February 4, 2015

TO: Veronica Ogata
Faculty Senate Chair

FROM: Leon Richards
Chancellor

SUBJECT: Response to Resolution 12012014-2, Action Request #1415016

This is in response to the request to maintain, announce and publish stipends, teaching equivalencies (TEs) and leaves. I will address each of the requests individually.

Teaching Equivalencies
Currently, the Vice Chancellor for Academic Affairs produces a teaching equivalency report. This report will be submitted to the VCAS and Chancellor for review and transmittal to the faculty senate at least annually in the spring semester.

Leaves
For sabbatical leaves, there are established guidelines and a procedure. A faculty member who fits the criteria applies for a sabbatical and submits the application before the deadline. A committee of Deans and Vice Chancellors reviews the sabbatical requests and makes their recommendations to the Chancellor. After considering budgetary and departmental impacts, the Chancellor makes a decision on the sabbaticals. A summary of applications and the decision on those applications will be sent to the Faculty Senate as a report annually.

Stipends and Overloads
The Human Resources department will report on the stipends and overloads annually. The report will cover the period from August 1st to July 31st. It will be submitted to the VCAS and Chancellor for review by August 31st and will be transmitted to the Faculty Senate Chair.

Mahalo.

C: Kelli Brandvold
   Vice Chancellors Louise Pagotto, Brian Furuto, Brenda Ivelisse
   Deans Charles Sasaki, Patricia O'Hagan, John Richards