

Faculty & Law School Governance

A. Official School Title

1. The Law School's official title is the University of Maine School of Law.
2. The Law School is, for administrative purposes, housed at the University of Southern Maine, a unit of the University of Maine System. The internal affairs of the Law School are in part governed by the USM Governance Constitution approved by the Trustees in 1974, and in part by its own internal rules, the most important of which appear below. In addition, students at the Law School must comply with both the School's Interim Conduct Code and with the University of Maine student Conduct Code, which are set out in Appendix III.

B. Faculty Meeting Agenda Rules

1. All items to be placed on the agenda for a Faculty meeting must be received by the Dean at least one full week before the Faculty meeting.
2. If a matter falls within the purview of a standing or existing *ad hoc* committee, it may be placed on the agenda only as part of the report of the appropriate committee.
3. Matters not within the purview of a standing or existing *ad hoc* committee may be placed on the agenda by submission to the Dean.
4. At least three business days before the Faculty meeting the Dean will distribute the agenda, attaching thereto all committee reports pertaining to agenda items and any other materials pertaining to agenda items.
5. The Dean may place any matter on the agenda at any time if in his/her opinion prompt Faculty action is required.

C. Faculty Meeting Rules

1. The student representatives at Faculty meetings are authorized to participate in and vote on all matters except as follows:
 - a. The student representatives may neither participate nor vote in cases involving the retention, promotion, tenure, or discipline of individual Faculty members or the discipline, probation, admission, or readmission of individual students.

- b. The student representatives may participate but may not vote in cases involving the hiring of individual Faculty members, provided that after all students entitled to the floor have had adequate opportunity to speak, the Faculty members present may by a majority vote hold further discussion in which students may not participate.
 - c. The student representatives may participate but may not vote on questions raised under paragraph 7 of these rules.
 - d. For purposes of these rules “participate” means to be present during all discussion and voting and to have the privilege of the floor during discussion.
2. There are four student representatives at Faculty meetings; one elected by each class, and the President of the Student Bar Association.
3. The Faculty Personnel Committee, Committee on Admissions, and Awards Committee are composed exclusively of Faculty members. The Curriculum Committee and the Faculty Appointments Committee shall each have three student members; the Conduct Committee shall have two student members elected by the student body, and the *Pro Bono* Committee shall have two student members, one of whom is a Co-Chair of the Maine Association of Public Interest Law and one of whom is selected by the Student Bar Association. The Dean shall have discretion as to the composition of all other committees. In exercising that discretion the Dean shall endeavor to appoint students in appropriate numbers to committees having responsibility for matters substantially affecting student interest. The SBA shall select such student representatives.

The Dean will appoint a Chair of the Faculty Appointments Committee for the coming academic year on or before July 15th. The remaining faculty members of the Committee shall be appointed no later than August 1st. As soon as practicable thereafter, the Chair and the faculty members of the Committee shall begin to review resumes and the AALS Placement Registrar and shall select the candidates to be interviewed at the AALS Recruitment Conference and on campus. After the AALS Recruitment Conference and the final review of resumes, the Committee as a whole shall meet to review the candidates selected for on-campus visits. The Chair will ask student members of the Committee and the Faculty as a whole at the Faculty meeting at which the hiring decision is to be made.

4. The student members of committees may participate, but may not vote, at Faculty meetings when committee business is being acted upon, subject to the limitation upon participation by student representatives provided in paragraph 1 of these rules.
5. All students may attend Faculty meetings, except that no student may be present during consideration of matters as to which student representatives have no right to participate by virtue of paragraph 1 of these rules.

6. Proposals for faculty action shall be posted on a bulletin board in the lobby of the Law School at least one full week prior to the Faculty meeting at which it is proposed that the action be taken. This provision may be waived by majority vote of those present and voting at any faculty meeting.
7. The Faculty may by majority vote of those Faculty members present abrogate, amend, or add to any or all of these rules at a meeting for which the agenda, circulated at least three days in advance, has given reasonable notice that such action is proposed, except that the number of students entitled to vote at Faculty meetings may be increased only by two-thirds of those Faculty members present at such a meeting.
8. By majority vote of all Faculty and students present and entitled to vote at any particular Faculty meeting, any part of these rules may be suspended or amended for the purposes of that meeting, except that under this rule the rights of students to participate provided in paragraphs 1 and 4 may not be curtailed, the rights of students to vote provided in paragraph 1 may not be curtailed or extended, and the rights of nonparticipating students to attend provided in paragraph 5 may be curtailed only when necessary to the good order of the meeting.

The following rules are also in effect as a matter of customary practice:

- a. The chair may vote only to make or break a tie.
- b. The number constituting a quorum is a simple majority of the voting membership, exclusive of Faculty on leave. The voting membership consists of all full-time Faculty members (including the Dean and Librarian), and the four student representatives.

D. Minutes of Faculty Meetings

Minutes of all Faculty meetings are recorded by the Assistant Dean. Copies of minutes of regular Faculty meetings are circulated to all Faculty and to the four Student Representatives to the Faculty, and are posted on the bulletin board under OFFICIAL SCHOOL NOTICES.

E. Reappointment and Tenure

Recommendations for reappointment and tenure of Faculty members are made to the Dean by the Faculty Personnel Committee. The Dean forwards the Committee's recommendations with his/her own to the Provost and President of the University of Southern Maine for appropriate action. The Committee's actions are reported to the full Faculty for information only.

F. Sabbatical Policy

Pursuant to a policy passed at the 23 February, 1978, Faculty Meeting, ordinarily no more than two full-time teaching Faculty members will be allowed to take sabbatical leave each academic year. Eligible professors must apply for sabbatical leave by October 1 of the academic year immediately preceding the year desired for sabbatical. Decisions on who will receive sabbaticals will usually be made by the spring semester of the year preceding the proposed sabbatical.

Students attempting to do long-range curriculum planning in setting up their class schedules should contact individual professors directly for information on the professor's plans in regard to sabbatical.