

Board of Trustees
Human Resources / Labor Relations Committee

May 6, 2024

1:00 PM

ZOOM – No Physical Location is Available

The public is invited to view the meeting on YouTube. The link to the Board of Trustees YouTube page can be found the Board website: <https://www.maine.edu/board-of-trustees/>

AGENDA

1:00-1:50

Executive Session

The Human Resources & Labor Relations Committee will enter Executive Session under the provisions of: 1 MRSA Section 405 6-A & 6-D.

1:50-2:50

Public Meeting Agenda

- TAB 1 [HR/LR Chair Announcements and Updates](#)
- TAB 2 [2023 Workforce Profile Report](#)
- TAB 3 [2023 Turnover Analysis Report](#)
- TAB 4 [Labor Relations Update](#)
- TAB 5 [Human Resources and Labor Relations Work Plan Update](#)
- TAB 6 [Status of Board Policy Review as it Relates to HR Hiring Process and Procedures](#)

Action items within the Committee purview are noted in green.

Items for Committee decisions and recommendations 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.

University of Maine System
Board of Trustees

AGENDA ITEM SUMMARY

NAME OF ITEM: HR/LR Chair Announcements and Updates

INITIATED BY: Patrick Flood, Chair

BOARD INFORMATION: X

BOARD ACTION:

BOARD POLICY:

N/A

UNIFIED ACCREDITATION CONNECTION:

N/A

BACKGROUND:

Human Resources and Labor Relations Committee Chair, Trustee Patrick Flood will start the public meeting with relevant announcements and updates.

4/25/24

University of Maine System
Board of Trustees

AGENDA ITEM SUMMARY

NAME OF ITEM: 2023 Workforce Profile Report

INITIATED BY: Patrick Flood, Chair

BOARD INFORMATION: X

BOARD ACTION:

BOARD POLICY:

N/A

UNIFIED ACCREDITATION CONNECTION:

N/A

BACKGROUND:

Compensation Manager Jacob Foster will present the findings of this Annual Report created to inform both management and the Board of Trustees of specific demographics as pertains to the composition of the UMS workforce.

Attachment

[Report - 2023 Workforce Profile Report](#)

2023 WORKFORCE PROFILE

OFFICE OF HUMAN RESOURCES



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Workforce Profile Highlights

The Workforce Profile is an overview of the UMS workforce, reflecting full-time and part-time regular employees. This represents the 4,415 regular employees that were actively receiving a paycheck as of October 31, 2023. Additionally, there were 794 Part-Time Faculty members teaching in the Fall 2023 semester.

Count and Gender by Category

- Of the 4,415 UMS employees reported: 2.1% are administrators, 25.8% are faculty, 48.5% are salaried staff, and 23.6% are hourly paid staff.
- Overall, between the seven campuses, women make up a slight minority of full-time faculty at 49.5% of the population. UMA, UMF, Maine Law and USM have women comprise the majority of full-time faculty at their locations.
- 60.2% of the administrators are women.
- There are 93 administrators, 75 of whom are in the Management Group. In the Management Group, women make up the majority at 62.7% of the cohort.
- The slight minority of regular hourly employee cohort consists of women at 48.2% of the population. This is a new change for this cohort this year.
- Salaried employee cohort majority consists of women at 58.6%.

Average Salary by Category

- The average annual salary for administrators is \$174,678; \$92,763 for faculty; \$64,162 for salaried staff; and \$42,029 for hourly staff.
- Most faculty are appointed on an academic year basis and the annual salary is rated for the nine-month appointment.

Age

- The average age by employee category is: Administrators 55, faculty 51, salaried 45, and hourly employees average age is 50. These averages have held steady with little variation over the past few years.
- A significant proportion of administrators (55.0%) are 55 or older.
- The majority of faculty, salaried, and hourly employees are under the age of 55 with faculty at 61.3%, salaried at 72.6%, and hourly at 53.3%.

Highest Degree

- As would be expected, a high number of faculty (77.1%) hold doctoral degrees.
- 27.6% of hourly staff have self-reported a baccalaureate or higher degree. 78.7% of salaried employees report holding a baccalaureate or higher degree.
- Education level was not reported by 14.7% of employees which is down from last year's 16.0%.

Race and Ethnicity

- There is limited diversity as measured in the federal ethnicity categories. Overall, 8.4% of employees system wide report a minority race/ethnicity. This is an increase over 7.7% minority self-reported last year.
- The three units with the highest reported minority populations are: USM at 9.9%, UM at 9.3%, and UMPI at 9.2%.
- The University of Maine reports the highest quantity of minority employees with 198 employees followed by the University of Southern Maine with 101 employees identifying as such.

Years of Service/Average Years of Service

- UMS has many long-service employees. Average length of service ranges from 8.9 years for salaried staff to 11.8 years for faculty.
- 35.4% of faculty and 37.6% of administrators have 15 or more years of service.
- The University of Maine at Farmington has the highest average years of service for all employment categories at 13.2 years. The University of Maine at Augusta has the lowest average years of service at 8.9 years.

Part-Time Faculty

- In the Fall 2023 semester, there were approximately 794 Part-Time Faculty teaching 2,544 credit hours of course work. The University of Southern Maine employs the most Part-Time Faculty with 315 (39.67%), followed by the University of Maine with 201 (25.31%) and then the University of Maine at Augusta with 129 (16.25%).

UMS - OHR

Category Definitions

All UMS positions are categorized as administrator, faculty, salaried, or hourly depending upon the primary type of work performed. The categories, as defined by the IPEDS (Integrated Postsecondary Education Data System) Fall Staff Survey submitted biennially by colleges and universities to the National Center for Education Statistics, U.S. Department of Education, are defined below.

Administrators

All employees whose assignments require management of the institution, or a customarily recognized department or subdivision. Assignments require the performance of work directly related to management policies or general business operations of the institution, department or subdivision. Assignments in this category customarily and regularly require the incumbent to exercise discretion and independent judgment. This category includes employees holding the following titles who meet the above criteria: president, vice president (including assistant and associate), dean (including assistant and associate if their only activity is administrative and does not include a faculty workload), director (including assistant and associate), department head (including assistant and associate if their only activity is administrative and does not include a faculty workload). Employees in this category are in the management group.

Faculty

All individuals employed for the primary purpose of instruction, research, and/or public service and who hold academic rank of professor, associate professor, assistant professor, instructor, lecturer or the equivalent. These individuals may also hold titles such as associate dean, assistant dean, chairperson, and director if they also have a faculty work assignment. This report includes faculty in Cooperative Extension; the Tenure Report excludes faculty in this department.

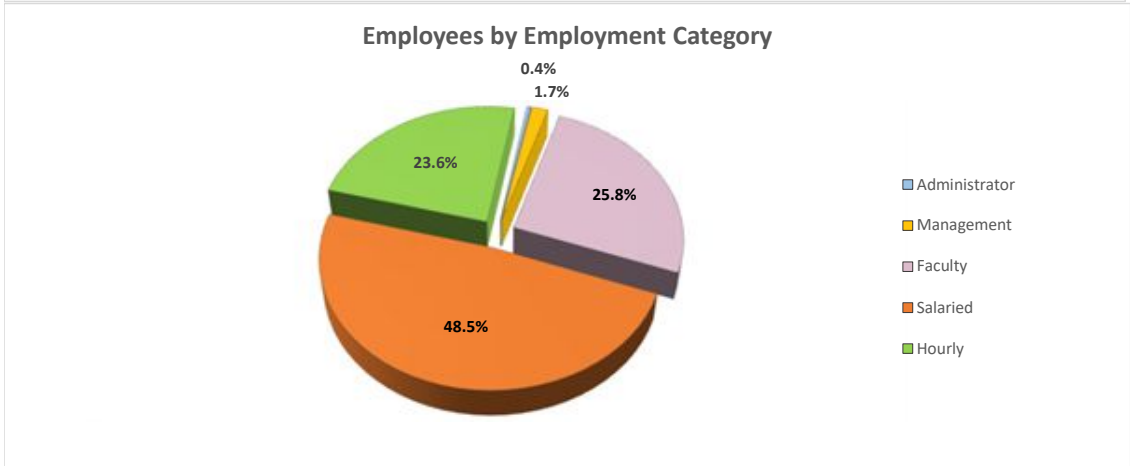
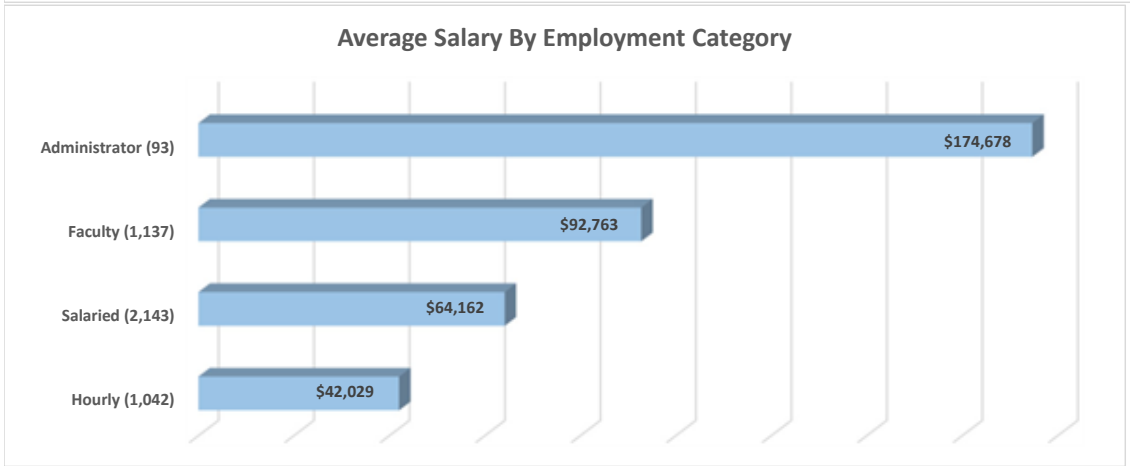
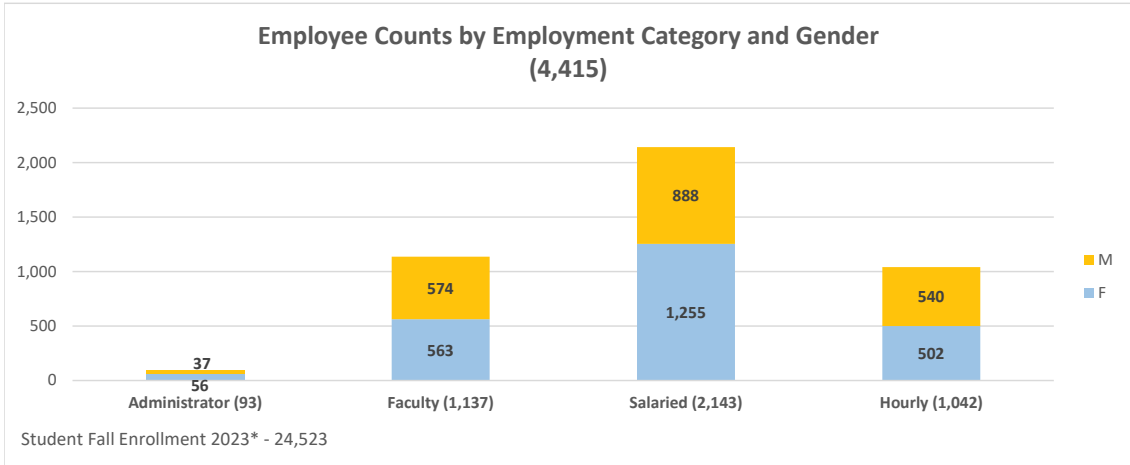
Salaried

All individuals employed for the primary purpose of performing academic support, student service and institutional support, whose assignments require either a baccalaureate degree or higher or experience of such kind and amount as to provide a comparable background. Includes employees with job titles such as: Business Operations Specialist, Financial Specialist, Accountant, Budget Analyst, Admissions or Financial Aid Counselor, Computer Specialist, Computer Analyst, Database Administrator, Librarian, Resident Director.

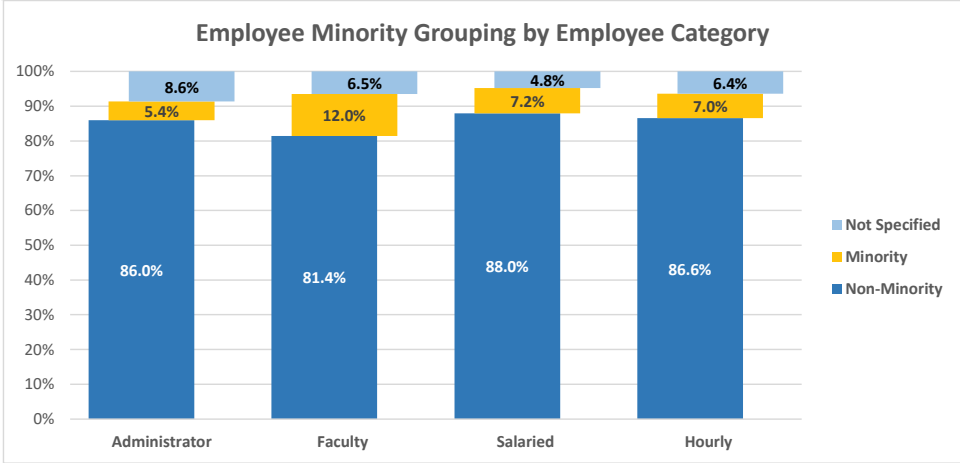
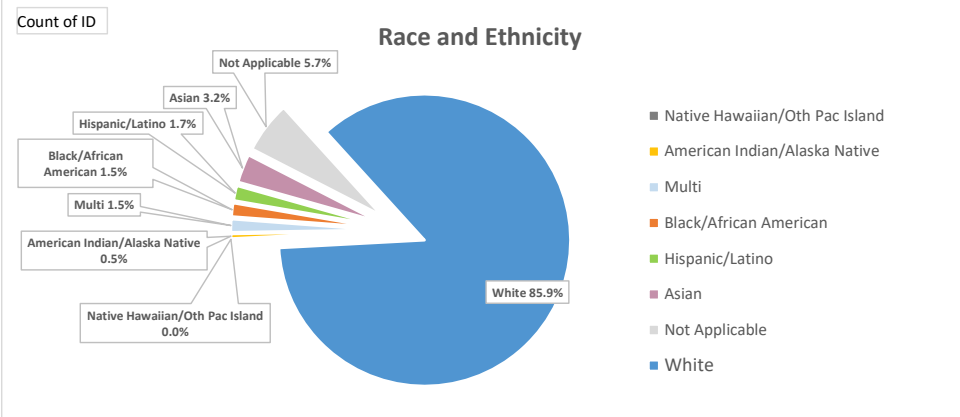
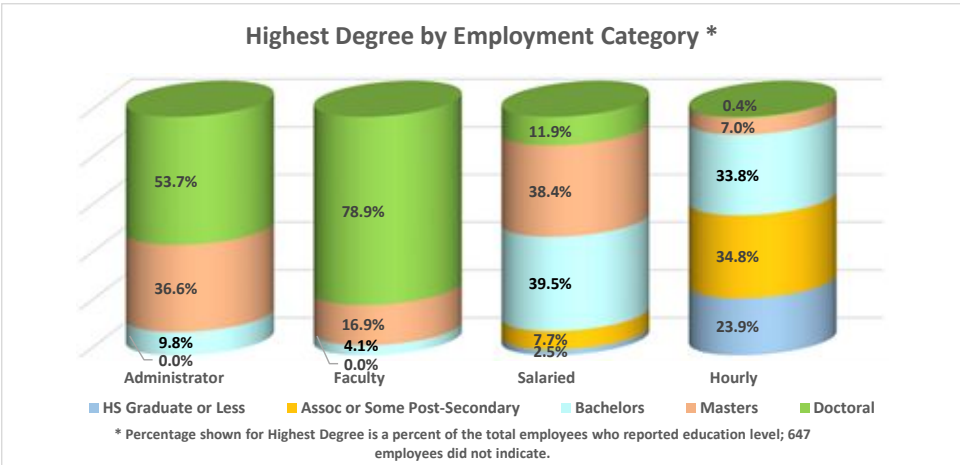
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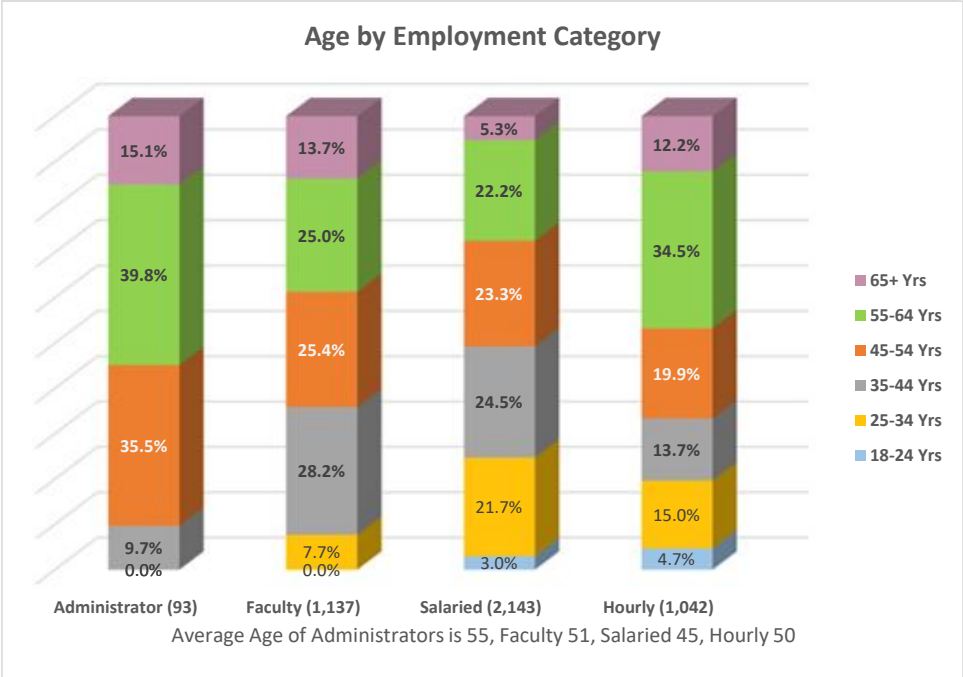
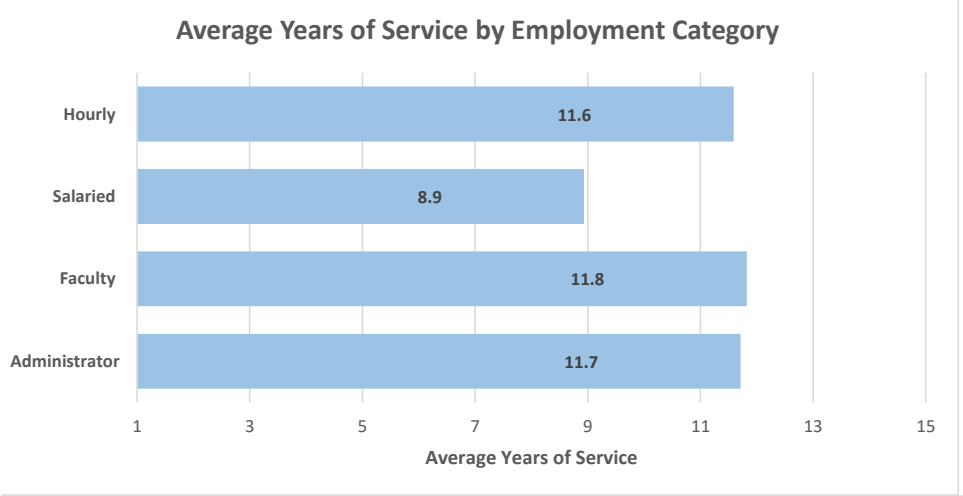
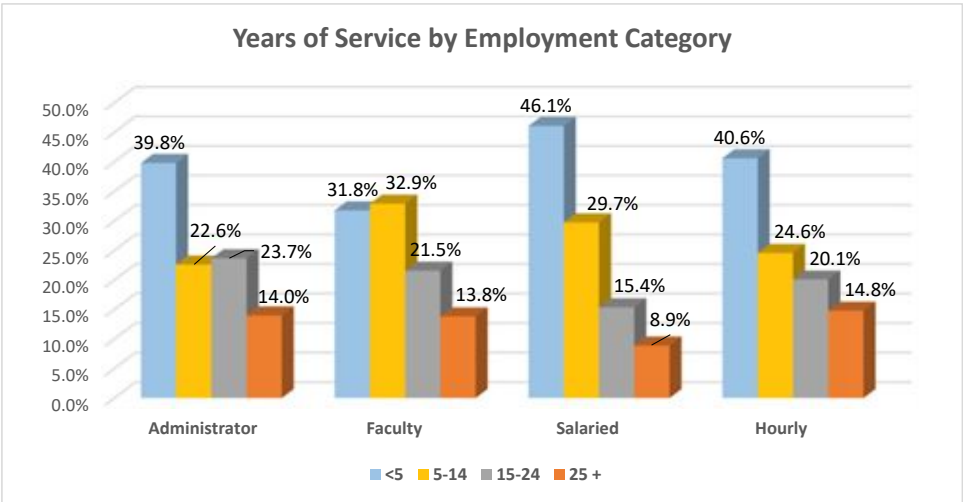
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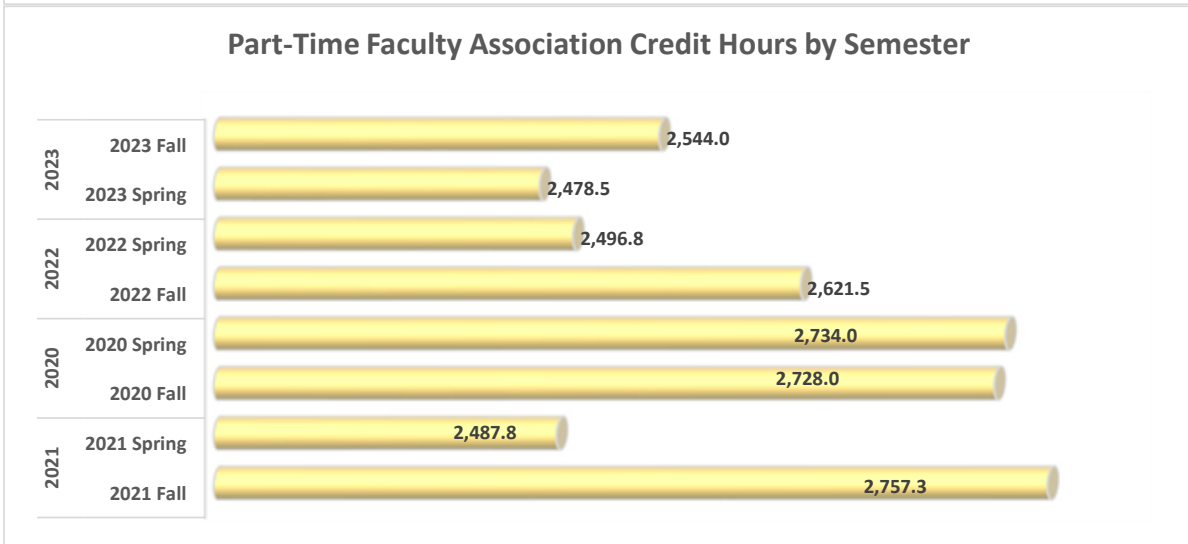
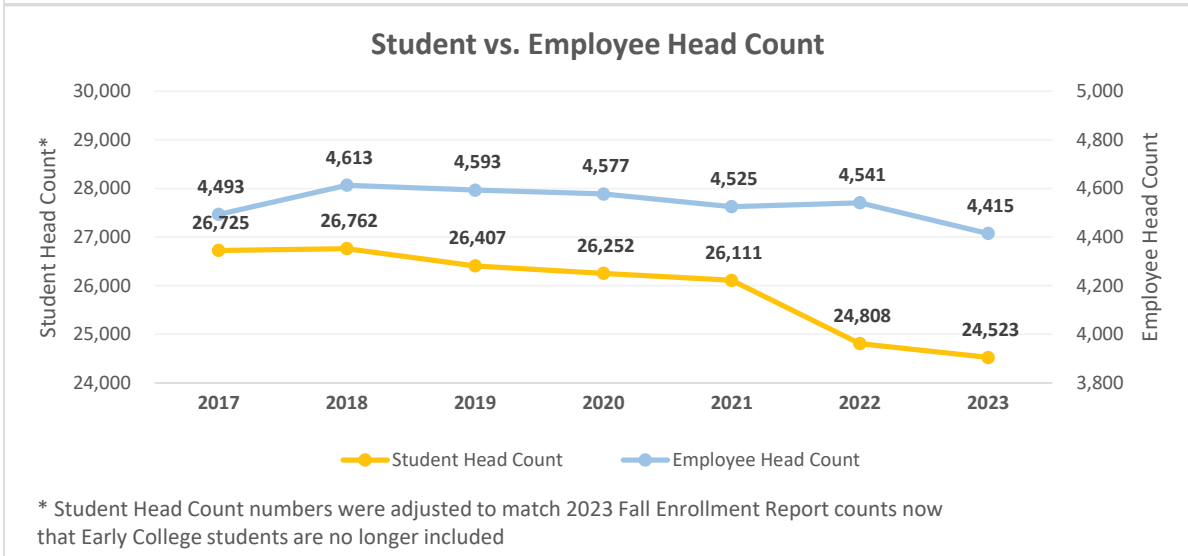
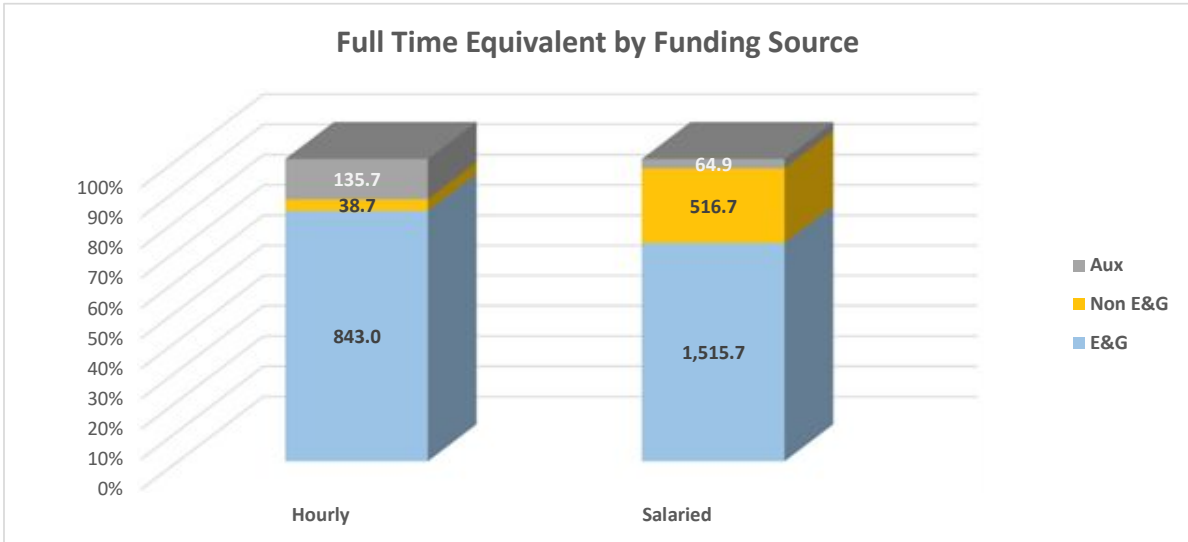
- Are technical or paraprofessional in nature (requires specialized knowledge or skills which may be acquired through experience, apprenticeship, on-the-job training or academic work in occupationally specific programs that result in a 2-year degree or other certificate or diploma). Includes such titles as Research or Laboratory Technician, Audiovisual Technician, Personnel Assistant. Or;
- Are associated with clerical or secretarial activities (responsible for internal and external communications, recording and retrieving data and/or information, and other paperwork required in an office). Includes such titles as Secretary, Administrative Assistant, Records Technician, Bookkeeper, Library Assistant. Or;
- Involve skilled crafts work (typically requires special manual skills and a thorough and comprehensive knowledge of the processes involved in the work, acquired through on-the-job-training and experience or through apprenticeship or other formal training programs). Includes such titles as Electrician, HVAC Technician, Printer, Garage Mechanic. Or;
- Involve service/maintenance work (requires limited degrees of previously acquired skills and knowledge, performs duties that result in or contribute to the comfort, convenience and hygiene of personnel and the student body or that contribute to the upkeep of the institutional property). Includes such titles as Custodian, Building & Grounds Maintenance Worker, Police Officer, Security Guard, Cook.



* Student Fall Enrollment 2023 includes undergraduate and graduate students. The source is Fall 2023 Enrollment Report - The University of Maine System, Fall Semester Headcount by Campus
 UMS Early College student headcount is no longer reported together with student headcount







Counts by Employment Category and Gender

	University of Maine System				University of Maine & University of Maine at Machias				University of Maine at Augusta				University of Maine at Farmington				University of Maine at Fort Kent			
	F	M	U	Count	F	M	U	Count	F	M	U	Count	F	M	U	Count	F	M	U	Count
Administrators	55	37	0	92	14	13	0	27	5	3	0	8	4	3	0	7	2	1	0	3
Faculty	563	574	0	1,137	272	347	0	619	59	36	0	95	54	31	0	85	13	16	0	29
Salaried	1,255	888	0	2,143	542	463	0	1,005	78	46	0	124	57	37	0	94	27	11	0	38
Hourly	502	540	0	1,042	242	284	0	526	43	38	0	81	39	49	0	88	17	13	0	30
Total	2,375	2,039	0	4,414	1,070	1,107		2,177	185	123		308	154	120		274	59	41		100
Student Enrollment	24,606				11,593				3,366				1,711				867			

	University of Maine at Presque Isle				University of Southern Maine				University Governance				University Services				Maine Law			
	F	M	U	Count	F	M	U	Count	F	M	U	Count	F	M	U	Count	F	M	U	Count
Administrators	3	1	0	4	8	6	0	14	6	5	0	11	11	4	0	15	3	1	0	4
Faculty	16	16	0	32	137	118	0	255	0	0	0	0	0	0	0	0	12	10	0	22
Salaried	41	20	0	61	343	137	0	480	1	0	0	1	146	169	0	315	20	5	0	25
Hourly	13	20	0	33	107	109	0	216	0	0	0	0	41	27	0	68	0	0	0	0
Total	73	57		130	595	370		965	7	5		12	198	200		398	35	16		51
Student Enrollment	114				6,693												262			

* Student Enrollment counts from the University of Maine System - Fall 2023 Enrollment Report, Fall Semester Headcount by Campus.

Average Salary by Employment Category

	University of Maine System		University of Maine & University of Maine at Machias		University of Maine at Augusta		University of Maine at Farmington		University of Maine at Fort Kent	
	Count	Avg Salary	Count	Avg Salary	Count	Avg Salary	Count	Avg Salary	Count	Avg Salary
Administrators	93	174,678	27	187,376	8	139,360	7	120,970	3	146,085
Faculty	1,172	92,763	619	98,946	95	70,830	85	75,438	29	70,296
Salaried	2,140	64,162	1,005	65,300	124	56,384	94	52,509	38	51,103
Hourly	1,057	42,029	526	42,435	81	39,767	88	40,493	30	42,054
Total	4,462	68,632	2,177	70,856	308	58,625	274	57,512	100	56,804

	University of Maine at Presque Isle		University of Southern Maine		University Governance		University Services		Maine Law	
	Count	Avg Salary	Count	Avg Salary	Count	Avg Salary	Count	Avg Salary	Count	Avg Salary
Administrators	4	129,316	14	152,387	11	229,864	15	181,145	4	162,069
Faculty	32	75,369	290	82,123	0	0	0	0	22	116,827
Salaried	61	53,405	477	58,187	1	79,568	315	74,053	25	66,495
Hourly	33	43,022	231	36,619	0	0	68	43,746	0	0
Total	130	58,512	1,012	67,510	12	217,340	398	72,911	51	95,703

Average Age by Employment Category

	University of Maine System		University of Maine & University of Maine at Machias		University of Maine at Augusta		University of Maine at Farmington		University of Maine at Fort Kent	
	Count	Avg Age	Count	Avg Age	Count	Avg Age	Count	Avg Age	Count	Avg Age
Administrators	93	55	27	55	8	58	7	57	3	61
Faculty	1,137	51	619	49	95	53	85	54	29	51
Salaried	2,143	45	1,005	43	124	48	94	45	38	44
Hourly	1,042	50	526	51	81	49	88	54	30	54
Total	4,415	48	2,177	47	308	50	274	51	100	49

	University of Maine at Presque Isle		University of Southern Maine		University Governance		University Services		Maine Law	
	Count	Avg Age	Count	Avg Age	Count	Avg Age	Count	Avg Age	Count	Avg Age
Administrators	4	51	14	56	11	54	15	55	4	55
Faculty	32	53	255	53	0	0	0	0	22	53
Salaried	61	46	480	45	1	56	315	49	25	45
Hourly	33	56	216	47	0	0	68	44	0	0
Total	130	50	965	48	12	54	398	48	51	49

Age by Employment Category*

University of Maine System	Age Group											
	<= 34		35 - 44		45 - 54		55 - 64		65 Plus		Total	
	Count	% of Total	Count	% of Total	Count	% of Total	Count	% of Total	Count	% of Total	Count	% of Total
Administrators	0	0.0%	9	0.2%	33	0.7%	37	0.8%	14	0.3%	93	2.1%
Faculty	87	2.0%	321	7.3%	289	6.5%	284	6.4%	156	3.5%	1,137	25.8%
Salaried	530	12.0%	526	11.9%	499	11.3%	475	10.8%	113	2.6%	2,143	48.5%
Hourly	205	4.6%	143	3.2%	207	4.7%	360	8.2%	127	2.9%	1,042	23.6%
Total	822	18.6%	999	22.6%	1,028	23.3%	1,156	26.2%	410	9.3%	4,415	100.0%

University of Maine & University of Maine at Machias	Age Group											
	<= 34		35 - 44		45 - 54		55 - 64		65 Plus		Total	
	Count	% of Total	Count	% of Total	Count	% of Total	Count	% of Total	Count	% of Total	Count	% of Total
Administrators	0	0.0%	2	0.1%	11	0.5%	10	0.5%	4	0.2%	27	1.2%
Faculty	68	3.1%	201	9.2%	143	6.6%	129	5.9%	78	3.6%	619	28.4%
Salaried	294	13.5%	269	12.4%	198	9.1%	196	9.0%	48	2.2%	1,005	46.2%
Hourly	87	4.0%	68	3.1%	119	5.5%	191	8.8%	61	2.8%	526	24.2%
Total	449	20.6%	540	24.8%	471	21.6%	526	24.2%	191	8.8%	2,177	100.0%

University of Maine at Augusta	Age Group											
	<= 34		35 - 44		45 - 54		55 - 64		65 Plus		Total	
	Count	% of Total	Count	% of Total	Count	% of Total	Count	% of Total	Count	% of Total	Count	% of Total
Administrators	0	0.0%	0	0.0%	2	0.6%	5	1.6%	1	0.3%	8	2.6%
Faculty	3	1.0%	25	8.1%	27	8.8%	23	7.5%	17	5.5%	95	30.8%
Salaried	17	5.5%	31	10.1%	33	10.7%	36	11.7%	7	2.3%	124	40.3%
Hourly	15	4.9%	19	6.2%	14	4.5%	19	6.2%	14	4.5%	81	26.3%
Total	35	11.4%	75	24.4%	76	24.7%	83	26.9%	39	12.7%	308	100.0%

University of Maine at Farmington	Age Group											
	<= 34		35 - 44		45 - 54		55 - 64		65 Plus		Total	
	Count	% of Total	Count	% of Total	Count	% of Total	Count	% of Total	Count	% of Total	Count	% of Total
Administrators	0	0.0%	1	0.4%	1	0.4%	4	1.5%	1	0.4%	7	2.6%
Faculty	0	0.0%	20	7.3%	23	8.4%	31	11.3%	11	4.0%	85	31.0%
Salaried	29	10.6%	19	6.9%	20	7.3%	21	7.7%	5	1.8%	94	34.3%
Hourly	9	3.3%	9	3.3%	20	7.3%	38	13.9%	12	4.4%	88	32.1%
Total	38	13.9%	49	17.9%	64	23.4%	94	34.3%	29	10.6%	274	100.0%

University of Maine at Fort Kent	Age Group											
	<= 34		35 - 44		45 - 54		55 - 64		65 Plus		Total	
	Count	% of Total	Count	% of Total	Count	% of Total	Count	% of Total	Count	% of Total	Count	% of Total
Administrators	0	0.0%	0	0.0%	1	1.0%	1	1.0%	1	1.0%	3	3.0%
Faculty	3	3.0%	4	4.0%	11	11.0%	9	9.0%	2	2.0%	29	29.0%
Salaried	8	8.0%	12	12.0%	9	9.0%	8	8.0%	1	1.0%	38	38.0%
Hourly	3	3.0%	4	4.0%	5	5.0%	13	13.0%	5	5.0%	30	30.0%
Total	14	14.0%	20	20.0%	26	26.0%	31	31.0%	9	9.0%	100	100.0%

Age by Employment Category*

University of Maine at Presque Isle	Age Group											
	<= 34		35 - 44		45 - 54		55 - 64		65 Plus		Total	
	Count	% of Total	Count	% of Total	Count	% of Total	Count	% of Total	Count	% of Total	Count	% of Total
Administrators	0	0.0%	1	0.8%	1	0.8%	2	1.5%	0	0.0%	4	3.1%
Faculty	0	0.0%	5	3.8%	12	9.2%	12	9.2%	3	2.3%	32	24.6%
Salaried	18	13.8%	9	6.9%	19	14.6%	11	8.5%	4	3.1%	61	46.9%
Hourly	3	2.3%	2	1.5%	7	5.4%	17	13.1%	4	3.1%	33	25.4%
Total	21	16.2%	17	13.1%	39	30.0%	42	32.3%	11	8.5%	130	100.0%

University of Southern Maine	Age Group											
	<= 34		35 - 44		45 - 54		55 - 64		65 Plus		Total	
	Count	% of Total	Count	% of Total	Count	% of Total	Count	% of Total	Count	% of Total	Count	% of Total
Administrators	0	0.0%	2	0.2%	4	0.4%	6	0.6%	2	0.2%	14	1.5%
Faculty	13	1.3%	60	6.2%	66	6.8%	76	7.9%	40	4.1%	255	26.4%
Salaried	116	12.0%	118	12.2%	114	11.8%	103	10.7%	29	3.0%	480	49.7%
Hourly	62	6.4%	34	3.5%	29	3.0%	63	6.5%	28	2.9%	216	22.4%
Total	191	19.8%	214	22.2%	213	22.1%	248	25.7%	99	10.3%	965	100.0%

University Governance	Age Group											
	<= 34		35 - 44		45 - 54		55 - 64		65 Plus		Total	
	Count	% of Total	Count	% of Total	Count	% of Total	Count	% of Total	Count	% of Total	Count	% of Total
Administrators	0	0.0%	1	8.3%	6	50.0%	2	16.7%	2	16.7%	11	91.7%
Faculty	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Salaried	0	0.0%	0	0.0%	0	0.0%	1	8.3%	0	0.0%	1	8.3%
Hourly	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Total	0	0.0%	1	8.3%	6	50.0%	3	25.0%	2	16.7%	12	100.0%

University Services	Age Group											
	<= 34		35 - 44		45 - 54		55 - 64		65 Plus		Total	
	Count	% of Total	Count	% of Total	Count	% of Total	Count	% of Total	Count	% of Total	Count	% of Total
Administrators	0	0.0%	2	0.5%	4	1.0%	7	1.8%	2	0.5%	15	3.8%
Faculty	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Salaried	42	10.6%	65	16.3%	94	23.6%	95	23.9%	19	4.8%	315	79.1%
Hourly	26	6.5%	7	1.8%	13	3.3%	19	4.8%	3	0.8%	68	17.1%
Total	68	17.1%	74	18.6%	111	27.9%	121	30.4%	24	6.0%	398	100.0%

Maine Law	Age Group											
	<= 34		35 - 44		45 - 54		55 - 64		65 Plus		Total	
	Count	% of Total	Count	% of Total	Count	% of Total	Count	% of Total	Count	% of Total	Count	% of Total
Administrators	0	0.0%	0	0.0%	3	5.9%	0	0.0%	1	2.0%	4	7.8%
Faculty	0	0.0%	6	11.8%	7	13.7%	4	7.8%	5	9.8%	22	43.1%
Salaried	6	11.8%	3	5.9%	12	23.5%	4	7.8%	0	0.0%	25	49.0%
Hourly	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Total	6	11.8%	9	17.6%	22	43.1%	8	15.7%	6	11.8%	51	100.0%

* Note - Due to rounding the % of Total in the Total column may not equal the sum of the percents in each age category.

Highest Degree by Employment Category

University of Maine System	Degree													
	Not Indicated		HS Graduate		Associates		Bachelor's		Master's		Doctoral		Total	
	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent
Administrators	11	0.2%	0	0.0%	0	0.0%	8	0.2%	30	0.7%	44	1.0%	93	2.1%
Faculty	26	0.6%	0	0.0%	0	0.0%	46	1.0%	188	4.3%	877	19.9%	1,137	25.8%
Salaried	264	6.0%	46	1.0%	145	3.3%	742	16.8%	720	16.3%	224	5.1%	2,141	48.5%
Hourly	344	7.8%	167	3.8%	243	5.5%	236	5.3%	49	1.1%	3	0.1%	1,042	23.6%
Total	645	14.6%	213	4.8%	388	8.8%	1,032	23.4%	987	22.4%	1,148	26.0%	4,413	100.0%

University of Maine & University of Maine at Machias	Degree													
	Not Indicated		HS Graduate		Associates		Bachelor's		Master's		Doctoral		Total	
	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent
Administrators	2	0.1%	0	0.0%	0	0.0%	0	0.0%	9	0.4%	16	0.7%	27	1.2%
Faculty	21	1.0%	0	0.0%	0	0.0%	30	1.4%	88	4.0%	480	22.0%	619	28.4%
Salaried	101	4.6%	27	1.2%	66	3.0%	336	15.4%	347	15.9%	128	5.9%	1,005	46.2%
Hourly	186	8.5%	89	4.1%	121	5.6%	106	4.9%	22	1.0%	2	0.1%	526	24.2%
Total	310	14.2%	116	5.3%	187	8.6%	472	21.7%	466	21.4%	626	28.8%	2,177	100.0%

University of Maine at Augusta	Degree													
	Not Indicated		HS Graduate		Associates		Bachelor's		Master's		Doctoral		Total	
	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent
Administrators	2	0.6%	0	0.0%	0	0.0%	0	0.0%	3	1.0%	3	1.0%	8	2.6%
Faculty	1	0.3%	0	0.0%	0	0.0%	3	1.0%	29	9.4%	62	20.1%	95	30.8%
Salaried	12	3.9%	2	0.6%	9	2.9%	39	12.7%	46	14.9%	16	5.2%	124	40.3%
Hourly	34	11.0%	8	2.6%	15	4.9%	21	6.8%	3	1.0%	0	0.0%	81	26.3%
Total	49	15.9%	10	3.2%	24	7.8%	63	20.5%	81	26.3%	81	26.3%	308	100.0%

University of Maine at Farmington	Degree													
	Not Indicated		HS Graduate		Associates		Bachelor's		Master's		Doctoral		Total	
	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent
Administrators	0	0.0%	0	0.0%	0	0.0%	0	0.0%	3	1.1%	4	1.5%	7	2.6%
Faculty	1	0.4%	0	0.0%	0	0.0%	1	0.4%	16	5.8%	67	24.5%	85	31.0%
Salaried	6	2.2%	1	0.4%	1	0.4%	44	16.1%	34	12.4%	8	2.9%	94	34.3%
Hourly	20	7.3%	28	10.2%	22	8.0%	14	5.1%	4	1.5%	0	0.0%	88	32.1%
Total	27	9.9%	29	10.6%	23	8.4%	59	21.5%	57	20.8%	79	28.8%	274	100.0%

University of Maine at Fort Kent	Degree													
	Not Indicated		HS Graduate		Associates		Bachelor's		Master's		Doctoral		Total	
	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent
Administrators	1	1.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	2	2.0%	3	3.0%
Faculty	0	0.0%	0	0.0%	0	0.0%	5	5.0%	7	7.0%	17	17.0%	29	29.0%
Salaried	9	9.0%	0	0.0%	2	2.0%	15	15.0%	11	11.0%	1	1.0%	38	38.0%
Hourly	7	7.0%	10	10.0%	6	6.0%	6	6.0%	1	1.0%	0	0.0%	30	30.0%
Total	17	17.0%	10	10.0%	8	8.0%	26	26.0%	19	19.0%	20	20.0%	100	100.0%

Highest Degree by Employment Category

University of Maine at Presque Isle	Degree													
	Not Indicated		HS Graduate		Associates		Bachelor's		Master's		Doctoral		Total	
	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent
Administrators	1	0.8%	0	0.0%	0	0.0%	0	0.0%	1	0.8%	2	1.5%	4	3.1%
Faculty	1	0.8%	0	0.0%	0	0.0%	1	0.8%	11	8.5%	19	14.6%	32	24.6%
Salaried	12	9.2%	1	0.8%	3	2.3%	27	20.8%	14	10.8%	4	3.1%	61	46.9%
Hourly	10	7.7%	11	8.5%	10	7.7%	2	1.5%	0	0.0%	0	0.0%	33	25.4%
Total	24	18.5%	12	9.2%	13	10.0%	30	23.1%	26	20.0%	25	19.2%	130	100.0%

University of Southern Maine	Degree													
	Not Indicated		HS Graduate		Associates		Bachelor's		Master's		Doctoral		Total	
	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent
Administrators	2	0.2%	0	0.0%	0	0.0%	1	0.1%	4	0.4%	7	0.7%	14	1.5%
Faculty	2	0.2%	0	0.0%	0	0.0%	6	0.6%	37	3.8%	210	21.8%	255	26.4%
Salaried	48	5.0%	6	0.6%	16	1.7%	153	15.9%	205	21.2%	52	5.4%	480	49.7%
Hourly	66	6.8%	18	1.9%	51	5.3%	64	6.6%	16	1.7%	1	0.1%	216	22.4%
Total	118	12.2%	24	2.5%	67	6.9%	224	23.2%	262	27.2%	270	28.0%	965	100.0%

University Governance	Degree													
	Not Indicated		HS Graduate		Associates		Bachelor's		Master's		Doctoral		Total	
	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent
Administrators	3	25.0%	0	0.0%	0	0.0%	1	8.3%	3	25.0%	4	33.3%	11	91.7%
Faculty	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Salaried	0	0.0%	0	0.0%	0	0.0%	1	8.3%	0	0.0%	0	0.0%	1	8.3%
Hourly	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Total	3	25.0%	0	0.0%	0	0.0%	2	16.7%	3	25.0%	4	33.3%	12	100.0%

University Services	Degree													
	Not Indicated		HS Graduate		Associates		Bachelor's		Master's		Doctoral		Total	
	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent
Administrators	0	0.0%	0	0.0%	0	0.0%	5	1.3%	7	1.8%	3	0.8%	15	3.8%
Faculty	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Salaried	76	19.1%	9	2.3%	46	11.6%	119	29.9%	58	14.6%	7	1.8%	315	79.1%
Hourly	21	5.3%	3	0.8%	18	4.5%	23	5.8%	3	0.8%	0	0.0%	68	17.1%
Total	97	24.4%	12	3.0%	64	16.1%	147	36.9%	68	17.1%	10	2.5%	398	100.0%

Maine Law	Degree													
	Not Indicated		HS Graduate		Associates		Bachelor's		Master's		Doctoral		Total	
	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent
Administrators	0	0.0%	0	0.0%	0	0.0%	1	2.0%	0	0.0%	3	5.9%	4	33.3%
Faculty	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	22	43.1%	22	183.3%
Salaried	2	3.9%	0	0.0%	2	3.9%	8	15.7%	5	9.8%	8	15.7%	25	208.3%
Hourly	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Total	2	3.9%	0	0.0%	2	3.9%	9	17.6%	5	9.8%	33	64.7%	51	425.0%

Race and Ethnicity by Employment Category

	University of Maine System				University of Maine & University of Maine at Machias				University of Maine at Augusta				University of Maine at Farmington				University of Maine at Fort Kent			
	Minority %	Non Minority %	Not Specified %	Total %	Minority %	Non Minority %	Not Specified %	Total %	Minority %	Non Minority %	Not Specified %	Total %	Minority %	Non Minority %	Not Specified %	Total %	Minority %	Non Minority %	Not Specified %	Total %
Administrators	0.1%	1.8%	0.3%	2.2%	0.0%	1.1%	0.0%	1.2%	0.0%	2.6%	0.0%	2.6%	0.0%	2.6%	0.0%	2.6%	0.0%	2.0%	1.0%	3.0%
Faculty	3.1%	22.6%	1.6%	27.4%	4.0%	22.0%	2.4%	28.4%	1.0%	28.6%	1.3%	30.8%	1.1%	29.6%	0.4%	31.0%	3.0%	26.0%	0.0%	29.0%
Salaried	2.9%	38.4%	2.9%	44.1%	3.8%	40.2%	2.1%	46.2%	2.3%	35.4%	2.6%	40.3%	0.7%	32.8%	0.7%	34.3%	3.0%	32.0%	3.0%	38.0%
Hourly	1.3%	22.7%	2.3%	26.3%	1.4%	20.7%	2.1%	24.2%	0.6%	24.0%	1.6%	26.3%	1.1%	29.9%	1.1%	32.1%	1.0%	27.0%	2.0%	30.0%
Total	7.4%	85.5%	7.1%	100.0%	9.2%	84.1%	6.7%	100.0%	3.9%	90.6%	5.5%	100.0%	2.9%	94.9%	2.2%	100.0%	7.0%	87.0%	6.0%	100.0%

	University of Maine at Presque Isle				University of Southern Maine				University Governance				University Services				Maine Law			
	Minority %	Non Minority %	Not Specified %	Total %	Minority %	Non Minority %	Not Specified %	Total %	Minority %	Non Minority %	Not Specified %	Total %	Minority %	Non Minority %	Not Specified %	Total %	Minority %	Non Minority %	Not Specified %	Total %
Administrators	0.0%	2.3%	0.8%	3.1%	0.2%	1.0%	0.2%	1.5%	16.7%	58.3%	16.7%	91.7%	0.0%	3.8%	0.0%	3.8%	0.0%	5.9%	2.0%	7.8%
Faculty	2.3%	22.3%	0.0%	24.6%	3.7%	21.0%	1.7%	26.4%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	3.9%	37.3%	2.0%	43.1%
Salaried	3.1%	41.5%	2.3%	46.9%	3.8%	43.3%	2.6%	49.7%	0.0%	8.3%	0.0%	8.3%	4.3%	70.9%	4.0%	79.1%	3.9%	45.1%	0.0%	49.0%
Hourly	3.8%	20.0%	1.5%	25.4%	2.3%	19.2%	0.9%	22.4%	0.0%	0.0%	0.0%	0.0%	2.5%	14.6%	0.0%	17.1%	0.0%	0.0%	0.0%	0.0%
Total	9.2%	86.2%	4.6%	100.0%	10.1%	84.6%	5.4%	100.0%	16.7%	66.7%	16.7%	100.0%	6.8%	89.2%	4.0%	100.0%	7.8%	88.2%	3.9%	100.0%

Years of Service by Employment Category

University of Maine System	Years of Service				
	< 5 Years Svc Count	5 - 14 Yrs Count	15 - 24 Yrs Count	25 Plus Yrs Count	Total Count
Administrators	37	21	22	13	93
Faculty	361	374	245	157	1,137
Salaried	987	637	329	190	2,143
Hourly	423	256	209	154	1,042
Total	1,808	1,288	805	514	4,415

University of Maine & University of Maine at Machias	Years of Service				
	< 5 Years Svc Count	5 - 14 Yrs Count	15 - 24 Yrs Count	25 Plus Yrs Count	Total Count
Administrators	15	3	6	3	27
Faculty	187	208	135	89	619
Salaried	513	281	131	80	1,005
Hourly	197	126	110	93	526
Total	912	618	382	265	2,177

University of Maine at Augusta	Years of Service				
	< 5 Years Svc Count	5 - 14 Yrs Count	15 - 24 Yrs Count	25 Plus Yrs Count	Total Count
Administrators	2	3	3	0	8
Faculty	44	25	20	6	95
Salaried	60	33	17	14	124
Hourly	43	24	10	4	81
Total	149	85	50	24	308

University of Maine at Farmington	Years of Service				
	< 5 Years Svc Count	5 - 14 Yrs Count	15 - 24 Yrs Count	25 Plus Yrs Count	Total Count
Administrators	1	2	2	2	7
Faculty	14	30	26	15	85
Salaried	46	23	15	10	94
Hourly	25	17	31	15	88
Total	86	72	74	42	274

University of Maine at Fort Kent	Years of Service				
	< 5 Years Svc Count	5 - 14 Yrs Count	15 - 24 Yrs Count	25 Plus Yrs Count	Total Count
Administrators	2	0	1	0	3
Faculty	10	9	6	4	29
Salaried	20	11	5	2	38
Hourly	8	10	6	6	30
Total	40	30	18	12	100

Years of Service by Employment Category

University of Maine at Presque Isle	Years of Service				
	< 5 Years Svc Count	5 - 14 Yrs Count	15 - 24 Yrs Count	25 Plus Yrs Count	Total Count
Administrators	1	2	0	1	4
Faculty	11	9	10	2	32
Salaried	33	15	9	4	61
Hourly	11	14	4	4	33
Total	56	40	23	11	130

University of Southern Maine	Years of Service				
	< 5 Years Svc Count	5 - 14 Yrs Count	15 - 24 Yrs Count	25 Plus Yrs Count	Total Count
Administrators	6	2	4	2	14
Faculty	83	90	42	40	255
Salaried	215	145	88	32	480
Hourly	103	54	31	28	216
Total	407	291	165	102	965

University Governance	Years of Service				
	< 5 Years Svc Count	5 - 14 Yrs Count	15 - 24 Yrs Count	25 Plus Yrs Count	Total Count
Administrators	4	4	2	1	11
Faculty	0	0	0	0	0
Salaried	0	1	0	0	1
Hourly	0	0	0	0	0
Total	4	5	2	1	12

University Services	Years of Service				
	< 5 Years Svc Count	5 - 14 Yrs Count	15 - 24 Yrs Count	25 Plus Yrs Count	Total Count
Administrators	4	4	3	4	15
Faculty	0	0	0	0	0
Salaried	88	124	58	45	315
Hourly	36	11	17	4	68
Total	128	139	78	53	398

Maine Law	Years of Service				
	< 5 Years Svc Count	5 - 14 Yrs Count	15 - 24 Yrs Count	25 Plus Yrs Count	Total Count
Administrators	2	1	1	0	4
Faculty	12	3	6	1	22
Salaried	12	4	6	3	25
Hourly	0	0	0	0	0
Total	26	8	13	4	51

Average Years of Service by Employment Category

	University of Maine System	University of Maine & University of Maine at Machias	University of Maine at Augusta	University of Maine at Farmington	University of Maine at Fort Kent	University of Maine at Presque Isle	University of Southern Maine	University Governance	University Services	Maine Law
Administrators	11.7	10.1	11.4	18.3	9.0	11.3	11.8	10.4	14.1	8.8
Faculty	11.8	12.0	9.7	15.3	11.2	11.6	11.5	0.0	0.0	8.1
Salaried	8.9	8.1	9.1	9.7	6.9	7.5	8.9	6.0	11.7	9.2
Hourly	11.6	12.8	7.3	14.5	13.7	10.6	10.0	0.0	8.4	0.0
Average Yrs Svc	10.4	10.4	8.9	13.2	10.3	9.4	9.9	10.0	11.3	8.7

Count of Employment Category with Management Group

	University of Maine System	University of Maine & University of Maine at Machias	University of Maine at Augusta	University of Maine at Farmington	University of Maine at Fort Kent	University of Maine at Presque Isle	University of Southern Maine	University Governance	University Services	Maine Law
Administrators	75	20	7	4	3	4	10	11	13	3
Management Grp	18	7	1	3	0	0	4	0	2	1
Faculty	1,137	619	95	85	29	32	255	0	0	22
Salaried	2,143	1,005	124	94	38	61	480	1	315	25
Hourly	1,042	526	81	88	30	33	216	0	68	0
Total	4,415	2,177	308	274	100	130	965	12	398	51

Full Time Equivalent by Funding Source

	University of Maine System				University of Maine & University of Maine at Machias				University of Maine at Augusta				University of Maine at Farmington				University of Maine at Fort Kent			
	E&G	Non E&G	Aux	Total	E&G	Non E&G	Aux	Total	E&G	Non E&G	Aux	Total	E&G	Non E&G	Aux	Total	E&G	Non E&G	Aux	Total
Administrators	86.1	6.9	0.0	93.0	24.9	2.1	0.0	27.0	7.1	1.0	0.0	8.0	7.0	0.0	0.0	7.0	3.0	0.0	0.0	3.0
Faculty	1,023.2	97.3	0.0	1,120.5	528.1	81.5	0.0	609.6	92.0	2.0	0.0	94.0	82.9	0.6	0.0	83.5	28.8	1.0	0.0	29.8
Salaried	1,515.7	516.7	64.9	2,097.3	683.7	261.4	40.6	985.7	96.3	25.5	1.0	122.8	75.6	9.5	6.5	91.6	34.3	3.2	0.5	38.0
Hourly	843.0	38.7	135.7	1,017.4	416.0	21.3	78.4	515.6	71.9	4.6	1.0	77.5	60.2	1.5	22.9	84.6	24.6	0.0	4.8	29.4
Total	3,468.0	659.6	200.6	4,328.2	1,652.6	366.3	119.0	2,137.9	267.3	33.0	2.0	302.2	225.8	11.6	29.4	266.7	90.6	4.2	5.3	100.2

	University of Maine at Presque Isle				University of Southern Maine				University Governance				University Services				Maine Law			
	E&G	Non E&G	Aux	Total	E&G	Non E&G	Aux	Total	E&G	Non E&G	Aux	Total	E&G	Non E&G	Aux	Total	E&G	Non E&G	Aux	Total
Administrators	3.5	0.5	0.0	4.0	12.8	1.3	0.0	14.0	11.0	0.0	0.0	11.0	13.9	1.1	0.0	15.0	3.0	1.0	0.0	4.0
Faculty	30.8	1.3	0.0	32.0	241.7	8.4	0.0	250.1	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	19.0	2.5	0.0	21.5
Salaried	43.4	14.0	1.3	58.7	271.6	174.9	15.0	461.5	1.0	0.0	0.0	1.0	289.1	24.2	0.0	313.3	20.8	4.0	0.0	24.8
Hourly	28.7	1.5	2.3	32.5	174.4	9.4	26.3	210.1	0.0	0.0	0.0	0.0	67.3	0.5	0.0	67.8	0.0	0.0	0.0	0.0
Total	106.3	17.2	3.6	127.2	700.4	194.0	41.3	935.7	12.0	0.0	0.0	12.0	370.3	25.8	0.0	396.1	42.8	7.5	0.0	50.3

Part-Time Faculty by University

	University of Maine System			University of Maine			University of Maine at Augusta			University of Maine at Farmington			University of Maine at Fort Kent		
	Count	Credit Hrs	Courses Taught	Count	Credit Hrs	Courses Taught	Count	Credit Hrs	Courses Taught	Count	Credit Hrs	Courses Taught	Count	Credit Hrs	Courses Taught
2021 Spring	861	4,335.0	1,547	200	611.3	232	116	404.0	136	47	170.0	48	39	118.0	39
2021 Fall	875	4,699.5	1,652	200	596.3	222	125	475.0	158	53	208.0	54	43	155.5	43
2022 Spring	869	4,520.0	1,601	206	600.8	240	118	437.0	145	47	175.0	49	25	77.5	25
2022 Fall	836	4,653.0	1,643	212	609.5	233	124	456.0	155	45	168.0	46	31	110.0	32
2023 Spring	804	4,343.5	1,553	210	631.0	245	108	428.0	145	34	113.0	36	24	75.0	24
2023 Fall	854	4,845.0	1,691	201	610.5	225	129	448.0	156	35	110.0	36	30	119.0	30

	University of Maine at Machias			University of Maine at Presque Isle			University of Southern Maine			Maine Law		
	Count	Credit Hrs	Courses Taught	Count	Credit Hrs	Courses Taught	Count	Credit Hrs	Courses Taught	Count	Credit Hrs	Courses Taught
2021 Spring	22	79.0	27	41	148.0	49	337	946.5	354	3	11.0	3
2021 Fall	23	77.0	27	49	181.0	59	364	1,064.5	391			
2022 Spring	25	83.0	29	46	186.0	61	324	937.5	346			
2022 Fall	19	55.0	20	55	196.0	64	352	1,022.0	370	2	5.0	2
2023 Spring	28	111.0	36	52	192.0	63	327	921.5	343	1	7.0	1
2023 Fall	24	117.5	39	64	238.0	77	314	898.0	334	1	3.0	1

University of Maine System
Board of Trustees

AGENDA ITEM SUMMARY

NAME OF ITEM: 2023 Turnover Analysis Report

INITIATED BY: Patrick Flood, Chair

BOARD INFORMATION: X

BOARD ACTION:

BOARD POLICY:

N/A

UNIFIED ACCREDITATION CONNECTION:

N/A

BACKGROUND:

Compensation Manager Jacob Foster will present the findings of this Annual Report, created to educate and inform management and the Board of Trustees of turnover in the UMS workforce for the annual time frame indicated.

Attachment

[Report - 2023 Turnover Analysis Report](#)

2022 - 2023 Turnover Analysis

Kelly Zuras, HRIS Analyst

April 17, 2024

UNIVERSITY OF MAINE SYSTEM – 2022-2023 TURNOVER ANALYSIS

3.1

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UNIVERSITY OF MAINE SYSTEM – 2022-2023 TURNOVER ANALYSIS

3.1

INTRODUCTION

This report includes only regular staff and primary position records for employees in an active, leave with pay or leave without pay status. Regular staff in the Part-Time Faculty bargaining unit are included; temporary staff in the Part-Time Faculty unit are excluded.

The report covers the period from November 1, 2022, through October 31, 2023.

The population is determined by averaging the number of staff active, on leave, or on leave without pay on November 1, 2022 and October 31, 2023.

Resignations, voluntary retirements, failure to return from leave, death, and disability are considered voluntary separations. All other separation reasons are considered involuntary separations. Separations due to death or disability were included with involuntary terminations in reports prior to 2014.

New hires are hired from outside the University and do not include staff who are already employees. The new hire and rehire statistics do not include employees who have taken a secondary job or transferred within the University System. Rehires include employees moving from temporary to regular positions and/or have had a separation from the University of Maine System. Internal hires and transfers are isolated and included for reference.

Key to bargaining groups:

AFUM - Associated Faculties of the Universities of Maine, MEA/NEA

UMPSA - Universities of Maine Professional Staff Association, MEA/NEA

COLT - Associated C.O.L.T. (Clerical, Office, Laboratory and Technical) Staff of the Universities of Maine, MEA/NEA

Service & Maintenance - Teamsters Union Local #340

University Supervisors

Police - Fraternal Order of Police Lodge #100

PATFA - Part-Time Faculty Association, MFT/AFT, AFL-CIO

Law Faculty

Non-Represented Hourly

Non-Represented Salaried

Non-Represented Faculty

Data Source: PeopleSoft HRPRD Database; the University of Maine System.

UNIVERSITY OF MAINE SYSTEM – 2022-2023 TURNOVER ANALYSIS

3.1**HIGHLIGHTS**

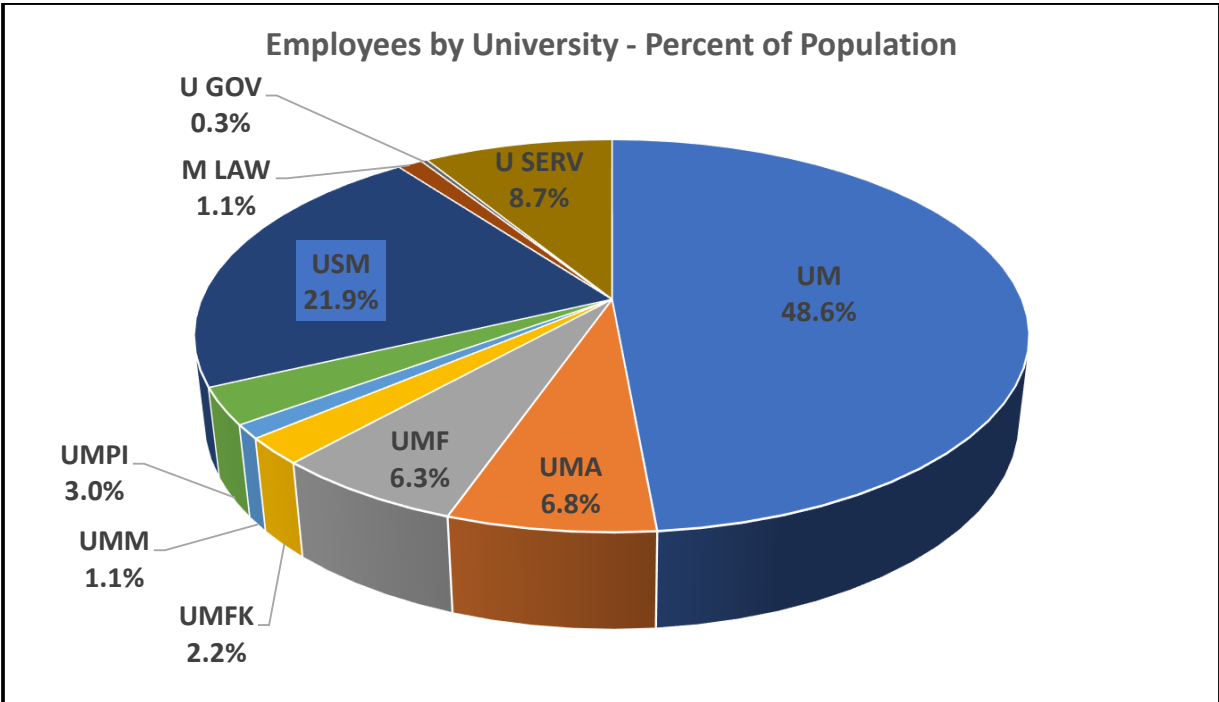
- From November 1, 2022 through October 31, 2023 the number of employee separations for all reasons was 15.3% of the average population of regular employees. Of this, voluntary resignations made up 7.8%, and retirements accounted for 3.5%. The remaining 4.0% involuntary separations resulted from end of term appointments, layoff, and termination. (Totals may be slightly off due to rounding)
- The turnover rate of 15.3% is up from last year's rate of 15.0% due to an increase in involuntary separations.
- External benchmarking UMS' turnover rate, CUPA-HR Data-On-Demand gives an average turnover rate of 12.9% for institutions with student enrollment FTE greater than 8,654 between November 1, 2022 to October 31, 2023.
- The total number of separations for all reasons is 686, which is 4 more than last year for the same period; an increase of 0.6%.
- Separation rates vary among universities from a high of 24.0% for University Governance to a low of 10.2% for University Services.
- The average years-of-service for resignations is 4.5 years, 28.4 years for retirements, and 7.5 for involuntary separations.
- There were 70 new hires with minority status. Of this number 13% left during their first year of employment versus 22% for those with non-minority status.
- Retention of employees at all Universities is 83.4%, a decrease from last year's 85.0%.
- The turnover rates for the represented and non-represented as a percentage of the bargaining unit vary with a high of 30.0% for the Service & Maintenance unit to 11.0% in the Non-Represented Salaried unit. Separation rates in other represented bargaining units are: AFUM: 11.7%, UMPSA: 12.6%, ACSUM: 19.9%, University Supervisors: 22.6%, Police: 20.8%, PATFA: 12.9%, Law: 22.2%, Non-Represented Hourly: 22.2%, Non-Represented Faculty: 17.1%.

UNIVERSITY OF MAINE SYSTEM – 2022-2023 TURNOVER ANALYSIS

HEADCOUNT

Average Headcount – Regular Staff

Campus	Headcount October 31, 2022	Headcount October 31, 2023	Average Headcount	Percent of Total Headcount
University of Maine	2,131	2,223	2,177	48.6%
University of Maine Augusta	308	300	304	6.8%
University of Maine Farmington	276	288	282	6.3%
University of Maine Fort Kent	100	95	98	2.2%
University of Maine Machias	49	52	51	1.1%
University of Maine Presque Isle	132	137	135	3.0%
University of Southern Maine	968	993	981	21.9%
Maine Law	51	52	52	1.1%
Governance	12	13	13	0.3%
University Services	398	386	392	8.7%
Total	4,425	4,539	4,482	100%

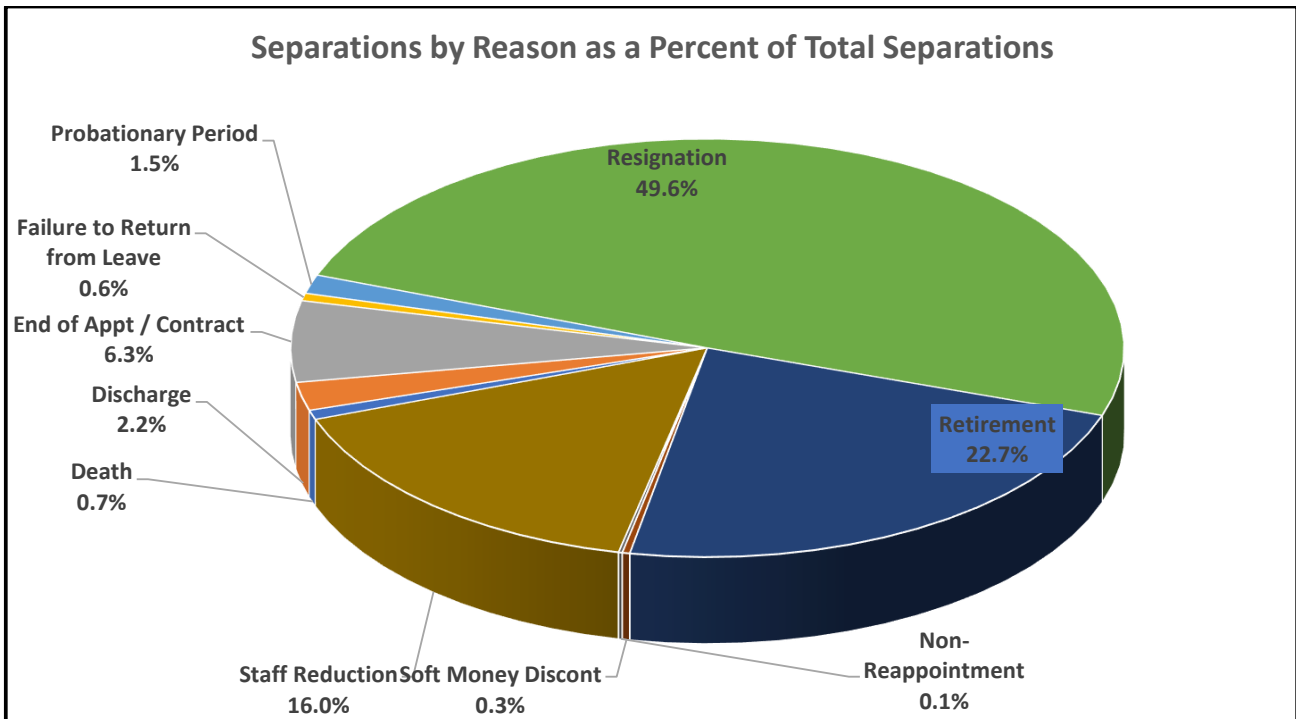


UNIVERSITY OF MAINE SYSTEM – 2022-2023 TURNOVER ANALYSIS

SEPARATIONS

Reasons for Separations – Regular Staff

Campus	Death	Dis-charge	End of Appt / Contract	Failure to Return from Leave	Proba-tionary Period	Resig-nation	Retire-ment	Soft Money Discon-tinuance	Non-Reappoint-ment	Staff Reduc-tion	Total
University of Maine	4	2	27	1	5	151	69	1	1	106	366
University of Maine Augusta	1	1	2	1	3	15	13				36
University of Maine Farmington		3	4			17	12				36
University of Maine Fort Kent						7	3			2	12
University of Maine Machias						4	6				10
University of Maine Presque Isle			3			13	11			1	28
University of Southern Maine		4	6	3	2	97	30	1		1	144
Maine Law			1			8	2				11
Governance						2	1				3
University Services		5				26	9				40
Total	5	15	43	4	10	340	156	2	1	110	686
Percent Total	0.7%	2.2%	6.3%	0.6%	1.5%	49.6%	22.7%	0.3%	0.1%	16.0%	100%



UNIVERSITY OF MAINE SYSTEM – 2022-2023 TURNOVER ANALYSIS

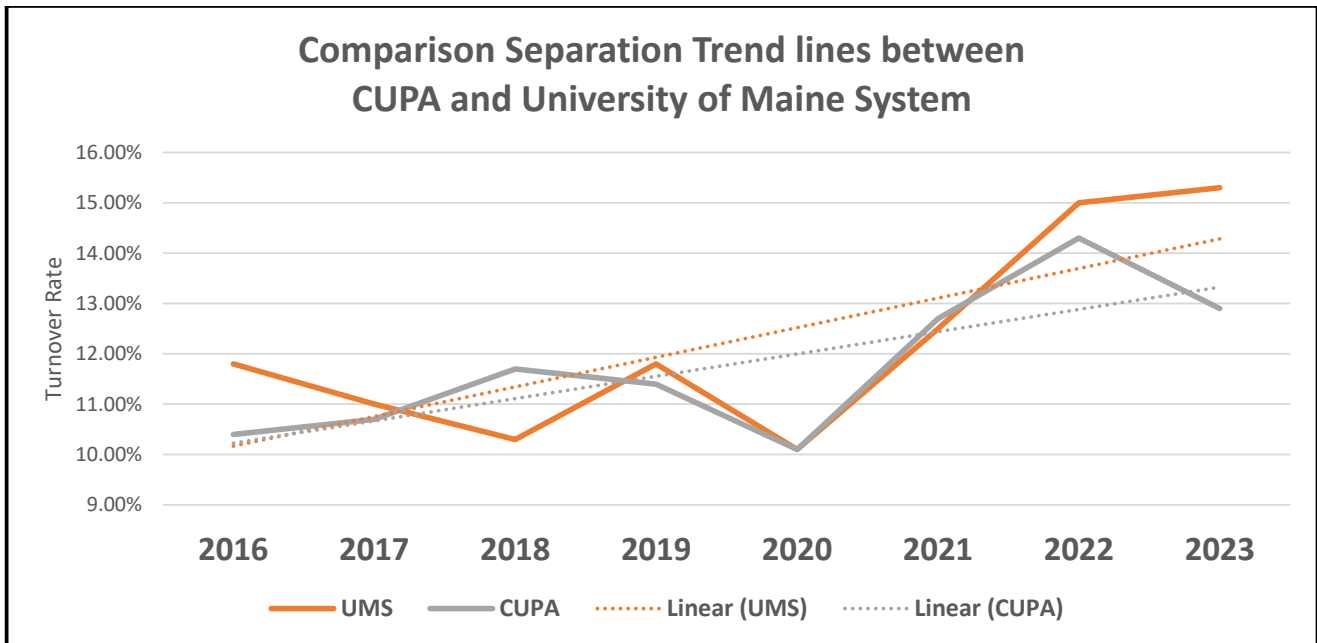
TURNOVER

Turnover by Campus

Campus	Average Headcount	Separations	Turnover
University of Maine	2,177	366	16.8%
University of Maine Augusta	304	36	11.8%
University of Maine Farmington	282	36	12.8%
University of Maine Fort Kent	98	12	12.3%
University of Maine Machias	51	10	19.8%
University of Maine Presque Isle	135	28	20.8%
University of Southern Maine	981	144	14.7%
Maine Law	52	11	21.4%
Governance	13	3	24.0%
University Services	392	40	10.2%
Total	4,482	686	15.3%

Turnover Benchmarking 2016 - 2023

	2016	2017	2018	2019	2020	2021	2022	2023
University of Maine System	11.80%	11.00%	10.30%	11.80%	10.10%	12.50%	15.00%	15.3%
CUPA Benchmark	10.40%	10.70%	11.70%	11.40%	10.10%	12.70%	14.30%	12.9%



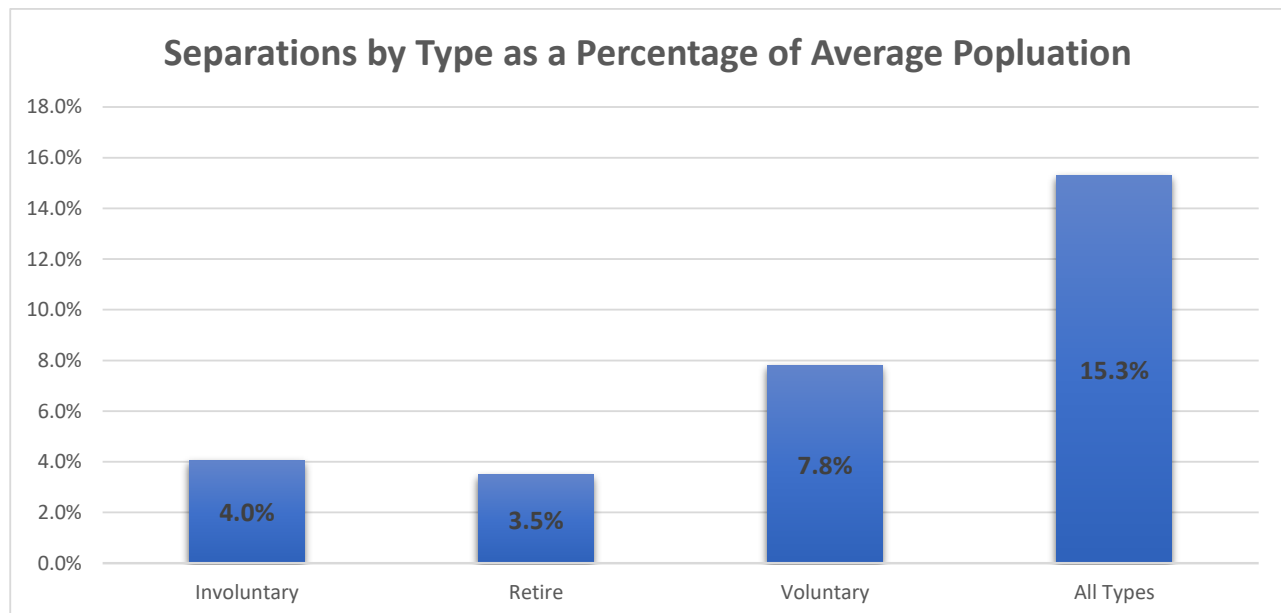
UNIVERSITY OF MAINE SYSTEM – 2022-2023 TURNOVER ANALYSIS

3.1

SEPARATION DETAILS

Separations by Type

Campus	Involuntary	Retirement	Voluntary	Total
University of Maine	138	68	149	355
University of Maine Augusta	6	13	17	36
University of Maine Farmington	7	11	17	35
University of Maine Fort Kent	2	3	7	12
University of Maine Machias		5	4	9
University of Maine Presque Isle	4	11	13	28
University of Southern Maine	14	30	96	140
Maine Law	1	2	8	11
Governance		1	2	3
University Services	5	9	26	40
Total	177	153	339	669
Percent of Average Headcount	4.0%	3.5%	7.8%	15.3%



UNIVERSITY OF MAINE SYSTEM – 2022-2023 TURNOVER ANALYSIS

3.1

Average Years of Service Prior to Separation by Type

Campus	Involuntary	Retirement	Voluntary
University of Maine	8.6	30.9	3.8
University of Maine Augusta	2.1	27.9	5.8
University of Maine Farmington	3.5	26.4	2.4
University of Maine Fort Kent	6.7	25.3	4.6
University of Maine Machias		27.0	1.5
University of Maine Presque Isle	2.8	25.7	6.2
University of Southern Maine	3.0	26.8	5.3
Maine Law	1.8	14.2	3.9
Governance		25.9	3.6
University Services	4.4	26.7	5.4
Total	7.5	28.4	4.5

Separations by Years of Service, by Gender, by Minority Status

	Less Than One Year	One Year	Two Years	Three Years	Four Years	Over Five Years
Number of Terminations	104	101	54	48	30	349
Female	52	63	32	28	17	203
Male	51	38	22	20	13	142
Not Specified	1	0	0	0	0	4
Minority	9	14	7	4	2	23
Non-minority	95	87	47	44	28	326

Separations by Years of Service, by Gender, by Minority Status (Percentages)

	Less Than One Year	One Year	Two Years	Three Years	Four Years	Over Five Years
Number of Terminations	15%	15%	8%	7%	4%	51%
Female	50%	62%	59%	58%	57%	58%
Male	49%	38%	41%	42%	43%	41%
Not Specified	1%	0%	0%	0%	0%	1%
Totals	100%	100%	100%	100%	100%	100%
Minority	9%	14%	13%	8%	7%	7%
Non-minority	91%	86%	87%	92%	93%	93%
Totals	100%	100%	100%	100%	100%	100%

UNIVERSITY OF MAINE SYSTEM – 2022-2023 TURNOVER ANALYSIS

3.1

RETENTION

$$\text{Retention} = \frac{(\text{final \# of employees} - \text{\# separations})}{\text{initial \# of employees}} \times 100$$

Retention – Regular Staff

Campus	Headcount October 31, 2022	Headcount October 31, 2023	Number of Separations	Retention
University of Maine	2,131	2,223	366	81.1%
University of Maine Augusta	308	300	36	89.5%
University of Maine Farmington	276	288	36	85.1%
University of Maine Fort Kent	100	95	12	90.3%
University of Maine Machias	49	52	10	77.2%
University of Maine Presque Isle	132	137	28	77.3%
University of Southern Maine	968	993	144	84.0%
Maine Law	51	52	11	77.7%
Governance	12	13	3	72.0%
University Services	398	386	40	91.3%
Total	4,425	4,539	686	83.4%

Hires as a Percent of Average Headcount

Campus	Average Headcount	Hires	Percent of Total Headcount
University of Maine	2,177	232	10.7%
University of Maine Augusta	304	38	12.5%
University of Maine Farmington	282	25	8.9%
University of Maine Fort Kent	98	12	12.3%
University of Maine Machias	51	7	13.9%
University of Maine Presque Isle	135	18	13.4%
University of Southern Maine	981	113	11.5%
Maine Law	52	9	17.5%
Governance	13	0	0.0%
University Services	392	47	12.0%
Total	4,482	503	11.2%

New Appointments as a Percent of Average Headcount

Campus	Average Headcount	New Appointments	Percent of Average Headcount
University of Maine	2,177	164	7.5%
University of Maine Augusta	304	27	8.9%
University of Maine Farmington	282	15	5.3%
University of Maine Fort Kent	98	8	8.2%
University of Maine Machias	51	3	5.9%
University of Maine Presque Isle	135	8	5.9%
University of Southern Maine	981	67	6.8%
Maine Law	52	5	9.7%
Governance	13	1	8.0%
University Services	392	31	7.9%
Total	4,482	329	9.2%

UNIVERSITY OF MAINE SYSTEM – 2022-2023 TURNOVER ANALYSIS

3.1

Hires by Gender and Minority Status

Campus	Female	Male	Not Specified	Total	Minority	Non-minority	Total
University of Maine	107	124	1	232	33	199	232
University of Maine Augusta	24	14	0	38	2	36	38
University of Maine Farmington	12	13	0	25	2	23	25
University of Maine Fort Kent	7	5	0	12	0	12	12
University of Maine Machias	4	3	0	7	1	6	7
University of Maine Presque Isle	8	10	0	18	4	14	18
University of Southern Maine	67	46	0	113	17	96	113
Maine Law	5	4	0	9	3	6	9
Governance	1	1	0	2	1	1	2
University Services	17	28	2	47	7	40	47
Total	252	248	3	503	70	433	503

Hires by Gender and Minority Status (Percentages)

Campus	Female	Male	Not Specified	Total	Minority	Non-minority	Total
University of Maine	46.1%	53.5%	0.1%	100%	14%	86%	100%
University of Maine Augusta	63%	37%	0%	100%	5%	95%	100%
University of Maine Farmington	48%	52%	0%	100%	8%	92%	100%
University of Maine Fort Kent	58%	42%	0%	100%	0%	100%	100%
University of Maine Machias	57%	43%	0%	100%	14%	86%	100%
University of Maine Presque Isle	44%	56%	0%	100%	22%	78%	100%
University of Southern Maine	59%	41%	0%	100%	15%	85%	100%
Maine Law	56%	44%	0%	100%	33%	67%	100%
Governance	50%	50%	0%	100%	50%	50%	100%
University Services	36%	60%	4%	100%	15%	85%	100%
Total	50%	49%	1%	100%	14%	86%	100%

Less Than One Year Separations vs Hires by Gender and Minority Status

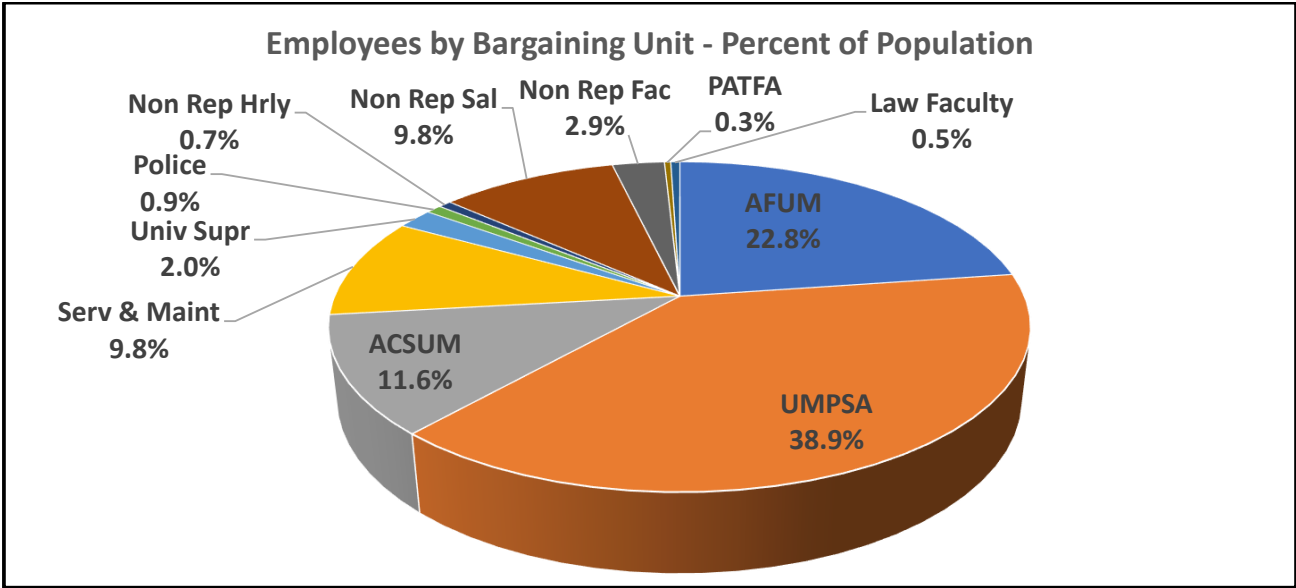
	Number of Separations	Hires	Percent of Separations vs Hires
Female	52	252	21%
Male	51	248	21%
Not Specified	1	0	-
Minority	9	70	31%
Non-minority	95	433	22%

UNIVERSITY OF MAINE SYSTEM – 2022-2023 TURNOVER ANALYSIS

TURNOVER METRICS BY BARGAINING UNITS

Average Headcount – Regular Staff

Bargaining Unit	Headcount October 31, 2022	Headcount October 31, 2023	Average Headcount	Percent of Total Headcount
AFUM	984	1,057	1,021	22.8%
UMPSA	1,785	1,699	1,742	38.9%
ACSUM	502	534	518	11.6%
Service and Maintenance	398	481	440	9.8%
University Supervisors	80	97	89	2.0%
Police	40	37	39	0.9%
PATFA	14	17	16	0.3%
Law Faculty	22	23	23	0.5%
Non-Represented Hourly	26	37	32	0.7%
Non-Represented Salaried	449	425	437	9.8%
Non-Represented Faculty	125	132	129	2.9%
Total	4,425	4,539	4,482	100.0%



UNIVERSITY OF MAINE SYSTEM – 2022-2023 TURNOVER ANALYSIS

3.1

Reasons for Separations – Regular Staff

Bargaining Unit	Death	Dis-charge	End of Appt / Contract	Failure to Return from Leave	Probationary Period	Resignation	Retirement	Soft Money Discontinuation	Non-Reappointment	Staff Reduction	Total
AFUM	2	1	10	1		36	68		1		119
UMPSA	1	4	21	1	1	152	29	2		9	220
ACSUM		6	2		3	60	22			10	103
Service and Maintenance	2	2			5	37	13			73	132
University Supervisors					1	2	3			14	20
Police				2		6					8
PATFA			1				1				5
Law Faculty			1			3	1				5
Non-Represented Hourly						4	3				7
Non-Represented Salaried		2	1			31	10			4	48
Non-Represented Faculty			7			9	6				22
Total	5	15	43	4	10	340	156	2	1	110	686
Percent Total	0.7%	2.2%	6.3%	0.6%	1.5%	49.6%	22.7%	0.3%	0.1%	16.0%	100.0%

Separations by Bargaining Unit as a Percentage of Total Separations

Bargaining Unit	Separations	Percentage
AFUM	119	17.3%
UMPSA	220	32.1%
ACSUM	103	15.0%
Service and Maintenance	132	19.2%
University Supervisors	20	2.9%
Police	8	1.2%
PATFA	2	0.3%
Law Faculty	5	0.7%
Non-Represented Hourly	7	1.0%
Non-Represented Salaried	48	7.0%
Non-Represented Faculty	22	3.2%
Total	686	100.0%

UNIVERSITY OF MAINE SYSTEM – 2022-2023 TURNOVER ANALYSIS

3.1

Turnover by Bargaining Unit

Bargaining Unit	Average Headcount	Separations	Turnover
AFUM	1,021	119	11.7%
UMPSA	1,742	220	12.6%
ACSUM	518	103	19.9%
Service and Maintenance	440	132	30.0%
University Supervisors	89	20	22.6%
Police	39	8	20.8%
PATFA	16	2	12.9%
Law Faculty	23	5	22.2%
Non-Represented Hourly	32	7	22.2%
Non-Represented Salaried	437	48	11.0%
Non-Represented Faculty	129	22	17.1%
Total	4,482	686	15.3%

Separations by Type

Bargaining Unit	Involuntary	Retirement	Voluntary	Total
AFUM	12	68	39	119
UMPSA	37	29	154	220
ACSUM	21	22	60	103
Service and Maintenance	80	13	39	132
University Supervisors	15	3	2	20
Police			8	8
PATFA	1	1		2
Law Faculty	1	1	3	5
Non-Represented Hourly		3	4	7
Non-Represented Salaried	7	10	31	48
Non-Represented Faculty	7	6	9	22
Total	181	156	349	686
Percent of Average Headcount	4.0%	3.5%	7.8%	15.3%

Average Years of Service Prior to Separation by Type

Bargaining Unit	Involuntary	Retirement	Voluntary
AFUM	4.1	29.1	6.1
UMPSA	2.8	29.7	4.1
ACSUM	9.0	29.2	3.6
Service and Maintenance	9.7	23.0	4.4
University Supervisors	10.9	36.1	16.7
Police			3.3
PATFA	1.0	35.0	
Law Faculty	1.8	18.2	1.7
Non-Represented Hourly		14.5	3.2
Non-Represented Salaried	6.4	28.6	6.0
Non-Represented Faculty	4.2	26.0	3.9
Total	7.5	28.4	4.5

UNIVERSITY OF MAINE SYSTEM – 2022-2023 TURNOVER ANALYSIS

3.1

Retention – Regular Staff

Bargaining Unit	Headcount October 31, 2022	Headcount October 31, 2023	Number of Separations	Retention
AFUM	984	1,057	119	84.8%
UMPSA	1,785	1,699	220	89.8%
ACSUM	502	534	103	77.0%
Service and Maintenance	398	481	132	60.5%
University Supervisors	80	97	20	67.8%
Police	40	37	8	83.1%
PATFA	14	17	2	77.4%
Law Faculty	22	23	5	75.6%
Non-Represented Hourly	26	37	7	60.3%
Non-Represented Salaried	449	425	48	91.8%
Non-Represented Faculty	125	132	22	80.2%
Total	4,425	4,539	686	83.4%

Hires as a Percent of Average Headcount

Bargaining Unit	Average Headcount	Hires	Percent of Average Headcount
AFUM	1,021	31	3.0%
UMPSA	1,742	154	8.8%
ACSUM	518	56	10.8%
Service and Maintenance	440	38	8.6%
University Supervisors	89	6	6.8%
Police	39	5	13.0%
PATFA	16	1	6.5%
Law Faculty	23	0	0.0%
Non-Represented Hourly	32	5	15.9%
Non-Represented Salaried	437	35	8.0%
Non-Represented Faculty	129	10	7.8%
Total	4,482	343	7.7%

New Appointments as a Percent of Average Headcount

Bargaining Unit	Average Headcount	New Appointments	Percent of Average Headcount
AFUM	1,021	38	3.7%
UMPSA	1,742	178	10.2%
ACSUM	518	38	7.3%
Service and Maintenance	440	22	5.0%
University Supervisors	89	3	3.4%
Police	39	4	10.4%
PATFA	16	1	6.5%
Law Faculty	23	2	8.9%
Non-Represented Hourly	32	0	0.0%
Non-Represented Salaried	437	41	9.4%
Non-Represented Faculty	129	2	1.6%
Total	4,482	329	7.3%

University of Maine System
Board of Trustees

AGENDA ITEM SUMMARY

NAME OF ITEM: Labor Relations Update

INITIATED BY: Patrick Flood, Chair

BOARD INFORMATION: X

BOARD ACTION:

BOARD POLICY:

407 Labor Relations

UNIFIED ACCREDITATION CONNECTION:

N/A

BACKGROUND:

Senior Director of Labor and Employee Relations, Ria DeMay, and Senior Labor Relations Manager, Susan Cameron, will provide a brief summary regarding the status of recent negotiations as well as a summary of collaborative labor/management working groups formed as a result of these negotiations.

Attachment

Slides – Labor Relations Update

University of Maine System
Board of Trustees

AGENDA ITEM SUMMARY

5

NAME OF ITEM: Human Resources and Labor Relations Committee Work Plan Update

INITIATED BY: Patrick Flood, Chair

BOARD INFORMATION: X

BOARD ACTION:

BOARD POLICY:

N/A

UNIFIED ACCREDITATION CONNECTION:

N/A

BACKGROUND:

Acting Vice Chancellor for Strategic Initiatives (VCSI), Carolyn Dorsey, will provide a brief update on changes to the Human Resources and Labor Relations Committee Work Plan document.

04/25/2024

University of Maine System
Board of Trustees

AGENDA ITEM SUMMARY

NAME OF ITEM: Status of Board Policy Review as it Relates to HR Hiring Process and Procedures

INITIATED BY: Patrick Flood, Chair

BOARD INFORMATION: X

BOARD ACTION:

BOARD POLICY:

N/A

UNIFIED ACCREDITATION CONNECTION:

N/A

BACKGROUND:

Acting Vice Chancellor for Strategic Initiatives, Carolyn Dorsey, and Trustee Barbara Alexander will give a brief update on the status of the Board Policy Review as it relates to the Human Resources Hiring Process and Procedures project.