



MEMORANDUM

September 24, 2014

To: Leon Richards, Chancellor

From: Louise Pagotto, Vice Chancellor for Academic Affairs *L. Pagotto*

Subject: Response to Faculty Senate Resolution 05052014-5:
Guidelines for Consultation with Department Chairs on Awarding
Non-Instructional Teaching Equivalencies

The Faculty Senate resolution recommends that administrators consult department chairs in consideration of awarding non-instructional teaching equivalencies (TEs) to departmental faculty. Your memo of May 16, 2014, requested that "guidelines, procedures, and/or agreement to carry out the intent" of the Faculty Senate's resolution be developed.

Attached is a form developed to ensure that department chairs receive the relevant information before any non-instructional TEs are awarded to departmental faculty. The form requires that copies are sent to the program administrator, to assist her/him in managing the unit budgets, and to the Vice Chancellor for Academic Affairs, to compile the non-instructional TEs for campus reports.

We suggest that department chairs be mandated to award non-instructional TEs funded by sources external to the departments if, and only if, they receive a written request. We further recommend that the written request be attached to the Form 20 that assigns a lecturer to fill behind the faculty, if the faculty is awarded non-instructional TEs supported by College funds, or to the SF-1, if the faculty is awarded non-instructional TEs supported by grant funds.

Approved:

Leon Richards 10/28/14

 Leon Richards Date
 Chancellor

c: Veronica Ogata, Faculty Senate
Louise Pagotto, Vice Chancellor

**Request for Non-Instructional Teaching Equivalencies
Supported by Other Than Departmental Funds**

(Revised 9/14)

To: _____, Department Chair

From:

Subject: Non-Instructional Teaching Equivalencies for _____

Type of Request

- Cross-Curricular Coordinator: (title)
 College-Funded Project: (title)
 Grant-Funded Project (title)

Account code: _____

No. of TEs/Semester:

Period of Request:

Semester(s)/year(s)

The non-instructional teaching equivalencies will address the following the strategic outcome, and/or improve the following program area, and/or complete the following specific grant-funded activities:

- STRATEGIC OUTCOME A: *Position the University of Hawaii and Kapi'olani Community College as leading indigenous-serving higher education institutions by supporting the access and success of students of Native Hawaiian ancestry***
- STRATEGIC OUTCOME B: *Increase the educational capital of the state by increasing the participation and degree completion of students, particularly from underserved regions.***
- STRATEGIC OUTCOME C: *Contribute to the state's economy and provide a solid return on its investment in higher education through research and training.***
- STRATEGIC OUTCOME D: *Address critical workforce shortages and prepare students for effective engagement and leadership in a global environment.***
- STRATEGIC OUTCOME E: *Recognize and invest in faculty and staff resources and develop innovative and inspiring learning environments in which to work.***
- STRATEGIC OUTCOME F: *Acquire, allocate, and manage public and private revenues and exercise exemplary stewardship over all of the University's resource for a sustainable future.***

AND/OR

Program improvement based on Annual Report of Program Data (ARPD) or Comprehensive Program Review (CPR). Indicate specific area to be improved:

AND/OR

Grant funded project activity

c: _____, Program Administrator

c: _____, Vice Chancellor for Academic Affairs