



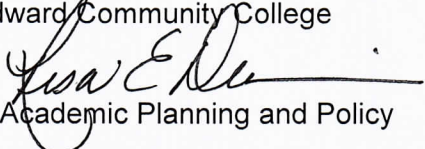
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Risa E. Dickson, Ph.D.
Vice President for Academic Planning and Policy

February 8, 2017

MEMORANDUM

TO: Samuel Giordanengo, Hawai'i Community College
Stefanie Sasaki, Honolulu Community College
Susan Inouye, Kapi'olani Community College
Victoria Mathis, Kaua'i Community College
William Albritton, Leeward Community College
Norbert Furumo, UH Hilo
Armando Garcia-Ortega, UH Hilo College of Agriculture, Forestry &
Natural Resource Management
Tracy Wiegner, UH Hilo College of Arts & Sciences
Tom Dewitt, UH Hilo College of Business and Economics
Kekoa Harman, UH Hilo College of Hawaiian Language
Marguerite Butler, UH Mānoa
Hyoung-June Park, UH Mānoa Architecture
Ruth Hsu, UH Mānoa Arts & Sciences
Lynne Wilkens, UH Mānoa Cancer Center
Kent Kobayashi, UH Mānoa CTAHR
Lisa Uyehara, UH Mānoa Education
Magdy Iskander, UH Mānoa Engineering
Danny Takanishi, Jr., UH Mānoa JABSOM
Eleanor Kleiber, UH Mānoa Library Services
David Chin, UH Mānoa Natural Sciences
Chen-Yen Wang, UH Mānoa School of Nursing & Dental Hygiene
Chris Measures, UH Mānoa School of Ocean, Earth Sciences, and
Technology
Tom Pearson, UH Mānoa Shidler College of Business
Bonnyjean Manini, UH Mānoa Student Affairs Faculty Senate
Dan Spencer, UH Mānoa Travel Industry Management
Rosiana "Nani" Azman, UH Maui College
Alan Rosenfeld, UH West O'ahu
David Krupp, Windward Community College

FROM: Risa E. Dickson 
Vice President for Academic Planning and Policy

SUBJECT: Consultation on Proposed Changes to RP 9.214, Teaching Assignments for
Instructional Faculty

The University of Hawai'i administration is proposing changes to RP 9.214, *Teaching Assignments for Instructional Faculty* and prepared a new EP 9.xxx *Teaching Assignments*. The changes to the RP include some reordering of the sections of the policy and renumbering of

Memo to All Faculty Senate Chairs
February 8, 2017
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sections. The major revision is the addition of the following sections:

III. A. 5. The teaching equivalences for every unit shall be publicly posted online and readily available directly from a single point on each campus website.

III. A. 6. All tenured and tenure-track faculty will make available to the public a curriculum vitae. This will be posted electronically.

The revised regents policy and new executive policy are attached. Please provide any comments by March 30, 2017. For any questions, please contact Joanne Itano at itano@hawaii.edu.

Thank you.

Attachments

cc: Joanne Itano, Associate Vice President for Academic Affairs

Policy RP 9.214

Title

Teaching Assignments for Instructional Faculty

Header

Regents Policy Chapter 9, Personnel

Regents Policy RP 9.214, Teaching Assignments for Instructional Faculty

Effective Date: ~~Jan. 22, 1982xxxx~~, 2017

Prior Dates Amended: Oct. 31, 2014 (recodified)

Review Date: August ~~2019~~2020

I. Purpose

To set forth policy regarding teaching assignments for instructional faculty.

II. Definitions

No policy specific or unique definitions apply.

III. Board of Regents Policy

A. The instructional faculty of the University of Hawai'i has duties and responsibilities that encompass a number of professional activities in addition to teaching. The nature and scope of these additional duties depend on the particular mission of the unit and program and the relationship of that mission to the faculty member's professional qualifications. As instruction is the university's highest priority, however, teaching remains the most important duty of its faculty. This policy sets standards for the assignment of the instructional component of faculty responsibilities.

1. Except as otherwise provided herein, the standard teaching assignments for full-time instructional faculty shall be as follows:
 - a. 24 semester credit hours per academic year at the University of Hawai'i at Mānoa,

b. 24 semester credit hours per academic year at the University of Hawai'i at Hilo,

c. 24 semester credit hours per academic year at [University of Hawai'i - West O'ahu](#), and

d. 27 semester credit hours per academic year in the community colleges.

2. The teaching assignments in section [aA](#). above refer to classroom lecture instruction. For other modes of instruction (clinical practice, laboratory, online, thesis supervision, etc.), each chancellor shall develop and recommend:

a. An appropriate measure of the instructional activity (contact hours, number of students supervised, etc.), and

b. An equivalence relating the designated measure to semester credit hours.

It is expected that the development of appropriate equivalents will involve consultation of the appropriate faculty, department chairpersons, and academic deans.

Such equivalents shall be reviewed and approved by the president and reported to the board upon their establishment or subsequent revision consistent with board policy

3. Teaching assignments for part-time instructional faculty or for faculty paid less than full-time from instructional funds shall be as in section A. above pro-rated by their fractional full-time equivalent in instruction.

4. In recognition of the diverse responsibilities of the university and its faculty, each chancellor shall develop and recommend equivalents for specific non-instructional activities that are consistent with and in furtherance of the mission of the university unit and program.

It is expected that the development of appropriate equivalents will involve consultation of the appropriate faculty, department chairpersons, and academic deans.

The definition of these equivalents shall include:

a. A description of the professional activities for which they may be granted,

- b. An explanation of the relationship of these activities to institutional and program mission and priorities, and
- c. Guidelines for determining the circumstances which warrant granting them.

Such equivalents shall be reviewed and approved by the president and reported to the board upon their establishment or subsequent revision consistent with board policy. The implementation of this policy shall be the responsibility of the chancellors of the respective units.

5. The teaching equivalences for every unit shall be publicly posted online and readily available directly from a single point on each campus website.

6. Each unit shall ensure against discriminatory teaching assignments. In addition, chancellors shall establish procedures to monitor the effectiveness of teaching reductions for non-instructional duties.

B. All tenured and tenure-track faculty will make available to the public a curriculum vitae. This will be posted electronically.

Draft 5/10/16 12/12/16

Executive Policy Chapter 9 Personnel
Executive Policy EP 9.xxx, Teaching Assignments for Instructional Faculty
Effective Date: xxxx, 2017
Prior Dates Amended: new policy
Responsible Office: Office of the Vice President for Academic Planning and Policy
Governing Board of Regents Policy: RP 9.214 Teaching Assignments for Instructional Faculty
Review Date: xxx, 2020

Draft 121116

I. Purpose

- A. To clarify the responsibilities related to the posting of the teaching equivalencies and the faculty's curriculum vitae.
- B. To clarify the responsibility of the faculty in providing a current curriculum vitae.

II. Definitions

No policy-specific or unique definitions apply

III. Executive Policy

- A. Teaching Equivalencies
 - 1. The President delegates to the Chancellors the responsibility of publicly posting the teaching equivalencies for every unit from a single point on each campus website.
- B. Curriculum Vitae
 - 1. A curriculum vitae includes, at a minimum, a summary of the faculty member's teaching, research, service and other professional activities.
 - 2. Each tenured or tenure track faculty shall maintain and update their own curriculum vitae at least every two years.
 - 3. The curriculum vitae shall be available on a publicly-posted campus website accessible to the public.
 - 4. The campus administration will assist, as needed, in the posting of a faculty member's curriculum vitae.
 - 5. The curriculum vitae posted to comply with this policy, shall not be used for evaluative purposes.

IV. Delegation of Authority

- A. The President delegates to the Chancellors the responsibility of publicly posting the teaching equivalences for every unit from a single point on each campus website.

V. Contact Information

The Office of the Vice President for Academic Policy and Planning. Phone number 9566897 or email, evpaa@hawaii.edu

VI. References

None

Approved:

David Lassner
President

<Date>