

**Honors College Bylaws**  
(In final form 11-18-16)  
(Amended 12-1-17)

**1. The Honors Faculty**

a. *Description & Membership* The Honors Faculty consists of all those UMaine faculty who have taught an Honors course at the 300-level or below in the last three years or make significant contributions to the Honors College (via committee service or regular delivery of lectures in the Civilizations sequence, subject to determination by the Honors Faculty Advisory Committee, HFAC).

b. *Meetings & Voting* The Honors Faculty shall meet at least once a month, on dates and times decided by the Honors Dean in consultation with the HFAC and communicated to the faculty as early in the semester as possible.

This body shall utilize majority voting. Matters of a particularly significant nature and scope should be introduced at a faculty meeting, and voting shall proceed at the following meeting as circumstances allow. Where circumstances prevent this, the HFAC can bypass this requirement with an electronic vote sent to the entire Honors Faculty. In such exceptional instances, the HFAC can serve as the body that receives and considers faculty feedback.

c. *Definitions* For the purposes of this document, we will reference the following types of faculty appointments:

**(TT & OH)** -tenure stream fully or partially in Honors.

**(TT & OM)** -faculty who teach in Honors but who hold tenure stream or ongoing appointments elsewhere at UMaine.

**(PTH)**- part-time faculty of the Honors College.

**2. The Honors Council**

a. *Description & Charge*

The Honors Council exists as a liaison between the Honors College and other colleges, units, and structures on campus. The Council meets twice a semester to address the current activities of the College (recruitment, retention, enrollment, initiatives, etc.), to weigh in on curricular matters, to review requirements and policies, and to advise the

Dean on issues of policy and guidelines, especially as these intersect with broader campus concerns.

*b. Membership*

Dean of the Honors College, Chair; College Honors Secretaries appointed by the college Deans for three-year terms; Library Liaison to the Honors College appointed by the Dean of Libraries for a three-year term; Director of Admissions or designee; Director of the Center for Undergraduate Research; Office of International Programs Liaison; Associate Dean of the Honors College; three faculty members appointed by the Dean for three-year terms; three Honors College faculty members elected by the Honors College faculty for three-year terms; four Honors students representing the four current Honors cohorts appointed by the Dean for one-year terms; the President of the Student Advisory Board; the two Honors Associates; and the Honors Administrative Specialist. The Council may approve changes to its membership as initiated by the Dean.

**3. Peer Committee Charge/Composition**

*a. Description and Charge* The Peer Committee plays a vital role in the Honors College, with its primary responsibilities being:

- 1) to evaluate the performance of faculty with full-time regular appointments in the Honors College.
- 2) to make recommendations regarding tenure and promotion.
- 3) to assist in the construction of peer evaluation committees.
- 4) to assist in the construction of joint peer evaluation committees (in the event of a joint appointment with Honors.)
- 5) to make recommendations regarding requests for sabbatical.
- 6) to engage in periodic post-tenure review as mandated by AFUM contractual obligations.
- 7) to make recommendations to the Dean on hiring priorities in consultation with the HFAC, the tenure-stream Honors faculty members and those who hold an ongoing appointment in the Honors College (strategic planning for hires for example).

The Peer Committee of the Honors College will furthermore solicit and receive input from the full Honors College faculty regarding the definition and evaluation of excellence in teaching, research, and service. In addition, this body will have the authority to construct *ad hoc* committees drawn from the full Honors College faculty to articulate best practices for Honors teaching, research, and service (i.e. clarifying what activities should be included in Honors promotion and tenure documents and offering guidance to the evaluation committees in assessing said materials).

b. *Membership* The Peer Committee of the Honors College shall be comprised of AFUM-eligible, tenured members of the Honors College Faculty. The Committee shall consist of five members who will serve staggered three-year terms.

The Committee will be populated by a call for nominations from eligible faculty. After an assessment of willingness and ability to serve, nominees will be elected by an electronic vote of the tenure-stream, AFUM eligible faculty of the Honors College.

Joint Peer Evaluation Committees should consist of two members each from the Honors College and the joint department/unit on campus. Members of the Joint Peer Evaluation Committees should be AFUM eligible, tenured faculty holding at least the rank to which the applicant is applying.

The composition of these committees for the upcoming fall semester should be determined by the end of the preceding spring semester.

#### **4. Student Advisory Board**

##### *a. Description & Charge*

The purpose of The Honors College Student Advisory Board is to connect the Honors College student body with its Dean and staff. The Board provides input and feedback on initiatives, procedures, curriculum, and other Honors College policies. Members of the Student Advisory Board, along with their peers on the Honors Council, serve as ambassadors and representatives of the Honors College at public functions and meetings. The Board also serves to promote cooperation and collaboration with the University of Maine, its students, faculty, staff, and local community.

##### *b. Membership*

Membership in the organization shall be open to those regularly-enrolled at the

University of Maine who are enrolled in the Honors College. The membership of the organization will always consist of at least 50% undergraduate students.

This organization shall have associated members who are non-UM students or who do not meet the above criteria. Associated members shall have all membership privileges except for the right to vote or hold office.

## **5. Curriculum Committee**

*a. Description and Charge* The Curriculum Committee of the Honors College is a standing committee composed of approximately nine members of the Honors College, representing different constituencies within the College. This committee will have organizational/staff support from the College office and will meet once a month on average.

This body will:

1. Serve as a vetting body and information hub for curriculum recommendations. The group will synthesize and research these recommendations and present them to the full faculty, who will then discuss and vote on curricular change.
2. Work with Civilizations faculty to develop recommended course-level objectives for content and outcomes, and work to maintain a library of resources and assessment tools for those outcomes.
3. Serve as a place to examine programmatic curriculum and credit structure models.
4. Develop subcommittees, which may include ad-hoc groups and additional members, to focus on research and recommendations in specific curriculum areas in the College and to develop new subgroups as needs arise.

*b. Composition* The Curriculum Committee should consist of representatives from all major constituencies of the college, nominated by their governing groups or alternately (in the case of the undergraduate representatives) invited by the dean. The committee will generally be composed of 1) two student members in good standing in Honors, one affiliated with the Student Advisory Board and one recruited from the Honors student body at large. Preference will be given to second- through fourth-year students, 2) two PTH preceptors in the Honors College, 3) two TT or ongoing contract preceptors, 4) two

Honors Associates, and 5) the Dean and/or Associate Dean.

Since the Curriculum Committee simply serves to vet suggested changes to the curriculum and to develop and bring recommendations to the full faculty for vote, all members of the CC are voting members within the meetings.

The length of service will be a staggered three-year term for TT faculty, one year with optional yearly renewal (up to a three-year term) for PTH faculty, and for the length of the appointment for Honors Associates. At the three-year point the Honors faculty vote for new committee members.

## **6. Honors Faculty Advisory Committee (HFAC)**

a. *Description and Charge* The Honors Faculty Advisory Committee will meet at least monthly during the academic year to advise the Dean on matters relevant to the Honors College: operations, resource allocation, policy development and all other matters related to the successful implementation of the College's educational and scholarly objectives. The committee represents the broader faculty and will report pertinent information to the faculty. If the Honors Faculty Advisory Committee feels that its advice and judgment are not given adequate hearing by the Dean, it may bring the matter to the attention of the appropriate academic vice president.

b. *Composition* Members of the HFAC will include two representatives from the faculty who hold tenure track or ongoing appointments (TT&OH) in Honors; one representative from the faculty who teach in Honors but who hold tenure track or ongoing (TT&OM) appointments elsewhere at UMaine; and one representative (with primary academic commitment to UMaine) from the part-time faculty (PTH) of the Honors College. The Associate Dean of Honors shall serve as an *ex officio* member of the committee. The composition of this committee may change as the Honors College faculty evolves. Such changes may be recommended by the Dean, the HFAC, and/or the College faculty and will require a vote of approval by the faculty for implementation.

Selection of the HFAC Members will be from a slate of seven eligible and willing nominees chosen by Honors faculty through a call for nominations and from which the dean may select the committee members. The faculty will suggest three potential TT&OH faculty members; two potential TT&OM faculty members; and two potential PTH faculty members. If the number of nominees exceeds the requisite numbers above, the slate will be determined by an electronic vote of the faculty of the Honors College. The

top vote-getters in each category shall comprise the slate submitted to the dean. If nominees from a subgroup of the Honors faculty cannot be found or if an HFAC position is vacated early, additional nominees from the slate or from the Honors faculty at large may be substituted.

The Term of Service will be one year, renewable for up to three years, at the discretion of the HFAC member.

## **7. Honors College Living Learning Community (LLC)**

**The Honors College Living Learning Community, or LLC** is a partnership between the Honors College and Residence Life and serves the students in residence in the BCEP complex (Balentine, Colvin, Estabrooke, and Penobscot Halls) by providing learning opportunities outside of the classroom in the residence halls. Only students who have been formally admitted to the Honors College will be placed in the LLC.

## **8. Honors College Board of Advocates**

**The Honors College Board of Advocates** is made up of Honors College alumni and supporters who are invited to join the Board by the Dean of the Honors College. The Board of Advocates provides support and advocacy for programs and advice on development. In consultation with the Dean, the Board may create further guidelines to govern its own structure, composition, and scope of action.

## **9. Amending the bylaws**

Proposals to amend or consider an amendment of the bylaws shall be brought to the Dean for consideration by the HFAC which shall manage a consultative process ending with a faculty vote on the amendment.

*Approved by Executive Vice President for Academic Affairs and Provost Jeffrey E. Hecker, May 18, 2017, Amendment Approved January 2, 2018*