Introduction

The University of Hawai‘i at Hilo Faculty Handbook 2009-2010 has been prepared with input of the College of Agriculture, Forestry, and Natural Resource Management; Ka Haka ʻUla O Keʻelikōlani College of Hawaiian Language; the College of Business and Economics, the College of Pharmacy, and the College of Continuing Education and Community Service; the university Library; the Office of Student Affairs; the Business Office; the Human Resources Office; and the Office of Technology and Distance Learning.

The handbook refers to many documents, almost all of which are available online. The online version of this handbook is posted at http://www.uhh.hawaii.edu/uhh/teaching; the print version is published each August for distribution at New Faculty Orientation.

In this document, the following abbreviations are used for the six colleges:

CAFNRMC College of Agriculture, Forestry, and Natural Resource Management
CAS College of Arts and Sciences
CHL Ka Haka ʻUla O Keʻelikōlani College of Hawaiian Language
CoBE College of Business and Economics
CoP College of Pharmacy
CCECS College of Continuing Education and Community Service

The information in this handbook is checked each summer for accuracy and currency. However, UH Hilo is a dynamic institution, with policies and procedures changing over time. To ensure that the university operates under the most accurate and up-to-date information, readers are encouraged to check with the appropriate office when any doubt arises.

Email questions, corrections and updates for the 2009-2010 handbook edition to the dean of the College of Continuing Education and Community Service at komenaka@hawaii.edu

UH Hilo is an equal opportunity/affirmative action institution. The online version of the faculty handbook will be made available on request in alternative form for people with print disabilities.
Key Contacts: Where to Get Help

Senior colleagues and division or college clerical staff can answer many questions about how to get things done, where to go, and whom to see. Here is a list of some of the most frequently consulted offices and phone numbers. (When dialing from on campus, dial the extension as listed. When dialing from off campus, precede the extension with the prefix 97 for extensions beginning with 4; dial the prefix 93 for extensions beginning with 3.)

Academic Year Calendar
http://www.uhh.hawaii.edu/studentaffairs/records

Administration
Chancellor x47444
Vice Chancellor Academic Affairs x47707
Vice Chancellor Administrative Affairs x 47750
Vice Chancellor Student Affairs x47334

Advising Center x47688
Auxiliary Services x47369
Bookstore x47348
Business Office x47404

Colleges
Agriculture, Forestry & Natural Resource Management x47393
Arts & Sciences x47300
Div. Humanities x47479
Div. Natural Sciences x47383
Div. Social Sciences x47460
Business and Economics x47400
Hawaiian Language x47342
Continuing Education/Summer Session x47664

Campus switchboard x47311
Counseling for students x47399

Computer, internet, software problems in offices and classrooms help desk x38858
or submit problem report at http://www.uhh.hawaii.edu/uhh/otdl/helpdesk

Class list for current semester:
http://myuhportal.hawaii.edu

Course Schedule for current or next semester
http://www sis.hawaii.edu/uhdad/ avail.classes?i=

Distance Learning Programs x47664
Candace Wheeler marthaw@hawaii.edu
April Scuzzo komenaka@hawaii.edu

EEO/AA Office x30824
Director Kelly Oaks koaks@hawaii.edu

Faculty Training/Support for PC and Mac instructional technology and pedagogy
Robert Chi x33188, x47573
rchi@hawaii.edu

Faculty Union questions and contract
Campus representative:
Karla Hayashi karlah@hawaii.edu

Faculty Union
University of Hawai‘i Professional Assembly website: http://www.uhpa.org
x47545

Job-related questions
Human Resources Office x47449

Kilohana: The Academic Success Center
http://www.uhh.hawaii.edu/kilohana/
Director Amelia Shapiro x33421
amelia.shapiro@hawaii.edu
Math Lab (peer tutoring), Zorana Lazarevic, zl@hawaii.edu x47453
Writing Center (peer tutoring) Karla Hayashi karlah@hawaii.edu x47545

Mookini Library web page
http://library.uhh.hawaii.edu

Library Administration x47759
Circulation X47344
circ@hawaii.edu
Reserves x47344
reserve@hawaii.edu
DVDs/Videos X47345
avhilo@hawaii.edu
AV Equipment X47345
Library Instruction saxton@hawaii.edu
Interlibrary Loan X47345
illhilo@hawaii.edu
Reference & Information moozioni@hawaii.edu
Distance Learning support saxton@hawaii.edu

Multimedia equipment: loans x47525

Personnel review and application process
Your division chair, dean, or director

Purchasing: Your division or college secretary or
Business Office x47404
Records & Registration     x47322
Office of the Registrar
University Registrar
Cathy Zenz zenz@hawaii.edu

Reserve a classroom for a special event:
Events on school days ending by 4:30 pm:
   CAS Dean’s Office     x47300
Events on school days beginning or running past
   4:30: CCECS     x47664
Events on weekends, summers:
   CCECS     x47664

Reserve a room at the Campus Center:
   complete a request form at
http://www.uhh.hawaii.edu/campuscenter

Security     x47911

Software training and online course development
   Faculty development lab UCB 120     x33188
   rchi@hawaii.edu

Student Conduct Concerns:
   Your department chair, division chair, dean or
director, or Dean of Students
   x30859

Summer Session     x47664
   Summer Session Coordinator
   Corinne Tamashiro     corinne@hawaii.edu

Writing Intensive courses
   Writing Intensive Coordinator
   Karla Hayashi     karlah@hawaii.edu

   Writing Intensive online application
http://www.uhh.hawaii.edu/academics/wi/facapp.php
**Academic Advising**

Academic Advising Policy  
Advising Essentials  
Online Advising Resources  
Placement Exams  
Policies and Forms

**UH Hilo Policy on Academic Advising.** Academic advising is an important responsibility of all full-time faculty. Students without a declared major are advised by the Advising Center. Every student who has declared a major is assigned a faculty advisor in the major department. Each program determines its own procedures for advising majors including the distribution of the advising responsibilities among its faculty.

Faculty are responsible for advising regarding all academic requirements in their respective major, including General Education

Students who have not yet declared a major are advised by the staff of the UH Hilo Advising Center and by faculty members throughout the college who do not have large numbers of advisees. Every student who has declared a major is assigned a faculty advisor. Advisor Search is available online at [http://www.uhh.hawaii.edu/studentaffairs/advising/advisors/](http://www.uhh.hawaii.edu/studentaffairs/advising/advisors/)

Faculty will find links to a wealth of advising resources at the Advising Center webpage: [http://www.uhh.hawaii.edu/studentaffairs/advising/#](http://www.uhh.hawaii.edu/studentaffairs/advising/#) as well as details of General Education, graduation, and major requirements in the UH Hilo General Catalog at [http://www.uhh.hawaii.edu/catalog](http://www.uhh.hawaii.edu/catalog)

To track department course and section enrollments and to see which courses are closed or still have available seats, go to [http://myuh.hawaii.edu/uhdad/avail.classes?i=HIL](http://myuh.hawaii.edu/uhdad/avail.classes?i=HIL) and click on the link to the current semester course schedule. Or go to [http://myuhportal.hawaii.edu](http://myuhportal.hawaii.edu), log in using your hawaii.edu username and password, and click on the link “check class availability.”

**The UH Hilo Advising Center** is located in PB2. The staff and advising coordinator work with new students and students who have not yet declared a major. Functions of the center include, among others:

- Providing advising to undeclared majors
- Advising students conditionally readmitted following academic dismissal
- Providing information on general education and graduation requirements for all majors
- Serving as a referral center to other resources on campus
- Providing training and information for faculty advisors

For more information, contact Kainoa Ariola, advising coordinator, at 974-7688 or email kariola@hawaii.edu.
**Advising Schedule.** Students without an advisor, including those who have not declared a major, can make an appointment at Advising Center during office hours throughout the school year and summer by calling 974-7668 or walking into the offices in PB-2.

- **Orientation for Incoming Students**
  Advising events ranging from group and one-on-one advising, are scheduled throughout the week of Orientation for incoming students and in preparation for regular registration.

- **Summer Advising for Incoming Students**
  Opportunities for early advising and registration events for incoming students are scheduled during the summer months in preparation for the fall semester and are coordinated by the division of student affairs.

- **Early Advising and Registration for Currently Enrolled Students**
  Advising for currently enrolled students takes place toward the end of each semester (November during the fall semester, April during the Spring semester), so that students can take advantage of early registration for the next semester.

**Online Advising Resources**

**Advising Resources.** You will find a comprehensive collection of policies, procedures, and current registration information on the faculty section of the "UH Hilo Advising Center" webpage of the UH Hilo web site, including an online advising handbook:
http://www.uhh.hawaii.edu/studentaffairs/advising/development.php

A comprehensive review of students’ records is available through STAR for Advisors. STAR provides current reports on each student’s course work at UH Hilo, at all institutions in the UH system, as well as courses accepted in transfer from institutions outside the system. Progress in General Education, graduation requirements, and major requirements is also reported in STAR,

STAR information system can be accessed by faculty advisors and administrators only on authorized computers on campus: https://www.star.hawaii.edu:10011/admininterface.

Training in STAR is available to all faculty through arrangement with the Office of the Registrar (974-7326) or the Advising Center (974-7688). The first step is to obtain security clearance for STAR; start this process at http://www.uhh.hawaii.edu/studentaffairs/records/BannerStarAccess.php#STAR

Students also have access to their graduation audit reports through STAR for Students through MyUH Portal.

**General Education requirements.** Current GE requirements are listed in the current catalog and online on the Academics webpage: http://www.uhh.hawaii.edu/academics

Also available online: the catalog description of the current GE program at http://www.uhh.hawaii.edu/catalog/gen-ed-requirements.html
See also a checklist of GE (and graduation) requirements, with college-to-college variation noted: http://www.uhh.hawaii.edu/forms/gened_reqt_wksht.pdf

General education requirements are waived for students who have earned an AA or a BA degree prior to official matriculation to UH Hilo.

**Graduation requirements.** Current graduation requirements are listed in the university catalog. Like GE requirements, these vary from college to college. A summary checklist of CAS requirements is posted online at http://www.uhh.hawaii.edu/forms/cas/advisor_chk_grad_reqts.pdf

**Placement Exams**

Students must take placement exams in order to register for some classes. A compiled list of placement exams is available online at: http://www.uhh.hawaii.edu/studentaffairs/advising/exams.php

- **Writing Placement Exam**
  Students who have not completed freshman composition/expository writing or the equivalent before coming to UH Hilo must take the Writing Placement Exam, administered on the first day of advising week in the Fall and several times during the school year and summer. Based upon their performance in the exam, students are placed in English 10/22 (at the community college) or in English 100, 100T, 100H, or in ESL 100 or ESL 100T. Results of the exam are posted on line in time for students to register for the current or following semester. If a student places into English 10/22, advise the student work with the Writing Placement Exam coordinator to enroll in classes at the community college. Registration and result retrieval are available on the WPE webpage: http://www.uhh.hawaii.edu/academics/wpe/

- **English Proficiency Exam**
  All non-native speakers of English must take the English Proficiency Test, given on the first day of advising week each semester. Depending upon their performance in the EPT, students may be required to complete specific courses at the English Language Institute on campus. For more details, visit the ELI website at http://www.uhh.hawaii.edu/academics/eli/english_proficiency.php

- **Math Placement Exam**
  Students who wish to take Math courses other than Math 100, 107, 108, 121, or above 206, but who have not taken previous college-level mathematics courses must take the Mathematics Placement Exam, administered at the beginning of advising week and in the Math Lab during the school year. Results are given to students immediately and are in the form of recommendations for specific math courses. Contact the Advising Center for current information: kariola@hawaii.edu

- **Chemistry Placement Exam**
  Students must take the Chemistry Placement Exam in order to register for CHEM 124, 124L, and 124D. Contact the Chemistry department for current information: nfurumo@hawaii.edu

- **Computer Competency Exam**
  Students who have been accepted and intend to enroll in Business courses at UH Hilo must take the Computer Competency Exam and pass the exam before they are able to register for any 300 or 400
level business courses, or to take QBA 260. For more details, visit the Computer Competency Exam
webpage at  http://www7.uhh.hawaii.edu/cce/

Additional information about these tests appears in the university catalog.

Policies and Forms

Policies and Forms. Academic regulations are listed in detail in the university catalog and are
posted on the university's academic policies webpage at_________.

After students acquire all necessary signatures, most forms are to be submitted to the Registrar’s
Office for processing and can be found online at:
http://www.uhh.hawaii.edu/studentaffairs/records/forms.php

• Modification requests. A creative advisor can help students to identify transfer courses and
substitute courses that might count towards GE, graduation, or the major and/or that might
enable the student to graduate somewhat earlier than planned. For CAS, CHL, an CoBE, the
student and advisor should complete a Request for Modification of Academic Requirement,
available from college or division offices or on-line at

For modification of a major, minor, or certificate requirement, the signature of the department
or program chair is required; for a GE or graduation requirement, the signature of the dean or
college director is required.

Queries about discrepancies or missing coursework on transfer credit evaluations
should be directed to the Admissions Office.

• Declaring or changing a major. Students are encouraged to declare a major upon earning 55
credits. The appropriate form is available at division or college offices or online at

• Graduation application. While it is the student’s responsibility to submit the application for
graduation in a timely manner, early in the semester preceding the semester of graduation, the
advisor can encourage her to do so. The graduation application form is available at the Office of
the Registrar or in college and division offices, and on line:

The form is submitted to the Business Office with payment for processing.

• Graduation in absentia. Students sometimes have occasion to go to another institution during
their last semester or last year of college and complete their degree requirements there. They
can apply to graduate in absentia from UH Hilo. The graduation in absentia form is available at
the Office of the Registrar, the offices of deans, directors, and divisions or online at

If graduation in absentia involves the National Student Exchange, students must also work with
UH Hilo’s NSE Coordinator at  x47389  or uhhnse@hawaii.edu
• **Course Overload Request.** Students can take up to 18 semester hours per semester, however students wishing to take more than 18 semester hours must request permission. The appropriate form is available at division or college offices or at http://www.uhh.hawaii.edu/studentaffairs/records/documents/registration_overload_ff.pdf

• **Prior Transfer Authorization Forms.** Students are able to receive prior authorization for credits to be earned at other institutions. This arrangement may involve the National Student Exchange or Education Abroad Programs. The appropriate form is available at the Office of the Registrar or online at: [http://www.uhh.hawaii.edu/forms/TransferCreditAuth.pdf](http://www.uhh.hawaii.edu/forms/TransferCreditAuth.pdf)

• **Academic Bankruptcy.** Students may declare academic bankruptcy for one semester at UH Hilo. The student’s cumulative GPA will be recalculated to exclude ALL grades from the bankrupt semester, however the grades from that semester will remain on the transcript. Copies of this form are available at the division or college offices or at the Advising Center [http://www.uhh.hawaii.edu/studentaffairs/records/documents/AcademicBankruptcyForm.pdf](http://www.uhh.hawaii.edu/studentaffairs/records/documents/AcademicBankruptcyForm.pdf)

• **Withdrawals.** Students wishing to partially withdraw from courses can use the MyUH Portal to do so, however they should be made aware of the withdrawal deadlines of the semester. These are stated in the Academic Calendar, posted at [http://www.uhh.hawaii.edu/studentaffairs/records](http://www.uhh.hawaii.edu/studentaffairs/records) and in the inside front cover of the current university catalog.

Complete withdrawals can be processed until the last day of instruction of the semester. The form is available at the Office of the Registrar, the UH Hilo Advising Center, and online at: [http://www.uhh.hawaii.edu/studentaffairs/records/documents/CompleteWithdrawalForm6-08.pdf](http://www.uhh.hawaii.edu/studentaffairs/records/documents/CompleteWithdrawalForm6-08.pdf)
Administrative Matters

Accreditation
Budgets
Parking
Press Releases
Purchasing
Student Employees

Accreditation. UH Hilo is fully accredited through Spring 2014 by the Senior Commission of the Western Association of Schools and Colleges (WASC). The Commission website is at http://www.wascsenior.org. Inquiries may be directed to the Commission at 985 Atlantic Ave., Ste. 100, Alameda, CA 94501, by email at wascsr@wascsenior.org, or by phone at 510-748-9001.

In addition, the BS in Nursing program is accredited by the National League of Nursing (NLN); the Teacher Education Program by the [Hawai’i] State Accreditation of Teacher Education (SATE); and the College of Business and Economics by The AACSB International--Association to Advance Collegiate Schools of Business. The College of Pharmacy has advanced to candidacy status by the Accreditation Council for Pharmacy Accreditation (ACPE); full accreditation is expected when the first cohort graduates in 2011.

Budgets. Annually, the Vice Chancellor for Academic Affairs makes allocations to each college and, in CAS, the dean provides an allocation to each division. The allocations are based on a number of factors including the current roster of personnel, previous allocations, planned additions and expansions, strategic initiatives, research funding, and various performance measures that may include

- Number of student semester hours taught
- Degrees and certificates granted
- Number of majors
- Class sizes
- Cost of delivering programs

Additions to the budget may also be made for specific program needs. These changes are the result of specific proposals to the legislature called Program Change Requests. The State of Hawai’i operates on a biennial budget system with a two-year budget funded during even numbered years. There is a supplemental budget during odd numbered years that accommodates small changes. Program Change Requests may be submitted to the Chancellor who will select those to be sent forward and prioritize the requests.

The budget is divided into two major categories – A: Personnel funds, B: Operating funds. Personnel funds include faculty salaries, lecturer salaries, and student wages. Operating funds include monies for telephone usage, copying, computer equipment, paper, maintenance contracts, etc. Funds may be moved from one category to the other provided permission is given by the Vice Chancellor for Administrative Affairs.

The UH Hilo Long Range Budget Development Committee was recently created. The committee’s goal is to provide:

- broad input to the chancellor and Chancellor's Cabinet regarding budget criteria
- strategies for obtaining additional university budget resources
• long range strategic planning for budget
• suggestions for methods of budget communication.

The committee will also assist the vice chancellor for administrative affairs to achieve transparency in budgeting by helping her to communicate user-friendly information on UH Hilo’s current budget status, the budget process for upcoming years, and other budget information affecting the campus.

**Parking.** Parking permits/passes are required during the fall and spring semesters from 6:00 am through 4:00 pm during class days. Parking permits are available on a first-come, first-served basis at the Parking Office in the Auxiliary Services Building. Permits are sold by the semester and/or academic year. The University’s permit adheres to the inside of your windshield by static. If you drive different vehicles, the permit can be transferred. Campus parking is closed from 12:00 midnight until 6:00 am, except Housing lots. Employees needing after-hours parking should contact the Parking Office for overnight authorization.

For persons demonstrating a need to park in various lots on campus (such as those with physical disabilities) a special use "S" permit is available.

Daily parking is $3. Visitors must buy a daily parking pass, good in all lots, from the Parking Office, the Main Entrance kiosk on Kawili Street, or at the Zone 6 Lanikaula Street entrance. Campus guests should see sponsoring University programs for validation stickers. Refunds, for short term visits, will be available if the pass is returned within 1/2 hour from the time of purchase.

Disability Parking: To park in a handicap stall on campus, a State of Hawai‘i Disabled Parking Placard and personal ID card is required 24 hours/7 days a week, and a University parking permit is also required during hours of enforcement. More information about parking is available online at [http://www.uhh.hawaii.edu/security/parking.php](http://www.uhh.hawaii.edu/security/parking.php).

**Student Employees.** The University has funds available each year to hire students for on-campus positions. Funds are “General” funds (state funds) and Work-Study funds (primarily from the federal government, awarded to a student based on financial need). Funds are allocated each year to the colleges. In addition, some research grants include funds to hire students as research assistants. If a faculty member is interested in employing a student to assist him/her, he/she should contact the college dean.

**Press Releases.** As a public institution, UH Hilo and its programs, activities, and plans are of special interest to the public. It is important to present the University both accurately and in the best possible light. In the interest of orderly, consistent management of the information released to the media, consult the Director of University Relations (x47567) or Director of Media Relations (x47642) before releasing such information. A complete statement of media relations policy and procedures for UH Hilo is posted at [http://www.uhh.hawaii.edu/uhh/vcaa/documents/MediaPolicyandProceduresJuly23.pdf](http://www.uhh.hawaii.edu/uhh/vcaa/documents/MediaPolicyandProceduresJuly23.pdf)
Campus Security and Safety

Services and Access
Crimes and Emergencies
Policies on Sexual Assault and Weapons

Services: Campus Security can be reached at 974-7911, 24 hours a day, 7 days a week, 365 days a year. Security Officers patrol the campus at all times. Along with routine patrol duties and traffic enforcement, other services include responding to emergencies and alarms, making emergency notifications, securing rooms and buildings, and conducting investigations. Routine facility and landscaping assessments are made to minimize hazardous conditions. Exterior lighting, doors, and shrubbery are checked for unsafe conditions and reported to the maintenance department, where repairs are given top priority. Upon request, Campus Security conducts presentations in crime prevention and campus security procedures. The University maintains good working relations with local and state law enforcement agencies.

Access to Campus Facilities: Most facilities and programs are open and available to the public during normal hours of operation. To ensure personal safety and facility security, strict key control is maintained. Persons wishing to use facilities after hours need to make prior arrangements, and should carry proper University identification.

To reserve facilities for university-related functions and events, contact the following offices well in advance:

- Classrooms for events on school days ending by 4:30 pm: CAS Dean’s Office x47300
- Classrooms for events on school days beginning or running past 4:30: CCECS x47664
- Classrooms for events on weekends, summers: CCECS x47664
- A room at the Campus Center: complete a request form at
  http://www.uhh.hawaii.edu/campuscenter
  Hou`olani Terrace (UCB 127): Walter Dudoit walterk@hawaii.edu or x30667

Crimes and Emergencies

Reporting Crimes and Emergencies: The University encourages the prompt reporting of all emergencies, violations, and criminal incidents to Campus Security by calling 974-7911. When a call is received, a Security Officer will be immediately dispatched. Often a quick report will aid in the apprehension of the suspect and/ or prevention of a crime. All reported incidents are investigated and recorded. Incidents also can be reported to any University employee.

Emergency Operations Plan: The University has an Emergency Operations Plan, which provides guidance to organize and direct the University’s operation in the event of an emergency or civil defense action. Emergencies include natural hazards such as storms, hurricanes, droughts, earthquakes, tsunamis and volcanic activity, as well as human-caused hazards such as unlawful assemblies resulting in riots, labor strikes, utility failures, chemical or radiological accidents, bomb and bioterroristic threats, shooting incidents, fires, and explores. The plan is available online at

In the event of emergency, faculty should call Campus Security at 974-7911.

Security and Crime Prevention Programs: A successful campus safety program needs the cooperation, involvement and support of University students and employees. Throughout the year, Campus Security joins the efforts of the Women’s Center, Counseling Center, Student Housing, and
Student Orientation to train, inform, and educate our campus community in 1) alcohol and drug awareness, 2) sexual assault, and 3) helpful tips on room, car, and personal safety / security.

You can help Campus Security help you by exercising these common sense precautions:

1. Report any suspicious persons or activities; report all incidents no matter how minor; report losses immediately.
2. Be sure to lock and secure all windows and doors; lock your cars and bikes; store valuables in the trunk.
3. Never loan keys to anyone (they are easily lost, stolen, or duplicated).
4. Mark or engrave your belongings; don't leave belongings and valuables unattended for any amount of time.
5. At night, travel and park in lighted areas; travel in pairs if possible; be aware of your surroundings.


**Policies on Sexual Assault and Weapons**

**Sexual Assault Policy:** The University will not tolerate acts of sexual assault on members of the campus community. Sexual assault is defined as any form of unwanted sexual contact. It does not require the use of physical force and can be the result of a threat, expressed or implied, that places a person in fear of bodily injury.

Reports of all sexual assaults can be made to any University employee or the police. Counseling Center and Women’s Center staff in particular are well-trained in working with victims of sexual assaults and following established protocols. With consent of the victim, all reports will be investigated by the proper authorities, and if desired, appropriate support services will be provided. Any University student or employee found having committed a sexual assault is subject to the provisions of Hawaii State Law, University policy and/or the Student Conduct Code. Statement of UH system and UH Hilo policies with regard to sexual assault is at [http://www.uhh.hawaii.edu/studentaffairs/conduct/policies.php](http://www.uhh.hawaii.edu/studentaffairs/conduct/policies.php)

**Weapons Policy:** The possession or use of lethal weapons on University premises is strictly prohibited. Lethal weapons include, but are not limited to, firearms, ammunition, spear guns, explosives, and dangerous substances. Any person found in violation is subject to the provisions of Hawaii State Law, University policy and/or the Student Conduct Code.
Conditions of Employment

Faculty Union Contract
Faculty Recruiting and Hiring
Employee Benefits
Paychecks
UH Hilo Policies on Teaching Load, Duty Period, Leaves
Consulting and Outside Employment

Faculty Union Contract.
A comprehensive statement of conditions of employment for faculty is provided by the contract between the University of Hawai‘i Professional Assembly (UHPA) and the Board of Regents of the University of Hawai‘i, posted at http://www.uhpa.org/uhpa-bor-contract

Faculty Recruiting and Hiring.
Allocation of faculty positions is determined during collaborative discussions of chairs of departments and divisions and by the deans and directors of colleges with the vice chancellor for academic affairs and other administrators.

Administrative Procedure A9.540, Recruitment and Selection of Faculty and Administrative, Professional and Technical (APT) Personnel, prescribes the procedures to be used in the recruitment and selection of faculty. These procedures are available at: http://www.svpa.hawaii.edu/svpa/apm/pers/a9540.pdf

Hiring procedures are monitored by the Office of Equal Employment Opportunity and Affirmative Action, which provides training, guidance, and resources for participants in the entire process of recruitment, search, and hiring. It is the policy of UH Hilo to provide equal opportunity and affirmative action in employment for all qualified individuals. The University rejects all forms of discrimination on the basis of race, sex, age, religion, color, national origin, ancestry, disability status, marital status, arrest and court record, sexual orientation, gender identity and expression, and status as a covered veteran. Anyone having questions regarding equal opportunity or affirmative action should contact the EEO/AA Office at 933-0824 or eeoaa@hawaii.edu.

UH Hilo is also committed to ensuring that recruitment and selection practices comply with the University of Hawai‘i Professional Association (UHPA) collective bargaining agreement. Anyone with questions or concerns regarding collective bargaining should contact their unit representative to UHPA; these are listed in “Faculty Rights and Responsibilities: UHPA” in this handbook.

Employee Benefits.
UH Hilo’s Human Resources office provides personal information and forms (x47449).

The university system’s Office of Human Resources maintains a webpage with comprehensive information on benefits available to university employees:
http://www.hawaii.edu/ohr/docs/benefits.htm

Faculty are entitled to participate in the tax-deferred annuity program; for details see http://www.pers.hawaii.edu/tda/tda-index.asp
Other useful links are provided at the university system’s faculty and staff resource page at http://www.hawaii.edu/faculty

Paychecks.
Faculty members on both academic year (nine month) contracts and calendar year (11 month) contracts are paid twice each month over the full 12-month period. Although every effort is made to assure prompt processing of information, new members of the faculty would be wise to anticipate a wait of approximately six weeks before receiving their first check. In an effort to decrease the delay, wherever possible the Human Resources (Personnel) Office sends the necessary employment forms to new faculty members before they arrive. These should be completed and returned to Human Resources promptly.

A variety of mandatory or optional deductions can be made from the paycheck. Mandatory deductions include state and federal taxes, FICA, Medicare taxes, and statutory union dues. Optional deductions include a variety of approved tax-sheltered annuities, periodic savings deposits, automobile insurance, medical insurance, employee organizations, United Way contributions, and so forth.

Direct deposit of paychecks can be arranged through the Human Resources office (x47449).

Teaching Load, Duty Period, Leaves

**UH Hilo Policy on Teaching Load. Released or Reassigned Time:** Faculty at UH Hilo have a semester teaching load of twelve credit hours; in practice, for tenured or tenure track faculty, three of those hours are considered released or reassigned time to permit faculty to engage in research and service activities. This released time is granted automatically for tenured and tenure track faculty and does not require approval. In addition, faculty can be reassigned or released from teaching for three or more credit hours to perform certain kinds of administrative tasks such as serving as the chair of the UH Hilo Congress or as a division chair. Chairs of departments which require an unusually large amount of administrative activity may also be granted released time. Faculty time can be "bought out" and reassigned to research with funds from extramural grants. All released time requests must be made in writing to the Dean through the Department Chair (and Division Chair, if appropriate), with final approval resting with the Vice Chancellor for Academic Affairs.

Occasionally, faculty may be compensated for teaching an additional course above the normal teaching load. This overload compensation is paid on a per credit basis according to rank, as provided in the UHPA Contract. Teaching during the summer session is on a voluntary basis and is determined according to the needs of each department. Summer faculty are compensated on a per credit basis, according to rank, as provided in the UHPA contract.

This campus policy statement is consistent with Board of Regents Policy 9-16.a,b. and Article IV, faculty union contract 2003-2009.
**UH Hilo Policy on Duty Period:** The duty period for 9-month faculty begins on Monday of the week prior to the beginning of instruction (except where a state holiday falls on the Monday, in which case, the duty period begins on Tuesday) for the Fall semester and ends with the submission of final grades at the end of the Spring semester. Faculty are expected to be on campus and available for activities such as (but not limited to) advising and faculty meetings. During the interval between semesters and during the spring recess, faculty members normally engage in professional activities. However, faculty members who do not have duties requiring their presence on campus may travel for personal reasons at their own expense.


There are procedures and forms associated with all leaves during the duty period. See your college or division secretaries to process applications for leaves. This campus policy is consistent with Article V, faculty union contract 2003-2009.

**UH Hilo Policy on Professional Leave from Classes:** When filing travel requests for off-island/out-of-state conferences, meeting, or other professional activities, faculty are to seek the approval of their department chair as to how their courses will be covered. Faculty are not to cancel classes or to send students to do independent work, since all courses are required to offer a specified number of "contact hours." Appropriate class coverage could include having a faculty colleague proctor an exam or in-class writing assignments, show films, or conduct discussions; posting a podcast lecture on-line or providing a videotaped lecture; inviting a guest lecturer; formally scheduling a library instructional session, etc.

**Travel requests** and travel completion reports must be filed during travel at any time during the year, and faculty are expected to engage in professional activities during the summer period to compensate for whatever number of days they miss during the duty period. See division secretary for travel request and travel completion forms, or download them from [http://www.fmo.hawaii.edu/FMIS/pdf/fmis04.pdf](http://www.fmo.hawaii.edu/FMIS/pdf/fmis04.pdf).

For further clarification on the duty period, consult Article VIII of the faculty union contract at [http://www.uhpa.org/uhpa-bor-contract](http://www.uhpa.org/uhpa-bor-contract).

**Sabbatical Leave.** The University of Hawaii’s policies regarding sabbatical and other leaves are detailed in UH Executive Policy E9.103 and in article VI-A the UHPA contract at [http://www.uhpa.org/uhpa-bor-contract](http://www.uhpa.org/uhpa-bor-contract).

Faculty should consult with their department chairs well in advance of submitting their requests for sabbatical to ensure that their courses can be adequately covered in their absence.
The UH Hilo application form for sabbatical leave is available from division/college offices. The system's guidelines and application form are at [http://www.hawaii.edu/sypa/apm/pers/a9400.pdf](http://www.hawaii.edu/sypa/apm/pers/a9400.pdf)

**Outside Employment**

**Consulting or Other Private Employment.** Faculty who engage in paid consulting or other outside activity during the duty period must inform the University in advance through the submission of UH Form 50 (Record of Outside Employment) through the division or college office. Faculty must limit consulting or other private employment to no more than one day, or an accumulation of eight hours, per calendar week.

The UH system policy on consulting and other private employment is stated in Board of Regents policy section 9-7, Outside Employment. Use UH Form 50 to report on outside employment; the form is available at division and college offices.
Course Assignment and Registration

UH Hilo Policy on Course Assignment and Scheduling
UH Hilo Policy on Enrollment Caps and Enrollment Management
Special Room/Facility Requirements
Registration

**UH Hilo Policy on Course Assignment and Scheduling.** Course assignment and scheduling are done by department chairs, in consultation with departmental faculty, division chairs, college directors, and the dean or his/her designee. In determining which classes should be offered, chairs balance the need for General Education courses, service courses, and major courses with faculty expertise. While faculty class time preference is taken into account, chairs and deans must make the most efficient use of limited resources, including ensuring that courses are offered in a variety of time slots to accommodate a wide range of students.

**UH Hilo Policy on Enrollment Caps/Enrollment Management.** The size of classes is determined by a combination of student demand, course content, UH system regulation, and room size.

Following System policy, each class offered through UH Hilo must enroll at least 10 students each semester except in special cases such as internships and directed readings. In most cases, classes that fail to enroll at least 10 students will be canceled, with the instructor reassigned to a course with higher demand. Exceptions can be recommended by the Dean for special circumstances. When a full-time faculty member's class is canceled and a lecturer is employed in the department, the lecturer is generally relieved of responsibility and the faculty member reassigned to that course.

**Special Room/Facility Requirements:** Faculty teaching in larger rooms should expect to teach larger enrollments, and faculty may be expected to teach early in the morning and during the evening. Faculty teaching seminar-style classes and Writing Intensive courses, which require smaller enrollment should expect to teach in smaller rooms.

Most classrooms offer multimedia capability; a few classrooms offer PCs for each student. Faculty Lists of the university's lists of teaching PC labs, multimedia instructional classrooms, open PC labs, student resource centers can be found at [http://www.uhh.hawaii.edu/uhh/otdl/acs/](http://www.uhh.hawaii.edu/uhh/otdl/acs/) Faculty may request these and other specially equipped classrooms when courses are being scheduled for the following semester. For information on opportunities to teach online or to use multi-media or computer facilities for teaching, see Instructional Technology and Online Teaching Resources in the Teaching Resources section of this handbook.

**Registration**

The **Registration Guide and Schedule of Courses** is distributed in hard copy in November for the spring semester and in April for the fall semester to all faculty. Students may purchase a copy at the
Bookstore. The schedule of courses is available online at http://myuh.hawaii.edu/uhdad/avail.classes?i=HIL. The online schedule is constantly updated with enrollment figures for all courses.

The academic calendar, final exam schedule, and information on tuition and fees are at the front of the printed schedule and are posted at http://www.uhh.hawaii.edu/studentaffairs/records/currentterm.php.

Information on these aspects of registration is also available in the Academic Advising section of this handbook and on the web at the Academic Advising webpage.

**Registration Periods:** Early registration begins in November for the spring semester; and in April for the fall semester. All continuing classified students who do not have registration holds are eligible to register early. Because many courses fill quickly, continuing classified students should register as early as possible. New students can register during the regular registration period, which begins the week before classes start each semester. Late registration begins during the first week of instruction and ends at the end of the second week of instruction.

See the Academic Advising section of the handbook for faculty advising responsibilities during early and regular registration.

Questions about registration should be directed to the Office of the Registrar at x47322.

**Tracking Enrollment in Courses.** Enrollments in courses in the current semester and, after early registration begin, for the following semester can be tracked by going to your MyUH account and clicking on “Class availability”; or by going to or by going directly to http://myuh.hawaii.edu/uhdad/avail.classes?i=HIL.
**Course Management**

Course Syllabus  
Textbook Orders  
UH Hilo Policy on Office Hours  
Class Lists, Closed Courses, Permits to Enroll  
Credit/No Credit, Credit by Examination  
Adding, Dropping, Withdrawing  
Effective Teaching Strategies and Excellence in Teaching Awards  
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UH Hilo Policy on Grading  
UH Hilo Policy on Incomplete Grades  
UH Hilo Policy on Posting Grades and Student Confidentiality  
UH Hilo Policy on Change of Final Grade  
UH Hilo Policy on Course Evaluation

**UH Hilo Policy on the Course Syllabus.** Every faculty member provides a formal course syllabus for each course. The course syllabus is a statement of the expectations of the instructor for student performance, evaluation and conduct. It should include information about texts or materials required, attendance policies (if any), the number and type of exams, reading and writing assignments, and grading criteria.

Note: In light of the work done by the Faculty Congress in response to WASC guidelines, student learning outcomes will need to be included in courses certified for General Education. Instructors of non-General Education courses are also encouraged to specify student learning outcomes.

Students have the right to expect the course to be conducted in accordance with the information provided in the syllabus, and a professor has the right to expect enrolled students to conform to the expectations and policies stated in the syllabus. The syllabus may determine the outcome of any dispute or complaint regarding the course. The university’s academic complaint policy can be found at [http://www.uhh.hawaii.edu/uhh/vcaa/documents/AcademicComplaintPolicy_004.pdf](http://www.uhh.hawaii.edu/uhh/vcaa/documents/AcademicComplaintPolicy_004.pdf)

A helpful checklist for syllabi and some exemplary UH Hilo syllabi are posted at the Teaching Resources website: [http://www.uhh.hawaii.edu/uhh/teaching](http://www.uhh.hawaii.edu/uhh/teaching). Click on “Syllabus Checklist.”

Syllabi should include:

- Information about how to contact the professor, including email, office telephone number, a number where messages may be left (normally the division or college office), and the professor’s office hours for on-campus courses or arrangements for regular online interaction for online courses (see Office Hours in the Faculty Responsibilities section of this handbook).
- Information about the course including the texts or materials required, attendance policies, the number and type of exams, reading and writing assignments, and grading criteria (See Grading)
• Important dates, including due dates for major assignments, exam dates, last date to elect the credit/no credit option, last date to withdraw from courses without grade penalty, any holiday or non-instructional dates. The academic calendar is posted at http://www.uhh.hawaii.edu/studentaffairs/records

A statement on university policy regarding withdrawals is in the withdrawals section below.
• A statement of the learning goals for the course. Almost all departments have a list of program learning goals which can be used in developing course goals; these are listed at http://www.uhh.hawaii.edu/uhh/accreditation/DeptGoalsMission.php
• A statement of how the course, upper division as well as lower division, promotes the goals of General Education, such as critical thinking (comparison of various theoretical accounts), writing (journal, summaries, research report), and so forth. The current UH Hilo GE goals are posted at http://www.uhh.hawaii.edu/academics

Instructors should be sure to include a significant graded assignment, due and returned to students well before the withdrawal deadline at the end of the eighth week of the semester, so that students can make an informed decision about whether or not to remain in the course.

Please include the following statements in your syllabi:

• Any student with a documented disability who would like to request accommodation should contact the University Disability Services Office at 933-0816 (V) or 933-3334 (TTY) Campus Center Room 311, as early in the semester as possible.
• Advising is a very important resource designed to help students complete the requirements of the University and their individual majors. Students should consult with their advisor at least once a semester to decide on courses, check progress towards graduation, and discuss career options and other educational opportunities provided by UH-Hilo. Advising is a shared responsibility, but students have final responsibility for meeting degree requirements.

Faculty may also wish to include a reference to the UH Hilo Student Conduct Code in their syllabus. Acts of academic dishonesty such as plagiarism and cheating are prohibited and are subject to consequences, as are other forms of misconduct such as disruptive behavior. Faculty may also wish to explicitly state types of behavior that are expected of students in the classroom for an effective learning environment, such as respectfully listening to the opinions and comments of others, turning off cell phones, and coming to and leaving class at the scheduled time. Establishing clear behavioral expectations may prevent problems from occurring in the classroom. The Student Conduct Code website (http://www.uhh.hawaii.edu/studentaffairs/conduct/includes suggestions for preventing and handling disruptive behavior in the classroom. See the Students Rights and Responsibilities, section of this handbook for more information about the UH Hilo Student Conduct Code.

For information on field course syllabi requirements, see division chair or college dean or director.

Textbook Orders
The division or college secretary will ask faculty members for textbook orders no later than October 1 for the following Spring semester, and April 1 for the following Fall semester. Faculty members are encouraged to take the book ordering process seriously because shipping costs make errors and late orders very expensive.
Publishers’ websites provide all information required for these orders, including ISBN number, author, edition, date of publication.

The Bookstore uses the exact information supplied by the faculty to process their orders. If there is an edition of a book other than the one you requested, the bookstore will not order it unless explicitly instructed to do so.

In making their orders, faculty members should estimate class enrollments as accurately as possible. Underestimates can result in desperate students lacking textbooks or in emergency air shipments which will be made at department expense.

Desk copies, instructor’s manuals, and similar materials are ordered by division/college secretaries at the request of faculty members at the time book orders are submitted.

The Campus Bookstore, part of the UH bookstore system, is located on the lower level of the Business Education Building. Students and faculty members can purchase textbooks, books of general interest, clothing with UH Hilo emblems, software, school and office supplies, souvenirs and sundry items. Computers and other hardware ordered online through the UH system bookstore are delivered via the campus bookstore.

Office Hours

| UH Hilo Policy on Office Hours. | Faculty members teaching a full load are expected to establish at least five hours per week during which they are available in their offices to meet with students. It is also common practice for faculty to offer “by appointment” hours in addition to the regular posted office hours. Office hours are posted on office door cards and on course syllabi. |

During fall and spring advising periods, faculty are expected to post additional office hours so that both advisees and students enrolled in their classes have adequate access to faculty time.

Faculty who teach distance learning courses are expected to be available to students on other sites by email or web bulletin boards, such that these students have access to their attention at the same level as do on-campus students. Many online instructors provide students with more frequent interaction than is possible in the traditional classroom format.

Class Lists, Closed Courses, Permits to Enroll

Class Lists. Each faculty can obtain current class lists for all of their currently scheduled courses from MyUH Web for Faculty at http://myuh.hawaii.edu. Lists provide student names, UH I.D. numbers, Hawaii.edu email addresses, major, and class status. (For more on this web student information system, see MyUH in the Teaching Resources section below.)

Faculty should verify the accuracy of their class lists during the first and second week of the semester while students who might not have registered can still add courses. Inaccurate class lists can have significant consequences for students who either are present but not officially enrolled or who do not officially withdraw from a class. Students who are not included in your class lists are not eligible to attend your class, and the instructor should notify such students of their status immediately.
If you are unable to retrieve a class list from MyUH, please contact your college or division office immediately for assistance.

**Tracking Enrollment in Courses.** Enrollments in courses in the current semester and, after early registration begin, for the following semester can be tracked by going to your MyUH account and clicking on “Class availability”; or by going to or by going directly to http://myuh.hawaii.edu/uhdad/avail.classes?i=HIL.

**Closed/Filled Courses and Waiting Lists.** In high-demand courses, faculty can expect that classes will become filled (closed) and that students will request permission to add the class.

In most cases, enrollment caps are based on classroom size, and Writing Intensive courses (described below) are capped at 20. Faculty are under no obligation to add students above the formal class limit. Some faculty maintain a waiting list and invite students to come to class the first week in case other students drop the course.

**Permission or Authorization to Enroll.** Faculty may permit a student to register for their own closed classes during the registration period, thus raising the class’s enrollment limit. They may also authorize students to enroll in their classes when students do not meet the approved prerequisites or, in the case of transfer students, when the prerequisite courses have not yet been posted on their UH Hilo records. Authorizations enable students to compete for the available seats in a course. An authorization does not allow a student to enroll in a closed (full) course; for that a “permit” is required.

To permit or authorize a student to enroll, the faculty member enters the appropriate information online through the MyUH Portal at [https://myuhportal.hawaii.edu](https://myuhportal.hawaii.edu)
Faculty can access an online tutorial at [http://myuhinfo.hawaii.edu/page/facultyfeatures.html](http://myuhinfo.hawaii.edu/page/facultyfeatures.html)

Alternatively, the faculty can have the student complete a **Registration Permit** form, sign it, and direct the student to submit the form to the division or college office for processing. The permit form is available in division and college offices and online at [http://www.uhh.hawaii.edu/pdf/registrationpermit.pdf](http://www.uhh.hawaii.edu/pdf/registrationpermit.pdf)
Because division and college clerical staff have many tasks during the registration period, faculty can help students and staff by handling their own permits and authorizations via [https://myuh.hawaii.edu](https://myuh.hawaii.edu).

To complete the enrollment process, the student must then access the MyUH Portal to register for the class. If the student does not register, he or she is not enrolled in the course.

**Credit/No Credit Option and Credit by Examination.**
Students can elect to take a course credit/no credit (Cr/NCr) rather than for a grade, although credit-no credit courses cannot be used toward the requirements for a major, and no more than 12 credits of CR/NC coursework can count towards degree requirements.

The only exception is in cases where only grades of credit/no credit (or pass/no pass at CoP) are assigned to all students, as in internships and practica. The student must declare credit/no credit status before the end of the third week of classes. Details are in the university catalog: [http://www.uhh.hawaii.edu/catalog](http://www.uhh.hawaii.edu/catalog)
Students can elect to complete up to 30 credits of course work by examination of various kinds. Detailed descriptions of the examinations and restrictions on credit-by-examination can be found in the university catalog: [http://www.uhh.hawaii.edu/catalog](http://www.uhh.hawaii.edu/catalog)

At UH Hilo, a student must earn the equivalent of a grade of C or higher to be awarded CR for a course taken Cr/NCr or for credit by examination. The deadline for exercising the credit/no credit option is the Friday at the end of the third week of instruction; the specific date is published in the Academic Calendar. See the university catalog: [http://www.uhh.hawaii.edu/catalog](http://www.uhh.hawaii.edu/catalog)

Once elected, a credit/no credit designation cannot be reversed. Students should be cautioned that credit/no credit courses cannot be used to fulfill certain scholarship requirements. See the UH Hilo catalog for more information: [http://www.uhh.hawaii.edu/catalog](http://www.uhh.hawaii.edu/catalog)

**Adding, Dropping, Withdrawing**

**Adding, Dropping, Withdrawing from Courses.** Students may add and drop classes by using the MyUH Portal ([https://myuhportal.hawaii.edu](https://myuhportal.hawaii.edu)) through the first week of the semester. For deadlines, see the academic calendar in the front of the current university catalog or at [http://www.uhh.hawaii.edu/studentaffairs/records/currentterm.php](http://www.uhh.hawaii.edu/studentaffairs/records/currentterm.php)

During the second week of the semester, students can **add** a course with a Change of Registration form, which must be signed by the instructor. The faculty member is not obligated to allow a student to add a course during the second week of instruction, even if spaces are available. (The Change of Registration form is available in division and college offices and at the Office of the Registrar and online at [http://www.uhh.hawaii.edu/studentaffairs/records/documents/changeofregformupdated06-08_ff.pdf](http://www.uhh.hawaii.edu/studentaffairs/records/documents/changeofregformupdated06-08_ff.pdf)

Students can go to the MyUH Portal to **drop or withdraw** from a course through the eighth week of the semester. If they drop during the first three weeks of classes, no “W” will appear on the transcript. Withdrawals occurring from week 4 to week 8 will be indicated by a "W" on the transcript.

Instructor are to include a significant graded assignment and to grade and return it to students before the deadline to withdraw from courses, so that students can make an informed decision about whether or not to remain in the course.

The last date to withdraw officially from a course at UH Hilo is the end of the eighth week of class. After this date, withdrawals from individual courses are permitted only under exceptional circumstances, with documentation required, with approval from the dean or director of the college. (See “Withdrawing from a course” in the “Course Management” section.)

Earning poor grades in a class is not generally considered sufficient reason for receiving permission to drop the class beyond the deadline.

**Complete Withdrawal from the University.** Students may withdraw completely from the university at any time up to and including the last instructional day of the semester. To do so, the student submits a “Complete Withdrawal Form” available at the Office of the Registrar or online at [http://www.uhh.hawaii.edu/studentaffairs/records/documents/CompleteWithdrawalForm6-08_ff.pdf](http://www.uhh.hawaii.edu/studentaffairs/records/documents/CompleteWithdrawalForm6-08_ff.pdf)
Effective Teaching Strategies and Excellence in Teaching Awards

The university prides itself on its excellent student-teacher ratio and relatively small classes. Faculty have developed many effective teaching strategies, and some years ago these were shared and compiled at a workshop in which over a hundred faculty participated. Results of the discussions are presented at this webpage:

http://www.uhh.hawaii.edu/uhh/teaching/GoodTeachingatUHH.php

UH Hilo recognizes excellence in teaching through the Board of Regents Award for Excellence in Teaching (tenured or tenure-track faculty), the Frances Davis UH System Award for Excellence in Teaching (instructor or assistant professor), the Chancellor’s Award for Excellence in Teaching (instructor or lecturer), and the Taniguchi Award for Innovation in Teaching and Research. Awardees are listed at http://www.uhh.hawaii.edu/uhh/teaching, and nomination deadlines and forms and other information are posted at http://www.uhh.hawaii.edu/uhh/awards

Student Academic Complaint Policy

The UH Hilo Student Academic Complaint Policy outlines students’ academic rights and describes the procedures students should follow if they believe their academic rights have been violated. The policy is available online at

Briefly stated, it is university policy that students have the right to freedom of expression, protection against improper academic evaluations, and protection against improper disclosure. If a student believes one of these rights has been violated, he/she should first attempt to resolve the problem with the instructor and, if not resolved, with the instructor’s department chair. If no resolution can be reached at this level, the student should discuss the complaint with the division chair and then the dean of the college of the instructor’s division. If a resolution is still not reached, the student may submit the academic complaint to the Vice Chancellor of Academic Affairs.

Faculty are encouraged to refer students who believe that their academic rights have been violated to the policy, even if the faculty member feels that he/she (or his/her colleague) has scrupulously upheld the student’s rights.

Most grievances over grades can be avoided if faculty prepare detailed course syllabi, especially regarding the basis for grades and policy on absences and make-up work, and if they treat the syllabus as binding on both the student and themselves. (See Syllabus section above for details, or see the syllabus checklist at http://www.uhh.hawaii.edu/uhh/teaching/documents/Syllabuschecklist.pdf)

Academic Dishonesty: Plagiarism and Cheating.

The Student Conduct Code (http://www.uhh.hawaii.edu/studentaffairs/conduct/ ) defines plagiarism and cheating and how incidents of academic dishonesty should be handled. If a student plagiarizes or cheats, and admits that he/she is responsible for the dishonesty, the faculty member may:
- Require the student to re-do the assignment
- Give the student a failing or reduced grade for the assignment
- Give a failing or reduced grade for the course

If the student contests his/her responsibility, the instructor should refer the case to the Dean of Students (x30859) for hearing and disposition under the Student Conduct Code.

When a student is found responsible for academic dishonesty, a faculty member may complete a “Report of Student Academic Dishonesty” form and submit it to the Dean of Students office. Records of such incidents will be maintained in that office. The form is available at http://www.uhh.hawaii.edu/studentaffairs/conduct/documents/ReportofStudentAcademicDishonesty.pdf

Faculty may consult with the Dean of Students office if he/she is handling a case of academic dishonesty to see if a student has previously violated the Student Conduct Code, and take that into account when determining an appropriate sanction.

The university subscribes to the services of Turnitin®, a widely used online service that assists faculty in preventing and apprehending student plagiarism, and that also offers guidance to students on how to avoid plagiarizing. Information on adding course(s) to Turnitin is on the UH Hilo Teaching Resources webpage, http://www.uhh.hawaii.edu/uhh/teaching; contact the campus Turnitin coordinator at lbailey@hawaii.edu for more information.

It can be useful for faculty to discuss appropriate and inappropriate uses of research sources with their students and to include in their syllabi a statement about plagiarism and its consequences. The desperation and dilatoriness that leads to plagiarism can be prevented by providing students with the research assignment early in the semester; requiring and commenting on preliminary proposals, outlines, and drafts; and requiring students to submit sources with their reports.

Other suggestions for making a research project meaningful and manageable for students as well as faculty — and therefore precluding plagiarism — can be found at the UH Hilo Teaching Resources webpage: http://www.uhh.hawaii.edu/uhh/teaching/PreventingPlagiarism.php

Final Examinations and Final Grades

**UH Hilo Policy on Final Examinations:** Final examinations are required in all courses except directed reading, research, seminar and composition courses. Final examinations are to be administered during the final examination period specified in the UH Hilo Academic Calendar and in the room and at the time specified for each class in the Schedule of Courses.

During regular semesters, no final examinations may be administered within two weeks of the final examination period although chapter or unit tests may be given. Final examinations in some laboratory courses may be administered during the final week of classes. In the compressed schedule of summer sessions, final exams must be administered as close to the end of the session as possible.
The final examination schedule for each semester is posted at http://www.uhh.hawaii.edu/studentaffairs/records/currentterm.php

**UH Hilo Policy on Grading:** Each faculty member is responsible for determining the means employed to evaluate students’ work and the level of performance associated with any particular grade. It is the faculty member’s responsibility to make her/his grading criteria and policies clear to students in the course syllabus and to apply those criteria equitably to all students.

Faculty are required to submit grades online through the MyUH Portal by the deadline stated in the academic calendar: http://myuh.hawaii.edu. Log in and on your myuh homepage, click on “Grade entry” under “Faculty Services.”

UH Hilo uses a "plus and minus" grading system; faculty may choose not to employ these refinements to letter grades. See the UH Hilo Catalog for a list of letter grades that can be assigned: http://www.uhh.hawaii.edu/catalog

Undergraduate students must achieve a C average overall—a 2.0 cumulative g.p.a. on a scale of 4.0—and in their major courses in order to graduate. In some departments, a final grade of C- or lower in a major course prevents the course from being counted toward the major. Some departments require a higher GPA in major courses than 2.0; the university catalog provides specific grade requirements for each major. Graduate programs have different GPA requirements.

**Final Grades Submitted via MyUH.** Final grades are submitted by faculty on line through http://myuh.hawaii.edu. Log in at http://myuh.hawaii.edu and click on “Grade entry” under “Faculty Services.” A tutorial for faculty users is at http://myuhi.lo.hawaii.edu/page/facultyfeatures.html

Faculty must submit final grades by the deadline stated in the academic calendar: http://www.uhh.hawaii.edu/studentaffairs/records/currentterm.php

**UH Hilo Policy on Incomplete Grades:** Incomplete grades may be given to students who have failed to complete a small but important part of the semester’s work, if the instructor believes the failure was caused by conditions beyond the student’s control and not by carelessness or procrastination. Incomplete grades should not be given to allow students to do extra credit work to raise their grades unless this option is offered to all students in the class. If the Incomplete is not replaced with a grade by the deadline specified in the academic calendar, the grade will become an F or NC (no credit) or NP (not passing), depending on the grading practice in the course. When an incomplete grade will be given, the student and the instructor will meet before the end of the semester and complete the “Report of Incomplete Work,” available from division or college offices. Each will retain a copy of this agreement, which will be the basis for a change of grade.
Deadlines for the student to complete the work and for the faculty member to submit a “Change of Grade” form are published in the Academic Calendar. The calendar is inside the front cover of the current catalog and online at http://www.uhh.hawaii.edu/studentaffairs/records

If the Incomplete is not removed by the deadline specified in the academic calendar, the grade will become F or NC (no credit) or NP (not passing).

At CAS, the instructor and student will meet before the end of the semester and complete the “Report of Incomplete Work,” available from division or college offices or online at http://www.uhh.hawaii.edu/pdf/cas/report_of_incomplete_work.pdf

Each will retain a copy of this agreement. The instructor submits the “I” grade (with an alternative grade should the student fail to complete the work by the designated date) along with the grades of the other students in the course. When the student has completed the work, the instructor submits a “Change of Grade” form to the Office of the Registrar. The Change of Grade form is available in division and college offices, not online. The deadline for submitting grades to replace the Incomplete grade is given in the academic schedule, posted at the website of the Office of the Registrar:
http://www.uhh.hawaii.edu/studentaffairs/records/currentterm.php

**UH Hilo Policy on Posting Grades and Student Records Confidentiality.** With the passage of the Family Educational Rights and Privacy Act (FERPA) of 1974, the posting of student grades and/or exam results in any manner which may make the student’s identity known to others is prohibited. Faculty may not post results on their office doors or other public places by student name or social security number, or in any manner that might reasonably be used to identify students without their permission.

**UH Hilo Policy on Change of Final Grade:** Change of Grade forms are used to correct grading errors. The original syllabus should determine the work upon which students’ grades are based. Allowing a student to do additional work after a final grade has been submitted in order to raise a grade is inequitable to the other students in the course. Change of Grade forms must be submitted by the faculty member to the Office of the Registrar; students may not submit change of grade forms.

The deadline for changing a grade is the end of the semester following that in which the course was taken. College, division or college secretary can provide faculty with Change of Grade forms.
Course Evaluation

**UH Hilo Policy on Course Evaluation:** Within the stated period for course evaluation, faculty must offer students the opportunity to evaluate each course, using the common University form distributed through College and Division offices. The results of standardized evaluations are confidential and are accessible to the faculty member only, although a statistical summary and norms for each college and division are provided to departments. While use of the campus-approved evaluation form is mandatory, faculty members may offer students additional course evaluation opportunities.

The UH Hilo Student Feedback form was approved by the UH Hilo Faculty Congress and the VCAA in Spring 2008; this is the official course evaluation instrument and is administered through the Institutional Research Office. About a month before the semester ends, college and division secretaries announce the availability of this form. An online version of the Student Feedback form is used for the UH Hilo Summer Session. Supplemental forms, such as the open-ended Perceived Teaching Effectiveness form, may be used as well.

It is not uncommon for new faculty to receive evaluation scores lower than the norm at the beginning of their careers at UH Hilo. In such cases, faculty are advised to develop strategies for improved teaching and to report on these and their results in subsequent contract renewal and tenure/promotion documents.

The results of the standardized evaluations are strictly confidential and are returned to the faculty member only, although a statistical summary and norms for each division and college, as well as for the division/college as a whole, are also provided to departments. Faculty are encouraged to examine their students’ views and to use them constructively in developing future teaching strategies. The inclusion of the results of these evaluations in contract renewal and tenure and promotion applications is at the discretion of the faculty member, but faculty are cautioned that some objective evidence of high quality teaching is **required** for all applicants and that student perceptions are given great weight in evaluations.

In addition to course evaluation results, course syllabi, sample assignments, student performance in standardized examinations, and examples of student work and student achievements are useful indications of teaching effectiveness, especially as they promote the learning goals of General Education or of the major program.

For additional details on appropriate evidence, see the instructions for applying for contract renewal, promotion, and tenure at [http://www.uhh.hawaii.edu/uhh/vcaa/documents/CONTRACTRENEWALGUIDELINESWORKSHEET T8-1-05.doc](http://www.uhh.hawaii.edu/uhh/vcaa/documents/CONTRACTRENEWALGUIDELINESWORKSHEET T8-1-05.doc)--on the VCAA’s webpage. Asking senior faculty, in particular those whose teaching expertise is widely recognized, to sit in on classes can be an excellent way of discovering ways to improve one’s teaching, and reports on these visits can also be used to document teaching style and effectiveness in the classroom.
Curriculum

Catalog, Course Numbering, Special Courses
General Education
Campus Procedures for New Courses/Programs and Other Curricular Changes
Program Review and Program Goals and Outcomes

Catalog and Web Information. The university catalog describes each of the degree-granting colleges and each department and degree program in terms of mission, emphases, career preparation, and other distinctive characteristics. All courses are listed at the back of the catalog by course alpha, usually corresponding to the names of the various departments or programs. The current catalog is distributed to faculty and new students at the beginning of each academic year and may be purchased from the university bookstore throughout the year.

The print edition of the university catalog is distributed each August to each college, division, and fulltime faculty by the Office of University Relations. Students are given print copies during orientation. Copies may be purchased at the university bookstore.

The current university catalog is posted in PDF at http://www.uhh.hawaii.edu/catalog. Issues back to the 1997-98 academic year are posted at http://www.uhh.hawaii.edu/catalog/back-issues.html

The university's website provides information on all programs and services offered by the university at http://www.uhh.hawaii.edu. In addition, each department and degree-granting program is assigned a webpage that provides current information on major, minor, and certificate requirements, as well as links to any special webpages maintained by the department. The homepage for academic programs is http://www.uhh.hawaii.edu/academics

Course Numbering. In accordance with UH system practice, undergraduate courses at UH Hilo are numbered between 100 and 499; graduate courses at the Master's level are numbered 600-699, and those at the doctoral level, at 700-799. All College of Pharmacy classes are designated as professional courses, and therefore, are in the 500 series. Additionally, courses are designated PHPP for classes offered through the Department of Pharmacy Practice and PHP5 for those offered through the Department of Pharmaceutical Sciences. Elective courses are enumerated as 550 and above.

Special Courses. In addition to courses listed in the University catalog and offered regularly by departments, special courses may be offered by the various departments

-94: These are special topics courses, intended to allow faculty to offer courses on subjects of special interest on an occasional basis. A student can take a number of -94 courses, provided the content is different for each offering. The senate and dean must approve the listing of the -94 course number by a department, and a form describing the course, with syllabus, must be submitted to the Office of the Registrar. The form for special topics courses can be downloaded from the section “Forms” at http://www.uhh.hawaii.edu/studentaffairs/records/Faculty.php

-97, -98: These are experimental courses, numbered -97 when offered in the fall semester, -98 in the spring semester and summer term. The department submits a course proposal directly to the dean or director; it is not required that they be reviewed by the senate.
Departments are strongly advised to integrate successful experimental courses into their regular offerings by way of the new course proposal process. The form for special topics courses can be downloaded from the section “Forms” at http://www.uhh.hawaii.edu/studentaffairs/records/Faculty.php

-99: These are directed reading courses, designed by a student working with a professor. Together the two develop a course proposal, including a list of readings or performances, and means of evaluation; the proposal must be approved by a majority of the department faculty. The student and professor complete a directed reading form, the professor gets departmental approval, then the student submits the original form with signatures to the Office of the Registrar to register. The form is available in division and college offices or online at http://www.uhh.hawaii.edu/studentaffairs/records/documents/Directed_Studies_FORM_2008-ff.pdf

Proposing Special Topic or Experimental Courses. Faculty members who wish to offer new or experimental courses for a limited period of time may, in many instances, avoid the delays described above through the use of either special topics courses numbered -94 (194, 294, etc.) or experimental courses numbered -97 (fall semester) or -98 (spring semester). Most department course lists contain provisions for -94 courses which allow great latitude in the selection of content and material and which, having been already approved, do not require additional approval. If a department does not already list -94 course in the Catalog, it should complete and submit a request for (a) new 394/494 course(s). The use of -97/-98 courses is limited to cases where the courses are offered for a single semester and are of an experimental nature. The -97/-98 courses need only the concurrence of the department and the approval of the college dean or director.

The proposal form for experimental and special topics courses is available online under the “Forms” heading at http://www.uhh.hawaii.edu/studentaffairs/records/Faculty.php

General Education

UH Hilo’s new General Education program will be in place in Fall 2010. The new program, approved by faculty and the faculty Congress in Spring 2008, replaces the current array of 100- and 200-level courses with a carefully designed set of distribution requirements tied to assessable learning outcomes and six goals for General Education. It brings under the General Education rubric the Writing Intensive requirement and the Hawaii-Asia-Pacific requirement (to be renamed the Pan-Pacific requirement). Over 160 courses have been approved for various General Education categories, and during 2009-2010 the General Education Committee will assist faculty to align additional courses with GE expectations. Details are provided on the General Education Committee's webpage http://www.uhh.hawaii.edu/uhh/gedfac

Campus Procedures for New Courses/Programs and Other Curricular Changes

Proposals for New Courses/Programs and for Course/Program Modification. University of Hawaii system’s Executive Policy E1.201, E5.201, and Board of Regents policy 5-1b govern curriculum change and review. UH Hilo has revised its campus curriculum review process, effective August 2009, so that the roles of faculty governance and administration are clearly defined and distinguished, and so that the faculty Congress has oversight over curriculum processes that affect
more than one college. These documents are also posted on the university’s Policies webpage at http://www.uhh.hawaii.edu/policies/index.php

In the new curriculum review system, the colleges and the graduate council each retain their own internal processes for the generation and review of proposals. The new system also establishes criteria for internal review of proposals. College review bodies are expected to determine whether the proposed curricular change satisfies these criteria (see notes to review flowchart appended to this handbook).

1. Availability of resources, including teaching personnel, space requirements, and operating budget;
2. That any cross-program or departmental implications have been identified, verified and resolved;
3. Academic integrity, i.e., the proposed course or program reflects intellectual rigor and teaching excellence;
4. Program coherence, e.g., articulation with other existing courses, determining placement within the major;
5. That the impact on course and seat capacity can be managed
6. Consistency with university mission and strategic plan

Once a proposal has been approved by the college dean or the graduate council, it is passed on to the new campus-wide curriculum review committee (CCRC) for review. The CCRC passes approved proposals on to the Vice Chancellor for Academic Affairs, who makes the final decision. Approved proposals are sent to the Office of the Registrar for entry into the student information system and the next university online and print catalogs.

**Timelines.** The following cycle of deadlines have been established for the new process, to be repeated for subsequent years. Departments and faculty should begin to design and plan curriculum changes a year to 18 months before they are to take effect.

- For inclusion in the Fall 2010 catalog:
  - October 1: College dean to campuswide curriculum review committee (CCRC)
  - November 1: CCRC to VCAA
  - January 15: VCAA to Office of Registrar (OR)

- For inclusion in the Fall 2011 catalog:
  - Spring cycle:
    - March 1: College dean to CCRC
    - April 1: CCRC to VCAA
    - May 15: VCAA to OR
  - Fall cycle:
    - October 1: College dean to CCRC
    - November 1: CCRC to VCAA
    - January 15: VCAA to OR

**College-Specific Curriculum Processes.** The colleges have their own internal review procedures for curriculum matters. The dean is the decision-maker for internal changes and as appropriate forwards approved proposals to the campus-wide curriculum review committee.
CAFNR and CHL: These college follow the same procedure. Requests for the approval of new courses, the modification of existing courses, or the modification or establishment of whole programs are initiated by faculty as members of departments or programs. Requests are reviewed by the Faculty Senate of the whole. Once approved there, they are review and decision by the CAFNRM dean or CHL director.

CoBE: Requests for the approval of new courses, the modification of existing courses, or the modification or establishment of whole programs, are generally initiated by faculty as members of departments or programs. After review by the Curriculum Review Committee, and action by the Senate of the whole, the requests are sent to the dean for review and approval.

CoP: All curricular changes are initiated by tenured or tenure-track faculty and go through the Curriculum Committee. The Curriculum Committee is chaired by the Associate Dean for Academic Affairs and is comprised of the chairs of the two departments, two faculty representatives from each department, and a student representative from each of the three didactic years. The entire faculty reviews and votes on proposals recommended by the Committee; once approved by faculty vote, proposals go to the dean for final review and approval.

CAS: The College of Arts and Sciences, the largest college at UH Hilo in terms of numbers of faculty, programs, and students, is in the process of revising its internal governance structure. In Spring 2009, a committee of faculty proposed that the CAS faculty senate be eliminated and replaced with two faculty committees, a college curriculum review committee and an academic policy committee. This would align the college with the practices of the other, smaller colleges and with the new curriculum and policy review processes. The dean of the college will present the proposed restructuring to the faculty in a college convocation in August 2009, and a referendum will be held in early September.

Until a permanent curriculum review process has been established for CAS, the interim curriculum review committee appointed in Spring 2009 by the dean and comprised of representatives of each of the three college divisions has been reviewing all curriculum proposals that have been approved by departments or programs. After consultation and due diligence, the committee forwards to the dean those proposals that are deemed to be satisfactory.

Program Review and Program Goals and Outcomes

UH system Executive Policy E5.210 provides for the development and statement of program goals and outcomes. CAFNRM and CoBE and almost all CAS departments and degree programs have formulated mission statements and broad student learning goals. These are posted at http://www.üh.hawaii.edu/ühh/accreditation/DeptGoalsMission.php

In program reviews, departments and colleges are asked to assess student performances to determine how effectively the curriculum is promoting these objectives. UH system Executive policy E5.210 provides for educational assessment. Assessment results should lead to improvements in curriculum and pedagogy.

Program Review. University of Hawai‘i Administrative Policy E5.202 and Board of Regent Policy 5.1.a require the periodic review (usually every five years) of all areas of instruction to determine
the extent to which programs are meeting their stated objectives and the extent to which these objectives are still appropriate and relevant to the college and University missions. In addition, the University’s accrediting commission, the Western Association of Schools and Colleges (WASC), requires that program reviews focus strongly on the assessment of student learning and on the continuous improvement of teaching and learning.

The guidelines and procedures for program review have been revised continuously since 2001; the current documents; these documents and the schedule for the next cycle of reviews are posted on the VCAA’s website [http://www.uhh.hawaii.edu/uhh/VCAA/ProgramReview.php](http://www.uhh.hawaii.edu/uhh/VCAA/ProgramReview.php)

In brief, the department or unit chair coordinates the program review, but will need the assistance and cooperation of all program faculty. An external reviewer will assist in the self-study. The VCAA's office provides funding for travel, per diem, and a modest honorarium for the external reviewer. At CAFNRM and CHL, the completed college report is submitted to the college senate of the whole and then to the dean or director of the college, who makes recommendations and then passes the report and recommendations to the VCAA. At CAS, the department’s report, including the input of the external reviewer, will be reviewed by the Dean, who will consult with the department chair. The Dean will share the report with the CAS dean’s council and submit recommendations to the VCAA.

The College of Pharmacy, the CoBE and the CAS departments of nursing and education are all reviewed periodically by external accrediting commissions; their self study reports and external reports go directly to the VCAA. Their accreditation review processes replace the internal program review processes undergone by other units.

The VCAA meets with the department or college to discuss the program review findings and discuss next steps. The resulting memorandum of understanding will outline support to be provided by the administration and the actions to be undertaken by the college.

The outcomes of the program review should be improved communication among program faculty regarding curriculum, student learning, and unit or program mission and vision; improved understanding among administrators about the needs and strengths of the program ; and stronger links between program development and institutional planning.
Disability Accommodations

As required by law, the University complies with the Americans with Disabilities Act (ADA) by providing accommodations to students, staff, and faculty with documented disabilities.

UH Hilo’s University Disability Services (UDS) Office assists faculty and administrators with determining and arranging for appropriate academic accommodations for students. Employment accommodations for faculty and staff should be addressed to the Equal Employment Opportunity/Affirmative Action Office Analyst Jube Kuewa (phone 933—0525, email jkuewa@hawaii.edu). General questions regarding ADA compliance of campus facilities, or access, should be directed to UDS Director Susan Shirachi, 933-0816(v), 933-3334 (TTY) or e-mail uds@hawaii.edu.

Every UH Hilo course syllabus should include the following statement of accommodation:

Any student with a documented disability who would like to request accommodation should contact the University Disability Services Office at 933-0816 (V), 933-3334 (TTY), or uds@hawaii.edu as early in the semester as possible.

Examples of accommodations for faculty have included providing an instructor who uses a wheelchair with a designated classroom in which special seating has been installed and providing a faculty member with respiratory problems with an air filter in that instructor's office. For students, accommodations frequently involve permitting students with various learning disabilities, for example, to take time-and-a-half to write exams, excusing such students from producing accurate spelling for in-class exams in courses that are not English core courses, or to use a computer to facilitate their essay responses. In both cases, the standard of performance required of faculty and students is maintained. Accommodations are unique to each person, his or her needs, and employment or academic situation.

Faculty will be asked by the UDS office to make appropriate accommodations for a student after the office staff consults with the student and other relevant persons to assist in the eligibility determination process. Employment accommodations for faculty should be requested through the department or division chair, but may be facilitated with the assistance of the EEO/AA staff.

More information can be found at http://www.uhh.hawaii.edu/studentaffairs/uds
Faculty Rights and Responsibilities

Academic Freedom
Office of Equal Employment Opportunity and Affirmative Action
Faculty Union: University of Hawai‘i Professional Assembly
Faculty Governance
Select System Policies pertaining to Faculty Rights and Responsibilities

Academic Freedom.

The University of Hawai‘i system and all of its campuses are committed to “academic freedom for faculty, staff, and students, and acts accordingly. This commitment affirms that those in the academy are free to share their convictions and responsible conclusions with their colleagues and students in their teaching and in their writing” (WASC Standard 1.4).

The highest degree of professionalism is expected of faculty members in all university activities including teaching, learning, research, service, administration and other responsibilities. The rights and responsibilities of the University of Hawai‘i community can be found in Title 20, Chapter 2, of the UH Administrative Rules at http://www.svpa.hawaii.edu/svpa/ar/arch2.pdf

Key sections of the document include:

The purpose of the university is to pursue the truth through teaching, learning, and research, all in an atmosphere of freedom of body and mind. In order to fulfill this purpose, the members of the academic community, jointly and with mutual responsibility, engage in these activities and assist in the maintenance of conditions conductive to them. Each member of the academic community contributes toward the fulfillment of the university’s talents and obligations. The individual members of the academic community may not, however, interfere with or disrupt the institution as determined by the academic community collectively. The right to freedom of conscience enjoyed by each member must not be infringed by others in the name of these rights.

The freedom essential to a university’s purpose must be protected from those who would interfere with it. But there are so many different kinds of interference that it is impossible to enumerate them in detail. Therefore, any determination as to whether a given act constitutes interference must always be a matter of procedure and judgment. Nonetheless, it is possible to describe the categories of impermissible behavior in such a manner as to provide a standard by which behavior will be judged and to give fair notice to all members of the community of what is impermissible.

Much of such impermissible behavior is likely to be illegal under generally valid and applicable laws to which the members of the academic community like other citizens are subject. But the reason for university rules of behavior and for university judicial procedures is the protection of the university’s special purposes where these are not otherwise adequately protected or where they may be better protected by the university community itself.

The two categories of impermissible behavior, stated immediately below, apply equally to every member of the academic community. A member of the academic community is defined as any person who permanently or temporarily functions on the campus in pursuit of the university’s purpose and includes the staff, faculty and students in all agencies and on all campuses of the University of Hawai‘i statewide system.
Category 1. A member of the academic community may not behave toward another member, even in the name of personal convictions or rights to academic freedom, in a manner denying or interfering with another member’s expression of convictions, right to academic freedom or the performance of legitimate duties or functions.

Category 2. Behavior intended directly or indirectly to interfere with or disrupt the processes of teaching, learning or research or those processes or conditions furthering or facilitating these activities is impermissible behavior. An interference or disruption exists when any of these processes can no longer take place in the planned, normal, or customary form given to them, or when any of these conditions has essentially ceased to exist. Processes or conditions furthering or facilitating teaching, learning or research as used in the first sentence of this paragraph include the administration of the university.

Sanctions. In addition to restitution where restitution is appropriate, the sanctions for a member for the academic community who has engaged in impermissible behavior shall range from reprimand and censure, through suspension for a definite period of time, to expulsion or dismissal.

Mediation and hearing procedures.

(a) Although the categories of impermissible behavior and the range of sanctions for it apply equally to all campuses or university centers, the mediation and hearing procedures for dealing with cases of impermissible behavior should express the special character and situation of each campus or university center. Each campus or university shall therefore design for adoption by the Board of Regents its own mediation and hearing procedures, with a provision enabling any member of the academic community to initiate a complaint. In these procedures, the right of due process shall be guaranteed.

(b) The mediation procedure shall deal fairly, expeditiously, and effectively with cases of impermissible behavior on the scene of their occurrence while they are occurring, to prevent their escalation and to terminate them before judicial notice must be taken.

(c) The hearing procedure shall determine speedily and fairly whether an alleged violation did occur and if so what the appropriate sanction shall be. The hearing procedure on each campus shall include the judgment by peers of those charged with violations, and provide the protections of due process as specified in chapter 91, HRS.

(d) Should any campus be without such a hearing procedure when a case of an alleged violation occurs, or should a campus hearing procedure not be activated in such a case within a thirty-day period, the president of the university may, after consultation with the appropriate faculty or student governing bodies, or both, activate a hearing and prescribe a hearing procedure, which procedure shall contain the safeguards contained in this chapter or use procedures existing prior to the adoption of this chapter.

The EEO/AA office actively strives to create a working and learning environment that is free from harassment and discrimination. The office serves the university through insuring compliance with federal and state laws, executive orders, and system and campus policies and procedures pertaining to EEO/AA. Responsibilities of the office include:

- Providing consultation and guidance to the university community in the areas of equal opportunity, affirmative action, harassment and discrimination prevention, and reasonable accommodations for employees
• Developing and implementing educational training programs on illegal harassment and discrimination
• Advising search committees in the utilization of innovative recruitment strategies and equitable search practices
• Monitoring hiring, promotion, and termination practices for compliance with EEO/AA regulations
• Developing and maintaining an active affirmative action program which includes the annual update of a federally mandated affirmative action plan
• Investigating complaints of discrimination filed internally and responding to charges filed with external agencies
• Working collaboratively and strategically with campus partners to further equity and inclusion initiatives.

The office reports to the Vice Chancellor for Administrative Affairs. Contact the EEO/AA Officer at 933-0824 or koaks3@hawaii.edu.

The University of Hawaii Professional Assembly (UHPA).


The University of Hawaii Professional Association has been the exclusive bargaining agent for all faculty members of the University System since November 1, 1974. The UH System is governed by one Board of Regents and includes seven Community Colleges, UH-Hilo, UH-Manoa, and UH-West Oahu. The UHPA is the elected faculty union as set forth in Hawaii Revised Statutes, Chapter 89.

All public employees in the State of Hawaii who are faculty members of the University of Hawaii System, which includes the University of Hawaii at Manoa, the University of Hawaii at Hilo, the University of Hawaii at West Oahu, Hawaii Community College, Honolulu Community College, Kapiolani Community College, Kauai Community College, Leeward Community College, Maui Community College, and Windward Community College are members of Bargaining Unit 7. They consist of instructors, professors, librarians, specialists, extension agents, and researchers.

One of the most important functions of UHPA is the negotiation of the faculty contract. The second important function is to ensure that the terms of the contract are enforced and the rights of faculty members are protected.”

UHPA offices are located at 1017 Palm Drive, Honolulu, HI 96814; phone 808.593.2157, fax 808.593.2160. UH Hilo's UHPA faculty representatives are

• Karla Hayashi, karlah@hawaii.edu  : UH Hilo representative to the UHPA Board of Directors, Secretary to the Board, Chair of the Collective Bargaining Committee.
• CAFNRM representative: Sabrey Shehata, shehata@hawaii.edu
• CAS Humanities representative: Mark Panek, panek@hawaii.edu
• CAS Natural Sciences representative: Ernie Kho, echo@hawaii.edu; second position currently vacant
• CAS Social Sciences representative: currently vacant
• CHL representative: currently vacant
• CoBE representative: Terrance Jalbert  jalbert@hawaii.edu
• UH Hilo Specialists representative: Barbara Heintz bheintz@hawaii.edu
Faculty Governance.
Consistent with UH Executive Policy E1.101 and E1.201, and BOR policy P1-10, the UH Hilo Congress advises the Chancellor of UH Hilo through the Vice Chancellor for Academic Affairs on all academic matters of concern to more than one of the degree-granting colleges. Members are selected for two-year terms and each unit, including the Student Government Association, determines its own method of electing representatives. All faculty representatives must be tenured or on the tenure-track. New members are seated at the first meeting of the Congress, no later than September 30th for each academic year.

Congress standing committees are: the Academic Policy Committee, the Assessment Support Committee, the Budget Committee, and the General Education Committee. Effective Fall 2009, the Congress will oversee curriculum that crosses colleges through the Campus-wide Curriculum Review Committee. At the Congress website are posted the Congress charter, by-laws, committees and committee memberships, reports, and minutes of Congress meetings:

Effective Fall 2009, two new processes are in place in which faculty governance plays important roles: the new academic policy initiation and approval process and the new curriculum review process, described in the Curriculum section above. Flowcharts and explanatory notes describing both processes are posted at
http://www.uhh.hawaii.edu/uhh/accreditation/TaskForceonInstitutionalGovernance.php

The five degree-granting colleges are each led by a dean (CAFNRM, CAS, CoBE, CoP) or a director (CHL). CAS and CoP each have an associate dean. CAS divisions are overseen by division chairs, faculty who also teach one course per semester.

The faculty senates of CoBE and CAFNRM are each comprised of all tenure-track and tenured faculty of the college and are each administered by a dean. The CHL faculty senate is comprised of all full-time faculty of the college; the college is administered by a director, who is a faculty member with time reassigned for administrative service. These faculty senates review and advise the college dean/director on all additions, deletions and modifications to college courses, programs and degree requirements; initiate policy, advise the dean/director and monitor college admissions; initiate policy and advise the dean/director on all other matters of college-wide concern either proposed by faculty or referred to it by the dean. The faculty senates of CAFNRM and CHL also review and advise the college dean/director on all student petitions.

The College of Pharmacy does not have a senate; rather, there is a policy committee and a curriculum review committee comprised of faculty representatives, and all full-time tenured or tenure-track faculty participate in the review of all curricular and policy proposals put forward by the committees. Proposals approved by the faculty are forwarded to the dean.

Governance in the College of Arts and Sciences is in transition as this handbook goes to press. The CAS Faculty Senate at the end of the 2007-08 academic year consisted of (1) a total of 12 elected members as follows: six divisional faculty members (one tenured and one either tenured or untenured from each of the three divisions), four-at-large faculty members (two tenured and two untenured), and two student members from the University of Hawaii at Hilo Student Association (hereinafter called UHHSA) and (2) the chairs of all CAS departments. The Senate did not convene in 2008-2009; instead, an interim curriculum review comprised of representatives from the three divisions reviewed and made recommendations on curriculum proposals. In Spring 2009, a faculty committee, also comprised of representatives from the three divisions, proposed the abolition
of the CAS Senate and the establishment of a Curriculum Review Committee and an Academic Policy committee. The CAS faculty will vote on this proposal in early Fall 2009. Until the outcome is known, the interim curriculum review committee will continue to serve.

See the Curriculum Review section of this handbook for more information on the role of faculty governance in curricular and other matters.

Select System Policies
All University of Hawaii system policies are available at the UH system website: http://www.hawaii.edu/svpa/

Policies specific to UH Hilo are posted at http://www.uhh.hawaii.edu/policies/index.php

Copyright and Intellectual Property Policy. The UH system policy on copyright and intellectual property are presented in Executive Policies E2.210, E5.211, E5.500; and in Article XI of the UHPA contract. The university policies can be downloaded from http://www.hawaii.edu/svpa/ep/e5/acaf.html; the contract from http://www.uhpa.org/uhsbor-contract

Nondiscrimination and Affirmative Action Policy. Nondiscrimination and Affirmative Action Policy. The University of Hawai’i is committed to a policy of nondiscrimination on the basis of race, sex, age, religion, color, national origin, ancestry, disability, marital status, arrest and court record, sexual orientation, gender identity and expression, and status as a covered veteran. It covers employment practices such as recruitment, hiring, training, promotion, retention, compensation, benefits, transfers, and layoffs.

The full text of the policy is available online at http://www.hawaii.edu/svpa/ep/e1/e1202.pdf and the discrimination complaint procedures are online at http://www.svpa.hawaii.edu/svpa/apm/pers/a9920.pdf

Policy on Sexual Harassment and Related Conduct. It is the policy of the University of Hawai’i that harassment based on sex is prohibited and will not be tolerated in any part of the University's programs, activities, or employment. Acts of sexual harassment undermine the trust and mutual respect essential to the mission and function of the academic community. UH Hilo is committed to the swift redress of sexual harassment or sexual assault on campus.

The full text of the policy, which contains definitions and examples of sexual harassment and procedural guidelines, is available online at http://www.hawaii.edu/svpa/ep/e1/e1203.pdf UH Hilo’s sexual harassment complaint procedure is posted at http://www.uhh.hawaii.edu/uhh/accreditation/uhhsexualharrassmentpolicy.php

Faculty are urged to become familiar with this policy and to share it with students and other employees who express concerns about sexual misconduct. Complaints can be brought to the attention of any of the vice chancellors, deans, directors, assistant or associate deans, the EEO/AA Director, Women’s Center Director, or student sexual harassment advisor.

Use and Management of Information Technology Resources Policy. The University strives to create an intellectual environment in which its community can effectively access and create
information and collaborate with colleagues both within the UH system and at other institutions. As it does so, the University is committed to maintaining an information environment that is free of harassment and is accessible to all members of its community. This policy creates the basis for such an environment by outlining the philosophy and general principles for appropriate use and management of information technology resources by University faculty, staff and students. It applies to all computing, information and network systems and services owned or administered by the University of Hawai‘i, as well as to individual activities that take place over the Internet or other external network connections using University systems, connections or user accounts. The full text of the policy is available online at http://www.hawaii.edu/svpa/ep/e2/e2210.pdf

**Workplace Non-Violence Policy.** The University of Hawai‘i has adopted a policy of prohibiting any work related or workplace violence against its students, faculty, staff, and visitors. Prohibited violent acts involve physical attack, property damage, as well as verbal statements that express or suggest the intent to cause physical or mental harm to another person. More specifically, violent behaviors include but are not limited to hitting, pushing, and shoving; throwing or breaking objects; theft; shouting or yelling; threatening gestures or remarks; disruptive or hostile actions; abusive or belligerent language; sabotage of equipment; repetitive unwanted phone calls, notes or emails, etc.

Employees should report all incidents to their supervisors. The supervisor is responsible for addressing the complaint immediately in accordance with statutes or University policies.

The full text of the UH system’s Workplace Non-Violence Policy is online at http://www.hawaii.edu/apis/ep/e9/e9210.pdf
Research Resources

Office of Research
Intramural Funds
Extramural Funding
Award for Excellence in Scholarly/Creative Activities

Office of Research.
Administration of research activities at the University of Hawai‘i at Hilo is carried out jointly by the Office of Research under the direction of the Interim Vice Chancellor for Research and by the Research Corporation of the University of Hawai‘i (RCUH) largely through its satellite office in Hilo. The university utilizes a portion of its indirect funding associated with extramural grants to fund Research Office activities, with these funds administered by RCUH. These include intramural grant programs that are administered by the UH Hilo Research Council. The part time Coordinator of Research and Graduate Education serves as the chair of the Research Council. The Research Council also serves as the primary recommending body to the Vice Chancellor for Research on all research matters at UH Hilo.

For more information about grants contact Dr. Michael Crosby, Interim Vice Chancellor for Research, x32975 or email mpcrosby@hawaii.edu; or you may direct questions to Dr. Daniel Brown, UH Hilo Coordinator of Research, x47468 or email dbrown@hawaii.edu, or visit the UH Hilo Research webpage: http://www.uhh.hawaii.edu/uhh/research

Intramural Funds.
The UH Hilo Research Council has established three intramural grant programs. Full time faculty or professional staff may apply for these grants, but may only apply once per year for each type of grant. In general, junior faculty are favored over senior faculty in award decisions, although the major criterion is merit.

The three intramural grant programs include:

- Travel awards, which are awarded for travel to professional conferences where the faculty/staff member will be presenting papers and/or posters that report on their research efforts. Travel awards are for a maximum of $2400.
- Seed money grants, which support research by faculty that is expected to yield results that will help the investigator receive extramural funding for research in the future. Seed money grants are for a maximum of $15,000 annually.
- The research relations fund, which is designed to fund small grants for scholarly activity in academic fields that normally have little chance for extramural funding. The maximum amount is $5,000 annually.

The UH Hilo Research Council may change the award programs on a yearly basis based upon funding and faculty interest, by adding or deleting programs or by changing the funding levels allocated to these programs.

Extramural Funding.
UH Hilo strongly encourages faculty to apply for extramural funding of scholarly and/or creative activities as well as training grants to enhance instructional capabilities. There are diverse international, federal, state, county and private agencies that provide funds for such activities.
The Research Office and the Hilo office of the Research Corporation of the University of Hawaii (RCUH; phone 933-0898) obtains information about many grant opportunities, including due dates for receipt of applications, and the office staff will be happy to provide current information to faculty and staff. It is suggested that faculty contact the Research Office with information about their interest areas so the office staff can alert them to grant opportunities. However, the best source of information on funding opportunities will be in newsletters and journals in the faculty member’s subject area or via the Internet.

Grants are administered by the Hilo RCUH office and by the Research. Applicants are required, when preparing a proposal, to submit to the RCUH office and to UH Hilo administrators an “Intent to Apply for Funding” form, which briefly outlines the planned research project, to what agency it will be submitted, and estimates of what UH Hilo commitments are requested in terms of monetary costs (e.g., required cost sharing), facility use, and personnel.

Additionally, RCUH Form 1 must be routed with the grant proposal prior to submittal to the funding agency. RCUH Form 1 outlines monetary and other concerns in a more precise fashion, and is used to coordinate UH Hilo administrative review and approval.

No grant proposal may be submitted to an extramural funding agency without the written approval of the chancellor.

The UH system Office of Research Services establishes human studies and animal welfare review committees (Institutional Review Boards) and requires that investigators apply for approval from these committees where appropriate. The University of Hawai’i system also has an Environmental Health and Safety Office that must approve projects involving the use of potentially hazardous materials. Information about these review processes may be obtained by calling (808) 956-7800 or by visiting the main UH Web page (www.hawaii.edu) and selecting “Research.” Faculty must allow time for these reviews to take place.

Depending on the scope of the proposed project, administrative forms and protocols in addition to the ones outlined above may be required. Faculty and staff are encouraged to contact the RCUH Hilo staff as soon as possible to obtain the required forms and for assistance with the proposal protocol.

**Award for Excellence in Scholarly/Creative Activities**

This award recognizes a member of the tenure-track faculty or a full-time BOR classified professional staff member for outstanding achievement in scholarly and/or creative endeavors. Nomination deadline and form and other information are posted at [http://www.uhh.hawaii.edu/uhh/awards](http://www.uhh.hawaii.edu/uhh/awards)
Student Services and Student Rights and Responsibilities

Where to Get Assistance
Distressed or Disruptive Students
Privacy of Student Information
Student Academic Complaints: See Course Management Above
Student Academic Dishonesty: See Course Management Above
Student Conduct Code

Where to Get Assistance

The Division of Student Affairs provides a wide range of services and programs for students. The table below is a quick reference list indicating who to contact about a particular question or concern. Information about student services is also available on the Student Affairs website at http://www.uhh.hawaii.edu/studentaffairs

<table>
<thead>
<tr>
<th>Service</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic advising</td>
<td>Kainoa Ariola</td>
</tr>
<tr>
<td>General Education degree requirements,</td>
<td>Director, Advising Center</td>
</tr>
<tr>
<td>students undecided about a major</td>
<td>974-7688, <a href="mailto:kariola@hawaii.edu">kariola@hawaii.edu</a></td>
</tr>
<tr>
<td>Admissions</td>
<td>James Cromwell</td>
</tr>
<tr>
<td>requirements, procedures, transfer credit</td>
<td>Director, Admissions</td>
</tr>
<tr>
<td>evaluations</td>
<td>974-7414, <a href="mailto:cromwell@hawaii.edu">cromwell@hawaii.edu</a></td>
</tr>
<tr>
<td>Behavior/conduct of students</td>
<td>Jim Mellon</td>
</tr>
<tr>
<td>disruption, drugs/ alcohol, academic</td>
<td>Dean of Students</td>
</tr>
<tr>
<td>dishonesty, incivility</td>
<td>933-0859, <a href="mailto:mellon@hawaii.edu">mellon@hawaii.edu</a></td>
</tr>
<tr>
<td>Career services</td>
<td>Dr. Norman Stahl</td>
</tr>
<tr>
<td>job placement, resumes, graduate and</td>
<td>Director, Career Center</td>
</tr>
<tr>
<td>professional school planning, testing</td>
<td>933-3115, <a href="mailto:nstahl@hawaii.edu">nstahl@hawaii.edu</a></td>
</tr>
<tr>
<td>Cheating and plagiarism</td>
<td>Jim Mellon</td>
</tr>
<tr>
<td></td>
<td>Dean of Students</td>
</tr>
<tr>
<td></td>
<td>933-0859, <a href="mailto:mellon@hawaii.edu">mellon@hawaii.edu</a></td>
</tr>
<tr>
<td>Counseling</td>
<td>Barbara Heintz or Will Concepcion</td>
</tr>
<tr>
<td>mental health, psychological/psychiatric</td>
<td>Counseling Center, 974-7399</td>
</tr>
<tr>
<td>concerns</td>
<td><a href="mailto:bheintz@hawaii.edu">bheintz@hawaii.edu</a> or <a href="mailto:wrconcept@hawaii.edu">wrconcept@hawaii.edu</a></td>
</tr>
<tr>
<td>Disabilities</td>
<td>Susan Shirachi</td>
</tr>
<tr>
<td>services for students, responsibilities of</td>
<td>Director, Disability Services</td>
</tr>
<tr>
<td>faculty, policies</td>
<td>933-0816, <a href="mailto:shirachi@hawaii.edu">shirachi@hawaii.edu</a></td>
</tr>
<tr>
<td>FERPA</td>
<td>Cathy Zenz</td>
</tr>
<tr>
<td>privacy of student records, what information</td>
<td>Registrar</td>
</tr>
<tr>
<td>you can and cannot release about students</td>
<td>974-7326, <a href="mailto:zenz@hawaii.edu">zenz@hawaii.edu</a></td>
</tr>
<tr>
<td>Financial aid and scholarships</td>
<td>Jeff Scofield</td>
</tr>
<tr>
<td></td>
<td>Director, Financial Aid</td>
</tr>
<tr>
<td></td>
<td>974-7324, <a href="mailto:jscofield@hawaii.edu">jscofield@hawaii.edu</a></td>
</tr>
<tr>
<td>General Education requirements</td>
<td>Kainoa Ariola</td>
</tr>
<tr>
<td></td>
<td>Director, Advising Center</td>
</tr>
<tr>
<td></td>
<td>974-7688, <a href="mailto:kariola@hawaii.edu">kariola@hawaii.edu</a></td>
</tr>
</tbody>
</table>
| **Grades** | **Cathy Zenz**  
submitting grades, change of grades  
Registrar  
974-7326, zenz@hawaii.edu |
| --- | --- |
| **Hawaiian students** | **Gail Makuakane-Lundin**  
tutoring, advising, counseling, advocacy, cultural events, computer room  
Director, Kipuka Native Hawaiian Student Center  
974-7413, gailml@hawaii.edu |
| **Health care and services for students** | **Student Health Services**  
974-7636 |
| **Housing** | **Miles Nagata**  
on-campus student housing  
Director, Housing  
974-7522, mnagata@hawaii.edu |
| **International students** | **Dr. Ruth Robison**  
Director, International Student Services  
974-7313, rrobinson@hawaii.edu |
| **Minority students** | **Ginger Hamilton**  
peer mentoring, advising, tutoring, cultural events  
Director, Minority Access & Achievement Program/PALS  
974-7451, gingerh@hawaii.edu |
| **National Student Exchange (NSE)** | **Zachary Street**  
Coordinator, NSE Program  
974-7389, zstreet@hawaii.edu |
| **Orientation for students** | **Myhraliza Aala**  
New Student Programs Coordinator  
933-0732, maala@hawaii.edu |
| **Plagiarism** | **Jim Mellon**  
Dean of Students  
933-0859, mellon@hawaii.edu |
| **Psychological, psychiatric care** | **Barbara Heintz or Will Concepcion**  
counseling for students  
Counseling Center, 974-7399  
bheintz@hawaii.edu or wrconcep@hawaii.edu |
| **Records, registration** | **Cathy Zenz**  
MyUH Portal, submitting grades, permits/overrides, class lists, STAR online graduation audit system, graduation, FERPA  
Registrar  
974-7326, zenz@hawaii.edu |
| **Scholarships and financial aid** | **Jeff Scofield**  
Director, Financial Aid  
974-7324, jscofield@hawaii.edu |
| **Service-learning opportunities** | **Talaite Petrowski**  
Service-Learning Coordinator  
933-1907, talait@hawaii.edu |
| **Sexual harassment, sexual assault, date rape, domestic violence** | **Barbara Heintz**  
Counselor  
933-3116, bheintz@hawaii.edu |
| **Student activities, clubs and organizations, student government** | **Ellen Kusano**  
Director, Campus Center  
974-7499, ekusano@hawaii.edu |
| **Student employment** | **Randall Usui**  
Student Employment Coordinator  
974-7687, rusui@hawaii.edu |
| **Student Life Center** | **Tim Moore**  
memberships, recreation, intramurals  
Director, Student Life Center  
mooreta@hawaii.edu |
Responding to Distressed or Disruptive Students.
Sometimes faculty may encounter a student who appears to be troubled or distressed, or who may behave in a disruptive manner. Signs that a student may be in distress may include behavioral changes such as becoming quieter or more aggressive or withdrawing; submitting work that deteriorates in quality; missing assignments, appointments, or classes; or performing in an erratic or disorganized manner. A troubled student might also exhibit emotional traits such as appearing confused, upset, sad, highly anxious, irritable, or demonstrating odd behavior. Questions and advice about student behavioral and emotional issues and getting help should be directed to the Counseling Center at x47399, located on the 2nd floor of the Student Services Building.

A disruptive student’s conduct interferes with the ability of others to learn and teach, and in extreme cases, can be dangerous. If physical safety of a student and/or others is of immediate concern, contact Campus Security at x47911 immediately. If safety is not an immediate concern, contact the Dean of Students at x30859. When dealing with disruptive behavior in the classroom, faculty may wish to consult with his/her colleagues, department chair and/or dean, or the Dean of Students for advice on handling the behavior. In many cases, the situation can be resolved without formal disciplinary proceedings. The Student Conduct Code website includes suggestions for preventing and handling disruptive behavior in the classroom: http://www.uhh.hawaii.edu/studentaffairs/conduct/

Privacy of Student Information.
UH Hilo complies with the federal Family Educational Rights and Privacy Act (FERPA), which gives students certain rights with respect to their educational records. Certain personally identifiable information is considered to be “directory information.” A list of items considered to be directory information, along with a summary of student rights, is in the university catalog and online at http://www.uhh.hawaii.edu/studentaffairs/records/ferpa.php. In response to public inquiry, directory information may be disclosed without prior consent of the student unless the student informs the University not to disclose such information.

Faculty should be aware that grades are not considered directory information and therefore should not be disclosed to a third party (including parents and spouses) under any circumstances without a student’s written permission. A student who wishes to give permission for a third party to access grades or other protected information should complete the “Consent to Disclose Education Records to a Third Party” form, available on the website listed above. In addition, faculty may not post results on their office doors or other public places by social security number or name or any
manner which might reasonably be used to identify students without their permission. Questions about student records and FERPA should be directed to the Registrar, x47326.

**Student Academic Complaint Policy.** The Student Academic Complaint Policy outlines students’ academic rights and describes the procedures students should follow if they believe their academic rights have been violated. The policy is available online at [http://www.uhh.hawaii.edu/uhh/vcaa/documents/AcademicComplaintPolicy_004.pdf](http://www.uhh.hawaii.edu/uhh/vcaa/documents/AcademicComplaintPolicy_004.pdf)

The Course Management section of this handbook describes the policy and its application in some detail.

**Student Academic Dishonesty.** The Student Conduct Code defines plagiarism and cheating and how incidents of academic dishonesty should be handled: [http://www.uhh.hawaii.edu/studentaffairs/conduct/](http://www.uhh.hawaii.edu/studentaffairs/conduct/)

Provisions for working with students who have plagiarized or who are suspected of plagiarism are described in the Course Management section of this handbook.

**Student Conduct Code.**
The Student Conduct Code defines behavior that is expected of students and describes the procedures the University follows and the sanctions that can be imposed if a student violates the code. Through the disciplinary process, UH Hilo promotes personal responsibility and encourages honesty, integrity, civility, and respect among students. The disciplinary process is designed to be an educational one through which students recognize their mistakes, take responsibility for them, and learn from them. The full text of the Student Conduct Code is online at [http://www.uhh.hawaii.edu/studentaffairs/conduct/student_conduct.php](http://www.uhh.hawaii.edu/studentaffairs/conduct/student_conduct.php)

Behavior that violates the Student Conduct Code includes:

- Academic dishonesty (cheating, plagiarizing)
- Disrupting University processes, including being disruptive in the classroom
- Harassing, stalking, and physically or verbally threatening, abusing, or assaulting another person; intimidating, coercing or other conduct that threatens or endangers the health or safety of another person
- Using, possessing or distributing alcoholic beverages or illegal drugs
- Stealing, damaging or vandalizing property
- Abusing computer privileges
- Interfering or obstructing freedom of speech, the right to peaceful assembly, or other University processes
- Providing false information; forging, altering or misusing a University document, record or identification
- Using or possessing a weapon, bomb, explosive, or fireworks on campus
• Setting a fire on University property
• Initiating a false bomb or fire alarm or misusing fire safety equipment
• Initiating a false emergency report or misusing the emergency telephone or security system
• Entering, occupying or using a facility without authorization
• Possessing, producing, or manufacturing a key or unlocking device without authorization
• Violations of residence hall regulations

Any member of the UH Hilo community (faculty, staff, students) can bring forward an allegation that a student has violated the Student Conduct Code. Allegations should be directed to the Dean of Students (x30859, Student Services Building Room 210), with the exception of incidents of academic dishonesty (which are generally handled by the faculty) or residence hall regulation violations (which are generally handled by Housing Office staff).

A claim that a student has violated the Student Conduct Code will be investigated. Throughout the process, he/she has the right to fair and impartial treatment, and principles of due process (for example, providing an opportunity to respond to the allegations and an opportunity to appeal) will be followed, as described in detail in the full text of the Student Conduct Code. If a student is found responsible for the violation, he/she will be subject to disciplinary sanctions. Depending on the type and severity of the violation, sanctions may include:

• Warning or Probation
• Loss of certain privileges
• Reduced or failing grade for a course or for an assignment, or a requirement to re-do an assignment (in cases of academic dishonesty)
• Educational sanctions, counseling, or mediation
• Fines or restitution
• Rescission of grades or degree
• Suspension from the University
• Dismissal from the University

Other University policies pertaining to student rights and responsibilities are available online at http://www.uhh.hawaii.edu/studentaffairs/conduct/policies.php
Teaching Resources

Effective Teaching Strategies and Teaching Excellence Awards
Kilohana: The Student Academic Success Center
The Edwin H. Mookini Library
Writing Intensive Courses
Online and Distance Teaching Resources
Instructional Technology

Effective Teaching Strategies and Teaching Excellence Awards

The university prides itself on its excellent student-teacher ratio and relatively small classes. Faculty have developed many effective teaching strategies, and some years ago these were shared and compiled at a workshop in which over a hundred faculty participated. Results of the discussions are presented at this webpage:

http://www.uhh.hawaii.edu/uhh/teaching/GoodTeachingatUHH.php

UH Hilo recognizes excellence in teaching through the Board of Regents Award for Excellence in Teaching (tenured or tenure-track faculty), the Frances Davis UH System Award for Excellence in Teaching (instructor or assistant professor), the Chancellor’s Award for Excellence in Teaching (instructor or lecturer), and the Taniguchi Award for Innovation in Teaching and Research. Awardees are listed at http://www.uhh.hawaii.edu/uhh/teaching, and nomination forms and other information are posted at http://www.uhh.hawaii.edu/uhh/awards

Kilohana: The Academic Success Center

Kilohana’s mission is to serve all UH Hilo students and faculty by improving learning and retention through course-specific assistance, tutoring, non-credit developmental instruction in basic skills, seminars, workshops, printed materials and placement testing.

- The Math Lab. Located in College Hall 5, the Math Lab is co-managed by Kilohana and the math department. In addition to offering free, drop-in peer tutoring for all math courses (as well as tutoring for math concepts in other courses), the Math Lab features a dozen computers with MathCad, MiniCad and Pearson’s MyMathLab. The COMPASS math placement exam is also offered in the Math Lab throughout the semester. For more information, please contact Zorana Lazarevic, Math Lab Coordinator, at x47453 or visit http://www.uhh.hawaii.edu/academics/math/mathlab/
- Supplemental Instruction and Tutoring. Individual professors, groups, or departments are encouraged to apply for funding and implementation support for Supplemental Instruction or other course-specific academic support. Preference is given to applications for support in historically challenging courses and applications that demonstrate the professor’s or department’s commitment to student success. For more information, including an application form, visit http://www.uhh.hawaii.edu/kilohana/ or contact Amelia Shapiro, Director of Academic Support at x33421.
- The Writing Center. Located in LRC 239 (in the PC lab), the Writing Center offers free, drop-in peer tutoring for any UH Hilo student. Peer tutors are selected for their excellent writing skills and trained to help writers gain independence and develop critical thinking skills, discover topics and develop ideas, generate and organize supporting information, and work
on stylistic choices. Peer tutors do not provide proof-reading or other editing services; instead they help students develop their own voices as writers and their own drafting and revision strategies, ideally over a number of tutoring sessions throughout the semester. For more information, contact Karla Hayashi, Writing Center Coordinator, at x47545 or visit http://www.uhh.hawaii.edu/kilohana/.

In spring 2010, renovations for our new center on the ground floor of the library will be complete. At that time, Kilohana will expand support to include non-credit developmental instruction and seminars and workshops for students and faculty.

**The Edwin H. Mookini Library**

For the most current information, including online request forms for library services, please follow the "Services for Faculty" link on the right-hand side of the Mookini Library Web site at http://library.uhh.hawaii.edu or contact the following departments for services:

<table>
<thead>
<tr>
<th>Department</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration</td>
<td>x47759</td>
<td><a href="mailto:circ@hawaii.edu">circ@hawaii.edu</a></td>
</tr>
<tr>
<td>Circulation</td>
<td>X47344</td>
<td><a href="mailto:circ@hawaii.edu">circ@hawaii.edu</a></td>
</tr>
<tr>
<td>Reserves</td>
<td>X47344</td>
<td><a href="mailto:reserve@hawaii.edu">reserve@hawaii.edu</a></td>
</tr>
<tr>
<td>DVds/Videos</td>
<td>X47345</td>
<td><a href="mailto:avhilo@hawaii.edu">avhilo@hawaii.edu</a></td>
</tr>
<tr>
<td>AV Equipment</td>
<td>X47345</td>
<td><a href="mailto:avhilo@hawaii.edu">avhilo@hawaii.edu</a></td>
</tr>
<tr>
<td>Library Instruction</td>
<td>X47343</td>
<td><a href="mailto:tconner@hawaii.edu">tconner@hawaii.edu</a></td>
</tr>
<tr>
<td>Interlibrary Loan</td>
<td>X47345</td>
<td><a href="mailto:illhilo@hawaii.edu">illhilo@hawaii.edu</a></td>
</tr>
<tr>
<td>Reference &amp; Information</td>
<td>X47346</td>
<td><a href="mailto:mookini@hawaii.edu">mookini@hawaii.edu</a></td>
</tr>
<tr>
<td>Distance Learning and Copyright</td>
<td>X47733</td>
<td><a href="mailto:saxton@hawaii.edu">saxton@hawaii.edu</a></td>
</tr>
</tbody>
</table>

**Circulation.** Visit the Circulation Desk to request reserves, audiovisual equipment, and audiovisuals that support your courses, as well as to borrow materials. (Reserves and AV requests can also be done online: follow the "Services for Faculty" link on the right-hand side of the Mookini Library Web site at http://library.uhh.hawaii.edu for links, forms, and further information.)

Faculty and students need their UH Hilo faculty or student ID card or a government-issued picture ID to check out library materials. To make photocopies or computer printouts, faculty and students will need cash or a UH Hilo ID card.

Visit the Circulation Desk in the library to register your UH ID Number, which can then be used to access some databases remotely from your home or office. You can find your UH Hilo ID number on the "My Account" page of the "MyUH Portal". If you wish to obtain an official UH Hilo card for your own convenience, visit the Campus Center. For information, call 974-7516 or 974-7499.

The Mookini Library maintains an extensive collection of books, government documents, periodicals, music on compact discs, videotapes, and DVDs, most of which can be borrowed. Although periodicals do not ordinarily circulate, faculty may check them out for up to two days at the librarian’s or Circulation Supervisor's discretion to photocopy on division office copiers. Departments can also purchase a copy card for use with library photocopiers, including a color copier.

You may also have a student assistant registered as your proxy on your library account, so that he or she may obtain things for you at the Library. Faculty members will be financially responsible for any materials borrowed on their card.
A variety of instructional videos and feature films on videotape and DVD may also be checked out from the Circulation Desk. Please reserve them well in advance for planned class viewing since these are available to the entire UH system for loan. Titles can be designated as “Restricted to UH Hilo/HawCC campuses” upon request. Audiovisual materials, including those from other campuses, can be reserved by submitting an online request form or completing a paper request form at the Circulation Desk. See "Audio-Visual Services" (below) for further information.

Requests for renewals may be done online through the Hawai‘i Voyager online catalog’s “My Account” feature.

All borrowers, including faculty, are charged fines for overdue material per UH Library System policy.

**Reserves.** Library materials or personal copies of material for course reserves can be made available to students for limited periods. Please bring materials to the Circulation Desk for processing. Material such as journal articles and chapters from books can be placed on electronic reserve (“e-reserve”), with the full-text available online. A librarian can show you how to provide a direct link to your e-reserve items--and many other online electronic resources--directly from your course page or Laulima module. Follow the "Services for Faculty" link on the right-hand side of the Mookini Library Web site at http://library.uhh.hawaii.edu for links, forms, and further information.

Please allow at least seven business days for the processing of reserves. There is generally a rush on placing reserves near the beginning of each semester; to ensure that your materials are processed in a timely fashion, please plan in advance and place your reserves as early as is convenient for you.

All reserve materials must be processed for copyright clearance. Materials that are used for more than one semester typically require a copyright access fee. Faculty members needing to use the same reserve materials every semester or once every academic year should investigate developing course packs with Graphic Services to have the copyright absorbed into the overall cost of the course pack.

**Library Instruction.** Public Services librarians are enthusiastic partners of faculty efforts to promote information literacy skills in the classroom. Contact Thora Abarca, mailto:tconner@hawaii.edu or x47343, to request tours, basic information literacy classes, or more extensive sessions on doing research in the library and on the Web, using RefWorks, and more. Sessions tailored to a specific course can also be arranged with adequate notification (a minimum of 2 weeks notice).

Faculty members desiring a one-on-one session with a librarian to learn what is available for their students and for personal research are encouraged to contact their subject area liaison librarian. Requests and suggestions for specific items to add to the collection can also be directed to your liaison librarian. Visit http://library.uhh.hawaii.edu/lib_services/services/coll_devliaisons.htm for the name and contact information of your subject area liaison librarian.

**Interlibrary Loan.** Faculty can request material that is not available at the Mookini Library from other libraries. Requests for books and journal articles available within the UH system are made by the faculty member online from the Hawai‘i Voyager catalog. If materials are not available from other UH Libraries, the Library will request it, at no charge to the faculty member, from a library
elsewhere. When interlibrary loan needs result in extensive borrowing fees (more than $200 per academic year) the University Librarian may ask for a meeting to discuss future services and the possibility of purchasing more materials in the area needed to lessen the demand for interlibrary loan. Visit http://library.uhh.hawaii.edu/lib_services/services/ill.htm or email mailto:mookini@hawaii.edu for instructions, forms, and further information.

**Reference and Other Services.** Librarians are available for Reference and research assistance from 8 A.M. to 5 P.M., Monday through Friday; and from 7 P.M. to 9 P.M., Monday through Thursday. You can also call 974-7346, e-mail mailto:mookini@hawaii.edu, or use the Ask-a-Librarian link on the Library Web site.

E-journals, e-books, journal indexes, and full-text databases such as those from EBSCOhost, Cambridge Scientific Abstracts, Elsevier's Science Direct, and more are available through the Library's Web site. Remote access is available for most databases, but a current UH Hilo ID number is required. Email mailto:mookini@hawaii.edu or use our online database troubleshooter at http://library.uhh.hawaii.edu/articles/remote_access.htm if you have problems with accessing our online resources.

Other services include self-service scanners, multimedia workstations, and Apple workstations. Color printing is available for $0.50/page.

**Suggesting Material for the Library Collection.** The Library is committed to providing the best resources possible for you and your students. If we do not have a book, DVD, video, CD, database, or a journal that is important to you, contact your library liaison: http://library.uhh.hawaii.edu/lib_services/services/coll_dev_liaisons.htm.

Your library liaison can help you to build an effective and convincing case for the purchase of new resources. Follow the "Services for Faculty" link on the right-hand side of the Mookini Library Web site at http://library.uhh.hawaii.edu and look under the heading "Suggest Material for the Library Collection" for forms, policies, and further information. We strongly urge you to please work with one of the talented librarians to find something that will meet your needs in our collection instead of requesting and waiting upon an intra-library loan (ISL) or inter-library loan (ILL).

**Journal Impact Rankings.** The SCImago Journal & Country Rank is a portal that includes the journals and country scientific indicators developed from the information contained in the Scopus® database (Elsevier B.V.). These indicators could be used to assess and analyze scientific domains: http://www.scimagojr.com/.

**Audio-Visual Services.** Arrangements for the use of audiovisual equipment or materials need to be made online with four days advance notice at http://library.uhh.hawaii.edu/av_equip_req.htm. Call the Circulation desk at 974-7344 if you are unable to submit a request online. Follow the "Services for Faculty" link on the right-hand side of the Mookini Library Web site at http://library.uhh.hawaii.edu and look under the heading "AV Equipment and Services" for further information. If you require assistance with the equipment, contact the Audiovisual Technician at X47525; pager 327-7759.

A variety of audio materials as well as instructional and feature films on video and DVD are available through the Library's Circulation Desk. These materials are listed in the Hawaii Voyager online catalog. Videos can also be ordered from other UH campuses for classroom use by
submitting a request online. Videos and other AV materials from the Sinclair Library at UH Mānoa must be requested at least 2 weeks prior to the date needed for classroom use. Call x47346 or email mookini@hawaii.edu for assistance. Instructions, policies, and forms are available at http://library.uhh.hawaii.edu/lib_services/services/ill.htm.

Graphics and Photocopying/Printing Services. In addition to photocopying machines available in the main offices of the divisions and the School of Business and Economics, faculty can make arrangements with the Graphics Department for larger photocopying jobs such as booklets, flyers, and the like. For simple photocopy jobs, job requests should be submitted to Graphics about three working days in advance. Visit the Graphic Services website for more information: http://www.uhh.hawaii.edu/~graphics/

Graphics will help with design and layout on larger, complex publishing projects. Consult with Graphics Coordinator Susan Yugawa (x47571) a month or more in advance for such projects.

Charges for duplication, graphic services or supplies obtained at Graphic Services are billed monthly to departments or programs. Secretaries or Clerks administering accounts should be notified of pending charges prior to job requests.

To keep photocopying costs to a minimum and to give students ready access to course materials, faculty are encouraged to post syllabi and other handouts on the Web. Graphic Services will provide assistance in conversion of printed material to Web-ready formats. Graphic Services will be accepting job requests via their own website this Fall.

Faculty preparing posters for conferences may also access Graphic Services’ large format printing and laminating services. Powerpoint formatted files are recommended.

Writing Intensive Courses

Students are required to take and complete a minimum number of Writing Intensive (WI) courses in order to graduate from CHL, CoBE, or CAS. Each semester, courses are considered for designation as WI at the request of the instructor. Courses must be recertified as WI to allow for changes in pedagogy. Information on WI courses is available in the current catalog and at the WI webpage, http://www.uhh.hawaii.edu/academics/wi

At CHL, CoBE, and CAS, three WI courses are required for graduation, of which at least one must be at the upper division. Transfer students may be required to take fewer, depending on the number of credits they transfer in; see the university catalog for specifics. CHL requires that at least one WI course be in the Hawaiian language and one in English.

The criteria for WI designation include a minimum of 16 typed pages of writing (or equivalent) per semester. The writing must be used to promote increased student understanding of the course materials as well as to help students improve their writing skills. The writing must be the result of interaction (conferences, discussing drafts, etc.) between the student and the instructor and must play a major role in determining the final grade for the course. Courses which are designated as WI are capped at 20 students in order that meaningful and frequent instructor-student interaction be possible. Currently, a wide range of courses — from traditional English and social science lecture classes to natural science laboratory classes — are offered with the WI designation.
Faculty members interested in having their course(s) designated WI must electronically submit a WI application form by visiting the Writing Intensive website at: http://www.uhh.hawaii.edu/academics/wi

Click on the Faculty Application Form link to begin the application process: http://www.uhh.hawaii.edu/academics/wi/facapp.php

Once submitted, this form is sent to all members of the Writing Intensive committee for their review. The WI committee is composed of faculty representing various units. Following their review, faculty members will be notified if their application has been approved. New faculty members may wish to consult with their department and/or division chairs prior to arrival if they wish to participate during their first semester on campus. Courses are designated as WI for one semester at a time and apply specifically to the faculty member(s) requesting the designation. Note: Arrangements can be made to designate a course as WI for multiple semesters under certain conditions. Please consult with the WI Coordinator regarding this situation.

Once a course is approved, a packet of WI information is sent to the instructor. This packet contains general suggestions and reading material especially helpful for first-time WI instructors. The WI coordinator and individual members of the Writing Committee are available to assist WI instructors who have questions or concerns throughout the semester.

Questions about the WI designation can be sent to the current WI Coordinator, Karla Hayashi, at karlah@hawaii.edu or at X47545 or c/o the Humanities Division at x47479.

For information regarding the Writing Intensive requirement as it relates to students, see the university catalog at http://www.uhh.hawaii.edu/catalog

**Online Teaching Resources**

**MyUH for Class Lists and Posting of Final Grades.** The UH system offers all faculty and current students MyUH, a website where both can use their hawaii.edu email accounts; where students can register for courses, check grades, track progress towards graduation; and where faculty download course lists and submit final grades. Go to http://myuhportal.hawaii.edu and login with your hawaii.edu username and password. The site offers online student and faculty tutorials on its use.

**STAR Student Information System.** See the Academic Advising section of this handbook for a description of this essential online advising resource and directions for getting training and access. To get access to STAR, go to http://www.uhh.hawaii.edu/studentaffairs/records/BannerStarAccess.php#STAR

**Laulima Online Course Management System.** The University of Hawaii system has developed, maintains, and continuously improves Laulima, its own variant of the widely used open source web course management tool Sakai. Laulima offers internal and external email, document posting in user-friendly formats, asynchronous discussion boards and synchronous chat rooms, assignment management, grade-tracking, online testing, and other useful teaching and learning tools.

All credit courses offered by system campuses are hosted by Laulima, which connects to the University’s student information and registration system Banner.
You can find your own courses on Laulima, with all enrolled students already listed in your site class lists, by going to http://laulima.hawaii.edu and logging in with your hawaii.edu username and password. Alternatively, you can access your Laulima courses from your myuh account (http://myuh.hawaii.edu).

Laulima is becoming more and more widely used both as a supplement to face-to-face teaching and for completely online courses, and students are becoming adept in navigating it. Links to faculty tutorials and guides are provided on the Laulima portal page, and one-on-one training and workshops are offered on campus by the Office of Instructional Technology and User Services: call x3-3316 or x477664 for information.

**Distance Learning at UH Hilo.** As of August 2009, UH Hilo offers two baccalaureate completion degrees online to students across the state of Hawaii: the BA in Psychology and the RN to BSN in Nursing. In Fall 2009, the DL-Secondary Teacher Education Program for Success (DL-STEPS) launches its statewide online program. CCECS provides departments with coordination, support, and assistance with planning, marketing, student services, and faculty development with other UH Hilo units, including Student Affairs and Instructional Technology and User Services. Contact DL Coordinator Candace Wheeler for more information: mcandace@hawaii.edu or call her at x47664. Visit the UH Hilo webpage at http://www.uhh.hawaii.edu/academics/dl/.

The North Hawaii Education and Research Center (NHERC) in Honokaa is UH Hilo's first permanent, fully equipped, fully staffed offsite facility. It offers UH Hilo credit and non-credit courses to residents of North Hawaii, as well as online courses taught by UH Hilo-approved faculty. For information about teaching at NHERC, contact Director Farrah Gomes: fmgomess@hawaii.edu or call her at 775-8890. Visit the NHERC webpage at http://www.uhh.hawaii.edu/academics/nherc/

**Distance Learning in the UH System.** The University of Hawaii system serves faculty and students across the state through a well-developed system of distance delivery modes, including PolyCom, the Hawaii Interactive Television System (HITS), the Laulima web course management system, three major University Centers and six local Education Centers; as well as system committees with representatives from all campuses. For more information, visit the system Distance Learning webpages at http://www.hawaii.edu/dl.

The UH system’s Informational Technology Services provides many services to administration, faculty, staff, and students of all campuses. Visit the ITS homepage at http://www.hawaii.edu/its to see the full range of its involvement in our technological lives.

**Teaching Resources Website.** The university maintains a teaching resources webpage that provides links to useful websites and documents: http://www.uhh.hawaii.edu/uhh/teaching. This handbook is posted on that page; other resources include a checklist for syllabi and model syllabi by UH Hilo faculty, suggestions for preventing plagiarism, and connections to teaching resource websites at other institutions.

**Instructional Technology**

**Instructional Technology & User Services (ITUS)** offers faculty and staff hands-on training and workshop in educational technology and supports faculty in developing and maintaining online course materials and online courses.
Note that electronic and multimedia classrooms must be requested as part of the regular course scheduling process each spring and fall semester. College and division secretaries can assist faculty with these requests.

**Trouble-Shooting and Repairs**
- **Classroom Multimedia Equipment**
  For help with problems with classroom audiovisual or multimedia equipment, file a report at [http://www.uhh.hawaii.edu/uhh/otdl/helpdesk/tr_submit.php](http://www.uhh.hawaii.edu/uhh/otdl/helpdesk/tr_submit.php)
  For immediate assistance between 7:45 am and 4:30 pm weekdays, please call the Help Desk at 933-8858.

- **Desktop Computing Assistance.** For assistance with an office or personal computer, submit a request at [http://www.uhh.hawaii.edu/uhh/otdl/helpdesk/tr_submit.php](http://www.uhh.hawaii.edu/uhh/otdl/helpdesk/tr_submit.php)
  For immediate assistance, please call the Help Desk at 933-8858. Assistance with university-owned equipment is provided at no cost; for repair of a personal computer, the owner will be charged enough to cover the cost for replacement parts.

**Multimedia and Other Equipment for Instructional and Other Academic Purposes**
- **Audio and Video Recording Facilities/Services.** Dedicated audio and video recording rooms are available for faculty to record podcast lectures and other presentations for asynchronous online or distance learning. Call x47573 for a reservation.

- **Video Recording Special Events.** ITUS will also video record special events or guest lectures if reservations are made at least three days in advance; call x47573.

- **Course-Related Multimedia Equipment.** New facilities, equipment, and assistance are available on a first-come/first-served basis for faculty interested in course-related multimedia development, such as digital video and audio components for class presentation, animation, or graphical visualization of data, and Computer-Assisted Instruction (CAI). Call 933-3316 to request assistance.

- **PolyCom.** Beginning Fall 2009, ITUS offers faculty, staff, and administration desiring PolyCom use for academic collaboration or conferencing with other institutions two PolyCom rooms (up to five participants each) and two large classrooms (up to 35 participants each). Call x47573 at least one week in advance to check on availability and to make reservations.

- **Hawaiian Interactive Television System (HITS).** UH Hilo has three HITS classrooms available for faculty to offer courses to students at off-campus and off-island HITS sites. Reservations must be made at least one semester in advance. Please call x47573 to arrange reservation and check the availability of the room.

- **Online Course Development and Distance Learning Assistance.** Faculty can receive training and guidance with online and hybrid course development using Laulima (Sakai), Halawai (Adobe Connect), podcasting, streaming video, webcasting. To make a request, call 933-3316.

  For faculty in UH Hilo distance learning degree and certificate programs, dedicated ‘turn-key’ course development services will be provided.

**Technology Support from UH System ITS.** The UH system’s Information Technology System (ITS) also offers online help for faculty on general issues: [http://www.hawaii.edu/its](http://www.hawaii.edu/its).
For a price list of hardware available through the UH system’s licensing program, go to http://www.hawaii.edu/infotech/pricelists/. To see pricelists for licensed software, such as MatLab or SPSS for both PCs and MACs go to http://www.hawaii.edu/sitelic/.

For personal purchase, the UH Hilo Bookstore offers select hardware, peripherals, and software; see or call the Bookstore’s manager at X47348 or X47349. In addition, departments can purchase computer hardware and peripherals through the University, as well as certain software licensed for sale at the university at reduced prices. For the hardware price list, go to http://www.uhbooks.hawaii.edu/computers/; for licensed software, go to http://www.uhbooks.hawaii.edu/computers/licensing.asp. Work with your division secretary to arrange purchases through the department.