



UNIVERSITY of HAWAII®  
**KAPI'OLANI**  
COMMUNITY COLLEGE

**MEMORANDUM**

February 4, 2015

TO: Veronica Ogata  
Faculty Senate Chair

FROM: Leon Richards  
Chancellor

A handwritten signature in blue ink, appearing to read 'Leon Richards', is written over the printed name and title.

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 1<sup>st</sup> to July 31<sup>st</sup>. It will be submitted to the VCAS and Chancellor for review by August 31<sup>st</sup> 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