MEMORANDUM

September 24, 2014

To: Leon Richards, Chancellor

From: Louise Pagotto, Vice Chancellor for Academic Affairs

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:

[Signature]
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