1. MISSION
The primary mission of DES is to provide an interdisciplinary educational experience that integrates science, policy, planning, and practice to prepare students for employment, graduate school and professional certification in environmental science, environmental policy/planning, or applied energy. We support this mission through offering degree concentrations and courses that integrate knowledge of the natural, physical, and earth sciences with awareness and understanding of institutional and community decision-making processes through the social sciences. DES encourages faculty research, especially research that provides opportunities for student involvement. To this end, DES promotes learning beyond seat-based classroom instruction and includes service to community, internships, and independent research. The department awards minors in Environmental Science, Environmental Sustainability, Applied Energy, and Nature Tourism (the latter in conjunction with the Department of Recreation and Leisure Studies). The department also has certificate programs in Applied Energy, Environmental Policy Analysis, and Environmental Education. The structure and functions within the department are in overall service to its mission.

2. FACULTY STRUCTURE

A. Faculty
The faculty are appointed to positions budgeted in the DES upon the recommendation of the members of a search committee consisting of all DES faculty, except those on leaves of absence. All tenure-track faculty must hold a Ph.D. or equivalent. Upon appointment, faculty become members of the department. One member of the faculty will serve as department chair. Non-tenure-track full-time faculty, such as research faculty, attend DES faculty meetings and participate as tenure-track faculty except in personnel matters pertaining to tenure and to curriculum unless the research faculty also teach in the curriculum. Any questions about the role of participation shall be resolved by the tenure-track faculty.

B. Adjunct Faculty
Adjunct faculty hold appointments in other units of the University of Southern Maine, other UMS campuses, or are professionals, usually in the southern Maine community. They are awarded an adjunct faculty appointment in DES because they provide a unique academic contribution to the ES curriculum and department. Adjunct faculty may offer DES courses or courses cross-listed as DES courses, and perform other related adjunct roles in areas of scholarship such as research in environmental science, policy, and planning. Adjunct faculty are not expected to advise students or attend faculty meetings. Although they do not vote on departmental matters, including selection of the Chair, their
input into curricular matters is valued. Adjunct faculty status shall be listed under DES in the USM undergraduate catalog. Adjunct faculty are nominated by the DES faculty and approved by a 2/3 majority DES faculty vote. In accordance with university policy, adjunct appointments are for a one-year period, reviewed annually, and continued or terminated at the discretion of the DES faculty.

C. Part-time faculty
Part-time faculty are non-tenure track DES instructors who hold contracts to teach courses on a periodic or occasional basis. Respected members of the external community, part-time faculty are an important part of the DES curriculum and shall be entitled to use letterhead and other departmental support directly related to the delivery of their DES courses. Persons wishing to become part-time faculty are required to submit a CV and references to the DES. DES faculty will review this material and conduct an interview. Part-time faculty may be appointed by the DES Chair.

D. Visiting Professor/Lecturer
A visiting professor or lecturer may be appointed to replace DES faculty while on sabbatical or other leave of absence. They may also be appointed due to other opportunities, awards, and requests. Visiting professors must hold the rank of Ph.D. or have obtained the terminal degree in their field. A visiting professor position search will follow the department hiring procedures. A visiting professor/lecturer shall be accorded rights to participate in department business in accordance with research professors in the department at the discretion of the faculty. A visiting lecturer need not have the terminal degree in their field.

E. Libra Professor
Upon concurrence of a majority of the DES faculty, the chair may initiate efforts to obtain a Libra Professor who shall serve in accordance with University policies, and shall have the same privileges as adjunct and part-time faculty.

3. STAFF STRUCTURE

A. Administrative/Clerical
Staff positions are contingent on the approval, standards and personnel procedures of the University of Southern Maine and the College of Science, Technology and Health (CSTH). The Chair is the supervisor of the Administrative Assistant (AA) and shall chair and preside over the recruitment and selection of final candidates for the position of AA. DES faculty shall assist the chair in selecting AA candidates. The Chair is responsible for conducting the USM AA employee review process and seeing that it is completed in a timely fashion. AA duties are defined by the job description approved by USM and the classified staff union. Upon hiring a new AA, and periodically thereafter, the DES Chair, with consultation by the faculty, will review and/or develop a current DES AA job description and work responsibilities document. The AA is
responsible for recruiting, hiring, and supervising work-study students for office support. The AA is also responsible for tracking and approving the timecards and payroll for all students employed by the department or by DES faculty.

B. Professional/Paraprofessional
Also falling under the purview of the Chair shall be the supervision and support of any professional/paraprofessional staff such as departmental laboratory technicians, research technicians, researchers, laboratory associates, and other positions in support of the DES mission.

4. DEPARTMENT OF ENVIRONMENTAL SCIENCE EXTERNAL ADVISORY COMMITTEE (EAC)

DES is authorized to create an advisory committee at its discretion if such a committee will further the department’s goals in meeting its mission, and subject to the protocols of the College. An external Advisory Committee would be charged with providing guidance to the professors and endorsement to the curricula. Guidance shall include advice on issues of student preparation including curriculum content and delivery and shall assure relevance of the program to employers in the State of Maine and the New England region. Endorsement shall include support of direction and activities, including the pursuit of program accreditation. Additionally, the Advisory Committee will serve as advocates of the program, and may provide internships, practicum experiences, guest lectures, and field trip experiences for DES students. The DES faculty shall approve the EAC members by a majority vote, and the EAC serves the DES in an advisory role. A DES faculty member shall be liaison for the committee.

5. STANDING FACULTY COMMITMENTS AND COMMITTEE REPRESENTATION

Each committee chair and coordinator will report to the DES faculty at the last faculty meeting of each semester.

A. The following standing committees and committee positions/responsibilities exist:
1. Laboratory Safety Coordinator - Duties and responsibilities include: Posting of safety signs, OSHA compliance, behavior in laboratory spaces, safety procedures, safety manual, storage and inventory of chemicals, spillage and incident reports, and other normal tasks related to safety. Also, submit an annual report to faculty on safety status/issues.
2. **Peer Mentor** - Supervise the peer advisor chosen through USM advising services. Evaluate the effectiveness of the peer advisor program and represent the department in USM peer advisor service activities relevant to DES.

3. **Speakers and Newsletter Coordinator** – Organize external speakers series, help prepare annual or biannual CSTH newsletter, review budget for newsletter, advise student authors and editors. Ensure that the best interests of the department, university, student body, and the public are represented.

4. **Student Organization Advisor** - Advisor to the DES student group. Attend student group meetings and functions; report to faculty regarding student group activities.

5. **Library Liaison** - Track and report on expenditures and acquisitions of the USM library system for periodicals, serials and main holdings in support of the DES curriculum. Represent the department to the USM library system.

6. **University GIS Committee Representative** - Represent the Department’s interests and needs for teaching, research, and public service related to GIS, and the USM GIS laboratory. Facilitate satellite licensing and other resources. Work with the GIS coordinator to promote the interests and needs of ES students and faculty.

7. **Internship Coordinator** – Approve internship requests, field questions regarding internships, track internship progress, visit local internship sites once during the internship period and otherwise ensure the suitability of all sites for internship experiences, coordinate internship efforts with CSTH internship/co-op director, organize internship presentation night every semester.

8. **External Advisory Committee (EAC)** – If an EAC is established to serve DES (or the unit containing DES), a USM faculty member designated by DES Chair will serve on the committee. If it is a DES EAC, then the faculty member shall act as Secretary to the Committee. The Secretary will prepare abbreviated minutes of the meetings for distribution following the meetings. Specific attention will be given to decisions, recommendations and follow-up commitments. Additionally, the Secretary will schedule semi-annual meetings as directed by the EAC Chairperson, and provide administrative support to the Committee in such matters as preparation and distribution of materials.

9. **Peer committee** – The peer committee for tenure and promotion of tenure track faculty shall be a committee of the whole and other faculty as provided for in the Promotion and Tenure section of this document. The peer committee for non-tenure track faculty shall be composed of a group of peers, to be decided in consultation with the department chair.

10. **Web site coordinator** – Update department web site.

11. **Additional committees** shall be established as needed to deal with such things as admissions, laboratory, curriculum, research, and other issues that arise. Meanwhile, given the small size of the current faculty, it is expected that all shall serve collaboratively in addressing these areas without designation of separate committees.

### 6. UNIT PERSONNEL POLICIES
I. DEPARTMENT CHAIR

1. JOB STATEMENT  The Chair leads and develops the interests, goals, and objectives of the Department of Environmental Science. S/he works with the DES faculty, staff, students, College of Science, technology, and Health, supervising Director/Dean(s), Provost and University administration to implement the Department’s instructional mission and carry out its educational objectives. S/he is responsible for advocating environmental educational goals throughout the University community and to represent DES to the broader State audience and related professional and governmental bodies. The Chair must be a spokesperson and representative for the Department’s interdisciplinary model, effectively representing faculty interdisciplinary perspectives and strengths. S/he promotes faculty and student development and is responsible to plan for securing new resources relating to teaching, scholarship, research, equipment and the Department’s infrastructure. The chair shall hold a full-time tenured appointment in DES. The duties and functions of Chair presume a teaching load of 2/3 the normal full-time DES faculty teaching load but when necessary the Chair’s normal teaching load can be reassessed and redefined with approval of the DES faculty and the supervising Dean.

2. PRIMARY FUNCTIONS

- Schedule and coordinate regular meetings of the Department; develop and distribute meeting objectives and agendas at least 24 hours prior to each meeting. Ensure smooth unit operations and provide for substitute representation whenever necessary or requested by the faculty, Dean, or Provost due to temporary absence or travel (one week or more out of the office).

- Receive, file, forward, and keep records for all formal university, administrative and related actions and communications among faculty, staff and between the Department and University offices and administration in a timely and efficient fashion.

- Communicate unit business and plans to faculty and University administration in an organized and effective manner.

- Solicit votes from absent members.

- Solicit peer teaching observation letters of DES faculty/lecturers.

- Ensure maintenance of shared DES equipment.

- Strive to assure an equitable distribution of budget resources in support of faculty publications, conference participation, and similar endeavors.

- Represent the department to the university community and external communities.
• Update, revise, and monitor strategic plan on an annual basis.

• Coordinate the DES internship program if the department is not able to support this as a separate course-release duty or have a separate internship coordinator.

• Develop and implement plans for general and specialized facilities development.

• Prepare and distribute budget information to faculty each semester.

• Solicit and distribute information and university resources relating to opportunities for faculty development, research, and teaching.

• Support and encourage faculty innovation and initiative in teaching, research, and service.

• Regularly update Policies and Procedure as needed

• Coordinate DES website design and updates.

• Develop and implement a student recruitment strategy.

• Provide support for DES faculty in the tenure and promotion process, including ensuring periodic peer observation of teaching.

• Coordinate space and scheduling of ES courses.

• Lead searches for visiting faculty.

• Certify students for completion of DES major and minor programs.

• Update DES section of USM catalog.

• Coordinate and oversee the Department’s External Review Process according to CSTH and USM policy and procedures.

• Supervise and coordinate DES administrative assistant (AA) activities and the AA’s work plan, ensuring efficient and timely allocation of administrative services.

3. Appointment
The position of Chair shall be held by a full-time, tenured faculty member of the DES and appointed from the faculty membership with a fixed three-year term. The Chair is elected by a majority vote of DES faculty. A Chair may serve multiple consecutive
terms. Nomination procedures will follow the guidelines specified in the current AFUM agreement, including the presence of an "objective" member of another department to serve as referee of the procedure. Nominations should be called in a timely fashion during the final semester of the current Chair’s term of office and elections appointing the new Chair should occur not less than two weeks before the end of the last semester of the presiding Chair’s term.

C. Replacement
If the Chair is unable to complete their appointment, or must temporarily suspend their role in that position, the faculty can elect an acting chair within thirty days, with the approval of the CSTH Dean. The acting chair shall fulfill all the responsibilities and functions of Chair and normally act as chair during the remaining term of the chair being replaced.

II. TENURE AND PROMOTION

DES faculty will be evaluated for tenure and promotion in a timeline in accordance with college/school and USM procedures. Each faculty member will be evaluated by a peer committee using the criteria outlined below, in addition to the general USM criteria for tenure and promotion.

A. Peer Committee Membership
All tenured and tenure-track DES faculty will serve as a committee of the whole for peer evaluations of other tenured/tenure-track faculty in the department, including those on leaves of absence. Non-tenure track faculty can contribute to the discussions, but do not participate in voting. A faculty member from outside the DES can be a committee member (including chair) if their background is relevant to the DES faculty candidate. Evaluations of research faculty will be conducted by a committee of three or more of their peers, which can include tenured/tenure track faculty in DES and research faculty external to DES.

B. Peer Committee Chair
The Peer Committee shall elect its own chairperson and schedule its work in a timely manner to meet all the schedules and requirements of CSTH and USM. In accordance with current CSTH policy, the chair of the peer committee shall not be the Chair of the Department. In consultation with the peer committee, the Chair will oversee evaluation of the candidate based on the Individual Tenure Presentation and any other information requested by the peer committee and supplied by the candidate.

C. Criteria for faculty evaluation for tenure and promotion to associate professor.
   1. Tenure Track
The Peer Committee shall consider the following factors in evaluating faculty members. Criteria shall be considered in the context of the mission and goals of the DES and in the
faculty member's initial letter of appointment and contract. The Peer Committee must consider the candidate’s progress and potential for future contributions to the Department in light of the individual’s inherent strengths and role in serving DES’s multidisciplinary needs and growth. The Department will follow all AFUM, CSTH, and University policies and procedures governing Individual Tenure, Reappointment and Promotion and conditions stated in the faculty member’s letter of contract and appointment. The candidate need not perform highly in all areas listed, but the candidates’ performance should be adequate in all areas. Of the areas listed, teaching effectiveness is the most important, as noted in the USM Criteria for Tenure and Ranks.

a. Teaching effectiveness
The candidate for promotion/tenure/post-tenure/annual review should have a teaching philosophy and statement of teaching effectiveness that addresses the following.
1. List of courses taught for each semester. Indicate lecture/lab hours per week and enrollment. List which courses were new ones developed by the candidate.
2. Samples of course syllabi, reading lists, examinations, and student work.
3. Student evaluations, both the numerical and written comments on the standard USM evaluation form. Faculty may propose alternate student evaluation instruments, but may use them for Promotion & Tenure/Post-Tenure Review only if approved by a 2/3 vote of the DES faculty.
4. Peer evaluations.
5. Advising and mentoring of students- number of advisees and maintain a suitable “advising statement.”
6. Student and student-faculty research projects.
7. Level of help/involvement of the faculty member with student internships.
9. Publications pertaining to teaching. Include textbooks, textbook chapters, manuals, and articles on pedagogy.
10. General availability to students (present enough hours, follows through on student appointments, attitude, and professionally-based friendliness towards students).
11. Other contributions to teaching, including workshops, presentations, seminars, posters, and committee work of pedagogy and curricula.

b. Scholarly activity
The DES is inherently multidisciplinary, so there will be a wide variety of possible scholarly pursuits. There can be no specific criteria or formula for evaluating faculty scholarship, but the Peer Committee should apply the following conceptual guidelines:

a. There should be contributions to the literature of one's field, the volume of which is consistent with a strong level of effort in scholarship.
   i. A significant portion of these contributions should involve peer/editorial board review in high quality outlets. Ideally, a candidate's scholarship record demonstrates that their scholarship is respected by peers as original and of significant value.
ii. In a candidate's presentation of scholarly work, peer reviewed works should be listed separately. Where the nature of peer review is unclear (as in a book chapter, poster or abstract), detail the nature of peer review.

iii. A candidate should summarize the nature of scholarship outlets in their record. Explain the audience and prestige of journals, conferences, book publishers, etc.

iv. For publications where the candidate is not the lead author, the candidate should briefly summarize their level of involvement with the research and writing.

v. Consulting activities may be included under scholarship if the candidate can demonstrate that the activities involved significant acquisition of new knowledge, and that the new knowledge was transferred to the classroom.

b. Efforts to secure grants or other outside funding are commendable, and success in such efforts is even more commendable. List these efforts, including a listing of all authors and identification of the principal investigator(s). List whether a grant was funded, and if so, for how much. Participation as a consultant, researcher, or staff on a grant shall count as scholarship and/or service depending on the nature of the participation and the products generated.

c. Involving students in your scholarship is also commendable, and should be detailed in the candidate's presentation.

d. Presentations at state, regional, national and international conferences.

e. Organizing or chairing sessions at professional meetings is evidence of quality scholarship.

f. Participation or leadership in professional organizations.

g. Reviewing manuscripts for journals, or grant applications for national agencies.

h. Serving on national grant review panels.

i. Serving as editor or associate editor of a scholarly journal.

j. In evaluating scholarly activity, the department may take into account the degree to which budget factors and other responsibilities beyond the candidate’s control may impinge upon research.

c. Service to university, college and department

a. Contributions to formal committees at all levels: university, college, and department.

b. Informal service (e.g., participation in new student advising, greeting students arriving at the dorms, assisting various student groups, Student Success Center functions, university functions, college functions, and department functions).

c. Collegiality among peers. Does the candidate relate well and work well with peers? Does the candidate promote thoughtful and constructive communication? Is the candidate dependable and honest?

d. Teaching in general education, honors, and similar efforts outside the department constitute service to the extent that such efforts do not detract from the ability of DES to meet its mission.

d. Service outside the University

a. Participation in professional and non-USM courses in the candidate’s field. This can range from K-12 education to professional seminars.
a. Leadership in developing agreements and exchanges related to scholarship and/or teaching.
b. Presentations and papers delivered to outside groups.
c. Participation in university-sponsored public service programs.
d. Membership or work in community projects in a professional capacity.
e. Volunteer and paid professional consulting activities.

2. Research faculty
The Peer Committee shall consider the following factors in evaluating faculty members. Criteria shall be considered in the context of the mission and goals of the DES and in the faculty member's initial letter of appointment and contract. The Peer Committee must consider the candidate’s progress and potential for future contributions to the Department in light of the individual’s inherent strengths and role in serving DES’s multidisciplinary needs and growth. The Department will follow all AFUM, CSTH, and University policies and procedures governing Individual Tenure, Reappointment, and Promotion and conditions stated in the faculty member’s letter of contract and appointment. The candidate need not perform highly in all areas listed, but the candidates’ performance should be adequate in all areas.

Research faculty are likely to have appointments that are individual in nature and that establish the degree of research, expectations for external funding, teaching, and service. Consequently, the appointment conditions also will serve as part of the evaluation criteria for the individual faculty member, including recommendations for promotion. The emphasis on teaching and service is expected to be commensurate with the proportion of the faculty member’s salary that is paid by DES.

a. Teaching effectiveness for research faculty
The candidate for review should have a teaching philosophy and statement of teaching effectiveness that addresses the following.
1. List of courses taught for each semester. Indicate lecture/lab hours per week and enrollment. List which courses were new ones developed by the candidate.
2. Samples of course syllabi, reading lists, examinations, and student work.
3. Student evaluations, both the numerical and written comments on the standard USM evaluation form. Faculty may propose alternate student evaluation instruments, but may use them here only if approved by a 2/3 vote of the DES faculty.
4. Peer evaluations.
5. Advising and mentoring of students- number of advisees and advising statement – numbers proportional to teaching contact hours. Informal advising is recognized and highly valued.
6. Student and student-faculty research projects.
7. Level of help with student internships.
10. General availability to students (present enough hours, follows through on student appointments, attitude, and professionally-based friendliness towards students).

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11. Other contributions to teaching, including workshops, presentations, seminars, posters, and committee work of pedagogy and curricula.

b. Scholarly activity for research faculty

The DES is inherently multidisciplinary, so there will be a wide variety of possible scholarly pursuits. There can be no specific criteria or formula for evaluating faculty scholarship, but the Peer Committee should apply the following conceptual guidelines:

a. There should be contributions to the literature of one’s field, the volume of which is consistent with a strong level of effort in scholarship.

  i. A significant portion of these contributions should involve peer/editorial board review in high quality outlets. Ideally, a candidate's scholarship record demonstrates that their scholarship is respected by peers as original and of significant value.

  ii. In a candidate's presentation of scholarly work, peer reviewed works should be listed separately. Where the nature of peer review is unclear (as in a book chapter, poster or abstract), detail the nature of peer review.

  iii. A candidate should summarize the nature of scholarship outlets in their record. Explain the audience and prestige of journals, conferences, book publishers, etc.

  iv. For publications where the candidate is not the lead author, the candidate should briefly summarize their level of involvement with the research and writing.

  v. Consulting activities may be included under scholarship if the candidate can demonstrate that the activities involved significant acquisition of new knowledge, and that the new knowledge was transferred to the classroom.

b. Efforts to secure grants or other outside funding are commendable, and success in such efforts is even more commendable. Document these efforts, including identifying all authors, and principal (and co-) investigator(s). List whether a grant was funded, and if so for how much. Participation as a consultant, researcher or staff on a grant shall count as scholarship and/or service depending on the nature of the participation and the products generated.

c. Involving students in your scholarship is also commendable, and should be detailed in the candidate's presentation.

d. Presentations at national and international conferences.

e. Organizing or chairing sessions at professional meetings is evidence of quality scholarship.

f. Participation or leadership in professional organizations.

g. Reviewing manuscripts for journals, or grant applications for national agencies.

h. Serving on national grant review panels.

i. Serving as editor or associate editor of a scholarly journal.

j. In evaluating scholarly activity, the department may take into account the degree to which budget factors and other responsibilities beyond the candidate’s control may impinge upon research.
c. Service to university, college and department - proportional to teaching contact hours
a. Contributions to formal committees at all levels: university, college, and department.
b. Informal service (e.g. participation in new student advising, greeting students arriving at the dorms, recruitment and retention efforts, university functions, college functions, and department functions).
c. Collegiality among peers. Does the candidate relate well and work well with peers? Does the candidate promote thoughtful and constructive communication? Is the candidate dependable and honest?

d. Service outside the University
a. Participation in professional and non-USM courses in the candidate’s field. This can range from K-12 education to professional seminars.

f. Leadership in developing agreements and exchanges related to scholarship and/or teaching.
g. Presentations and papers delivered to outside groups.
h. Participation in university-sponsored public service programs.
i. Membership or work in community projects in a professional capacity.
j. Volunteer and paid professional consulting activities.

D. Criteria for faculty evaluation for promotion to professor
A candidate for promotion to professor should be considered exemplary in the areas of teaching, scholarship, and research. Research faculty candidates shall be evaluated with emphasis commensurate with the terms of their appointment.

1. Teaching – excellent teaching evaluations, evidence of sustained work with students outside the classroom (e.g., student participation in scholarly activity). Must have evidence of continued professional development as a teacher, including continued course development and improvement, and grant activity to support teaching enhancement.

2. Scholarship – show demonstrated ability and scholarship of an exceptionally high order (a majority or impressive quantity of which is peer or editorial board reviewed). Recognition should be at an international level through publications in tier 1 journals and presentations at national conferences.

3. Service – demonstrated leadership within the university, profession, and external community.

E. Consideration of the candidate by the Peer Committee
College of Science, Technology & Health and overarch USM policies will determine the schedule for events in the peer review process. The Individual Tenure Presentation Packet shall be available for review in a timely manner exclusively to members of the peer committee.
Peer Committee members should feel free to express their viewpoints openly without fear of retaliation. The Peer Committee Chair shall ensure an open and fair exchange among the members during the review process. Peer Committee deliberations shall be confidential to the extent permitted by the policies of the University and law, as shall all documents, letters and testimonies involved at various levels of the tenure and/or promotion process. The candidate may make a presentation to the Peer Committee, if the candidate elects to do so.

After the committee has had sufficient time to discuss the candidate’s qualifications in closed meeting, a secret ballot shall be taken to determine the final recommendation of the committee. The Chairperson shall announce the vote at the meeting. The committee chair may write one letter representing the entire committee, in which case all committee members must sign it. Alternatively, multiple letters may be written expressing differing majority and minority viewpoints – these would be signed by only subsets of the committee. All committee members must sign at least one letter. (Defer to AFUM, CSTH, and USM policies regarding these letters.) The committee chair is responsible for transmitting the peer committee vote and the Peer Committee letter(s) to the Dean of CSTH and copies of each to the candidate and all Peer Committee members.

F. Meeting with candidate
The Chairperson of the Peer Committee shall communicate the peer committee’s recommendation and letters of evaluation by meeting and discussing the results with the candidate within 2 days of the completion of the review by the committee. The candidate may request a meeting with the entire peer committee.

G. Opportunity for written comment
Before forwarding the letter/s of evaluation to the Dean of CSTH, the faculty member shall have the opportunity to supply written comments which, if provided, will be attached to the Personnel Committee's evaluation.

III. POST-TENURE EVALUATIONS

Post-tenure faculty evaluations will occur at intervals and using procedures specified by CSTH and USM. At a minimum, faculty under review will be submitting a current CV and teaching evaluations. The faculty will be evaluated based on continued productiveness in the areas outlined above for tenure and promotion.

A DES faculty peer committee, consisting of all other faculty, will perform the post-tenure evaluation, and one member of the faculty (to be nominated by the committee prior to beginning of the discussion) will prepare a written evaluation of the reviewed faculty member. For one week prior to forwarding the evaluation to the CSTH Dean’s Office, the faculty member shall have the opportunity to supply written comments, which, if provided, will be attached to the Peer
Committee's evaluation. The evaluation, with any response, shall be forwarded to the CSTH Dean’s Office.

7. FACULTY MEETINGS

The Chair shall schedule faculty meetings monthly during the academic year and as necessary to accomplish program/department business. A vote shall automatically be required for hiring decisions (including changes in Chair-ship), curriculum changes, and changes in teaching load. Two-thirds of the faculty need to be present for any vote. Faculty may vote by proxy, if necessary. Unless otherwise stated, a two-thirds faculty majority is needed for an action to pass. Decisions of the faculty shall be recorded in minutes.

8. FACULTY TEACHING AND RESEARCH

A full teaching load shall be nine contact hours per semester unless this load is changed per contract agreement. DES’s policy is to support faculty research and teaching whenever possible. Therefore, faculty may benefit from a reduced teaching load during one semester in order to conduct a research project or develop and implement research or teaching grants. Upon review by the Chair and the faculty, a single course release for one semester may be supported by a majority of the DES faculty, and the recommendation then forwarded to the CSTH Dean. Support of the course release should be evaluated on the merits of the candidate’s proposal in terms of potential research and/or teaching benefits to the Program as a whole. Other considerations might include the following factors:

1) The proposal should not unduly burden the Department’s ability to plan and offer appropriate and timely ES courses.
2) The proposal will not unduly burden other faculty members.
3) There are no additional overtime or other costs that cannot be absorbed routinely by the Department.

In the event that more than one faculty member requests a course release during the same semester, the Chair, in consultation with the faculty, will establish priority based on seniority, service, previous course releases, and needs of the department. The Chair shall always defer to a faculty member in the case of a course release conflict between Chair and faculty member. Faculty requesting course releases shall do so in a timely fashion to help plan for hiring of temporary replacements. A faculty member must submit a written proposal for a course release, not to exceed one page. The proposal must be submitted prior to the faculty meeting when scheduling is decided for the next semester. The department shall act promptly on certification of requests for course releases.
The department shall support faculty travel to conferences, page charges for faculty publications, and other research and teaching endeavors in an equitable fashion, based on a reasonable allocation of fiscal resources and to the extent possible.

9. HIRING PROCEDURES

A. Faculty Searches
A search committee of full-time faculty shall recruit faculty after obtaining CSTH approval for the search. A DES student representative shall also be an *ex officio* member in accordance with university/CSTH policies. The Department Chair shall appoint the head of a search committee unless the search is to replace the Chair’s position in which case the core faculty shall elect a search committee head. The Chair will chair all Visiting Faculty searches. The head shall present names and vita of candidates to the committee and transmit the recommendations as specified in General Procedures. Upon consensus of the core faculty, a member of another department in CSTH may also serve on the search committee. The search committee shall: select and interview candidates; encourage and facilitate student participation in the process; ensure each candidate has the opportunity to present a seminar to the University community and make a recommendation for each interviewed candidate in accordance with the general procedures.

B. Administrative/clerical
The department chair shall hire personnel in accordance with CSTH, Human Resources and other appropriate entities. DES faculty and staff shall assist the chair.

10. SABBATICALS AND LEAVES OF ABSENCE

Sabbatical or leave of absence plans should be presented to the Chair and to the faculty prior to submission to the Dean and Provost. The Department Chair in consultation with the faculty making a request shall express the Department’s recommendation in writing through a letter from the Chair to the Dean. Only 1 faculty sabbatical will be approved per semester, although this requirement may be reevaluated as additional faculty are hired. In the case that more than 1 faculty wish to take a sabbatical during the same semester, the Chair will decide sabbatical priority based on seniority, service since any previous sabbaticals, and needs of the department. The Chair shall always defer to a faculty member in the case of a sabbatical conflict between Chair and faculty member. Faculty requesting sabbatical or other leave shall do so in a timely fashion to help plan for hiring of temporary replacements. Sabbatical and other leave requests should follow the CSTH and USM guidelines regarding schedule and procedure.
11. CURRICULUM

The faculty acts as a standing committee for the purposes of implementing the DES curriculum. If the size of the department warrants, a separate DES curriculum committee may be established. The DES student body will be invited to select a DES major to be a non-voting member of the curriculum committee.

To promote planning by students and faculty, DES will create and maintain a two-year course schedule that rotates offerings based on the needs of the student and the expertise of the faculty. Further, DES seeks to maintain a curriculum that is relevant in the face of changing student and market needs in the environmental fields under its purview.

12. STUDENT POLICIES

DES encourages student participating in department activities, including curriculum development, research, teaching, and service. In demonstration of this approach, DES involves one or more advanced students as teaching assistants in ESP 150 Field Immersion. DES uses a student peer advisor for advising all freshmen and sophomores, and for tutoring. When possible, this is done in the context of the USM Peer advising Program, of which DES is a founding member. DES is also an active supporter of Thinking Matters, Civic Matters, and other endeavors that give students opportunities for professional development.

DES has an over-arching goal of preparing students to become independent critical thinkers, valuable contributors to their community, and life-long learners, within the context of environmental science and related fields. Additionally, DES seeks to create environmentally literate graduates who have the ability and motivation for environmental sustainability in their personal and professional lives.

A. Admissions.

The Chair shall screen all new and transfer admissions applications. A GPA of 2.5 is normally required for admission into the major. However, students with a GPA of at least 2.0 can be admitted upon approval of the Chair and the determination that there is a reasonable expectation of success. Students may be requested to write a letter detailing their interest; this will help in determining admittance to the program. New students who do not yet have a college GPA can be admitted into the major by the Chair upon evaluation of the high school record. Admission to the major is competitive, usually requiring high school grades equivalent to a B average or higher and completion of three high school laboratory science courses.

Once admitted, a student must maintain a GPA of above 2.0 to remain in the major. A student dropped from the major shall be eligible to reapply once their GPA is above 2.0.
Minors: students declaring a minor in the department must have a DES advisor. Students in the minor shall maintain at least a 2.0 GPA in DES courses and any other courses used for that minor.

The Chair shall advise (or assign an advisor to) students in the certificate program unless the student already has an advisor for a minor or major in the department.

**B. Course substitutions/waivers**

Students who wish to substitute one course for another must submit a course substitution request to the faculty. Non-consequential substitutions can be made by the advisor. If the substitution might have a consequence but is not a core course in the major, the advisor, upon approval of the chair, may approve a course substitution if the substitution is reasonable based on the slate of available courses, the student’s academic record, and what is in the best interest of the student.

Substitutions of essential core courses in the major are not normally permitted, and require demonstration of unusual circumstances and approval by a majority vote of full-time DES faculty. Each decision is made on a case-by-case basis. A course substitution may be made if the needed course has not been offered for an extended period (generally two years) and a similar course must be chosen to allow the university to meet the spirit of its contract with the student.

A waiver means the student need not take the course and is not substituting a similar course. The substitution or waiver process should not be used to compensate for poor course selection or anticipation on the part of the student. A waiver cannot excuse a student from meeting minimum grade requirements. A waiver is an unusual move granted by the faculty only after special consideration. Normally, a course substitution is preferable to simply waiving a course. In either case a written petition is required and must be approved by majority vote of the faculty.

**C. Grievances**

The department will act in a timely, efficient, and courteous manner in handling grievances in accordance with University policy. The chair shall act as initial arbitrator/fact-finder. A student grievance with an advisor shall result in the student being reassigned to another advisor. Student grievances with other students shall be treated in a manner that produces the least amount of classroom disruption. Alternative dispute mechanisms shall be encouraged. Plagiarism constitutes a class grievance and will be handled under college (CSTH) student conduct polices.

**D. Advising**

Advising in DES is an important activity. The department shall attempt to achieve an equitable distribution of advisees among the faculty. The Chair shall match new students to advisors. It is not in the best interest of students or the department to allow arbitrary and repetitive switching of advisors although deference will normally be given to the student’s choice.
E. Student activities
The faculty shall provide reasonable support for the DES student groups and related functions though advising, attendance, space, and other resources. The faculty shall maintain an updated student handbook.

13. AMENDMENTS TO THESE POLICIES AND PROCEDURES

Amendments to these procedures shall be adopted by a simple majority vote of the department.

_____________________________________________________
Amended February 16, 2005
Amended October 19, 2006
Amended September 1, 2010
Amended February 29, 2012

Notes:
1. The department, in recognition of the importance of language in the educational process, endorses the use of gender-neutral language in the classroom and in written work.
2. In the casting of votes, we discourage voting “abstain” to encourage clear decision-making.