/or Career Planning and Placement Office (581-1359). The Counseling Center provides supplementary counseling to students experiencing academic difficulty or needing information on career options. Information is available at [www.umaine.edu/counseling/default.htm](http://www.umaine.edu/counseling/default.htm). The Career Planning and Placement Office offers career development counseling. Online information is available at [www.ume.maine.edu/~career](http://www.ume.maine.edu/~career).

**Thesis and Dissertation Guidance.** The Graduate School publishes “Guidelines for Thesis Preparation” containing the rules and regulations for the format(s) required for the thesis or dissertation. The manual is available online at [www.umaine.edu/graduate/pdf/Thesisguidelines.pdf](http://www.umaine.edu/graduate/pdf/Thesisguidelines.pdf). The dates for presenting the thesis and holding the oral examination are available in the Graduate School. It is the responsibility of

the student to ascertain appropriate due dates. Graduate School information is available online at [www.umaine.edu/graduate/general\\_policies.htm#thesis](http://www.umaine.edu/graduate/general_policies.htm#thesis).

## Course Syllabi

A printed or online syllabus is an outline of course content, goals and objectives, basic information about the instructor's procedures and policies, and selected University information.

The content of syllabi varies. Departments may establish specific guidelines for the syllabi. The syllabus provides information to assist in student/instructor communication and provides guidelines for successful class performance. It presents a planned course administration, assisting both students and instructor in organization and time management, distribution of work load, etc. It also provides relevant information that university units or outside agencies review.

Topics Often Covered in the Syllabus:

- 1) A **Heading** including the course name and number, the academic unit, and the semester/year;
- 2) A **Course Description, including Course Goals or Objectives.** One or more sentences stating the learning goals or objectives for the course. Explanation of method and theory may be added. [It is useful to include the general education requirements satisfied by the course.]
- 3) **Tentative schedule for course.** Additional information may be posted on line throughout the semester.
- 4) **Required and Suggested Texts.**
- 5) **Instructor Information:** office hours, e-mail address, telephone number. Instructors may indicate a preferred method of contact (e.g., FirstClass, home telephone).
- 6) **Assessment methods.** Type and number of exams, quizzes and projects may be listed. Format of exams or assessment, equipment, and make-up policy may be included. If examinations are held outside of usual class meeting times, the dates, place, and times may be provided.
- 7) **Grading Policy and Grading Scale.** The percentage of the final grade allocated to lab, homework, attendance, final projects, and examinations is stated. A list of criteria for evaluating projects, portfolios, or oral presentations may be provided.
- 8) **Policies on cheating and plagiarism.** (Defined in the pamphlet "Academic Honesty and Dishonesty." <http://www.umaine.edu/deansofstudents/honesty.htm>)
- 9) **Homework: when** homework is due, format, general grading procedures.
- 10) **Attendance.** Attendance policy, and any penalty for tardiness or missed classes may be indicated. [see following section on attendance]
- 11) **Labs.** Information on the conduct and length of laboratory time is provided.
- 12) **Special Instructions.** Information regarding disabilities, special needs, prerequisites, field trips, special equipment requirements, etc. are listed.

- 13) **Safety and Evacuation Plans.** Certain courses may require covering safety aspects including evacuation procedures in an emergency on the syllabus.

#### Distribution of the Syllabus

Syllabi should be distributed to every student in the course. Department or unit procedures often require copies in the department or unit offices. Syllabi are provided to students before or during the first class periods and may be posted on line.

#### Class Periods

Usually, class periods are equivalent to 150 minutes per week per semester for a three-credit course. Classes may be divided into three 50-minute periods, two 75-minute periods, a single meeting once a week, or some other format. Laboratories range from one to four periods, depending upon the course.

#### Class List

The Distributed Student Information System (DSIS) contains online class lists at [maple.maine.edu:8243/dsis/menu.logon\\_scm](http://maple.maine.edu:8243/dsis/menu.logon_scm) (the Office of Student Records [581-1290] provides web DSIS logon). The presence of a student's name on the list indicates registration for the course and authorization for that student to attend class. Additions and deletions to the list occur during the add-and-drop period. If students' names do not appear on the DSIS list, they should obtain clarification of status from their Dean's Office.

#### Class Attendance

The instructor determines satisfactory attendance in each course. Each student must accept the responsibility for satisfactory attendance in courses.

Whenever, in the opinion of the instructor, a student's absences impair the quality of his or her work, the instructor may notify the student's dean.

Appropriate entities (e. g., Department of Athletics, etc.) notify instructors in regards to students engaged in authorized off-campus university functions, such as, varsity athletics, band or drama, at the beginning of the semester. According to the missed-class policy, students in the above categories should not miss more than 10% of classes.

#### Disruptive Behavior

Disruptive behavior is subject to disciplinary action. Problems such as excessive tardiness, lack of courtesy, or other behavior inappropriate in the classroom should be discussed with the appropriate dean or director. The University of Maine Department of Public Safety (emergency telephone 9-1-1) may handle classroom situations involving seriously disruptive or safety-threatening behavior by students. Instructors may ask disruptive students to leave their classroom at any time. The Center for Teaching Excellence has held workshops on this topic. The Chair, Dean's Office, and Office of Equal Opportunity may be contacted as well.

## Cheating, Plagiarism, and Academic Integrity

Falsifying the results of research, stealing the words or ideas of another, and cheating on examinations violate the University of Maine Student Conduct Code. An instructor with reason to believe that a student has cheated has options available. The case may be referred to the department chairperson, the academic dean, or the conduct officer for appropriate disciplinary action. The instructor also may drop the student from the course and assign a grade of E. If the instructor elects this option, he or she must notify the Office of Student Records (581-1290) within two weeks of discovering the offense. Students may not circumvent this action by dropping the course either before or after the failing grade is submitted, regardless of the drop policy in effect at that point in the semester. The grade is effective from the date and time the offense occurred. The maximum sanction for cheating is dismissal from the University. A student may appeal an E grade, and the Student Conduct Code provides a course of action for students disciplined for cheating, plagiarism, or other inappropriate behavior. This information is available online at [www.maine.edu/policyscc501.html](http://www.maine.edu/policyscc501.html).

## Tests and Examinations

Tests and examinations are common and important assessment tools. The terminology used at the University of Maine, types of examinations given, and information on scheduling examinations follows.

**Quiz.** A brief examination designed to occupy only part of a class period and to cover a small fragment of work.

**Prelim or Exam.** An examination designed to occupy an entire class period and to cover a major unit of work.

**Final.** An examination given during the final exam week lasting for two hours or more. A final examination should not be scheduled during the last week of classes. If a prelim is substituted for a final examination, it is given during the final examination period. A final should normally not represent more than 1/3 of the grade for a 3 credit course, although the instructor may make exceptions.

### Types of Examinations

Instructors are free to choose the type of test offered, e.g., essay, true-false, multiple choice. Machine scoring is compatible with true-false and multiple-choice tests. The instructor usually proctors the test.

Each department makes its own arrangements for the printing or duplicating of examinations.

### Examination Scheduling

Final examinations take place at the end of the semester during final exam. Students with two finals scheduled at the same time or three finals scheduled in one day, may confer with one of the instructors to make alternate arrangements.

A published schedule lists times of final examinations. Finals are not to be taken before the scheduled time.

During the last week of classes, no examinations of any kind are scheduled except with the permission of the appropriate Associate Dean or Director. A final examination occurs only during final exam week. If the instructor wishes to schedule a prelim covering the last weeks of the course instead of a final examination, the prelim takes place during final exam week. These rules do not apply to Continuing Education Division courses.

## Absence from Final Examinations

A student with a legitimate reason (i.e., written or similar documentation for health or extenuating personal circumstances) for missing a regular final examination may arrange with the instructor to make up the exam.

Details on incomplete grades follow in the section "Grades and Grading."

## Machine Scoring of Examinations

The Office of Institutional Studies (581-1410) provides an Optical Mark Test Scoring Service for the faculty. Current equipment scores examinations and provides information such as Frequency Distribution Item Analysis, Test Results by Student, and Student Response Report. Normally, scores are available within 24 hours of receipt of the tests. Standard answer sheets are also available through the Office of Institutional Studies.

## Examination File

Copies of recent final examinations for student use may be placed at the Reserve Desk in Fogler Library. Filing examination questions at the Library is optional for faculty. Fraternity or sorority houses and some dormitories may have their own examination files. Some faculty members may make previous exams available electronically.

## Grades and Grading

### Approved Grading Symbols and Definitions

University of Maine faculty use letter grades on a scale of A to E. Faculty may grant plus and minus grades. For computing Grade Point Averages and Quality Points, letter grades carry the following numerical values:

A = 4.00	A- = 3.67	B+ = 3.33	B = 3.00	B- = 2.67	C+ = 2.33
C = 2.00	C- = 1.67	D+ = 1.33	D = 1.00	D- = 0.67	E = 0

Abbreviations for the grading process used by the Registrar's Office and their definitions may be found at <http://www.records.ume.maine.edu/grading.htm>.

### Grading Policies

**Submittal of Final Grades.** At the end of each semester, Final Grade Rosters must be submitted to the Office of Student Records five business days from the day of the final examination. If final papers or projects are given, Final Grade Rosters are due five business days from the last day of finals week.

Prompt reporting of grades lets the Committee on Academic Standing make decisions on students' futures and is needed for graduation processing. Receipt of grade rosters is recorded on a daily basis.

**When grades are not received by the due date, the appropriate dean's office may be notified.**

**Students Not Listed on Roster.** If a student is attending the course but the name does not appear on the Grade Roster, a Supplemental Grade Roster form available at the department office or the Office of Student Records should be completed.

**Incomplete Grades.** Instructors assign the "I" grade only when they are persuaded that events beyond the student's control prevented the completion of assigned work on time. The Office of Student Records determines how long the student has to make up the incomplete.

**Audit Students.** Students auditing courses are not required to complete assignments or take examinations. Audit students receive the grade of H on the Grade Roster. Instructors and audit students should discuss the expectations (e.g., attendance) of both for receiving the AUD grade. If an audit student has never attended a class, instructors indicate this on the Grade Roster so the student can be dropped from the course.

**Pass/Fail Grades.** Instructors and students registered for P/F option should establish clear criteria for achieving the passing grade. The grading option may only be changed in the first two weeks of the semester.

**Withdrawal Students.** Students who have officially withdrawn from the University or who withdrew after the first third of the semester receive the grade W or WE on the Grade Roster. Withdrawal students do not receive any other letter grades.

**Grade Reports.** Students do not automatically receive reports of their grades. Semester grades are available using the Distributed Student Information System (DSIS) online at [https://maple.maine.edu:8243/dsis/menu.logon\\_scrn](https://maple.maine.edu:8243/dsis/menu.logon_scrn). Students may also hear their grades or request a grade report mailer using the Interactive Voice Recognition (IVR) MAIN Line at 581-6246.

The instructor may report a final grade in a course to a student.

**Transfer Grades.** See policy at <http://www.records.ume.maine.edu/transfer.htm>.

**Study Abroad Credits.** Students are best advised to consult both the Office of International Programs and the Department(s) to which they plan to seek approval for study abroad credits. Approval of a program of study prior to going abroad is essential.

**Academic Progress Reports.** Five weeks into each semester, Academic Progress Reports are produced for all first-year students. The reports assist students in solving academic difficulties through advice and counsel. The terms used on the reports are Satisfactory (S), Marginal (M), Unsatisfactory (U), and Incomplete (I).

Advisors and all faculty members should be aware of FERPA (Family and Education Privacy Act), the policy which prohibits reporting information regarding a student to others. The Associate Dean of the faculty member's College or the Office of Equal Opportunity may also advise on what information concerning a student advisee may be given out. And what cannot. See [http://www.umaine.edu/handbook/PolReg/handling\\_of\\_student\\_records.htm](http://www.umaine.edu/handbook/PolReg/handling_of_student_records.htm)

Frequently, the question arises of what to report if there have been no examinations or other indices of progress when the reports are due. Providing attendance is acceptable; the assumption is that the student is making satisfactory progress.

**Special Reports on Students.** Instructors may report a student in danger of academic failure to the student's academic dean. Reports may be written or verbal. Students in danger of failure may be referred or reported to the Dean of Students, the Student Health Center, the Counseling Center, Police and Safety, the academic advisor, or the student's academic dean.



## Academic Achievement Awards

**Dean's List.** The Dean's List is prepared at the end of each semester. It consists of the names of undergraduate students registered for 12 or more hours exclusive of pass/fail courses, without any incomplete grades, and at least a 3.0 GPA.

**Presidential Achievement Pin Award.** To receive the Presidential Achievement Pin Award, full-time students must satisfy the following:

- 1) a minimum 3.0 GPA based on two consecutive full-time semesters (24 credit hours minimum) of accumulated course work at the University of Maine; pass/fail courses do not count toward the 24 credit hour requirement and any incomplete grades within the two-semester period disqualify the student.
- 2) a minimum 3.5 GPA for the last semester with a minimum of 12 credit hours.

Part-time students must satisfy similar requirements:

- 1) a minimum 3.0 GPA based on 30 hours of accumulated course work at the University of Maine; pass/fail courses do not count toward the 30 credit hour requirement, and any incomplete grades within the 30 hour period disqualify the student.
- 2) a minimum 3.5 GPA for the last 12 credit hours.

## Textbooks

The Bookstore uses a self-service textbook selection system that allows students to search for books for their courses themselves. It is important to have complete information from each faculty member regarding course textbook needs.

### How to Order Textbooks

Each semester the Bookstore sends Course Book and Material Requisition forms (CBMR) to all departments. Each course requires a separate CBMR. Extra forms are available at the Bookstore, by calling (581-1700), or online at [www.umaine.edu/facultystaff.htm](http://www.umaine.edu/facultystaff.htm).

The Bookstore sets target deadline dates for ordering textbooks. Deadlines for CMBR are:

Fall and Summer Semesters: before April 30      Spring Semester: before November 1

When a text is selected for a course, the value of used copies increases dramatically. During finals week buy-back, the Bookstore pays more for books that will be reused on campus the next semester. The goal is to maximize the number of used texts available to students. Early textbook orders allow the Bookstore time to buy books from other campuses through text wholesalers.

Special academic supplies or materials for a course also can be ordered by indicating the items needed on the CMBR.

If a requested text is out-of-print, out-of-stock, being replaced by a new edition, or there are any other problems, the faculty member may need time to choose a replacement.



The reserve book desk of Fogler Library may make hard and electronic copies of course materials available. Advance requests are essential.

### **Custom Publishing**

The Bookstore is the central point for producing customized course materials. Course packets are produced at a reasonable cost. Printing Services also conducts copyright clearances and secures permissions where necessary. Faculty members provide full source information for the documents copied.

### **Desk Copies**

Major publishers require that desk copy requests come from a faculty member and/or the department. The Bookstore maintains an up-to-date listing of publishers, addresses, phone/fax numbers, and names of sales representatives for major publishing companies.

### **Text Returns to Publishers**

Due to increasingly restrictive return policies, unsold texts are returned to publishers after the fifth week of the semester. Students who wait this long to purchase books may find texts unavailable.

## **Academic Supplies**

The Bookstore carries pencils, pens, notebooks, paper, rulers, highlighters, staplers, folders, report covers, special papers, poster board, fine writing instruments and many other specialty items. It also has art, engineering, and forestry supplies, both required and supplemental, for classes. Computers and software are available at the Computer Connection (581-2580) in The Memorial Union. The Bookstore does carry peripheral computer items such as ribbons, mouse pads, and disks.

## Policies, Guidelines, and Procedures

### Travel Policies

Travel may be desirable as part of a faculty member's job for a variety of circumstances, e.g. attending professional conferences, performing public service activities, etc. The university may be able to provide funding or transportation assistance in a number of ways. Faculty members should begin travel plans with their colleges and departments. For in-state or local travel, units may have their own vehicles. Requests for the use of University Motor Pool vehicles go through the faculty member's department. Requests for more distant travel proceed through the Office of Budget and Business Services (581-1545). In order to be reimbursed for travel expenses, prior approval is essential.

It is possible that a faculty member may travel on grant money; this travel must also go through the Office of Budget and Business Services.

For more detailed information about travel, see Administrative Practice Letter # 26  
<http://maine.edu/~oft/apl.html>

Changes in the old policy include:

**Meal Reimbursements** (See 5.B) There are two ways of receiving meal reimbursements and departments may choose to restrict their travelers to a particular method and it must be consistent throughout the entire travel period.

- per diem rate \$30.00, no receipts necessary
- actual expenses: up to \$40 per day per person. Travelers must submit an original receipt for all meal expenses (In the rare instance that a receipt is not available, a Missing Receipt Form must accompany the Travel Expense Voucher.)
- The University of Maine will not reimburse any alcohol purchase.

**Lodging** (See 8, C) Travelers will be expected to use the lowest cost lodging. The University requires itemized receipts.

**Air Fare** (8.D) The University will only reimburse economy coach fares.

**Travel Advances** (12.G) Should any travel money remain unspent, it must be returned with a completed Travel Expense Voucher within 5 business days of return. The University may deduct unsubstantiated or deemed substantiated amounts within 60 calendar days after the end of the trip.

### Cancellation of Classes Because of Weather

Only the President of the University of Maine has authority to cancel classes due to bad weather. Cancellation announcements are made over various radio and television stations and over the telephone (581-SNOW).

## Alcohol and Drug Policies; Smoking Policy

Smoking is not permitted in the interior of any University vehicle or building, with the exception of residence halls (the Housing Services Office may develop smoking policies for residence halls, in conformance with state and local laws). See Student Handbook: [http://www.umaine.edu/handbook/PolReg/smoking\\_policy.htm](http://www.umaine.edu/handbook/PolReg/smoking_policy.htm)

University policy recognizes that substance abuse is a complex problem that is not easily resolved solely by personal effort and may require professional assistance and/or treatment. Students, faculty, and staff members with substance-abuse problems are encouraged to take advantage of available diagnostic, referral, counseling, and prevention services. However, employees and students availing themselves of these services will not be granted special privileges and exemptions from standard personnel practices applicable to job performance requirements and from standard academic and student conduct requirements. The University will not excuse acts of misconduct committed by employees and students whose judgment is impaired due to substance abuse. (University of Maine System, 1998). More information about the university policies with regard to substance abuse or other information may be found at the faculty senate and student handbook websites listed below. Further information and copy of the Alcohol and Drugs Brochure, may be obtained at the Office of Human Resources, 234 Corbett Hall. (581-1581).

<http://www.ume.maine.edu/facsen/VII%20PoliciesGuide.htm>

[http://www.umaine.edu/handbook/PolReg/alcohol\\_beverage\\_and\\_drug\\_policy.htm](http://www.umaine.edu/handbook/PolReg/alcohol_beverage_and_drug_policy.htm)

## Nondiscrimination Policy

The University of Maine does not discriminate on the grounds of race, color, religion, sex, sexual orientation, national origin or citizenship status, age, disability, or veteran status in employment, education, and all other areas of the University. The University provides reasonable accommodations to qualified individuals with disabilities upon request. The Director of Equal Opportunity (581-1226) handles questions and complaints about discrimination in any area of the University of Maine. Further details are available online at [www.umaine.edu/eo/default.htm](http://www.umaine.edu/eo/default.htm).

## Affirmative Action Policy

Through its commitments to equal employment opportunity (EEO) and affirmative action (AA), the University benefits by developing and utilizing all available human resources. All employment practices of the University of Maine, including recruiting, hiring, training, promoting, and retaining persons in all jobs, comply with this policy. Affirmative action is taken to recruit qualified women, minorities, persons with disabilities, and veterans for all job openings. Personnel actions such as compensation, benefits, transfers, layoffs, return from layoff, University-sponsored training, educational programs, leaves, tuition assistance, and social and recreational programs are administered without regard to race, color, religion, sex, sexual orientation, national origin, age, physical or mental disability, or veteran status. Applicants and employees who are members of protected groups are invited to identify themselves so that the University of Maine can monitor all personnel actions to ensure it is able to meet its EEO/AA responsibilities. Full details are online at [www.umaine.edu/eo/Policy](http://www.umaine.edu/eo/Policy).

## Harassment Policies

**Sexual Harassment.** No member of the University of Maine community may sexually harass another. The University of Maine regards freedom from sexual harassment as an individual employee and student right. Violators of this policy are subject to disciplinary action.

Sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education;
2. submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual; or
3. such conduct has the purpose or effect of interfering with an individual's academic or work performance or creating an intimidating, hostile, or offensive employment, educational or living environment.

Consenting relationships may constitute sexual harassment under this policy. When a professional power differential exists between members of the University of Maine System and a romantic or sexual relationship develops, there is potential for abuse of that power, even in relationships of apparent mutual consent. The University prohibits abuse of power in romantic or sexual relationships. A faculty or staff member should not engage in such relationships.

A faculty or staff member must eliminate a current or potential conflict of interest by removing himself or herself from decisions affecting the other person in the relationship. These decisions include grading, evaluating, supervising, or otherwise influencing that person's education, employment, housing, participation in athletics, or any other University activity. A complete copy of the Sexual Harassment Policy is available online at [www.umaine.edu/hr/guide/Chapter3/sexharas.htm](http://www.umaine.edu/hr/guide/Chapter3/sexharas.htm).

**Hazing Policy.** In accordance with the laws of the State of Maine, the Board of Trustees of the University of Maine System (UMS) prohibits the injurious hazing of any student enrolled at any institution of the University of Maine System. This policy includes any situation that recklessly or intentionally endangers the mental or physical health of a student enrolled at any institution of the System.

Any organization affiliated with any UMS campus that violates these rules loses the right to conduct activities on any campus and the right to receive any other benefit of affiliation with any UMS campus.

Any person associated with any UMS institution as a student, administrator, faculty member, or in any other capacity, who violates these rules is subject to suspension, expulsion, or other appropriate disciplinary action.

Any person not associated with the UMS who violates these rules will be ejected from, and thereafter be banned from reentering, any UMS campus.

Any disciplinary action, penalty, or sanction enforced against conduct violating these rules is in addition to, and not in limitation of, any other civil or criminal law process, procedure, or penalty arising from the conduct concerned.

**Complaint Procedure.** An Equal Opportunity Complaint Procedure is used to deal promptly and fairly with concerns and complaints about discrimination or harassment. Any employee or student who believes that discrimination or harassment based on race, color, religion, sex, sexual orientation,

national origin or citizenship status, age, disability, or veteran status has occurred may use the procedure. Sex discrimination complaints alleging discrimination based on marital status, pregnancy, or parental status may also be raised through this procedure.

The Director of Equal Opportunity (581-1226) handles complaints and concerns about discrimination or harassment. The complainant and the accused have certain rights to representation during the complaint process, including the right to be accompanied by a grievance representative for an employee who is a bargaining unit member.

The Director of Equal Opportunity discusses informal and formal options for problem resolution. Complaints are handled as confidentially as possible to protect the rights of both the complainant and the accused. Complete details are available online at [www.umaine.edu/eo/Policy](http://www.umaine.edu/eo/Policy).

## Weapons Policy

Possession, use, or display of weapons or ammunition are prohibited on campus except as authorized by the Director of University Public Safety. A weapon is defined as: an instrument of offensive or defensive combat, something to fight with, and is generally any device capable of projecting a ball, pellet, arrow, bullet, missile, shell, or other material. Weapons include, but are not limited to, firearms, bows, rockets, and sling shots. Ammunition is any material capable of projection by a weapon and that makes the weapon operational. This policy does not apply to possession and/or use of disabling chemical sprays used for self-defense. Persons wishing to bring firearms to campus must store the weapons with the Department of Public Safety. Any exceptions to the policy must be received in writing from the Director of Public Safety (581-4040). Details of the policy, including the description of what constitutes a weapon, are available online at [www.umaine.edu/handbook/PolReg/policies.htm](http://www.umaine.edu/handbook/PolReg/policies.htm).

## Violence in the Workplace Policy

The University of Maine does not tolerate acts of violence in the workplace. Threats of violence or acts of violence by a University employee may serve as the basis for discipline up to and including termination of employment. Violence should be reported to the Department of Public Safety (581-4040) or by dialing 911 in an emergency. Complete details of the University of Maine Workplace Violence Policy are available online at [www.umaine.edu/hr/guide/Chapter3/violence.htm](http://www.umaine.edu/hr/guide/Chapter3/violence.htm).

## Whistleblower Protection Act

The Whistleblower Protection Act allows employees to report violations of the law. The Act provides safeguards from retaliation against an employee who makes a report. Reports of violation of the law, unsafe conditions or practices, or illegal acts are made to the Director of Human Resources (581-1640). The Director of Equal Opportunity investigates complaints of retaliation under the Whistleblower Protection Act (581-1226). <http://www.umaine.edu/hr/guide/Chapter4/whistle.htm>

## AIDS Policy

Community members who have acquired immune deficiency syndrome (AIDS), or any evidence of human immunodeficiency virus (HIV) are not discriminated against in any way, and their personal right of privacy is respected.

Faculty members, employees, and students with AIDS or HIV are afforded the same unrestricted classroom attendance, working conditions, use of University facilities, and participation in University activities as any other community member. This open policy accords with current scientific information and knowledge that indicates that individuals with AIDS or HIV pose no risk to other individuals in the normal academic setting.

Furthermore, the University believes that the most viable and appropriate method of preventing the spread of AIDS is through a comprehensive, ongoing process of education designed to increase community awareness of high risk situations where the transmission of the AIDS virus is possible.

### Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) gives current University of Maine students, former students, and alumni certain rights with respect to their educational records. They are:

1. The right to inspect and review their educational records within 45 days of the University receiving a request for access;
2. The right to request amendment of records that they believe are inaccurate or misleading;
3. The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent. Complete details of the Family Educational Rights and Privacy act are available online at [www.umaine.edu/handbook/PolReg/handling\\_of\\_student\\_records.htm](http://www.umaine.edu/handbook/PolReg/handling_of_student_records.htm).

Directory information (including name, address, phone number, major and degree, participation in officially recognized activities and sports, weight and height of student athletes, most recent previous college or university attended, dates of attendance, degrees and awards received, photographs, and full- or part-time enrollment status), may be publicly disclosed unless a student has taken formal steps to deny its release. Former students or alumni cannot deny release of directory information.

Faculty access to information about students, other than directory information, requires that the information is necessary only for official University purposes of the faculty member.

Faculty must not disclose student information within their knowledge to others; e.g., parents do not have a right to obtain academic information about their child from a faculty member.

Parents, prospective employees, fellow students, etc., have no right to information other than directory information without the student's prior consent.

### Media Communications Policy

The University of Maine encourages general collaboration with the media and the public. It is positive for the University when faculty members share their expertise with the public through press releases, television and newspaper stories, etc. The Public Affairs division provides news and promotional material to the public and assists all units of the University in their informational and promotional activities. Staff members of Public Affairs also assist faculty, administrators, and university staff contacted by the media for interviews or opinions on official University policies or activities. Services include writing, editing, and disseminating materials distributed to newspaper, magazines, and radio and television stations; scheduling press conferences; arranging media interviews,

Faculty are encouraged to consult the staff of PACS when they are asked to interpret or express an opinion on official University policy. They are also encouraged to state that the opinions expressed are their own and that they do not necessarily reflect the official position of the University. (581-3744)

#### Pet Policy

Many pets are well behaved and are brought to the campus by responsible persons for safety or convenience. For an animal to be taken into campus buildings, the building manager must be petitioned. Animals must be on a leash unless confined to an area such as the owner's office. The complete details of this policy may be found at: <http://www.umaine.edu/hr/guide/Chapter3/pets.htm>

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## Chapter 4

### Helpful Information and Resources

#### MaineCard

The MaineCard is the University of Maine identification card. Cards are available in the MaineCard office in basement of the Memorial Union (581-CARD). The office is open from 7:30-5:00 Monday through Friday and until 7:00p.m. on Tuesday and Wednesday during Fall and Spring semesters. Faculty, staff, and full- and part-time students are eligible to use the MaineCard at many areas around campus. It is the only ID card needed on campus. If appropriate fees are paid, the MaineCard serves as a pass to facilities such as Recreational Sports, the Alford Arena, and the Athletic Ticket Office. The MaineCard is required to check out books from Fogler Library, access many UM online databases, and copy machines in the library take the MaineCard as well. The Maine Card may also be used as a debit card for printing, at dining services and in the bookstore. The card may be "charged" online, at the Maine Card, or at other campus locations. Further details about the card are available online at [www.umaine.edu/mainecard](http://www.umaine.edu/mainecard).

#### Parking on Campus

To park on campus, all motor vehicles must display a valid parking permit, valid state registration plate(s), valid state inspection sticker, and be in operable condition.

A fee is charged for parking permits and an application is available online at [www.umaine.edu/parking/appl.htm](http://www.umaine.edu/parking/appl.htm). Permits are also available from 7:30-5:00 Monday-Friday at the Parking Services Office (581-4047) located on the first floor of the Memorial Union. Temporary visitor permits valid for one day can be obtained from the Public Safety Dispatcher (581-4040) when the parking office is closed.

A map of parking areas is available online at [www.umaine.edu/locator/parking.htm](http://www.umaine.edu/locator/parking.htm). Parking lots are color-coded and may be used only by those holding appropriate parking decals. Vehicles parked in violation of the parking rules are subject to impoundment and towing at the owner's expense with no notification. For assistance after hours and on weekends, call the Public Safety Dispatcher at 581-4040.

Full details on parking rules on campus are available online at [www.umaine.edu/parking/rules.html](http://www.umaine.edu/parking/rules.html).

#### Campus Mail

Campus mail is used for internal university communications; no postage is necessary. The University pays non-campus mail postal charges only for mail that is essential to the programs and activities of the institution. Personal mail and private business mail require postage paid by the sender. U.S. postal boxes are conveniently located on campus, and there is a full-service post office in Memorial Union.

United States mail and campus mail are delivered in each campus building once each day. Outgoing University mail is collected in each building daily and is taken to the mail room in the Public Affairs Building. Official University mail for delivery off campus should have an account number. This mail is

processed in the Service Building with the cost assigned to the specific department. Use of the University postage meter for personal or private business mail is strictly prohibited.

Overnight mail services available from the campus include Federal Express and United Parcel Service. The Purchasing Department (581-2695) supplies information on locations, pick up times, and envelopes.

Tampering with campus or U.S. mail should be reported to Public Safety (581-4040), which will contact the Postal Inspectors as appropriate.

### Telephone System

The University of Maine telephone system offers options for voicemail and other sophisticated services through the Department of Information Technology (IT). All new telephones are programmed before they are installed. Changes to existing telephones require a departmental request on an IT work order. Calling cards and authorization codes for faculty and staff long distance dialing can be obtained by calling 581-1605.

### Faculty Pay Schedule

Full-time and part-time regular faculty members receive their salary in twelve equal installments, September through August. Part-time temporary faculty teaching on a contract-per-course basis receive salary in September, October, November, and December for Fall semester courses and January, February, March, April, and May for Spring semester courses. Paychecks are issued on the last business day of the month. Paychecks may be deposited directly into a bank account if arrangements are made with the Payroll Office, 134 Corbett Hall, 581-3710. The form for direct deposit is available online at [www.maine.edu/pdf/directdepform.pdf](http://www.maine.edu/pdf/directdepform.pdf). Faculty may wish to use the University Credit Union.

### Childcare Facilities on Campus

A range of childcare services is available to faculty, staff, and students at the University of Maine. A waiting list is maintained for all programs.

The **Children's Center** (581-4076) offers full-time licensed childcare for children six weeks through six years old. The Center is open from 7:30-5:30, Monday through Friday, for fifty-one weeks per year. Private fee childcare slots are reserved for University affiliated families. Further information is available online at [www.umeaine.edu/hr/center](http://www.umeaine.edu/hr/center).

The **Child Study Center** (581-3272) offers three options for half-day preschool programs for children between two-and-a-half and six years of age. It is open from 7:45-5:00 on Monday, Wednesday, and Friday, and from 7:45-noon on Tuesday and Thursday. Online information is available at [www.ume.maine.edu/~psych/preschool.html](http://www.ume.maine.edu/~psych/preschool.html).

The **Child Development Learning Center** (581-3123) offers both nursery school and kindergarten programs for children between two-and-a-half and five years of age. Each program follows the University calendar, operating both fall and spring semesters. Online information is available at [www.ume.maine.edu/~cofed/research/childev.htm](http://www.ume.maine.edu/~cofed/research/childev.htm).

## University Housing

A limited number of one, two, and three bedroom apartment units for students, faculty, and staff are located in University Park in Old Town, one mile from the University of Maine campus. Pets are not allowed in these units. The University Park Office (581-4579) handles the rentals. There is normally a waiting list for these apartments. Current rates, photographs, and other details are available online at [www.umerl.maine.edu/housing/fam.htm](http://www.umerl.maine.edu/housing/fam.htm).

The Commuter Office (581-1405) maintains listings of housing off campus. A searchable database is available at [www.umess.maine.edu:591/housing/](http://www.umess.maine.edu:591/housing/).

## Maine Center for the Arts/Hutchins Concert Hall

The Maine Center for the Arts/Hutchins Concert Hall, dedicated in September 1986, is the cultural focus of the University of Maine campus and the surrounding region. The Center presents a wide assortment of performances during the year, ranging from classical music to bluegrass, avant-garde dance to Broadway musicals, comedy to family entertainment. Complete information about the current performance season, including ticketing, is available online at [www.ume.maine.edu/~mca/](http://www.ume.maine.edu/~mca/).

The Maine Center for the Arts (MCA) also houses the Hudson Museum. Open from 9:00-4:00 Tuesday through Friday and 11:00-4:00 on Saturday, the Museum's permanent collections include Precolumbian and Central American holdings, Native American collections, and artifacts from Oceania, Asia, and Africa. The Museum displays several temporary exhibits each academic year. The Museum offers guided tours for University classes, lectures by distinguished anthropologists and archaeologists, staff assistance with directed research projects, internships, and teaching exhibits. Online information is available at [www.umaine.edu/hudsonmuseum/](http://www.umaine.edu/hudsonmuseum/).

## Other Auditoriums and Theatres

Information is available at [www.umaine.edu/Spa/NavBar-EventInfo.html](http://www.umaine.edu/Spa/NavBar-EventInfo.html).

### Minsky Music Recital Hall

This 276-seat facility serves the School of Performing Arts as the primary site for faculty and student recitals, vocal and instrumental ensembles, concerts, and occasionally, Maine Center for the Arts performances. Individual tickets may be purchased at the door or by calling 581-1755.

### Hauck Auditorium

The 546-seat Hauck Auditorium is the main location for student plays and dance recitals. It is the main stage for the School of Performing Arts.

### The Al Cyrus Pavilion Theatre

The Pavilion, an 89-seat theatre, is on the National Register of Historic Buildings. Some departmental shows are produced in the Pavilion, but it is mainly used for thesis and other student productions, including the popular Underdog and Upperdog performances.

## Museum of Art

The Museum of Art of the University of Maine is located in Norumbega Hall on Central Street in downtown Bangor. One of the oldest and most distinguished land-grant university collections in the country, permanent holdings include nearly 6,000 works of art. Faculty may request artwork for their offices through the Museum (581-3366). Further information on the museum is available online at [www.umaine.edu/perspective/archives/november/norumbega.htm](http://www.umaine.edu/perspective/archives/november/norumbega.htm).

## Recreational Facilities and Athletics

The University has an extensive number of recreational facilities: the Memorial Gym, Lengyel Gym, Latti Fitness Center, Wallace Pool, Alford Arena, and the Maine Bound Adventure Center. Recreational facilities are provided for students, faculty, and employees of the University of Maine. Student fees allow them access to recreational facilities. Faculty, employees, and the public may purchase membership passes that entitle them to similar privileges. Spouse and family passes are also available. Passes may be purchased in Room 140 of the Memorial Gym. Online information is available at <http://www.umaine.edu/campusrecreation/>

Student intercollegiate athletics at the University of Maine include most major varsity sports, i.e., baseball, basketball, cross country, football, ice hockey, soccer, swimming/diving, and track and field for men and basketball, cross country, field hockey, ice hockey, soccer, softball, swimming/diving, track and field, and volleyball for women. A complete schedule of University student athletics is available online at [www.goblackbears.com/schedule/thisweek/index.html](http://www.goblackbears.com/schedule/thisweek/index.html). Ticket information for University athletic events is also available online at [www.goblackbears.com/tickets/index.html](http://www.goblackbears.com/tickets/index.html) or by calling 581-BEAR.

## Grants, Contracts, and Extramural Funding

Fulfilling the research and public service mission of the University depends on the quality and quantity of research done by faculty, and the grant proposals submitted by units of the University. Several units have been organized to aid faculty in preparing proposals and/or carrying out their research. Foremost of these is the Office of Research and Sponsored Programs. Another is the Department of Industrial Cooperation, which works in close coordination with the ORSP. Normally requests for funding going to State and Federal offices, and private foundations are handled by the ORSP; requests for funding to industry are handled by the Department of Industrial Cooperation. Both of these offices collect information about funding sources and opportunities.

The Agricultural Experiment Station obtains money from the U.S. Department of Agriculture and distributes those funds to faculty in the College of Natural Sciences, Forestry and Agriculture. The Margaret Chase Smith Center for Public Policy aids faculty in developing proposals and doing research on public policy issues.

It is the policy of the board of trustees that all requests for extramural funding go through University approval procedures. The board authorizes agents on each UMS campus to facilitate this process. The authorized agent on the Umaine campus is the ORSP (581-1476). Normally, all requests for extramural funding go through this office. Information about procedures for soliciting grants, contracts and other funding, managing funded projects, application forms and instructions, etc. is available online at [www.orsp.umesp.Maenad/](http://www.orsp.umesp.Maenad/) or by visiting the office at 422 Corbett Hall.

Faculty members should consult <http://www.umaine.edu/hr/guide/default.htm> for details on acceptable practices concerning outside professional services and other employment.

## University of Maine Network for Education and Technology (UNET)

UNET (581-3501) is a service of the University of Maine System. It provides networking, Internet access, research, instructional, and administrative computing support to all System campuses, center, and sites. UNET supports Windows and Macintosh software. More information is available at [www.unet.maine.edu/](http://www.unet.maine.edu/). Faculty can use computing and networking media in their instruction through UNET. Students can enroll in courses that are offered over interactive television and compressed video. UNET registration forms are available at [http://www.maine.edu/unet/user\\_serv/accounts.html](http://www.maine.edu/unet/user_serv/accounts.html).

Through the collaboration of the university and UNET, students are able to obtain course schedules and grades and to register for classes via the Interactive Voice Response System (581-MAIN). Campus and home computers can be used to request transcript, course and graduation information, audit progress toward a degree, obtain transfer equivalency information, and participate in web-based conferences or classes.

## Department of Information Technologies (IT)

The Department of Information Technologies (IT) works closely with faculty, students, and staff to plan and implement facilities to ensure the University's technological infrastructure. At the University of Maine, IT encompasses a variety of functions. Those related to computers include networking services, public clusters, the Computer Connection, the Help Center, the Faculty Development Center, and the Repair Center. Audio Visual Services, Video Production Technical Services, Training and Education Services, and Telecommunications Services also fall under IT's mission.

### Networking Services

General campus services include the campus-wide support of an e-mail/conferencing system (FirstClass), web servers, and software key system for providing access to concurrent license, personal computer software applications. Services to departments include installation, maintenance, and administration of local area networks and servers, including connection to either IT or UNET backbone data services.

### First Class

FirstClass offers campus-wide Macintosh and Windows point and click interface, personal e-mail, public and private electronic conferencing and discussion groups, Netnews and ListServ subscription services, online chatting with other users, and localized user support and training. Information on FirstClass is available at [www.ume.maine.edu/ccl/learning/top/starting/firstclass.htm](http://www.ume.maine.edu/ccl/learning/top/starting/firstclass.htm) and <http://www.umaine.edu/it/itweb/rfclass.html>.

### Computer Connection

The Computer Connection (581-2580) is the campus computer store. Low-cost computer equipment and peripherals are available to the campus community. An online catalog is available at <http://ccweb.umecit.maine.edu/>.

### Help Center

The Help Center (581-2506) provides personal, e-mail, and telephone consultation on operating system, network connection, and common software problems for personal computers and peripherals. It also provides limited on-site support for software configuration problems and resources and assistance in use of specialized graphics processing equipment. See <http://ithelpcenter.umaine.edu/>.

## **Faculty Development Center**

The Faculty Development Center (581-1925) is a help center specifically for supporting faculty who wish to integrate technology into their courses. It provides several high-end workstations and a staff to work with faculty. Seminars and grants are offered through the Center to assist faculty in completing technology projects. Online information is available at [www.umaine.edu/fdc/services.htm](http://www.umaine.edu/fdc/services.htm).

## **Computer Repair Center**

The personal computer and peripherals Repair Center (581-3282) provides bench-based, on-site repair and warranty support services for the campus and the Computer Connection at reasonable prices. In the recent past, however, many faculty have found the services of this center to be frustrating and inadequate. Further information is available online at <http://www.umaine.edu/itweb/comrepair.html>.

## **Other Information Technologies Services**

The Information Technologies web site <http://www.umaine.edu/itweb/services.html> gives further information on other services the department offers including audiovisual and video services, networking, telecommunications, equipped classrooms, and workshops and seminars.

## **Fogler Library**

The Raymond H. Fogler Library is the largest library in the state. Library collections are available online at <http://www.library.umaine.edu/>.

## **URSUS**

URSUS is the online catalog (<http://130.111.64.3/>) of the University of Maine System libraries and other participating libraries, such as the Maine State Law and Legislative Reference Library and Bangor Public Library. URSUS contains directories of the majority of print and nonprint materials, including books, serials, microforms, sound recordings, maps, government documents, and other audiovisual formats. Combined collections total over one million bibliographic records and over two million volumes. URSUS provides location and status information and a bibliographic description of each item.

## **Mariner**

Mariner, with URL <http://libraries.maine.edu/mariner/>, is the gateway to electronic information created and maintained at the seven campuses of the University of Maine System Libraries. It provides access to Web sites and other online resources available through the UMS Libraries, the Maine State Library, Bangor Public Library, and the Maine State Law and Legislative Reference Library.

## **Library Checkout Privileges**

Fogler Library is open for use to members of the university community and the public. Checkout privileges are reserved for students, faculty, and staff of the University of Maine System and Maine residents who apply for courtesy borrowing. The MaineCard is required for checkout; it must be linked to the library database to be valid. The Circulation desk at the library desk activates the MaineCard for first-time checkout of library materials. Faculty may check out most books for a semester; renewal is required to hold material longer than the initial period.



## **Interlibrary Loan**

Items not held by Fogler Library are available through Interlibrary Loan. Services are limited to University of Maine faculty, staff, students, and corporate/research cardholders. Request forms may be submitted electronically, in person, or by mail.

Fogler Library now distributes a weekly newsletter via e mail to faculty. Anyone wishing not to receive this mailing may request that it not be sent. The Newsletter contain weekly items of interest to faculty members, updates on acquisitions or budget, and other items.

## **Recycling**

Paper is the number one recyclable material generated in offices and classrooms campus-wide. Each office and classroom has one or more blue or green "Paper Only" recycling bins. All paper products are collected in the paper recycling bins. For additional information about recycling on campus see [www.umaine.edu/ofm/sustainability](http://www.umaine.edu/ofm/sustainability).

## **Presidential Achievement Awards**

The President of the University of Maine recognizes faculty for outstanding and distinguished service. Three achievement awards may be given each academic year to faculty or professional staff. Each awardee receives a medallion and \$1500 at the Honors Convocation. Faculty or professional staff who receive a medallion may wear it at all official functions of the University.

### **Presidential Research and Creative Achievement Award**

A faculty member who has attained distinction in research or creative achievement may receive this annual award. During the spring semester, the Office of Research and Sponsored Programs solicits nominations. The Faculty Research Funds Committee reviews them and then makes recommendations to the President.

### **Presidential Outstanding Teaching Award**

A tenured University of Maine faculty member who has demonstrated outstanding commitment to and ability in teaching, while maintaining a commitment to scholarship and public service may receive this annual award. The Provost solicits nominations during the spring semester. A committee of faculty, students, and administrators reviews the nominations and then makes recommendations to the President.

### **Presidential Public Service Achievement Award**

A faculty or professional staff member who has demonstrated distinguished public service may receive this annual award. During the spring semester, the Provost solicits nominations. A committee of faculty and professional representatives screens the nominations and then makes recommendations to the President.

## **Center for Teaching Excellence**

The Center for Teaching Excellence, 212 Crossland Hall, is a resource for faculty. Its mission is to foster excellence in teaching and learning at the University of Maine.  
<http://www.umaine.edu/umainetoday/teaching.htm>