



Maine's  
Public  
Universities

UNIVERSITY OF MAINE SYSTEM

Vice Chancellor for  
Academic Affairs  
15 Estabrooke Drive  
Orono, ME 04469

Tel: 207-581-5842  
Fax: 207-581-9212  
www.maine.edu

December 28, 2017

TO: Members of the Human Resources & Labor Relations Committee

FR: Ellen N. Doughty, Interim Clerk of the Board *Ellen Doughty*

RE: **January 4, 2018 Human Resources & Labor Relations Committee**

The University of Maine

University of Maine  
at Augusta

University of Maine  
at Farmington

University of Maine  
at Fort Kent

University of Maine  
at Machias

University of Maine  
at Presque Isle

University of  
Southern Maine

The Human Resources & Labor Relations Committee will meet from **9:00 am to 10:30 am on Thursday, January 4, 2018**. The meeting will be held at the University of Maine in Room 48 of Stoddard Hall in Orono. The following Polycom sites are available:

- UMFK – Alumni Conference Room, Nadeau Hall
- UMPI – Executive Conference Room, Preble Hall
- USM – 703 Law Building, Portland

The meeting materials are posted to the Diligent Board portal under the Human Resources & Labor Relations Committee section. In addition, the meeting materials are posted on the Board of Trustees website (<http://www.maine.edu/about-the-system/board-of-trustees/meeting-agendas/human-resources-labor-relations/>). If you have questions about the meeting arrangements or accessing the meeting materials, please call me at 581-5840.

If you have any questions or desire additional information about the agenda items, please call Mark Schmelz at 581-2365.

cc: James Page, Chancellor  
Trustees (who are not members of the HR/LR Committee)  
Presidents  
Ryan Low  
Mark Schmelz

Board of Trustees

**Human Resources & Labor Relations Committee**

January 4, 2018  
9:00 am - 10:30 am  
University of Maine  
48 Stoddard Hall  
Orono, Maine

**AGENDA**

**TAB 1** Board Policies 404.4 and 404.5 - Terms of Appointment and Benefits for Presidents and Chancellor and University of Maine System Professor, Researcher, or Administrator

**Executive Session**

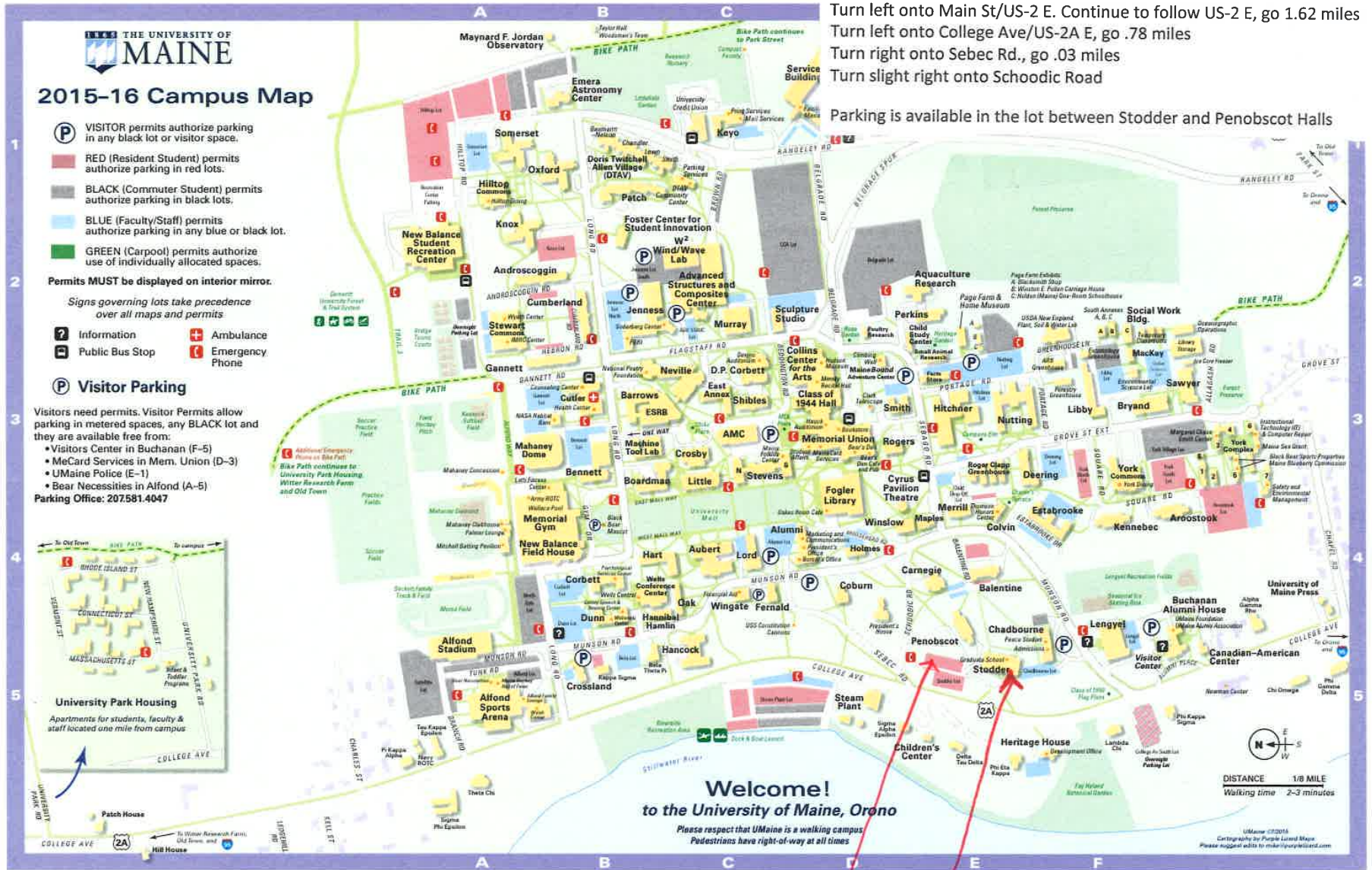
Action items are noted in red.

*Note: Times are estimated based upon the anticipated length for presentation or discussion of a particular topic. An item may be brought up earlier or the order of items changed for effective deliberation of matters before the Committee.*

**Directions to Stodder Hall, UMaine, Orono**

- Take I95 to the Kelly Rd exit, EXIT 191, toward Orono.
- Turn right onto Kelley Rd, go 0.95 miles
- Turn left onto Main St/US-2 E. Continue to follow US-2 E, go 1.62 miles
- Turn left onto College Ave/US-2A E, go .78 miles
- Turn right onto Sebec Rd., go .03 miles
- Turn slight right onto Schoodic Road

Parking is available in the lot between Stodder and Penobscot Halls



Parking  
Stodder Hall



## AGENDA ITEM SUMMARY

1. **NAME OF ITEM:** Board Policies 404.4 and 404.5 - Terms of Appointment and Benefits for Presidents and Chancellor and University of Maine System Professor, Researcher, or Administrator
2. **INITIATED BY:** Trustee James Erwin, Chair
3. **BOARD INFORMATION:** **BOARD ACTION:** X
4. **OUTCOME:** **BOARD POLICY:**  
404.4 Chancellor and Presidents Benefit Package  
404.5 Appointment – System Professor, Researcher or Administrator
5. **BACKGROUND:**

Board policy 404.4 outlines terms of appointments and benefits for presidents/chancellor. Board policy 404.5 describes the UMS Professor, Researcher or Administrator status for which presidents may be eligible. The existing policies are not fully aligned with current UMS practice or national higher education practice. It is desirable to bring the practices and policies back into alignment to avoid confusion and misunderstanding about contractual terms of appointments with executives and to align expectations with actual practice for candidates who may review Board policies. Policy 404.5 no longer meets the needs of UMS and is proposed to be eliminated.

Proposed changes will:

- Provide the option of an initial three-year term and clarify that reappointment is subject to satisfactorily meeting evaluation outcomes
- Clarify that life insurance equal to two times base salary is a supplement to life insurance available as a standard benefit
- Provide for a vehicle allowance rather than a vehicle
- Clarify the status of university provided housing or housing allowance
- State that other terms and benefits may be individually negotiated
- Clarify that dependent tuition waiver applies only within the University of Maine System
- Provide the option of deferred and/or incentive compensation
- Eliminate the policy for appointment as University of Maine System Professor, Researcher or Administrator

Revised policies showing the proposed changes with underlining and strikeout are attached.

**6. TEXT OF PROPOSED RESOLUTION:**

That the Human Resources and Labor Relations Committee forwards the following resolution to the Consent Agenda of the January 29, 2018 meeting for approval by the Board of Trustees:

That the Board of Trustees approves the changes to Policy 404.4 and 404.5 as presented.

12/28/2017

University of Maine System  
Board Policies Related to  
Appointments and Benefits of Presidents/Chancellor

**HUMAN RESOURCES AND LABOR RELATIONS**

**Section 404.4 Chancellor and Presidents Benefit Package**

Effective: 12/18/79

Last Revised: 11/6/95, 3/15/10, \_\_/\_\_/18

Responsible Office: Human Resources

*Policy Statement:*

*The Chancellor and Presidents are appointed by and serve at the pleasure of the Board of Trustees. Appointments for the Chancellor or a President will specify (1) the process and timetable for evaluation, and, subject to the Notice for Cause policy, (2) a two to three - year ~~renewable~~ term appointment ~~which~~ that may, for satisfactorily meeting evaluation outcomes, be extended by one year effective one year before expiration of the term ~~annually on the first anniversary date of appointment and annually thereafter, resulting in a two-year rolling term. subject to the Notice for Cause policy~~*

*In addition to benefits accorded all System employees, the Chancellor and Presidents shall be eligible for the following benefits established by the Board of Trustees and as agreed upon at the time of appointment or reappointment.*

- 1. Life insurance at twice the base salary with the University System paying the total premium. This is in addition to any life insurance provided all full-time regular employees.*
- 2. A motor vehicle allowance. No further mileage reimbursement is available when a vehicle allowance is provided.*
- 3. As a condition of employment, University-maintained housing ~~may will~~ be provided on a campus when available or a housing allowance ~~may will~~ be provided for the appointed Chancellor and President (excludes Interim or Acting incumbents). Housing allowances provided in lieu of University housing will be reviewed ~~annually and adjusted by the housing C.P.I.~~ periodically and adjusted as deemed appropriate.*
- 4. Other benefits and terms of appointment may be negotiated on an individual basis and approved by the Board of Trustees.*

*~~A Chancellor or President who completed five or more years of service in that position and who will continue to serve UMS in a faculty position may be granted a one semester or one half year sabbatical at the administrative salary level in order to transition to the faculty position. The sabbatical is not a right, but may be granted at the discretion of the Chancellor for a President or of the Board for an employee serving as Chancellor. The employee will be required to return to UMS employment for a least one year or to repay the sabbatical salary.~~*

- 5. Dependent Tuition Waiver Benefit within the University of Maine System.*

*6. Deferred and/or incentive compensation.*

*Procedures:*

*The Board of Trustees shall approve the salaries of the individual officers upon appointment and thereafter on a periodic basis.*

12/22/17

University of Maine System  
Board Policies Related to  
Appointments and Benefits of Presidents/Chancellor

## HUMAN RESOURCES AND LABOR RELATIONS

### Section 404.5 Appointment – System Professor, Researcher or Administrator

Effective: 11/18/85

Last Revised: 3/15/10, \_\_/\_\_/18

Responsible Office: Human Resources

*Policy Statement:*

~~Appointment as a University of Maine System Professor, Researcher or Administrator allows the University of Maine System and the State of Maine to continue to benefit from the individual's professional expertise and experience in teaching, conducting research or leadership projects in various areas.~~

~~Individuals with a minimum of three years of service as a Chancellor or President in the University of Maine System are eligible to pursue an appointment as a University of Maine System Professor, Researcher or Administrator.~~

~~A University of Maine System Professor, Researcher or Administrator's appointment, specific duties, and responsibilities shall be determined on an individual basis by the Board in consultation with the individual involved. When the duties involve a specific university assignment, the President and the appropriate unit of that institution shall also be consulted by the Board of Trustees.~~

~~Appointment as a University of Maine System Professor, Researcher or Administrator is not a right and is granted by the Board of Trustees in their discretion. A President or Chancellor who holds previously granted faculty rank or tenure and who has the right to assume a faculty position is not eligible for appointment as University of Maine System Professor, Researcher or Administrator.~~

*Conditions of Appointment*

~~The salary and other terms and conditions of employment of a University of Maine System Professor, Researcher or Administrator shall be established by the Board.~~

*Procedures:*

~~1. The salary shall be computed at a rate of 66.6% of the individual's salary at the time of appointment. This amount is for a fiscal year appointment and will be adjusted for an academic year or other work year. The salary and support budget shall be provided on an on-going basis from a separate System account as approved by the Board of Trustees.~~

~~2. Following appointment as a University of Maine System Professor, Researcher or Administrator the individual shall be eligible for salary increases as determined periodically by the Board of Trustees.~~

~~3. After completion of three or more years of satisfactory service as president or chancellor, an individual shall be eligible to request a non-renewable one-year appointment as University of~~



~~Maine System Professor, Researcher or Administrator at a fiscal year salary equal to 66.6% of the last annual salary as president or chancellor.~~

~~After completion of five or more years of satisfactory service as president or chancellor, an individual shall be eligible to request a non-renewable two-year appointment as University of Maine System Professor, Researcher or Administrator at a fiscal year salary equal to 66.6% of the last annual salary as president or chancellor.~~

~~After completion of seven or more years of satisfactory service as president or chancellor, an individual shall be eligible to request a non-renewable three-year appointment as University of Maine System Professor, Researcher or Administrator at a fiscal year salary equal to 66.6% of the last annual salary as president or chancellor.~~

~~Appointment as University of Maine System Professor, Researcher, or Administrator is subject to approval of the Board of Trustees and will be in accordance with the provisions of Board policy 404.5. Board policy 404.5 may be amended by the Board. Terms of employment not addressed in Board policy 404.5 shall be in accordance with provisions of the Handbook. Any sabbatical granted following completion of service as President or Chancellor shall be included in the appointment term as University of Maine System Professor, Researcher, or Administrator.~~

~~4. The appointee shall be subject to the same review process as individuals in equivalent positions and is subject to discontinuation for cause or for financial and program reasons.~~

~~5. A University of Maine System Professor, Researcher or Administrator holding a university or system-wide appointment may have assigned to him or her such graduate and undergraduate research assistants and/or secretarial assistance as agreed upon in the terms of the appointment and shall be provided a suitable office, appropriately furnished.~~

12/22/17