

School of Biology and Ecology
Structure, Policies, and Procedures

1. School Structure and Reporting Lines

The Director

The Director has an administrative appointment in NSFA (negotiated with the Dean) and participates in the administrative processes of the college in the manner of other unit administrators.

The Faculty in SBE define the academic goals, undergraduate and graduate curricula and policies, research policies, professional service policies and other issues related to the general governance of the School, such as budgetary matters, hiring decisions, and tenure, promotion and evaluation criteria. However, final decisions related to some topics rest with the Director and/or one of the committees described below.

The Director is the chief administrator for the School and serves a term from 3 to 5 years with the possibility of renewal, as negotiated with the NSFA Dean. The responsibilities of the School rest with the Director who is assisted in these responsibilities by the School's Research Associate Director, Academic Associate Director/Undergraduate Coordinator, Graduate Coordinator, and the Policy Advisory, Peer, Graduate and Undergraduate standing committees.

Specific duties of the Director include, but are not limited to, the following:

1. supervise and coordinate all administrative activities supporting teaching and research.
2. provides leadership in formulating the School policies concerning academic programs and budgetary matters.
3. helps ensure a productive environment for faculty, staff, and students.
4. provides the official channel of communication for all matters affecting the School, between the School and the Dean, College and other University officials and units.
5. schedules meetings of the School (Department meetings) and the PAC.
6. works with the Graduate and Undergraduate Coordinators on official correspondence of the School in catalogs and other university publications, and for assuring other curricular, scholarship and other academic matters are attended to in a timely manner.
7. works with SBE staff to ensure that all necessary records of teaching, administration and research of the School are properly maintained.
8. reports to the Dean regarding activities and needs of the School.
9. in cases of emergency, takes action pending meetings of the PAC or full faculty.

10. Appoints members of the Policy Advisory Committee, Graduate and Undergraduate Committees, and other committees as needed.

Director Selection Process

The selection of the Director should begin 6 to 12 months prior to the end of the sitting Director's term according to the following process:

1. the NSFA Dean (or designee) meets with the School faculty for a general discussion of the process and School priorities.
2. a Director Selection Committee, comprising at least 5 regular members of faculty will be formed. SBE faculty elect members to serve on this committee, two of whom must be tenured. The Dean may select two additional external members for the committee. The Dean or designee (non-voting) will chair the selection committee.
3. the committee will solicit nominations and arrange meetings between the candidates and the faculty.
4. in the case of a Director reappointment, the search committee will consider the reappointment with input from School faculty.
5. the search committee will establish guidelines for a written statement from each candidate as well as a current CV.
6. SBE faculty will vote on their choice for Director.
7. the selection committee will report the outcome of the vote to the Dean.
8. the Dean will meet with the selected candidate and will either accept or reject the candidate. In the case the Dean rejects a candidate, the Dean will meet with faculty to explain the decision. The selection committee will continue the search and solicit further nominations.

Associate Directors

As one of the College's largest units in terms of both graduate and undergraduate enrollment, production of student credit hours, including a large number of predominantly service courses, and research programs, the administrative load of the School requires the support of a Research Associate Director, an Academic Associate Director, and a Graduate Coordinator. Both Associate Directors assist the Director with special projects and data collection as needed, in addition to the responsibilities listed below. Either can sign HR forms and approve proposals in PARS in the temporary absence of the Director. Duties may be rebalanced between the Director and Associate Director positions as the School's needs change. In cases where the Academic Associate Director is a professional employee, shifts in responsibilities will result in review of the position according to procedures outlined in the UMPSA contract.

Research Associate Director

The Research Associate Director is a stipended, tenured faculty member, selected by the Director, and is expected to assist the Director where needed.

The Research Associate Director will also assume a discrete portfolio (special projects) in consultation with the Director and attends NSFA Executive meetings.

Associate Director for Academics and Administration

The Associate Director for Academics and Administration is a full-time position, may be professional or faculty, and is selected by a search committee chaired by the Director. The Associate Director for Academics and Administration is responsible for the internal affairs and daily operation of SBE. The ADAA serves as the Undergraduate Program Coordinator and has primary responsibility for maintaining the integrity of the curricula. Activities are focused on undergraduate curricula development and review, and recommendation and management of changes as necessary; assigning and training faculty advisors; tracking degree progress, certifying students (majors and minors) for graduation; advising transfer students, readmitted students, and students with challenges; and makes recommendations regarding student applications for readmission. The ADAA proactively identifies both structural and individual barriers to student success and works with the faculty, associate dean for academics, and individual students to resolve these. The ADAA manages course schedules, undergraduate catalog copy and Maine Street degree audit programming for SBE majors and minors, monitors enrollment trends to ensure adequate enrollment capacity in all courses to accommodate students in all majors for which these classes are required, approves transfer equivalencies, coordinates appointment and course assignments of teaching assistants, advises the Director regarding the annual teaching budget, chairs SBE's Curriculum Committee, serves on the NSFA Curriculum Committee, attends NSFA Executive meetings, represents the unit at appropriate college and university activities, substitutes for the director as needed, and manages the office staff in cooperation with the director. The ADAA responds to information and action requests from other University offices related to student affairs and programming.

Graduate Coordinator

The Graduate Coordinator chairs the Graduate Committee. The Graduate Coordinator also attends meetings of UMaine Graduate Board and Graduate Curriculum Committee. The Graduate Coordinator receives a stipend.

Policy Advisory Committee

The PAC advises the Director on all policy issues related to the operation of SBE. The following are examples of issues the PAC may consider:

1. defining new areas of growth, or redirection, in the faculty.
2. advising the Director on administrative matters, research space allocations, etc.
3. advising on budget priorities.

The PAC should consist of at least 4 regular members of faculty, 3 with tenure. PAC members are selected by the Director who also chairs the committee.

Peer Committee

All members with tenure or continuing contract are automatically members of the Peer Committee, and from this pool individual review committees are formed. The Director can attend Peer Committee meetings but is not a voting member. The Peer committee is responsible for all annual pre-tenure/continuing contract review, promotion and tenure reviews, and post-tenure/continuing contract reviews for AFUM-eligible faculty. The Peer Committee also provides input on sabbatical, faculty workload assignments, courtesy faculty, and emeritus applications. Reviews by the Peer Committee are in accordance with the procedures outlined in the AFUM Agreement and the current SBE Handbook for peer review.

Undergraduate Committee

The Undergraduate Coordinator chairs the Undergraduate Committee. Together, they are responsible for SBE's undergraduate program. The Committee recommends adjustments to the curricula or undergraduate policies as necessary, which are voted on by regular members of the Faculty.

Graduate Committee

The Graduate Coordinator chairs the Graduate Committee. Together, they are responsible for SBE's graduate program, including student recruitment, screening of applicants and admissions, and the graduate curriculum. The Committee recommends adjustments to the curricula or graduate policies as necessary, which are voted on by regular members of the Faculty.

UMPSA, COLT, PATFA

All members of UMPSA, COLT, and PATFA will be evaluated according to their individual contract requirements and appropriate supervisors.

2. Voting members of SBE

All members of SBE holding full-time appointments as instructor or lecturer (pre and post continuing contract protection), assistant professor, associate professor, or professor, as well as those with the term Director attached with their title/rank are full voting members of this School and considered "regular members". All voting members of SBE have an expectation of Service to SBE or review by an SBE-constituted Peer Committee. Full or partial voting privileges may be extended to others on a case-by-case basis, in a time-limited manner, if proposed by a Peer Committee and followed by a majority vote by regular members of SBE.

3. Amendments to this document

Amendments to this document may be recommended by the Policy Advisory Committee and must be voted by 50%+1 of the regular members of the Faculty.

4. NSFA Library of Forms, Policies, & Procedures

Information on Teaching (Advising, Course, and Curriculum), College & Station Facilities (Research Farms & Centers), Financial Matters, Research Programs (Experiment Station Projects & Publications), Human Resources (Hiring, Evaluation, Promotion, & Training), College Governance, Communication & Development, and Contacts can be found under Faculty & Staff Resources on the College web page (<https://nsfa.umaine.edu/resources/>).

If a discrepancy exists between the SBE Policy and Procedures Manual and the NSFA Library of Forms, Policies, and Procedures, the latter takes precedence.