Helpful Campus Resources for Faculty
July 2017

Advising of Students
http://umaine.edu/advisorshandbook/

Audio-Visual Services
Media Services
581-2500
https://umaine.edu/it/who-to-contact/

Blackboard
Urgent Help for UM Faculty only: 581-3333
citl@maine.edu
https://mycampus.maine.edu/group/mycampus/technology-support-center
Non-Urgent and Student Assistance: techsupport@maine.edu

Books – Bookstore
Basement Memorial Union
581-1700
www.bookstore.umaine.edu

Childcare
UMaine Children’s Center
113 College Avenue
581-4076
https://umaine.edu/childrencenter/

Classroom Scheduling
Student Records
Wingate Hall
581-1290
umrecord@maine.edu
https://studentrecords.umaine.edu/home/academics/classroom-scheduling/

Counseling & Advice for Personal Issues
http://apps.cignabehavioral.com/web/ **
**Sign in with the password: ums

Disabilities-Student Accessibility Services
121 East Annex
581-2319
um.sas@maine.edu
https://umaine.edu/studentaccessibility/

Discrimination Complaints (disability, religion, gender, race)
Office of Equal Opportunity
101 North Stevens Hall
581-1226
https://umaine.edu/eo/

e-mail addresses/issues: First Class & Gmail
IT Help Center
581 –2506
techsupport@maine.edu
https://gojira.its.maine.edu/confluence/display/TS/Technology+Support+Home

Exam Scoring - Bubblesheets
Office of Assessment
581-1313 (Lisa Henderson)
umaine.edu/assessment/test-scoring-services

Faculty-University Club Membership
581-1655
universityclub@maine.edu
umaine.edu/universityclub/

FirstClass
IT Help Center
581-2506
800-696-4357
techsupport@maine.edu
umaine.edu/it/who-to-contact

Grading on MaineStreet
Student Records 581-1290
umrecord@maine.edu
Also, find help by signing into MaineStreet Faculty Center

Graduate Student/Education Policies & Procedures
The Graduate School, 42 Stodder Hall
581-3291
graduate@maine.edu
https://umaine.edu/graduate/
Grants-Budgeting, Proposals, Management
Office of Research & Sponsored Programs
581-1484
umaine.edu/orsp/

Insurance & Benefits (employee & family)
University of Maine Systems Office
Benefits Center
973-3373
benefits@maine.edu
maine.edu/about-the-system/system-office/human-resources/benefits/

Institutional Review Board (IRB)
Gayle Jones
581-1498
gayle@maine.edu
https://umaine.edu/research/faculty/research-compliance/institutional-review-board-for-the-protection-of-human-subjects-irb/

Library-Research
Contact your academic unit’s research librarian/subject specialist:
www.library.umaine.edu/colldev/contacts.htm

MaineCard-ID Card
MaineCard Service Center
130 Memorial Union
581-CARD
https://umaine.edu/mainecard/
um.mainecard@maine.edu

MaineStreet
Application-specific help available at:
http://www.maine.edu/about-the-system/mainestreet/mainestreet-for-faculty-and-staff/

Multicultural Student Life, Office of
312 Memorial Union
581-1428
silvestre.guzman@maine.edu
umaine.edu/multicultural

Native American Programs & Studies
Wabanaki Center
208 Corbett Hall
581-1417
darren.ranco@maine.edu
umaine.edu/americannativeindianstudies/

Parking Passes, Maps and Information
Parking Services
DTAV Community Building
581-4047
parkingservices@umit.maine.edu
umaine.edu/parking/

Partner & Spousal Accommodation
Human Resources (UMaine only)
581-1581
http://umaine.edu/hr/worklife-at-UM/faculty-partner-accommodation-program/
**Also, Maine Career Connect for employer networking and transition services
949-7070
http://www.mainecareerconnect.org/

Plagiarism & Academic Dishonesty-Student
Community Standards, Rights & Responsibilities
315 Memorial Union
581-1409
https://umaine.edu/studentlife/jad/academic-honesty-and-dishonesty/

Printing & Mailing Services
Keyo Building
581-3767
um.printing@maine.edu
umaine.edu/printingandmailing/

Promotion & Tenure Guidelines – Your Unit
Your Peer Committee – ask your Chair/Director for specific information and guidelines

Promotion & Tenure Guidelines: University Format
John Kidder – Human Resources
110 Corbett Hall
581-1588
jkidder@maine.edu
http://www.maine.edu/about-the-system/system-office/academic-affairs/tenure-and-promotion/
Promotion & Tenure: Departmental Evaluation Criteria
Academic Affairs
https://umaine.edu/provost/departmental-evaluation-criteria

Service Learning
Bodwell Center for Service & Volunteerism
311 Memorial Union
581-3091
lisa.morin@umit.maine.edu
www.umaine.edu/volunteer/service-learning/

Student Athletes in Classes – Academic Support
Ann Maxim – Academic Services for Student-Athletes
277 Memorial Gymnasium
581-1833
maxim@maine.edu
http://goblackbears.com/sports/2016/5/20/information-academic-support-success-index.aspx

Technology-Training and Support
Center for Innovation in Teaching and Learning
581-3333
https://umaine.edu/citl/
Technology in the Classroom: 581-2500

Travel Expense Reimbursements, Travel Documents
Travel Card (T-Card)
Procurement Message Line
581-9101
mycampus.maine.edu/group/mycampus/
strategic-procurement

Undergraduate Research
Center for Undergraduate Research (CUGR)
207 Crossland Hall
CUGR@maine.edu
cugr.umaine.edu

Union Representation Issues
Associated Faculties of the University of Maine (AFUM)
Jim McClymer, President
581-1034
umaineafum@gmail.com
www.afum.org

Video Conferencing – Information Technologies (IT)
To arrange for a meeting: Telecommunications, 581-1610
To arrange for a class: Space & Scheduling, 581-1299
   Classroom instruction: umaine.edu/citl/teaching-resources-2/video-conferencing/
Tech support for video conf (meetings/classes): 581-2500
techsupport@maine.edu

Visas and International Faculty Issues
International Programs
240 Estabrooke Hall
581-3437
international@maine.edu
umaine.edu/international/

Voicemail-Telephone – set up, passwords, other issues
Telecommunications
581-2506 or 800-696-4357
techsupport@maine.edu
http://umaine.edu/it/who-to-contact/

The Writing Center – Student Support
Paige Mitchell, Director
402 Neville Hall
581-3828
paige.mitchell@maine.edu
https://umaine.edu/wcenter/