

COMPLIANCE AUDIT CHECKLIST FOR REAFFIRMATION OF ACCREDITATION

(For Pilot 2 institutions)

Name of Institution: University of Hawai'i at Hilo

Review Date: Fall 2013

Instructions to institution:

Please provide a link to each document designated below, or note where hard copies are filed. Be sure that the reviewer will be able to see where this document is published or located. If the listed document is not available but a comparable document is available, please reference that document. Information or policies published in the institution's Catalog can be referenced as such and not repeated. If a requested document or policy is not applicable to the institution, please mark NA.

The Commission expects institutions to complete the compliance audit once. In subsequent reaffirmation reviews, the institution will update only those documents that have been revised.

Instructions to team:

Please attach this form to the team report. Missing documents should be noted in the recommendations section of the team report as appropriate.

CFR	Documents Required	Link to Website or Document Portfolio	WASC Check
1.1	Mission statement	http://hilo.hawaii.edu/catalog/mission.html http://hilo.hawaii.edu/strategicplan/2011-2015plan.php#mission	
1.2.	Public posting of student achievement (retention/graduation, student learning) if not in Catalog	http://hilo.hawaii.edu/uhh/iro/student_persistence.php	
1.3	Organization chart	http://hilo.hawaii.edu/chancellor/documents/Chancellor_Organization_Chart_Aug_2013.pdf http://hilo.hawaii.edu/uhh/vcaa/documents/UH_Hilo_VCAA_Organization_Chart_AUG2013.pdf http://hilo.hawaii.edu/uhh/vcsa/documents/UHHDSAOrgChart.pdf	
1.4	Academic freedom policy	http://hilo.hawaii.edu/uhh/teaching/handbook/AcademicFreedom.php	
1.5	Diversity statements and procedures; also for accommodations of disabilities	http://hilo.hawaii.edu/eoaa/DiversityRecruitingResources_000.php http://hilo.hawaii.edu/research/edge.php http://hilo.hawaii.edu/studentaffairs/uds/students.php http://hilo.hawaii.edu/eoaa/DisabilityAccess.php	

1.6	Documents setting forth the authority of a controlling or sponsoring entity that is affiliated with the accredited institution, if any	<p>The following is the link to the Board of Regents on the University of Hawai'i System webpage that states: "The affairs of the University of Hawai'i [system] fall[s] under the general management and control of the Board of Regents. The board formulates policy and exercises control over the university through its executive officer, the university president. The board has exclusive jurisdiction over the internal structure, management and operation of the university [system]."</p> <p>http://www.hawaii.edu/offices/bor/</p>	
1.7.a	Catalog (online <u>X</u> , hard copy <u> </u>) with complete program descriptions, graduation requirements, grading policies	http://hilo.hawaii.edu/catalog/	
1.7.b	Student complaint and grievance policies	http://hilo.hawaii.edu/policies/documents/AcademicComplaintPolicy.pdf	
1.7.c	Grade appeals policies	<p>Imbedded in the Academic Complaint Policy:</p> <p>http://hilo.hawaii.edu/policies/documents/AcademicComplaintPolicy.pdf</p>	
1.7.d	Faculty complaint and grievance policies	http://uhpa.org/grievances/article-xxiv-grievance-procedures/?searchterm=grievance	

1.7.e	Staff complaint and grievance policies	<p>http://hilo.hawaii.edu/eeoaa/documents/a9920.pdf</p> <p>Per the EEOC Officer and Human Resources, UH Hilo follows procedures set by individual unions regarding complaints/procedures. APTs, clerical, white collar professionals, and registered professional nurses fall into several bargaining units in the Hawaii Government Employees Association (HGEA). On the union website, the following is stated: "HGEA is responsible for daily enforcement of the collective bargaining agreements for the more than 27,000 members in Units 2, 3, 4, 6, 8, 9 and 13. They are responsible for receiving and investigating member complaints/concerns, and filing/presenting formal grievances. The staff also assists members in reorganizations, consultations, unemployment, and interpretation of rules, regulation, and policies and procedures related to conditions of employment. To find the HGEA union agent that represents your department or unit, login to your Members Only account and look for the box labeled 'My Union Agent'. Your bargaining unit and corresponding contract & salary schedule can also be found when you login to your Members Only account."</p> <p>http://www.hgea.org/AboutUs/Services.aspx</p> <p>United Public Workers or UPW is the third union (the faculty are represented by UHPA) which represents Blue collared and clerical staff. Their procedures for grievances and complaints are not accessible to individuals outside of the union. Copies of pertinent section of the HGEA and UPW contracts are available in the Office of Human Resources</p>	
1.7.f	Employee handbook or equivalent	<p>http://hilo.hawaii.edu/uhh/teaching/handbook/</p> <p>http://hilo.hawaii.edu/uhh/vcsa/documents/DSANewEmployeeHandbook.pdf</p>	
1.7.g	Redacted examples of student transcripts with key that explains credit hours, grades, degree levels, and related interpretive information	<p>http://hilo.hawaii.edu/uhh/accreditation/documents/UGrecord.pdf</p> <p>http://hilo.hawaii.edu/uhh/accreditation/documents/GRecord.pdf</p> <p>Transcript Key:</p> <p>http://hilo.hawaii.edu/uhh/accreditation/documents/transcriptkey.pdf</p> <p>Information on Credits and Grades:</p> <p>http://hilo.hawaii.edu/catalog/credits-grades-and-examinations.html</p>	
1.7.h	Policies for changing grades	<p>"Grading and Grade Changes" posted January 2010 (Word document)</p> <p>http://hilo.hawaii.edu/policies/</p>	

1.7.i	Tuition and fee schedule	http://hilo.hawaii.edu/uhh/bo/tuition_schedule.php	
1.7.j	Tuition refund policy	http://hilo.hawaii.edu/uhh/bo/TuitionandFeeRefunds.php	
1.7.k	Policy on credit hour/award of credit; processes for review of assignment of credit; examples of reviews of syllabi to ensure equivalency among kinds of courses	http://hilo.hawaii.edu/policies/documents/UHHCreditHourPolicy6-1.10.13.pdf http://hilo.hawaii.edu/catalog/credits-grades-and-examinations.html	
1.7.l	Policy on human subjects in research, if applicable	http://www.hawaii.edu/irb/html/about.php	
1.8	Independent annual audits of finances	Please refer to the Annual Report submitted by UH Hilo The link to the larger UH system audit by Accuity can be found here: http://www.hawaii.edu/offices/2012-2011-consolidated-financial-statements.pdf	
2.1	List of degree programs, showing curriculum and units for each	http://hilo.hawaii.edu/catalog/degrees-and-certificates-offered.html	
2.2	For associate and bachelor's degrees: General education requirements	http://hilo.hawaii.edu/catalog/baccalaureate-degree-requirements.html http://hilo.hawaii.edu/academics/gened/	
2.6	Placement data, if available	See "Student Learning Resources" http://hilo.hawaii.edu/uhh/iro/academic.php	
2.7	Program review process and schedule	http://hilo.hawaii.edu/uhh/vcaa/documents/PR2013wc.pdf http://hilo.hawaii.edu/uhh/vcaa/documents/Programreviewschedule2009-2017_2-5-13.pdf http://hilo.hawaii.edu/uhh/vcaa/ProgramReview.php	
2.8	Policies re faculty scholarship and creative activity	See "Goal 2" in the new Strategic Plan http://hilo.hawaii.edu/strategicplan/2011-2015plan.php#goal2 http://hilo.hawaii.edu/research/ http://www.hawaii.edu/ansc/IACUC/ http://hilo.hawaii.edu/uhh/vcaa/personnelpoliciesandprocedures.php	
2.10	Policy on student evaluation of faculty	http://hilo.hawaii.edu/uhh/teaching/handbook/CourseEvaluation.php	

2.12	Academic calendar	http://hilo.hawaii.edu/registrar/currentterm.php	
2.13	Examples of recruitment and advertising materials	http://hilo.hawaii.edu/blog/chancellor/files/2012/07/UHHViewbook_2011.pdf	
2.14	Policy on transfer of credit	http://hilo.hawaii.edu/studentaffairs/admissions/transfer.php http://hilo.hawaii.edu/policies/documents/transfercredits.pdf http://hilo.hawaii.edu/policies/documents/GeneralEducation_Transfer.pdf	
3.1	Staff development policies	http://hilo.hawaii.edu/pro_development/	
3.2	List of faculty with classifications, e.g., core, full-time, part-time, adjunct, tenure track, by program as relevant	http://hilo.hawaii.edu/uhh/vcaa/ListofFaculty.php (in progress)	
3.3.a	Faculty evaluation policy and procedures	http://hilo.hawaii.edu/policies/documents/Courseevaluations.pdf http://hilo.hawaii.edu/uhh/teaching/handbook/CourseEvaluation.php http://hilo.hawaii.edu/uhh/vcsa/documents/DSAFacultyTPRCHandbookMay-2013.pdf	
3.3.b	Faculty handbook or equivalent	http://hilo.hawaii.edu/uhh/teaching/handbook/	
3.4	Faculty development policies	http://hilo.hawaii.edu/uhh/vcaa/FacultyDevelopmentPolicies.php (in progress)	
3.4.a	Faculty orientation policies and procedures	(in progress)	
3.4.b	Policies on rights and responsibilities of non-full-time faculty	Larger policy pertaining to all part-time faculty is in progress. However, lecturers who teach seven credits or more per term are covered by the Union Contract under Article XIII: Faculty appointments not eligible for tenure (p. 29-30): http://uhpa.org/uha-bor-contract/100129-2009-2015-agreement-for-website.pdf/view	
3.5.a	Most recent financial aid audits	Please refer to the Annual Report submitted by UH Hilo System statement can be found at the following link (with UH Hilo-specific information on pages 84-88): http://www.hawaii.edu/offices/2012-2011-consolidated-financial-statements.pdf	
3.5.b	Last federal composite score if applicable	NA	

3.5.c	Last report of two- and three-year cohort default rates	http://hilo.hawaii.edu/financialaid/other_info.php	
3.9.a	List of governing board members with CVs	http://www.hawaii.edu/admin/regents/index.php http://www.hawaii.edu/admin/executives/index.html	
3.9.b	List of governing board committees with members	https://www.hawaii.edu/offices/bor/committees.html	
3.9.c	Minutes of board meetings for last two years (where located; not the actual minutes)	http://www.hawaii.edu/offices/bor/archive/	
3.9.d	Governing board bylaws and operations manual	https://www.hawaii.edu/offices/bor/policy/index.html	
3.10.a	CEO biographical information	http://hilo.hawaii.edu/blog/chancellor/about/donald-straney-bio/	
3.10.b	Policy and procedure for the evaluation of president/CEO	See item 6 "Administrative Review": http://hilo.hawaii.edu/uhh/congress/bylaws.php See also page 30 of the BOR policies: http://www.hawaii.edu/offices/bor/policy/borpch9.pdf	
3.11.a	Faculty governing body charges, bylaws and authority if applicable	http://hilo.hawaii.edu/uhh/congress/bylaws.php	
3.11.b	Faculty governance organization chart if applicable	The Faculty Congress website shows the structure for membership, officers, and representatives: http://hilo.hawaii.edu/uhh/congress/charter.php The following websites show the roll of faculty in decision-making: http://hilo.hawaii.edu/policies/documents/PolicyProposalFlowchartNotesFINAL10-6-09.pdf http://hilo.hawaii.edu/policies/documents/CurriculumReviewFlowDiagramNotes10-6-09-FINAL.pdf	
4.1	Strategic plan and related documents	http://hilo.hawaii.edu/strategicplan/2011-2015plan.php	
4.2	Description of planning process including plan for monitoring of implementation	See Strategic Plan Performance Indicators http://hilo.hawaii.edu/uhh/iro/mission.php The planning process is laid out on the following website: http://hilo.hawaii.edu/strategicplan/planprocess.php	

4.4	New program approval process	http://hilo.hawaii.edu/curriculumcentral/documents/3.aCCProposeaNewUndergradProgramREV9-11.pdf http://hilo.hawaii.edu/uhh/vcaa/documents/e5201BORpoliciesonhowtoapply.pdf	
4.5	Description of institutional research function and staffing	http://hilo.hawaii.edu/uhh/iro/ Our local IR is also supported by the system Institutional Research and Analysis Office http://www.hawaii.edu/iro/	
4.8	List of major industry or other advisory committees	http://vadmin.uhh.hawaii.edu/UHHiloArtAdvisoryCommittee.php http://artscenter.uhh.hawaii.edu/UHHiloPerformingArtsCenterAdvisoryCommittee.php http://hilo.hawaii.edu/uhh/teaching/DLAdvisoryCommittee2011.php http://hilo.hawaii.edu/uhh/vcsa/DiningServicesAdvisoryCommittee.php http://www.malamamaunakea.org/ http://hilo.hawaii.edu/catalog/hawaii-sbdc.html http://hilo.hawaii.edu/diversity/ http://www.hawaii.edu/offices/bor/athletic/ See "Student Life Center Advisory Committee": http://hilo.hawaii.edu/rec/staff.php	

Team Comments:

Accuracy and Availability of Records: Team Only

	Policies and procedures for students, faculty and staff are stated consistently in all media	
	Policies, procedures, and information are readily available to relevant constituents	
	Records are accurate and up to date	

Team Comments: