



CLIMATE CHANGE INSTITUTE GRADUATE HANDBOOK

Spring 2025, Version 1

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TABLE OF CONTENTS

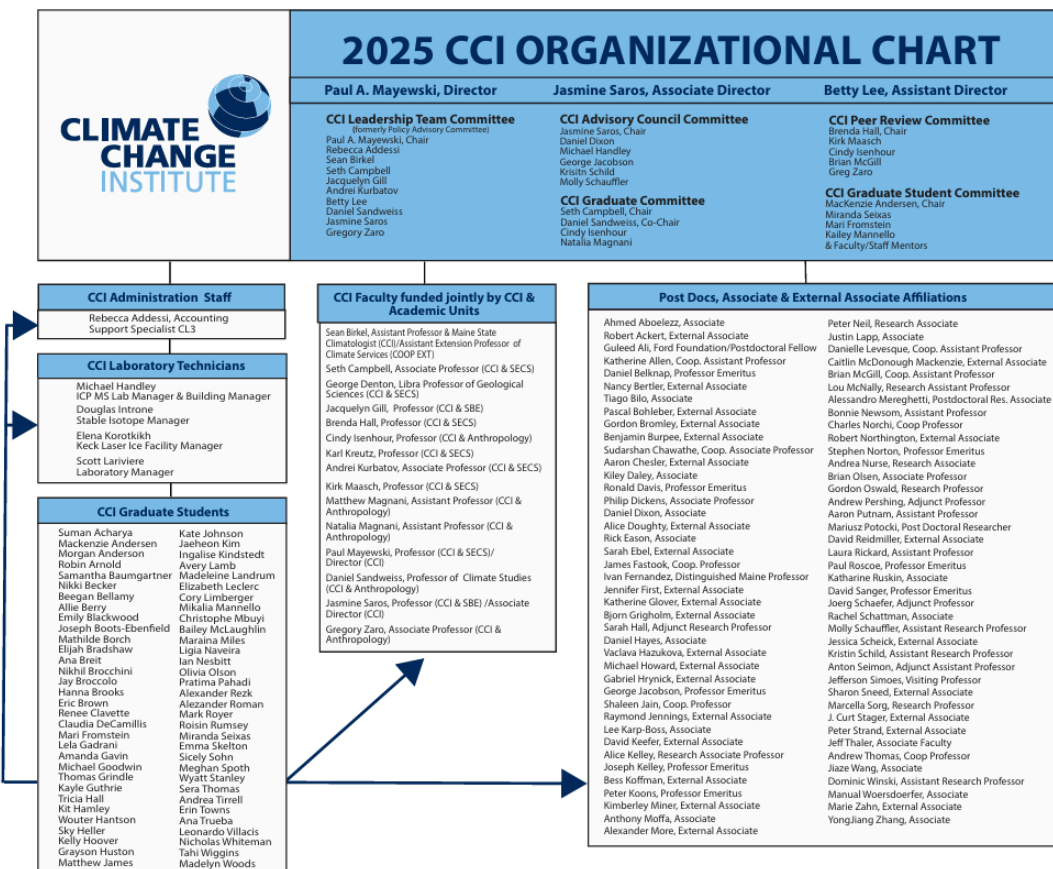
1. CCI organization	3
2. CCI degree requirements	5
3. Annual Borns Symposium.....	7
4. CCI field work checklist.....	9
5. Funding available through CCI.....	11
a. Dan & Betty Churchill Exploration Fund	
b. Bob & Judy Sturgis Exploration Fund	
c. Graduate Student Government	
6. Academic resources.....	13
7. Mental health resources.....	15
8. Reporting incidents.....	19

1. CCI ORGANIZATION

CCI Affiliation vs. Enrollment

CCI is an institute, not a school or department. This means that it is composed of researchers associated with both other departments/schools and colleges (e.g., anthropology, law, earth science, ecology, etc.) and with CCI. Likewise, students may be affiliated with CCI even if their degree is from a different school or department. CCI grants only one degree (MS in Climate and Quaternary Science), so most students fulfill the primary requirements of their department's program, plus the additional requirements associated with being affiliated with CCI. These CCI requirements/benefits include the Borns Symposium (more information below), different reporting requirements for fieldwork and travel, and access to CCI spaces (offices, conference rooms, etc.), and access to CCI funding (e.g., Dan and Betty Churchill Exploration Fund and the Bob and Judy Sturgis Exploration Fund).

Administration (as of 2025)

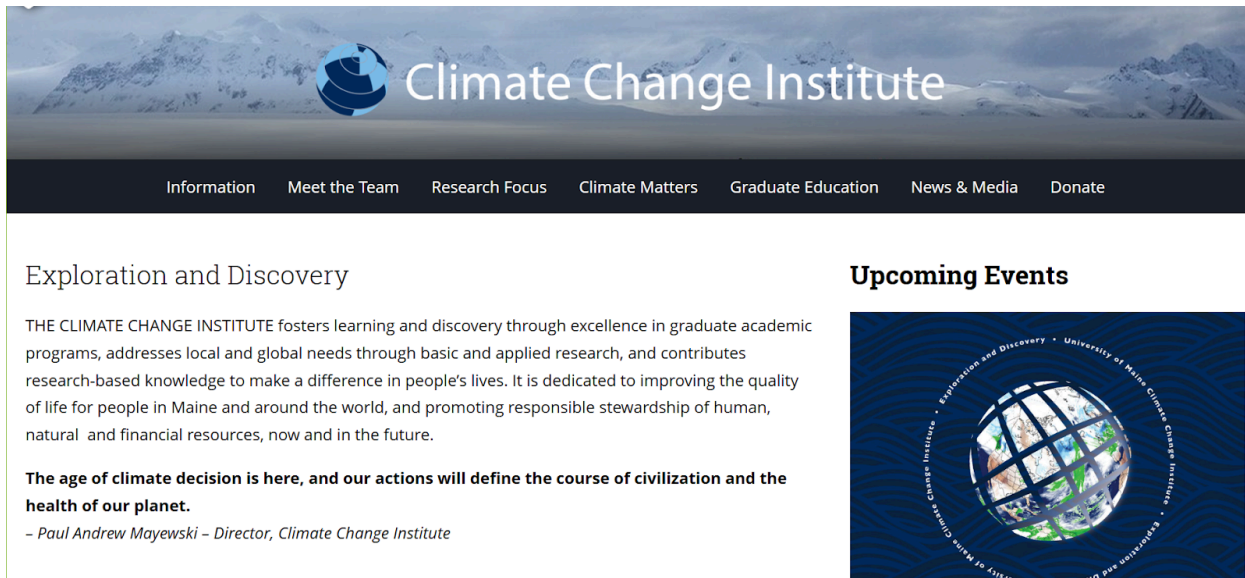


High-resolution version available [here](#). For more recent information on CCI personnel, see the “[Meet the Team](#)” page of the CCI website.

Check the CCI website for the latest overview brochure

<https://climatechange.umaine.edu/research/>

Check the CCI website regularly (<https://climatechange.umaine.edu/>) to access the latest and past news related to CCI on the homepage



Exploration and Discovery

THE CLIMATE CHANGE INSTITUTE fosters learning and discovery through excellence in graduate academic programs, addresses local and global needs through basic and applied research, and contributes research-based knowledge to make a difference in people's lives. It is dedicated to improving the quality of life for people in Maine and around the world, and promoting responsible stewardship of human, natural and financial resources, now and in the future.

The age of climate decision is here, and our actions will define the course of civilization and the health of our planet.

– Paul Andrew Mayewski – Director, Climate Change Institute

Upcoming Events

Resources and contacts

- For graduate program-related questions, please contact our graduate coordinator, Dan Sandweiss, daniels@maine.edu
- For RA/TA appointment, please contact the graduate coordinator, Dan Sandweiss, and Betty Lee, CCI Assistant Director, at: daniels@maine.edu, bliqcs@maine.edu
- Troubleshooting with Concur or administrative procedures? Please contact Rebecca Addressi at: rebecca.addressi@maine.edu
- Looking for a potential advisor and/or to consult with the graduate coordinator?: <https://climatechange.umaine.edu/people/?find=&filter=faculty-researchers>
- Check our current graduate students: <https://climatechange.umaine.edu/people/?find=&filter=students>

2. CCI DEGREE REQUIREMENTS

- General Master's Degree Requirements

M.S. Degree in Quaternary and Climate Studies degree requirement summary. See [here](#) for more details. In general, students must be enrolled in at least 1 credit each semester.

Requirement	Notes
30 Credits	All grades must be an A or B
<ul style="list-style-type: none"> - 24+ coursework - 12+ of these must be at the 500 or 600 level - 6 + thesis credits 	
Thesis Proposal	
Choose Committee	Advisor plus two additional members
Submit Tentative Thesis	<p>May Graduation: Generally, it must be submitted to the committee and graduate school by April.</p> <p>August Graduation: Generally, it must be submitted to the committee and the graduate school by August.</p> <p>December Graduation: Generally in November</p> <p><i>*Check the link below for updated information annually*</i></p>
Defend Thesis	30-minute oral defense
See here for the most up-to-date Graduate School Requirements for all submissions and deadlines.	

- Specific Course Requirements for MS in Quaternary and Climate Studies. Courses 2-4 also constitute the **Interdisciplinary Climate Studies Graduate Certificate**, open to any student on campus. Students who complete these courses (whether CCI-affiliated or not) should work with the Graduate Coordinator to have the Certificate awarded and recognized on their transcript (it isn't automatic).

	Course Title	Course #	Credits	Semester Offered
1.	Responsible Conduct of Research or equivalent . This replaces one of the required thesis credits.	INT 601	1	Fall, Winter, Spring, Summer
2.	Atmosphere, Ice, Ocean, Climate Change	ERS 542	3	Fall
3.	Interdisciplinary Applications of Climate Science or an elective approved by the Grad Coordinator	INT 500	3	Fall, Spring
4.	Climate, Culture, and the Biosphere	ANT530 or ANT 510	3	Spring

B. Thesis requirements

Subject: Determined by funding, advisor, research interest, etc.

Length: Variable, but should contain several chapters of completed research. Research should have clear objectives and data, and should demonstrate a clear understanding of the topic. Some advisors suggest, and in the case of grant-funded research and graduate student support, very highly suggest that students prepare and submit their research for publication in peer-reviewed journals.

Committee: Advisor plus two or more additional members. The advisor must be a member of CCI. However, the remaining members of your committee can be professors in CCI, but can also be from other departments at UMaine or even outside of the university and academia. The main requirement is that the committee members are members in their field and have the appropriate amount of education and experience. For a master's thesis, a member holding only a master's degree is allowed, but a PhD is preferred.

Program of Study: To be submitted to the Graduate School by the third semester or after 12 credits completed.

Link to Plan of Study form and guidelines:

<https://umaine.edu/graduate/students/progress/program/>

3. ANNUAL BORNS SYMPOSIUM

The Harold W. Borns, Jr. Symposium is an annual event that features presentations and discussions by Climate Change Institute graduate students and faculty on emerging research and topics related to global climate and environmental change.

It is mandatory for all enrolled and affiliated CCI graduate students to submit a mini paper and participate in the Borns Symposium.

- First-year students are required to submit a poster rather than a 10-minute oral presentation.
- All other CCI students must present a 10-minute talk.
- All CCI students must submit a mini-paper.

Faculty are invited to submit a poster or make a 2- or 10-minute presentation (see below for guidelines). Faculty must submit a mini-paper if they are presenting.

If you are a student who has received a Churchill Exploration Grant in the last cycle, you must present your Churchill-funded research. You will be automatically entered in the competition for the Churchill Award for Outstanding Exploration. If you had an earlier Churchill grant, you can still be considered for the award by submitting the [Churchill Outstanding Exploration Award form](#).

1. Minipaper submission guidelines

- Submission guidelines and presentation formats will be posted on the CCI website at:
<https://climatechange.umaine.edu/graduateprogram/borns-symposium/>

Mini-paper submissions should be sent in both Word & pdf format via email to Becky Addressi (Rebecca.Addressi@maine.edu). Mini-papers must be submitted for all presentations.

2. Presentation guidelines

- A) Oral Presentation (10 minutes + 2 minutes for questions) (Graduate Students and Faculty with new research). All CCI graduate students, beyond the first year, are required to present in this mode.
- B) Poster Presentation (Undergrads, First Year Grad Students (required) & Faculty). Poster presentation formats can be found [online](#).

- C) Oral Research Update (Faculty and staff only) (2 minutes, 1-2 slides). This presentation format was introduced to encourage short presentations regarding their research activities, a significant result or update related to an ongoing project, or a discussion of a research project where the investigator is seeking to broaden participation by CCI researchers.
- D) If you have questions about the process or deadlines, please contact Dan Sandweiss <daniels@maine.edu> with a copy to Betty Lee <bliqcs@maine.edu>.

4. FIELD WORK CHECKLIST

Completion of this [checklist and submission](#) of the Fieldwork Hazard Assessment and Safety Plan is the responsibility of the field leader. Field leaders can be faculty, staff, or students. All student field leaders (e.g., Dan and Betty Churchill Exploration Fund, Bob and Judy Sturgis Exploration Fund recipients) must have a faculty/staff mentor with prior field experience. In addition, CCI Administration must be given 2 weeks' advance notice of student projects by the student field leader or their faculty mentor so that, if determined by CCI Administration, any extra planning, safety, and communication support needed can be made available.

Any CCI member (faculty, staff, or student) who serves as a field leader for off-campus activities must:

Read, understand, and follow the guidance in the [UMS Fieldwork Safety Program](#). After clicking on the link, go here: "Click here to find documents on the Risk and Safety Management OneDrive folder", click on that link, and choose the Fieldwork folder.

Read the [CCI Field Code of Conduct](#).

Check whether emergency medical and medivac are covered by UMS insurance for your project location. If the necessary polar and/or high-altitude coverage is not available through UMS, enroll all team members in a policy that does cover emergency medical and medivac, such as Global Rescue.

Complete the UMS Fieldwork Hazard Assessment and Safety Plan and save as a PDF that includes the CCI modifications below.

- a. Use the following naming convention for the file:
[Year_LeaderLastName_Location_version] [e.g.,
2023_Jones_Kilimanjaro_v1.pdf].
- b. Be sure to include item d Communications: documentation of at least two communication devices (for reporting of emergencies, issues related to decision making, preferably contact phone # or other project-specific items. The form accepts multiple phone ##, names, and contacts.
- c. Be sure to include with item d Description of Fieldwork: unique circumstances (e.g., altitude, crevasses, local issues) or conditions of your field site; if you are requesting to do fieldwork alone, please explain the reasoning to get an approved waiver.
- d. Once you complete the checklist and have all necessary information, please click [here](#) to submit your Fieldwork Hazard Assessment and Safety Plan.

- e. Once your safety plan has been submitted, you will receive a Google Form that you will need to forward to Paul Mayewski (paul.mayewski@maine.edu) & Betty Lee (bliqcs@maine.edu).
- f. Submission is completed only when you receive confirmation from Paul Mayewski that your Fieldwork Hazard Assessment and Safety Plan has been reviewed and accepted.

Register travel with Concur to be sure that you are covered under UMS liability and insurance policies. Concur training and travel arrangement <https://mycampus.maine.edu/group/mycampus/travel>. Concur travel requests will be approved only after a Fieldwork Hazard Assessment and Safety Plan has been submitted and approved by the CCI Director (Paul Mayewski, paul.mayewski@maine.edu).

Share and discuss in advance the Fieldwork Hazard Assessment and Safety Plan, including the section on communication plans, with team members, emergency contacts, and home academic units.

5. FUNDING AVAILABLE THROUGH CCI AND GRADUATE SCHOOL

Dan & Betty Churchill Exploration Fund

The Churchill Exploration Fund (CEF) was established in 2004 through the generous support of Dan and Betty Churchill. CEF grants promote student participation in scientific exploration and are particularly geared towards the inclusion of students in remote field expeditions when such activity is not otherwise supported. CEF funds also cover data exploration for students for whom field work is not appropriate, but do not cover living expenses out of the field. Given the cost of exploration and the popularity of the CEF program, the available funding in any given year may not cover your total project budget. We therefore encourage students to read the guidelines carefully and seek supplementary funding from other sources to complement a CEF proposal whenever possible. Call for proposals is distributed yearly via email.

Bob & Judy Sturgis Exploration Fund

The Bob and Judy Sturgis Exploration Fund (SEF) was established at the University of Maine in 2022 with a gift from the Robert and Judith Sturgis Family Foundation. The Sturgis Family Foundation is committed to bettering the world, particularly by providing support to areas such as climate change and environmental sciences. The SEF shall be used to provide financial support for independent research projects conducted by students in the Climate Change Institute, designed to contribute to the understanding of climate change and the application of this knowledge to current and future mitigation and adaptation toward a cleaner, greener future with increased quality of life. Support from this fund shall be used for, but not limited to, travel, equipment, supplies, and living expenses while in the field. We encourage students to read the guidelines carefully and seek supplementary funding from other sources to complement an SEF proposal whenever possible. Call for proposals is distributed yearly via email.

Graduate Student Government Individual Grants

Additional funding through the Graduate Student Government (GSG) is made possible through the attendance of our CCI grad student representative. Individual Graduate Student Government grants are awarded each Fall and Spring semester, and requests can be made for up to \$850.00. Typically, grant submissions are due very early (~2 weeks) in the semester. The categories for funding include Travel to Present or Degree-Related (Equipment & Supplies,

Travel for Research, and Professional Development). You can only apply to one category per semester, and receiving an award comes with responsibilities to (1) submit the appropriate expense reports to Concur (for CCI) AND to GSG and (2) to serve as a grant reader for the next award cycle.

When submitting, be sure to follow the explicit guidelines posted on the GSG Individual Grants website to maximize chances for successful funding. If awarded funding, this is sent to CCI to disperse. Check in with Becky Addressi if you have questions about the dispersal of your grant.

The most detailed and up-to-date information can be found here:

<https://umaine.edu/gsg/individual-grants/>

6. ACADEMIC RESOURCES

Mentoring plan

- We recognize that mentoring is a critical component for the success and retention of both students and faculty. All graduate students and new faculty should have a mentor.
 - Student Resource: [UMaine Graduate School Mentoring Compact](#)
 - Faculty Resource: Columbia University - [Office of Provost Guide to Best Practices in Faculty Retention](#)"
- We recommend regular, structured meetings for graduate students. Advisors should meet with students at the beginning of graduate school to discuss objectives, goals, student interests and needs, meeting schedule/structure, and expectations (both for advisor to student and student to advisor). Discussions should include whether or not to set deadlines, career goals, and where to find non-research resources, particularly on topics where the advisor is unable to provide advice. Peer-mentoring, in addition to meeting with faculty advisors, is beneficial.
 - UMaine Writing Center <https://umaine.edu/wcenter/>
 - UMaine Counseling Center <https://umaine.edu/counseling/>
 - Teaching and Advising Resources <https://umaine.edu/las/faculty-resources/teaching-advising/>
 - [Link](#) - Center for Innovation in Teaching and Learning
- Meetings between new faculty and their mentees should also be frequent and may be less formal (e.g., discussions over coffee). These meetings should also discuss career goals and interests, as well as pathways for finding one's community and professional success.
 - Develop a team culture where the graduate student/advisor relationship is mutually beneficial.
 - Community development support is needed for both students and new faculty to help them meet people outside of their individual research groups and to find people on campus and in the community with common interests. This could take the form of more frequent group social events and a database of campus and community activities.
 - Professional expectations need to be laid out at the start. For new faculty, this includes tenure guidelines and requirements. For students, this should discuss thesis and work responsibilities, as well as requirements/options for future publication of thesis work (including lead authorship) and conference attendance.

- Faculty handbook:
<https://umaine.edu/facultysenate/faculty-handbook/>
- Possible evaluations? Need to discuss frequency of evaluations (those for new faculty are set by AFUM), encourage self-evaluation (reflection), and review long-term goals and how to achieve them.

Core work resources

- Individual research labs should develop a code of conduct that addresses inclusivity and diversity, mental health, publications or outputs, social media use, working hours, and vacation
 - SERC examples of codes of conduct:
https://serc.carleton.edu/advancegeo/resources/codes_conduct.html
- Develop a communication plan and expectations for the group, e.g., how do members communicate with each other, and what times are appropriate
 - Lab and department dependent.
- Address issues related to insensitivity, harassment, exclusion, and what are the consequences (e.g., not everyone drinks alcohol; no “locker room” talk), provide additional contacts for reporting outside of advisor (see section 9 for links to Title IX, community standards, bias reporting, and UMaine police contacts).
 - Title IX reporting
 - Office of Community Standards, Rights, and Responsibilities
<https://umaine.edu/communitystandards/>
 - UMaine Police <https://umaine.edu/police/campus-eyes/>
- Be open to considering proposed workshops/conferences, especially for groups like Society for the Advancement of Chicanos/Hispanics and Native Americans in Science (SACNAS), National Association of Black Geoscientists (NABG), Advancing Indigenous People in Stem (AISES), GeoLatinas, and others

Affiliated Department Websites

[School of Biology and Ecology](#)
[School of Earth and Climate Sciences](#)
[Program in Ecology and Environmental Sciences](#)
[Program in Computer Science](#)
[Department of Anthropology](#)
[College of Engineering and Computing](#)
[School of Marine Sciences](#)
[UM School of Law](#)
[School of Forestry](#)
[General orientation for The Graduate School](#)

7. COMMUNITY & MENTAL HEALTH RESOURCES

Community support and mental health resources

- Assistance in finding accommodations, moving expenses/assistance
 - Vehicle registration and license:
<https://www.maine.gov/portal/residents/moving.html>
 - Housing:
<https://www.places4students.com/Places/School?SchoolID=waM9ufiyNuw%3D>
<https://www.zillow.com/>
<https://www.apartments.com/>
 - Faculty handbook (parking, childcare, etc):
<https://umaine.edu/facultysenate/faculty-handbook/chapter-6-helpful-information-and-resources/>
- Outline of services at organization/university: diversity officer, counseling and psychological services, ombudsperson, affinity groups, etc.
 - Board of Trustees: Citizen Comment at each Board Meeting for issues surrounding diversity; Accredited Schools Online for Information:
<https://www.accreditedschoolsonline.org/resources/student-diversity-multicultural/>
 - Office for Community and Connections (includes the Multicultural Student Center):
<https://umaine.edu/studentlife/office-for-community-and-connections/>
 - UMaine Admissions Multicultural Contact Person; Silvestre Guzman; Sr. Admissions Counselor | Multicultural Recruiter;
silvestre.guzman@maine.edu; 207.581.3694
 - [Office of International Programs \(OIP\)](#)
 - "The President's Council on Diversity, Equity, and Inclusion - see section on Council on Diversity, Equity, and Inclusion under "Past Initiatives at [Office of the President - University of Maine \(umaine.edu\)](#)"

If you are having a medical emergency, **please call 911**. If you are concerned that you will harm or kill yourself or someone else, **please call 988**. On campus, you can also call **207.581.4040**, and UMaine PD will direct you to the available resources (e.g., local hospital, crisis phone line, etc.).

<i>University of Maine Resources:</i>
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- Student Guide to available resources provided by the counseling center: <https://umaine.edu/counseling/>
- [Student Accessibility Services](#) provides students and employees with tools and resources to manage mental health. Also, visit the [Student Wellness Center](#) for other mental health resources.
- The [Psychological Services Center](#) provides services to the general public. Anyone interested in services can call the clinic secretary at **207-581-2034**.

Helpful Links to Understanding the Common Stressors of Being a Graduate Student:

- [Common Things Graduate Students May Experience](#)
- [Ways for accessing mental health services](#)
- [100 Coping Strategies](#)
- Listen to “[How to Start Therapy](#)” from the NPR Life Kit podcast to get more insight into the process of beginning your journey.
- [Half of Us](#) features celebrities and students discussing mental health.

Non-University Resources

- [Comprehensive List of the Crisis Numbers](#)
- [National Suicide Prevention Lifeline](#) provides 24/7 free and confidential support for people in distress, prevention and crisis resources for you or your loved ones, and best practices for professionals.

English: 1.800.273.8255

En Español: 1.888.628.9454

- [National Alliance on Mental Illness](#) (NAMI) HelpLine is a free, nationwide peer-support service providing information, resource referrals, and support to people living with mental health conditions, their family members and caregivers, mental health providers, and the public.

HelpLine Monday through Friday, 10 a.m.–6 p.m. ET:

1.800.950.NAMI (6264)

- [The Trevor Project](#) is the leading national organization providing crisis intervention and suicide prevention services to lesbian, gay, bisexual, transgender, queer, and questioning (LGBTQ) young people under 25.

Counselors in Your Community

- Find a therapist in your area by using [Psychology Today](#).

Mental Health Apps:

- [Sharpen](#) is a mental health content and technology company that provides free services to all college students on mobile and desktop.

- [Ten Percent Happier](#), an app featuring guided meditations such as the Coronavirus Sanity Guide, which features meditations, podcasts, blog posts, and talks to help build resilience and find some calm amidst the chaos.
- [YOU at College](#) delivers content and resources tailored to the needs of each individual student. Whether it's through data collected on the three lifestyle surveys, called Reality Checks, or from demographic information entered in the user profile.
- [Headspace](#) is an app to help guide meditation, reduce stress, promote mindfulness, and help you sleep.

- Calendar(s) of events or mailing lists to join
 - Events are emailed out via the Graduate Student Government.
 - <https://www.facebook.com/umainestudentlife/>
 - Grad school calendar of events (bottom of page): <https://umaine.edu/graduate/>
 - UMaine Graduate Student Union: <https://umaine-gradworkers.org/>
Email bargaining@umaine-gradworkers.org for updates
- Local organizations and groups
 - Currently recognized graduate student clubs: <https://umaine.edu/gsg/clubs-organizations/>
 - Connecting with cohorts, organizations, and social clubs with common identities and/or interests
 - [Geological Society of Maine](#)
 - Orono Parents Google group
 - Penobscot Paddle and Chowder Society: <https://www.paddleandchowder.org/>
 - Maine Canoe & Kayak Racing Organization: mackro.org
 - Maine and NH. Skating and ice report: <https://www.facebook.com/groups/1417937071773660>
 - Maine Trailfinder: <https://www.mainetrailfinder.com/>
 - Bangor Area Meetup: <https://www.meetup.com/>
 - Check the ads in the Bangor Daily News!
- Businesses or other needs
 - Food assistance - Black Bear exchange: <https://umaine.edu/volunteer/bbe/>
 - Orono thrift store: <https://oronohealthassociation.com/>
- Introductions for other people of color - fund membership fees for organizations like SACNAS, NABG, AISES, GeoLatinas, and others
 - Contact your advisor and members of your department

- Outline expectations for taking vacation (e.g., 3 weeks) and for reasonable work hours (e.g., 40-50 hrs/wk; be explicit!)
 - Contact your advisor. This is lab-specific.

8. REPORTING INCIDENTS

Existing UMaine Reporting Policies:

The link(s) to the reporting policy at our organization are here:

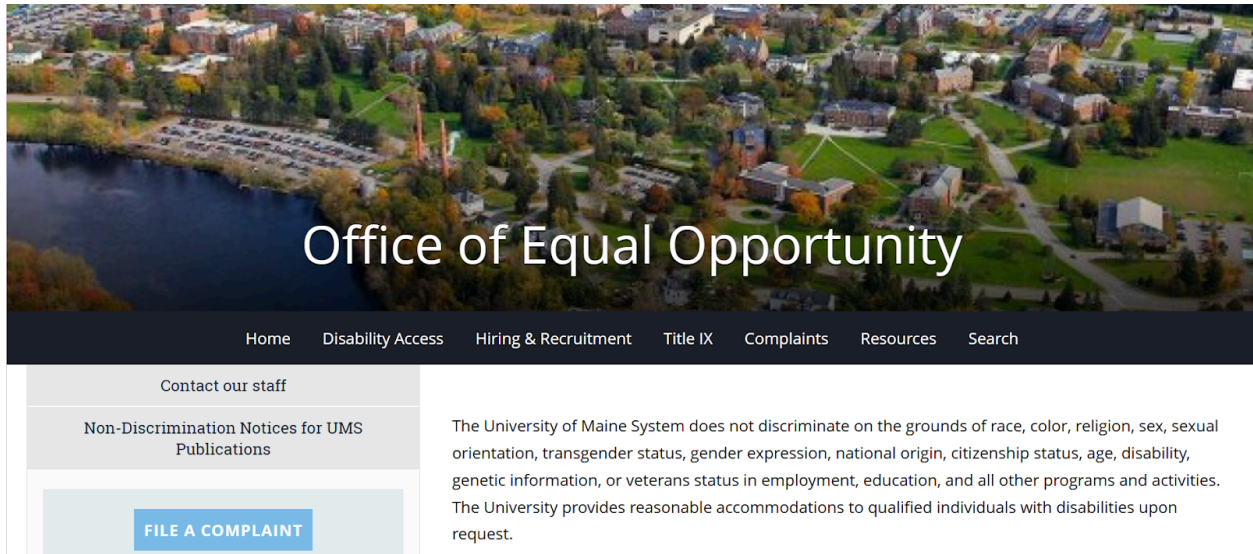
- [Link](#) – Mandatory Reporting of Sexual Discrimination, Office of Equal Opportunity
- [Link](#) – Complaint Filing, Office of Equal Opportunity
- [Link](#) – Resources and Policies, Office of Equal Opportunity
- [Link](#) - Complaint Procedure, Office of Equal Opportunity
- [Link](#) - Office of Community Standards, Rights and Responsibilities (OCSRR)
- [Link](#) - Required Syllabus Statement,
- [Link](#) - Reporting a Bias Incident on Campus or in the Community, International Programs

How to Report:

What mechanisms are available for reporting complaints, bias, microaggressions, harassment, and overt racism?

Currently, there are different routes for finding resources, support, and reporting different types of complaints. Below is a list of designated offices or individuals for reporting specific types of incidents.

In general, university policy is that student complaints are primarily managed by the division of student affairs. If the complaint involves an employee, guest, or volunteer, they are handled by the [Office of Equal Opportunity](#), and efforts are coordinated with other departments on an as-needed and need-to-know basis in accordance with internal procedures.



Designated individuals/positions for reporting incidents:

Any student, staff, faculty member, or visitor to campus can report an incident that occurs anywhere on campus. Either the individual or a third party may file on behalf of the individual who may not want to file themselves. In cases where a third party files an incident report, the investigators will reach out to the third-party reporters, and through that individual will seek to ensure the affected individual receives any necessary services. All community members, including RAs in residence halls, faculty members, chaplains, advisors, coaches, and trusted confidantes, are encouraged to file reports through the [Office of Equal Opportunity \(direct link to form\)](#).

To Report Incidents Specifically Related to Bias, etc:

Contact the Bias Response Team about reporting bias in the UMaine community (system-wide); they provide an online form for reporting incidents of bias ([Link](#)). You can file a report online. Additionally, International Programs provides individuals with assistance in filing reports if desired ([Link](#)).

[Office of International Programs](#); 5713 Chadbourne Hall
Room 122; Phone: 207.581.3437; international@maine.edu

To Report Any Misconduct on Campus (Student conduct, academic integrity, Title IX, Bias, etc.):

The [UMaine Police](#) Department (207.581.4040; UM.policedepartment@maine.edu) should be contacted in case of any emergency, and also offers anonymous reporting of any “improper activity” through [Campus Eyes](#).

The Office of Equal Opportunity maintains the reporting policy ([Link](#)) and resources for incidents of sexual discrimination including sexual misconduct, sexual assault, dating violence, gender discrimination, sexual harassment, stalking, and domestic violence.

There are specific reporting procedures for incidents involving students. The Office of Community Standards, Rights & Responsibilities ([OCSRR](#)) provides resources to faculty and students on a range of topics and also offers a means of reporting non-emergency incidents related to student conduct. Additional reporting can be done through Title IX Student Services ([Link](#)). *“All university faculty, staff, student employees, and volunteers have a duty to report incidents of sexual discrimination, sexual harassment, and sexual assault involving members of the university community that they witness or which are disclosed to them.”* ([Source](#))

Emergency and Non-Emergency Anonymous reporting: UMaine Police Department: Public Safety Building; Available 24 hours, 7 days a week; Phone: 207.581.4040 or 911; Web: [UMaine Police website](#); [Campus Eyes](#)

For Student Conduct Complaints: University of Maine Office of Community Standards, Rights, & Responsibilities; David Fiacco: 207-581-1409; web: <https://umaine.edu/communitystandards/>

For Research Misconduct Complaints and information: Amanda Ashe, Director of Research Compliance: amanda.l.ashe@maine.edu Web: <https://umaine.edu/research-compliance/research-misconduct/research-misconduct-policies-and-procedures/>

Incidents involving students: Title IX – Student Services; 5748 Memorial Union, Room 235; Phone: 207.581.1406; Deputy Coordinator: Cam MacDonnell; Phone: 207.581.1485, Email: um.titleix@maine.edu Web: umaine.edu/titleix

Incidents involving non-students (e.g., employees, volunteers, visitors, and vendors): Office of Equal Opportunity; 101 North Stevens Hall; Phone: 207.581.1226; Web: [UMaine Equal Opportunity website](#); bias [online reporting form](#).

Can reports be made online? Anonymously?

Non-emergency complaints can be made online through many of the resources listed above. Reports can be made anonymously through Campus Eyes [Link](#) (or by phone at 207.581.9255).

Reports can be made anonymously online via a secure reporting form ([Link](#)) or to the Office of Equal Opportunity via email or phone. This is the procedure for complaints related to employees, guests, and volunteers. Different procedures are/may be in place for student issues, which are routed through OCSRR ([Link](#)).

In these reports, if you do provide identifying information, the reporting process is private, but not confidential. ([Source](#)).

Informal reports can be made by contacting the Office of Equal Opportunity. If a form is filled out with the Office of Equal Opportunity, these reports only go to the Equal Opportunity Coordinator and the Director of Equal Opportunity ([Link](#)).

Are reporting policies regularly reviewed? What is the process for changing policy?

Yes. There is typically a cross-functional team that will gather and review policies either in response to legal or other changes, and once a draft is formed, it is submitted to the Board of Trustees for review and approval.

The employee code of conduct for represented and non-represented employees of the university outlines the reporting policies for employees with grievances ([Source](#)). These policies are reviewed on a semi-regular basis, the oldest currently having been revised July 2017. The Student Code of Conduct outlines the procedures and expectations of behavior pertaining to students ([Source](#)). This code was last revised on 7/11/22.

Are the rates of reporting made publicly available (e.g. # of reports each year)?

Certain types of incidents are outlined in the UMaine CLERY report ([Source](#)) and are updated annually.

Police Involvement:

Contact UMaine Police at 207.581.4040 or 911,

- If you witness an incident taking place
- If you perceive an immediate danger
- If the person reporting the alleged incident asks you to contact the police

What to do if you see ICE on campus: If ICE (Immigration and Customs Enforcement) is seen on campus, immediately notify campus police (207.581.4040); UM.policedepartment@maine.edu.

Safe Places: “As a public institution, the University of Maine’s campuses and remote locations are generally open to the public. However, certain restricted-access spaces, such as residence halls and research labs, are designated for authorized students, employees, and visitors to protect the safety and integrity of people, programs, and operations. Per a longstanding university practice, non-university law enforcement officials, including those of immigration agencies, generally are not allowed to access restricted spaces without a warrant or being accompanied by authorized university personnel.”([Source](#))

Student Responses: “If approached or contacted, remain calm and immediately contact UMPD at 207.581.4040 or through the [Black Bear Safe](#) campus safety app. As the university’s designated point of initial contact, UMPD will advise you on your rights and resources that are available to you. If you see someone else being approached, please refrain from interfering and contact Chief Flagg for guidance.”

Are police included in the process of filing a report? Are individuals accompanied by an advocate or someone from the organization?

Anyone can anonymously report “improper activity” through Campus Eyes, which is hosted by the University Police, who will be involved in the incident. If a report is made as an “emergency”, the police will be involved. The following text is provided to help individuals decide when to contact the UMaine Police:

If you are an individual who has experienced assault, violence, stalking, harassment, or any other conduct which may violate criminal laws and/or the UMaine code of conduct, you have a right, at your own discretion, to:

1. Notify law enforcement authorities, including on-campus and local police;
2. Be assisted by campus authorities in notifying law enforcement; or
3. Decline to notify law enforcement.

University officials may, however, provide law enforcement with details about an incident under some circumstances if a determination has been made that such disclosure is required by law and/or is necessary to secure campus safety. Complainants have a right to proceed simultaneously with a criminal investigation and a University internal investigation. If necessary to the criminal investigation, the University may defer its investigation for a limited time for fact gathering by law enforcement, and then will promptly resume its investigation.” ([Source](#))

For assistance in filing a police report, contact the Office of Equal Opportunity and Title IX Services at 207.581.1226 or the Office of International Programs at 207.581.3437.

What are the resources/procedures for instances when reports need to be made about a member of the UMaine Police force?

The University of Maine Police is a Troop of the Maine State Police. Therefore, to make a report of a bias, microaggression, or instance of overt racism performed by an officer, you can:

1. Follow internal university reporting procedures
2. Follow the procedural protocol for the Maine State Police outlined [here](#)

Outcomes for Reported Individuals:

What are the outcomes or consequences for reported individuals? Are there procedures in place for: follow-up by supervisor, training (bias, etc.), disciplinary action, termination?

Yes, these follow the equal opportunity complaint procedures ([link](#)) and/or each of our collective bargaining agreements or employee handbooks (see links to codes below).

For information about sanctions, please refer to the [University of Maine System Student Conduct Code](#). All of the possible sanctions that the University may impose upon a student following the results of any University disciplinary proceeding for an allegation are:

1. **Assigned Educational Projects:** This may include research projects, reflective essays, counseling assessments, sanction seminars, or other related assignments intended to promote learning.
2. **Community Service:** The type of service may be related to the nature of the violation.
3. **Deferred Sanction:** A specific period of time during which a Respondent's continued enrollment or housing contract at the University is clearly in jeopardy. Any further violation of the Code during that time will minimally result in the imposition of the deferred sanction and any additional sanctions deemed necessary.
4. **Disciplinary Dismissal:** Permanent separation (subject to the right of review after five years) from the University.
5. **Disciplinary Probation:** A period of time during which a Respondent is under closer scrutiny of the University. It may include the loss of one or more privileges.
6. **Disciplinary Suspension:** Separation from the University for a stated period of time and/or until a stated condition(s) is met.
7. **Fine:** Payment of money. Respondents who are unable to pay may discuss alternate payment arrangements.
8. **Loss of Contact with a Specific Person(s):** With this sanction, the person may not initiate direct or indirect contact with a specified person(s).

9. **Loss of Visitation Privileges:** This loss of visitation may be to any designated area(s) of campus.
10. **Official Warning:** Official acknowledgment of a violation and the expectation that it will not be repeated.
11. **Removal from University Housing:** Removal from a particular hall or all housing.
12. **Restitution:** Restitution, up to the replacement value of the items damaged, stolen, removed, or used without authority, and damages incurred.
13. **Such other action as the Committee or Officer may reasonably deem appropriate (e.g., suspension of an organization's official campus recognition or suspension of a student from an extracurricular activity).**

For information about possible disciplinary action, please refer to the [appropriate collective bargaining agreement](#) for represented employees and the [non-represented employee handbook](#) otherwise. All of the possible sanctions that the University may impose upon an employee following the results of any University disciplinary proceeding for an allegation are:

1. Oral Warning
2. Written Warning
3. Suspension
4. Termination
5. Such other action as the University may reasonably deem appropriate. ([Source](#))

Automatic or requested investigation of potential impact on grades or evaluations.

Retaliation of any kind is dealt with by a requested investigation. "After making, assisting with, or otherwise participating in a report or complaint to the University, any individual who believes he or she has been subjected to retaliation by the respondent, the University, or any other person or group should report the alleged retaliation immediately to the appropriate person identified in this policy. The University will take strong responsive action when retaliation is found to have occurred." ([Source](#))

Protection against retaliation or repercussions, accommodations for continuing work/courses, and an option for pass/fail or outside assessment.

"The University and the law prohibit retaliation against an individual for opposing any practice forbidden under this policy, for bringing a complaint, for assisting someone with a complaint, for attempting to stop a violation of this policy, or for participating in any manner in an investigation or resolution of a complaint. It is central to the values of this University that any individual who believes he or she may have been the target of a

violation of this policy feels free to report their concerns for appropriate investigation and response, without fear of retaliation or retribution. After making, assisting with or otherwise participating in a report or complaint to the University, any individual who believes he or she has been subjected to retaliation by the respondent, the University or any other person or group should report the alleged retaliation immediately to the appropriate person identified in this policy. The University will take strong responsive action when retaliation is found to have occurred.” ([Source](#))

Who decides the outcomes/consequences? What is the process?

The current process, active since 9/21/2017, is outlined [here](#). After the Investigative process, the Investigations Coordinator will determine whether the Maine Board of Trustees policy has been violated or if misconduct occurred and communicate the findings in writing to: the Responsible Administrator, the Complainant, the Respondent, the University Equal Opportunity Officer, and the University Human Resources Director (within ~ 60 days of the formal complaint). The Responsible Administrator will decide whether to agree with the Investigations Coordinator’s findings. After completing the Equal Opportunity process, if the Responsible Administrator concludes that there was a violation of Board of Trustees policy, a pre-disciplinary hearing with the departmental Human Resource partner will be held. The “Responsible Administrator may consider properly established records of previous conduct and the seriousness of the violation” to suggest corrective action. “Appropriate discipline may range from an oral reprimand up to and including termination, or any other appropriate remedial action.” ([Source](#))

Are reports tracked? Yes. How are they tracked? By whom?

Written records are kept in secure files by the Office in which the report was filed and the Investigations Coordinator. In addition, records can also be placed in an individual’s personal files. For instance, for reports regarding an employee filed with the Office of Equal Opportunity:

- “The kinds of written records relating to a charge of discrimination or harassment that may be placed in an employee’s official personnel file include: any document that has been mutually agreed to by the University and the employee; a letter issued by the Responsible Administrator to the employee at the conclusion of a formal investigation, which notifies the employee about discipline to be imposed or other remedies; or a settlement agreement between the parties. As applicable, inclusion of such information in the personnel file shall be in accordance with the relevant collective bargaining agreement.” ([Source](#))
- Other written records of informal or formal complaint investigations will be retained in a secure file by the Equal Opportunity Officer and Investigations Coordinator. ([Source](#))

Are repeated complaints escalated to a disciplinary board? What is the process?

“A complaint made more than twelve (12) months after the incident shall not normally be the basis for disciplining a Respondent. However, where there are allegations of discrimination or harassment made within the twelve (12) month period and a longer pattern or practice of discrimination or harassment exists, or the substantiated misconduct is egregious, the Responsible Administrator shall consider the totality of events in determining appropriate discipline. ([Source](#))

“Prior allegations made about the Respondent and findings about prior incidents of discrimination or harassment involving the Respondent shall not be considered in determining whether the present allegation is substantiated.” ([Source](#))

Resources Available for Individuals and Groups Reporting:

A list of resources available to members of the UMaine community, including counselors, advocates, etc., is listed below. ([Source](#))

UMaine Police Department; Public Safety Building; Available 24 hours, 7 days a week; Phone: 207.581.4040 or 911; Web: [UMaine Police website](#)

Title IX – Student Services; 5748 Memorial Union, Room 235; Phone: 207.581.1406; Email: um.titleix@maine.edu Web: umaine.edu/titleix

For Student Conduct Complaints: University of Maine Office of Community Standards, Rights, & Responsibilities; David Fiacco: 207.581.1406; web: <https://umaine.edu/communitystandards/>

Office of Equal Opportunity; 5713 Chadbourne Hall, Room 412; Phone: 207.581.1226; Web: [UMaine Equal Opportunity website](#)

University of Maine Counseling Center; 5721 Cutler Health Center, Room 125; Monday-Friday 8:00 AM to 4:30 PM, Dial 207.581.1392; <https://umaine.edu/counseling/>

For On-Call Dean: Call 207.581.4040 and ask to speak with the on-call Dean

For Student Advisors: University of Maine Division of Student Life; Student Life: 207.581.1406; web: <https://umaine.edu/studentlife/>.

Peer Advocates: University of Maine Student Life; Andrea Gifford: 207.581.1406; Lauri Sidelko: 207.581.1406.

Partners for Peace; Hotline: 1.800.863.9909; Web: [Partners for Peace website](#)

Rape Response Services; Hotline: 1.800.871.7741; Web: [Rape Response Service website](#)