

University of Maine

HONORS COLLEGE

Bylaws

**I. Purpose**

These bylaws define the organization of the faculty, modes of governance, and decision-making structure of and for the Honors College.

**II. Authority**

The faculty shall be the policy-making and legislative body of the College, operating according to a model of shared governance with the Dean of the College, as outlined in these bylaws.

**III. Membership**

Voting members of the faculty of the Honors College shall consist of: full-time professors, associate professors, assistant professors, instructors, and lecturers appointed to the College and members of the faculties of the other colleges of the University with joint appointments in the College. These faculty members shall hereafter be designated “regular faculty” and shall be entitled to discuss and vote on all matters brought before the faculty. The Honors College recognizes the teaching and service contributions made by part-time temporary faculty and faculty in other UMaine colleges with temporary teaching appointments in Honors; such faculty members shall be designated “Honors College affiliated faculty” and will have opportunities to participate in discussions related to curriculum, course development, and other matters pertinent to the mission and operation of the College.

**IV. Meetings**

**A. Quorum**

A quorum shall consist of a simple majority of regular faculty. The number of regular faculty should be determined by the dean annually on Sept. 1.

In case of an electronic ballot, a measure submitted to a vote will be considered approved if a majority of votes cast by the announced deadline is in favor, provided that the quorum standard has been met. All members of the College eligible to vote must be provided a reasonable opportunity to submit their electronic ballots.

## **B. Agenda**

At least five days prior to any regular or special meeting of the faculty, the dean shall distribute an agenda for the meeting to each faculty member of the college. Faculty members wishing to place an item on the agenda shall submit it to the dean's office at least seven days in advance of the meeting. The agenda shall contain the full text of any resolutions or bylaw changes to be voted on at the meeting.

## **C. Order of Business**

- Approval of minutes of the previous meeting.
- Approval of the agenda.
- Old business.
- New business.
- Reports of special committees.
- Reports of standing committees.
- Announcements and communications from the Dean and Associate Dean.
- Questions and comments from faculty.

## **V. Standing Committees**

### **A. Policy Advisory Committee (PAC)**

The Policy Advisory Committee shall consist of all members of the regular faculty. A faculty chair of the PAC will be chosen by the regular faculty of the College.

Per the AFUM contract, the PAC shall advise the Dean on all matters concerning appointments and non-appointments, promotions and tenure, resource allocation, and all other matters relative to the successful implementation of the College's educational and scholarly objectives.

The PAC will meet at least once a month during the academic year. Should the PAC feel that its advice and judgment are not given adequate hearing by the Honors College Dean, it shall have the right to bring the matter to the attention of the appropriate academic vice president. The PAC may organize such other committees as it shall deem necessary.

### **B. Curriculum Committee**

The Curriculum Committee shall consist of all members of the regular faculty. The purpose of the Curriculum Committee is to develop the Honors College curriculum in accordance with the mission of the Honors College. Part-time temporary faculty, as well as faculty in other UMaine colleges with temporary teaching appointments in Honors, will have the

opportunity for input on curriculum decisions but voting is restricted to the regular faculty of the College. The position of chair will be for a fixed-length, two-year appointment and will rotate among regular faculty. Meetings of the curriculum committee will be called by the chair or by a majority of regular faculty, and may be requested by the dean.

### **C. Peer Committee**

The Peer Committee of the Honors College consists of all tenured faculty with a regular appointment in Honors. As needed to fill minimum membership requirements, the Peer Committee may be supplemented by tenured faculty in other UMaine colleges with temporary teaching appointments in Honors at the discretion of, and selected by, the tenured faculty with regular appointments in Honors. The Peer Committee will identify members to serve on individual faculty's Peer Evaluation Committees and will cooperate with units outside of Honors to establish those committees for joint-appointed Honors faculty.

### **VI. Special Committees**

Special committees may be created by the faculty or the dean for specific purposes as the need arises. Special committees anticipated to last one academic year or more should have their mission and composition articulated in a document subject to approval by the Honors College PAC.

### **VII. Service to University Level Committees and Governance Bodies**

As a college at UMaine, the Honors College is afforded representation in key university decision making bodies related to faculty governance, overview of curricular mission, and more. The faculty of the college should work in consultation with the Dean to ensure that these roles are filled, while also ensuring equitable distribution and sharing of responsibilities among all eligible faculty members within the College.

### **VIII. Amendment of These Bylaws**

These bylaws may be amended by the Honors College Faculty by a two-thirds majority vote of all members present, providing that the faculty of the College shall have been notified of the proposed amendment at the meeting immediately preceding the meeting at which the amendment is to be considered for adoption. The text of the amendment shall be included with the agenda of the meeting of the College at which consideration is to occur. Record of consideration shall be distributed in the minutes, prior to a vote being held.

Alternatively, an electronic ballot may be held following the meeting at which consideration occurs. In case of an electronic ballot, an amendment is approved

if two-thirds of the votes cast by the announced deadline are in favor. All members of the College eligible to vote must be provided a reasonable opportunity to submit their electronic ballot.

Regardless of the method of voting, the vote will be valid only if the quorum is met.

Approved by the Executive Vice President for Academic Affairs & Provost:

  
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John C. Volin

May 4, 2022  
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Date