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## Faculty Congress Officers' and Committee Chairs' Course Releases and Course Overloads

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### Memorandum of Understanding

Between

University of Hawaii at Hilo Faculty Congress

and

Vice Chancellor for Academic Affairs

This Memorandum of Understanding (MOU) sets forth the terms and understanding between the UHH Faculty Congress (FC) and the UHH Vice Chancellor for Academic Affairs (VCAA) to provide course releases or course overloads for FC officers and committee chairs.

#### **Background**

Historically, FC officers and committee chairs have received course releases or course overloads for their work; however, the funding for the releases and overloads has neither been clear nor consistent.

Committee	Fall Course Release/Overload	Spring Course Release/Overload
FC Chair	1	1
FC Vice Chair		1
FC Secretary		1
Academic Policy Committee Chair		1
Assessment Support Committee Chair	1	1
Academic Program Review Advisory Committee Chair		1
Budget Committee Chair	0	0
Curriculum Review Committee Chair	1	0
General Education Committee Chair	1	1
Student Success and Admissions Committee Chair	0	0

#### **Purpose**

This MOU will provide a clear understanding of the FC course releases and overloads, so that they may be budgeted for each academic year.

**Reporting**

At the end of each academic year, FC officers and committee chairs who receive course releases and course overloads will provide a report of the activities they completed during the past academic year. These reports will be delivered to the Chair of Faculty Congress by the end of the first week in May. The Chair of Faculty Congress will review and deliver the reports to the VCAA by the end of the second week in May. The reports will be posted on the Standing Committee Web Page at <http://hilo.hawaii.edu/uhh/congress/committees.php>

Together, the Chair of Faculty Congress and the VCAA will evaluate the effectiveness and adherence to this agreement during the summer months prior to the start of each academic year.

**Funding**

The Chair of Faculty Congress will provide the VCAA with a list of FC officers and committee chairs, as well as their plans for course releases and course overloads, for the upcoming academic year by the end of the first week in August of that year. The VCAA will provide the funding for the course releases and course overloads for the FC officers and program chairs.

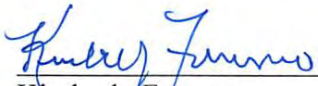
**Duration**

This MOU is at-will and may be modified by mutual consent of the Chair of Faculty Congress and the VCAA. This MOU shall become effective upon signature by the Chair of FC and the VCAA and will remain in effect until modified or terminated by any one of the partners by mutual consent.

**Contact Information**

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 Date: July 16, 2014  
Kimberly Furumo  
Chair, Faculty Congress

 Date: July 16, 2014  
Matthew Platz  
Vice Chancellor for Academic Affairs