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

Memorandum of Understanding

Between

University of Hawai'i 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. This was made clear in an MOU dated July 16, 2014.

Committee	Fall Course Release Overload	Spring Course Release/Overload
FC Chair	1	1
FC Vice Chair	1	
Academic Policy Committee Chair	0 (no annual report, no response)	
Academic Program Review Advisory Chair	1	
Adhoc Faculty Development Chair	1 (declined)	
Assessment Support Committee Chair	1	1
Academic Affairs Advisory & Budget Comm.Chair	1 (declined)	
Curriculum Review Committee Chair	1	
General Education Committee Chair	1	
Student Success and Admissions Committee Chair	1	
FC Secretary	1	

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 the Faculty Congress by the end of the first week in May. The Chair of the 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 the 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 will remain in effect until September 30, 2016 or the time at which all payments have been made. This MOU shall become effective upon signature by the Chair of FC and the Vice Chancellor of Academic Affairs.

2015-2016 Faculty Congress Executive Committee:

Jean Ippolito, Faculty Congress Chair
Faith Mishina, Faculty Congress Vice Chair
Jon Goebel, Faculty Congress Secretary
Yumiko Ohara, General Education Committee Chair
Seri Luangphinit, Assessment Support Committee Chair
Faith Mishina, Student Success and Admissions Chair
Roberta Barra, Budget Review Committee Chair
Norbert Furumo, Curriculum Review Committee Chair
Mitchell Anderson, Program Review Committee Chair
James Beets, Academic Policy Committee Chair

Contact Information

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Jean M. Ippolito Date: August 11, 2015
Jean Ippolito
Chair, Faculty Congress

Matthew Platz Date: August 10, 2015
Matthew Platz
Vice Chancellor for Academic Affairs