

## **SPRING 2017**

Chancellor's Message  
January 1, 2017

I am honored to have the privilege to be your Chancellor, to be your partner in our collective efforts to strengthen the educational 'auwai for the communities and families in Leeward and Central O'ahu. Indeed, in partnership with our sister campuses, for all of Hawai'i and Oceania! To ensure that we graduate skilled community members and leaders we must continue to cultivate unique and differentiated learning and teaching, discovering and inquiring, and engaging environments that address the needs of our 21st Century students and global contexts. This is our value proposition! If we live into these values, if we do it well, 30 years from now, when we're a 20,000-person campus, our legacy will be one of great prosperity! Prosperity born from investing in people who do extraordinary things!

(See video of Chancellor Benham here:

<http://www.hawaii.edu/news/2017/01/01/west-oahu-chancellor-maenette-benham-discusses-campus-value-proposition/>)

Kulia i ka nu'u! Reach for the Summit!

Ulu a'e ke welina a ke aloha! Loving is the practice of an awake mind!

Maenette K.P. Ah Nee-Benham, Chancellor  
University of Hawai'i - West O'ahu

# Spring 2017 Convocation & Professional Development Day, W January 4, 2017

Aloha kakou,

Chancellor Benham invites all members of the UHWO community to attend tomorrow's Spring Convocation and Professional Development Day. It's important that we all are present for the morning session as Chancellor Benham will be facilitating an exercise benefiting the entire campus. Please see below for the schedule and the attached document for a list of workshops and room assignments:

8:00 – 8:30 am	Registration, light breakfast
8:30 – 9:00 am	Oli, Chancellor Benham Welcome
9:00 – 11:45 am	Knowledge Café, New Faculty Welcome
12:00 pm – 12:45 pm	Lunch – Subway boxes
1:00 – 1:50 pm	Session 1 workshops
2:00 – 2:50 pm	Session 2 workshops

Note: Please indicate at registration if you are vegetarian. Special tickets will be distributed for the limited number of the vegetarian option.

We look forward to seeing you bright and early tomorrow morning to celebrate the new semester.

Mahalo nui,

PD Day Committee

[Professional Development Day. Agenda & Workshops\\_170104](#)

# I. GENERAL INFORMATION

## A. About UHWO

1. [Short History of UHWO](#)
2. [Mission/Vision](#)
3. [Philosophy/Values/Core Themes](#)
4. Where we are going
  - a) [UHWO Strategic Plan, 2015-2020](#)
  - b) [Academic Development Plan, 2012-2016 \(currently being revised\)](#)
  - c) [UH System Strategic Directions, 2015-2021](#)
  - d) [Hawai'i Papa O Ke Ao](#): These are the comprehensive recommendations of the Model Indigenous-serving University Task Force.
5. Other planning documents:
  - a) [UHWO Comprehensive Communications Plan](#)

## B. Campus Map

1. [Getting to campus](#)
2. [Campus Map](#)

## C. Directory

1. [UHWO Internal Phone Directory](#)
2. [UHWO Internal Photo Directory](#)
3. [UH System directory](#): If you are looking for faculty/staff in the UH system, you can search here.

## D. Getting Started

1. **New Full-time faculty**: Offices should be ready around August 15; please check with Terri ([tota@hawaii.edu](mailto:tota@hawaii.edu); phone: 689-2314) for assignments/updates.
2. **Lecturers**:

Keys: You may request a key that will give you access to the Workrooms in the Classroom Building, D234 and Lab Building, E227. This key will also access the Lecturers' Room in the Lab Building, E206 and the Faculty/Staff Lounges in the Classroom Building D255 and Lab Building E244.

Parking: No permit is required. Lecturers may park in Parking Lot A (Non-Permit Parking) or if full, the Overflow parking area. A map of the parking lots may be found [here](#).
3. **ID Card**: You can get a UHWO ID card from the Student Services Office, C141. This ID card will have your UH number on it, and will allow you to

## E. Catalog/Programs

1. [UHWO General Catalog, 2016-2017](#): In addition to the current catalog, you can also find catalogs back to 2005-2007 [here](#).
2. [Degree/Certificate programs](#)

## F. Academic Calendar/Holidays

1. [Academic Calendar for 2016-2017](#)
2. [Academic Calendar & Finals Schedule, Fall 2016](#)
3. [Academic Calendar & Finals Schedule, Spring 2017](#)
4. [UH System Academic Calendar](#)

Note: UHWO is on a 15-week schedule; the other UH campuses are on a 16-week schedule.

5. [State Holidays 2016-17](#)

## G. Campus Information: How do I find out what's going on at campus?

In 2013, UHWO began planning a comprehensive communications plan.

1. **Division Chairs** are responsible for keeping his/her division informed.
2. **Faculty Senate Senators** and **Committee Members** should be sharing information from Faculty Senate and the Committees with their divisions.
3. **This Week at UHWO News Bulletin**: Sent out at the beginning of the week to all Faculty and Staff, This Week at UHWO provides announcements of what is happening on campus for the week.
4. [E Kamakani Hou](#), The New Wind: Got News? Have a special student or accomplishment that should be shared? UHWO's new online newsletter showcases the activity on and around campus, and a way to tell your story.
5. [UHWO in the News](#) Press releases and articles
6. UHWO Communications Laulima site
  - a) [Communications Request form](#): you will need to login with your UH username & password.
  - b) [UH West O'ahu Writing Style Guidelines](#)
  - c) [UH System Style Guide](#)
7. [UHWO Campus Events Calendar](#)
8. [The Hoot: UHWO Online Student Paper](#)
9. [UHWO General Catalog](#)
10. [Mail](#): Campus Mail is collected and distributed once a day, beginning 9 am. Campus Mail bins are located in the Library Copy Room (B113); Student Affairs Workroom (C157); Classroom Bldg Workroom (D234) and the Lab Bldg Workroom (E227). Mail dropped here before 8:30 will usually be delivered by the next day.

Faculty are assigned a mailbox or file in a mailbox bin in the workroom:

  - Faculty with offices in the Classroom Bldg (D): Workroom, D234
  - Faculty with offices in the Library (B) and Lab Bldg (E): Workroom, E227
  - Lecturers will have folder in a bin in the Lecturers Room (E206)
11. UHWO social media sites
  - a) [UHWO Facebook](#)
  - b) [UHWO Flickr](#)
  - c) [UHWO Twitter](#)
  - d) [YouTube UH West Oahu](#)

## II. OFFICES/DEPARTMENTS

### A. Chancellor's Office: Main Office, Classroom Building CL D136

Main Phone: 689-2700

- Dr. Maenette Benham, Chancellor  
Email: [mhenham@hawaii.edu](mailto:mhenham@hawaii.edu)
- Annette Lehano, Secretary to the Chancellor  
Email: [alh@hawaii.edu](mailto:alh@hawaii.edu); Phone: x2776; Office: D136

#### Communications

Leila Shimokawa, Director of Communications

Email: [lwai@hawaii.edu](mailto:lwai@hawaii.edu); Phone: 689-2603

- [Comprehensive Communications Plan](#)

### B. Academic Affairs: Main Office, Classroom Building CL D201

Main Phone: 689-2300;

Main Email: [uhwovcaa@hawaii.edu](mailto:uhwovcaa@hawaii.edu)

Office Hours: M-F, 8:00 am – 4:30 pm

#### 1. Office of the Vice Chancellor for Academic Affairs

Dr. Jeffrey A. S. Moniz, Vice Chancellor for Academic Affairs

Email: [jmoniz@hawaii.edu](mailto:jmoniz@hawaii.edu); Phone: 689-2303; Office: D202

#### 2. Academic Support, D201, main line: 689-2300

Heriuter Maynard, Office Assistant

Email: [hmaynard@hawaii.edu](mailto:hmaynard@hawaii.edu); Phone: 689-2305

Works with the following Divisions: EDUC, SSCI, Math/Sci

Norinna-Lynne Saito, Office Assistant

Email: [nlsaito@hawaii.edu](mailto:nlsaito@hawaii.edu); Phone: 689-2318

Works with the following Divisions: BUSA/PUBA/HUM

#### 3. VCAA Fiscal Support, D242

Adrian Lee, Administrative Officer

Email: [aidlee@hawaii.edu](mailto:aidlee@hawaii.edu); Phone: 689-2309

Casi Fuellas, Administrative & Institutional Support

Email: [csakaida@hawaii.edu](mailto:csakaida@hawaii.edu) ; Phone: 689-2319

#### 4. Lecturer Hiring, D206

Clinton Nishida, Academic Programs Specialist

Email: [kamakura@hawaii.edu](mailto:kamakura@hawaii.edu); Phone: 689-2308

#### 5. International Programs:

Tim Park, Director of International Programs

Email: [hynilp@hawaii.edu](mailto:hynilp@hawaii.edu) ; Phone: 689-2311; Office: D107

**6. Course/Room Scheduling; Project Lead the Way:**

Heidi Arrington, Academic Programs Specialist

Email: [heidia@hawaii.edu](mailto:heidia@hawaii.edu); Phone: 689-2307; Office: D209

**7. Articulations:**

- [Listing of current articulations](#)

**8. Curriculum/Faculty Affairs:**

Terri Ota, Academic Program/Faculty Affairs Specialist

Email: [tota@hawaii.edu](mailto:tota@hawaii.edu); Phone: 689-2314; Office: E224

- [Catalog](#): Copies of the current and past catalogs (2005-present) can be found at this link.
- [Curriculum Library: Available to UHWO faculty.](#)  
Here you can find copies of curriculum forms for course and program additions/changes.
- [Faculty Guidebook: Available to UHWO Faculty & lecturers](#)

This Faculty Guidebook combines what was previously in the Faculty Senate Faculty Handbook, as well as information from the UHWO website, and other UHWO Lulima sites.

**9. Office of Institutional Effectiveness (OIE)**

John Stanley, Director of Institutional Research

Email: [jstanley@hawaii.edu](mailto:jstanley@hawaii.edu); Phone: 689-2316; Office: DHHL

- [OIE website](#): Looking for information about UHWO? Check here!
  - a) [UHWO Factbook](#)
  - b) [UHWO Quick Facts](#)
  - c) [Assessment and Assessment Guide](#)
  - d) [Course Evaluations](#)

Course evaluations are collected electronically through eCafe. The eCAFE team will keep the instructors informed about the course evaluation process, including dissemination of information about instructor set-up periods and other notifications. During the course evaluation period, instructors may obtain real-time response rates and results on their course evaluation surveys from their eCAFE accounts. Instructors may access their eCAFE accounts by logging in eCAFE ([www.hawaii.edu/ecafe](http://www.hawaii.edu/ecafe)) with their UH username and password.

- e) [Information/Service Request](#): If you are looking for data for your program, you can request using this form.

**10. Library, Bldg B; main phone: 689-2700**

Michiko Joseph, Interim Library Director

Email: [msjoseph@hawaii.edu](mailto:msjoseph@hawaii.edu); Phone: 689-2707; Office: Libr B116

- a) [UHWO Library website](#)

## 11. Distance Education, B222, main email: [uhwode@hawaii.edu](mailto:uhwode@hawaii.edu)

For assistance with Instructional Design, Lulima or Blackboard Collaborate

- Sharla Hanaoka, Associate Director of Creative Media  
Email: [shanaoka@hawaii.edu](mailto:shanaoka@hawaii.edu); Phone: x2392
- Rian Barreras, Instructional Designer  
Email: [rbarrera@hawaii.edu](mailto:rbarrera@hawaii.edu); Phone: 689-2317
  - [UHWO Online DE: Instructional Design: Available to UHWO Faculty & lecturers](#)

## 12. Academic Divisions

### a) Business Administration

Division Chair: Dr. Derrek Choy

Email: [derrekc@hawaii.edu](mailto:derrekc@hawaii.edu); Phone: 689-2332; Office: E119

### b) Education

Division Chair: Dr. Mary Heller

Email: [mfheller@hawaii.edu](mailto:mfheller@hawaii.edu); Phone: 689-2339; Office: E225

### c) Humanities

Division Chair: Dr. Stan Orr

Email: [sorr@hawaii.edu](mailto:sorr@hawaii.edu); Phone: 689-2349; Office: D220

### d) Humanities\_Math/Science

Sub-Division Chair: Dr. Joseph Bariyanga

Email: [bariyang@hawaii.edu](mailto:bariyang@hawaii.edu); Phone: 689-2359; Office: E216

### e) Public Administration

Division Chair: Dr. Kristina Guo

Email: [kguo@hawaii.edu](mailto:kguo@hawaii.edu); Phone: 689-2361; Office: D225

### f) Social Sciences

Division Chair: Dr. Mark Hanson

Email: [mhanson@hawaii.edu](mailto:mhanson@hawaii.edu); Phone: 689-2374; Office: D215

### 13. Other programs

**a) Center for Teaching & Learning Excellence (CTLE)**

Dr. Brenda Machosky, Coordinator

Email: [machosky@hawaii.edu](mailto:machosky@hawaii.edu); Phone: 689-2346; Office: E123

- [Center for Teaching & Learning Excellence \(CTLE\)](#)
- CTLE also has a Laulima site; please contact CTLE Coordinator, Dr. Machosky ([machosky@hawaii.edu](mailto:machosky@hawaii.edu)) if you are interested in access to this site.

**b) Center for Professional Development (CPD)**

Dr. Amy Nishimura, Coordinator

Email: [amynn@hawaii.edu](mailto:amynn@hawaii.edu); Phone: 689-2347; Office: D112

(On sabbatical spring 2017)

**c) Center for Labor Education & Research (CLEAR)**

Dr. William Puette, Director

Email: [puette@hawaii.edu](mailto:puette@hawaii.edu); Phone: x2767; Office: B220

- [CLEAR website](#)

**d) 'Ulu'ulu: The Henry Giugni Moving Archives 689-2760**

Janel Quirante, Head Archivist; Email: [quirante@hawaii.edu](mailto:quirante@hawaii.edu)

- ['Ulu'ulu website](#)



**C. Administrative Affairs:**

**1. Office of the Vice Chancellor for Academic Affairs**

Kevin Ishida, Vice Chancellor for Administrative Affairs  
Email: [kevini@hawaii.edu](mailto:kevini@hawaii.edu); Phone: 689-2511

**2. Business Office/Cashiers: Campus Center, C144 (inside Student Services); Phone: 689-2890**

Tracy Higa, Cashier  
Hours: M-F, 8:00 am – 4:30 pm

**3. Human Resources**

Nancy Nakasone, Human Resources Director  
Email: [nancynak@hawaii.edu](mailto:nancynak@hawaii.edu); Phone: 689-2521; Office: DHHL

a) [UH Paystub link](#)

Check here for your paystubs.

b) [UH Online Leave System](#)

The Leave System is online now, for vacation/sick/etc.

c) [Jobs at UHWO](#)

(1) [Positions at UHWO and within the system \(Faculty, Lecturers, Administrative/Professional/Technical, Executive, Civil Service, Other\)](#)

(2) [Student Employment](#)

d) Additional information on Laulima site, [UHWO HR Office](#) (available to UHWO faculty/staff)

**4. Information Technology, IT Service Center**

Brad Koanui, Campus Technology Manager  
Email: [bkoanui@hawaii.edu](mailto:bkoanui@hawaii.edu) ; Phone: 689-2417

a) [Summary of services](#)

b) UHWO IT Help Desk:

Email: [uhwohelp@hawaii.edu](mailto:uhwohelp@hawaii.edu); Phone: 689-2411; Location: Library, 1<sup>st</sup> floor

c) Classroom Technology

d) AskUs Knowledgebase

## 5. Planning & Campus Operations:

Planning & Campus Operations (PCO) has a new website, <http://uhwo.hawaii.edu/pco>, which includes additional information on their functions.

Those that you may need most are summarized below:

### a) Facilities Management/Operations Main Phone:689-2535

Dan Furuya, Facilities Management/Operations Manager

Email: [dfuruya@hawaii.edu](mailto:dfuruya@hawaii.edu); Phone: 689-2545; Office: F201

- (1) **Building Services:** Custodial services for restrooms, common areas, classrooms and offices.
- (2) **Work Coordination Center:** Work requests may be submitted in the following ways:
  - (a) [AiM Customer Request](#) site
  - (b) If it is an urgent request, please call at 689-2535 or email to: [uhwo-wcc-l@lists.hawaii.edu](mailto:uhwo-wcc-l@lists.hawaii.edu)

### b) Auxiliary Services

John Murakami, Director of Auxiliary Services

Email: [jam8@hawaii.edu](mailto:jam8@hawaii.edu); Phone: 689-2527; Office: B122

- (1) Facility Use & Events
- (2) Food Service
  - (a) [Da Spot Health Foods & Juices](#)
  - (b) Vending Machines are located around campus,
- (3) Parking: Campus Parking Map and Parking Permit Request forms
- (4) Transportation: To request use of a state vehicle or a Manoa parking pass
- (5) Mail: [Detailed information on mail services](#)
- (6) Tenants
  - (a) **UHWO Bookstore**  
Hours: M-F 8:00am – 3:30pm; Phone: 689-2550; Campus Center C226
    - (i) [UHWO Bookstore website](#)
  - (b) **UH Federal Credit Union**  
Hours: M-F 8:00am – 4:00pm; Phone: 983-5500; Campus Center C138
    - (i) [UH Federal Credit Union website](#)

### c) Environmental Health & Safety and Campus Security

- (1) [UHWO Campus Security](#)
  - (a) Safety Tips
  - (b) [Clery Act Public Crime Log](#) (as of Jan 2015)
- (2) [Emergency Preparedness and Management](#)
  - (a) [UHWO Emergency Information](#)
  - (b) [UHWO Emergency Procedures Aug 2012](#)
  - (c) [UH Emergency Alert Notifications](#)

## D. Student Affairs:

Dr. Judy Oliveira, Vice Chancellor for Student Affairs  
Email: [judyanno@hawaii.edu](mailto:judyanno@hawaii.edu); Phone: 689-2678; Office: C245

Dr. Jan Javinar, Assistant to the VC for Student Affairs  
Email: [javinar@hawaii.edu](mailto:javinar@hawaii.edu); Phone: 689-2671; Office: C244

### 1. Enrollment Services

#### a) [Admissions/Recruitment](#)

- (1) [Campus Tours](#)
- (2) [Application forms](#)
- (3) [Placement Testing](#)

#### b) Financial Aid

- (1) [Student Financial Aid information](#)
- (2) Student Employment
  - (a) [Student Employment website \(SECE\)](#)

#### c) Office of the Registrar

University Registrar: Robyn Oshiro  
Email: [robyno@hawaii.edu](mailto:robyno@hawaii.edu); phone: 689-2924

- (1) [Office of the Registrar website](#)
- (2) [Preparing for Registration](#)
  - (a) [Registration Timetable](#)
  - (b) [Registration Waitlist FAQs](#)
  - (c) [Registration Errors; Registration Errors Glossary](#)
  - (d) [Schedule of Classes](#) The schedule of classes, or Class Availability, is usually up by late October/early November for Spring registration; and late March for Summer/Fall registration.
  - (e) [General Catalog](#)
- (3) [Academic Status Policy](#)

### 2. Student Development

- a) **Advising:** UH West O'ahu believes that students function best in an intimate learning environment in which they are active contributors to their own educational planning. Such planning includes identifying individual educational goals and objectives, as well as future career and educational plans. Many resources are available for students to assist them in their college endeavors. Two of these resources are faculty advisors and Student Services academic advisors.

**FACULTY ADVISORS:** On admission, incoming students are assigned to a faculty advisor based on their intended program of study. The name and contact information of the assigned faculty advisor can be viewed in the STAR Degree Check under the academic standing tab through MyUH.

Faculty advisors are an excellent source of information on:

- Academic programs
- Course content, selection and sequencing
- Suggested courses for program electives
- Program and course prerequisites
- Graduate programs
- Career and professional development

It is strongly recommended that students make an appointment to meet with their faculty advisor during their first semester at UH West O'ahu and continue to meet with them on a regular basis.

**ACADEMIC ADVISORS:** Located in the Academic Advising and Counseling Services Office, academic advisors assist students with academic planning, program and university graduation requirements, and registration policies and procedures. Students who have earned at least 90 credits are advised to make an appointment with an academic advisor for a graduation check. Basic counseling may also be provided in helping with the day-to-day issues that may arise during a student's academic journey.

Academic advisors assist students with:

- Graduation requirements
- Registration
- Change of major/concentration
- Preadmission advising
- Academic probation
- Leave of absence
- Withdrawing from the University

Additional information regarding advising, as well as advising sheets for the programs, may be found online at: <http://www.uhwo.hawaii.edu/academics/academic-advising/>

**b) Counseling:**

Dr. Steven Taketa, Counseling Psychologist

Email: [taketas@hawaii.edu](mailto:taketas@hawaii.edu); Phone: 689-2675; Office: Library B221

Dr. Taketa's services include intake assessment, treatment planning, brief counseling and psychotherapy within individual, couple and group modalities, crisis intervention with on call monitoring, and responsiveness to emergent situations. Dr. Taketa's office hours are Monday through Friday, 8 a.m. to 3:30 p.m.

**c) Health Services:**

Lehua Akau, Healthcare Coordinator; Phone: 689-2679; Office: C229

We also have a nurse, Lehuanani Akau, who is able to administer vaccinations for Measles, Mumps, and Rubella (MMR), Tetanus, Diphtheria, Pertussis (Tdap), tuberculosis (TB), Flu vaccine, Gardasil (HPV), Hepatitis B and Meningococcal. Lehuanani, who currently teaches at UH Hilo as clinical faculty in the BSN program, also wants to offer family planning services, pregnancy testing, sexually transmitted infection (STI) testing and basic acute care needs, first aid and wound care. For frequently asked health questions or appointments, please call (808) 689-2679.

**d) Career Services:**

Lo'ea Akiona, Career Services Coordinator

Email: [loea@hawaii.edu](mailto:loea@hawaii.edu); phone: 689-2676; office: C240

**e) Student Life**

Rouel Velasco, Student Life Coordinator

Email: [rouel@hawaii.edu](mailto:rouel@hawaii.edu); Phone: 689-2942; Office: C215

(1) Chartered Student Organizations

(a) Student Government: [Associated Students of the University of Hawaii-West Oahu](#)

(b) Campus Center Board (CCB)

(c) Student Activity Fee Board (SAFB)

(d) Student Media Board (SMB)

(2) [Student Clubs; advising Student Organizations at UHWO](#)

(3) [Best Practices for Advising Student Clubs \(Faculty Senate, Apr 2012\)](#)

**f) Intramurals**

Ryan Perreira, Intramurals Coordinator

Email: [rperreira@hawaii.edu](mailto:rperreira@hawaii.edu); Phone: 689-2688; Office: C236

Watch for the weekly faculty/staff bulletin for more information!

**3. No'eau Center for Academic Success**

Lokelani Kenolio, Director of Student Engagement

Email: [kenolio@hawaii.edu](mailto:kenolio@hawaii.edu) ; Phone: 689-2755; Office: Libr B203

a) [Noeau Center website](#)

b) [Placement Testing](#)

c) Tutoring

**4. Other Programs**

a) [Kealaikahiki](#) Student Success Initiatives

- [Student Success initiatives](#)

b) **PIKO Project**

Dr. Melissa Saul, Project Director

Email: [saulm@hawaii.edu](mailto:saulm@hawaii.edu); Phone: 689-2686

(1) [PIKO Project](#)

(2) [Ike Maui Ola Learning Community](#) (Pre-Nursing Pathway)

c) **Gear Up Leeward Coast**

Jean Javellana, Project Director

Email: [jjavella@hawaii.edu](mailto:jjavella@hawaii.edu); Phone: 689-2674

## III.ACHIEVING ACADEMIC EXCELLENCE

### A. Faculty Senate/Governance

Faculty Senate Chair: Dr. Alan Rosenfeld (email: [alan3@hawaii.edu](mailto:alan3@hawaii.edu) )

Faculty Senate Vice Chair: Dr. David Kupferman (email: [kupferma@hawaii.edu](mailto:kupferma@hawaii.edu) )

#### 1. FS Committees

- (1) Academic Affairs & Planning Committee
- (2) Student Affairs Committee
- (3) Budget & Resources Committee
- (4) Curriculum Committee ([uhwocurr@hawaii.edu](mailto:uhwocurr@hawaii.edu) )
- (5) General Education Committee ([uhwoege@hawaii.edu](mailto:uhwoege@hawaii.edu) )
  - (a) Writing Intensive
  - (b) Hawaiian Asian Pacific Issues
- (6) Distance Education Committee ([uhwode@hawaii.edu](mailto:uhwode@hawaii.edu) )

#### 2. Other Committees

- (1) Program Review Committee
- (2) Hawaii Graduation Initiative
- (3) Strategic Implementation Committee
- (4) Communications Committee
- (5) Chancellor's Committee on Enrollment & Student Success
  - To develop strategies to improve our retention and graduation rates.

### B. Faculty Responsibilities

1. **Title IX Training:** The University of Hawaii's primary concern is to ensure that all students and employees are provided safe and respectful learning and working environments. As an update to this commitment, all employees are required by law (Act 208, Session Laws 2016) to complete training on Title IX, VAWA and UH policies.

1. Where can I go to complete the required training?

The training is available at: <http://www.hawaii.edu/titleix/lawroom/employees>

You will be prompted for your UH username and password to access the training.

A guide and more detailed training description is available at: <http://www.hawaii.edu/titleix/training-employees/>

2. How long is the training?

The training takes approximately 2-3 hours to complete.

3. Do I have to complete the training all at once?

No, you are able to enter and exit the training at any point. The training will automatically track your progress and save where you last left off.

For more information, please email or call the UH Office of Institutional Equity at [institutional.equity@hawaii.edu](mailto:institutional.equity@hawaii.edu) or (808) 956-8629.

2. **Office Hours:** You should schedule at least one office hour per week per class. These should be posted on your syllabus and if you have an office, outside your office door.

- 3. Guidelines for Course Syllabus/Outline Development:** The UHWO Faculty Senate has developed syllabus guidelines which all faculty and lecturers are encouraged to follow. Syllabi should be submitted to the VCAA office ([uhwovcaa@hawaii.edu](mailto:uhwovcaa@hawaii.edu)) within the first two weeks of the semester. Information that should be included on the syllabus may be found on the Lulima site, WOA Faculty Info; or click [here](#) to go directly to the site. Also included here is some suggested language for Title IX compliance. Be sure to

Some additional information that should be included on your syllabi include:

- a) Services for Students with Disabilities/notification of services: *A student has a right to any special accommodations once they have provided documentation verifying the claimed disability. This documentation should be brought by the student to Dr. Steve Taketa in the Student Services Office. Upon receipt of this material, reasonable accommodations for the particular needs will be determined. Examples of accommodations are note takers, large print materials, and extended time for exams (see below for how to make arrangements for extended exam times). These agreed upon accommodations will be put in writing and provided to you.*
- b) [Credit Hour policy](#)

The information provided in the syllabus should conform to the policies and procedures established by UHWO.

- 4. Classlists:** The MyUH Portal: [myuh.hawaii.edu](http://myuh.hawaii.edu)  
All student registration is online through the MyUH portal. You access your classlists through the MyUH portal. In addition, it is through the MyUH portal that you give students registration overrides, and submit grades. Information and instructions can be found at these links:
  - a) [Getting Started: Faculty Tutorial](#)
  - b) [Registration Overrides](#)
  - c) [Class lists/wait lists](#)
  - d) [Grading](#)
  - e) [View classes from past terms](#)
- 5. Course Delivery:** You can check the online [Class Availability](#) for your room assignments.
- 6. Student Absence from Class:** If a student stops attending your class, please note when they last attended. This is important for financial aid purposes (when posting final grades, if a student stopped attending, you will be asked for this information), and may be important in advising situations.
- 7. Cancelling Classes/Faculty Absences:** If you will be cancelling your class, whether due to illness or other reason, please contact the Academic Affairs office at 689-2300 or by email at [uhwovcaa@hawaii.edu](mailto:uhwovcaa@hawaii.edu); they can post a sign at your classroom to let students and can direct them to check their email.
- 8. Student Evaluations:** Course evaluations are collected electronically through eCafe. The eCAFE team will keep the instructors informed about the course evaluation process, including dissemination of information about instructor set-up periods and other notifications. During the course evaluation period, instructors may obtain real-time response rates and results on their course evaluation surveys from their eCAFE accounts. Instructors may access their eCAFE accounts by logging in eCAFE ([www.hawaii.edu/ecafe](http://www.hawaii.edu/ecafe)) with their UH username and password.
- 9. PEER EVALUATION:** Division chairs are responsible for the supervision and evaluation of part-time, temporary, and probationary faculty. In consultation with the Vice Chancellor for Academic Affairs they also determine whether lecturers will be invited to teach in subsequent semesters. In order to ensure that faculty maintain the academic expectations of UHWO, a number of evaluation measures, including student and peer evaluations, are conducted on a regular basis. One of the primary benefits of evaluation is to provide information that will enable you to make any necessary mid-course adjustments in your performance and continually improve the quality of your courses.

FULLTIME FACULTY: New faculty should be peer evaluated at least twice prior to the submission of their first contract renewal. Tenured faculty from the same division should conduct one of these two evaluations. During their second year of employment, new faculty should be peer evaluated at least once during the year. Once per semester (as in year 1) is recommended. The class appraisal form should be used for inperson, hybrid or online classes. Alternative forms of evaluation may supplement, but not replace the UHWO evaluation form. ([FS resolution 2010-3, Effective Date: August 1, 2012](#))

LECTURERS: During their first Fall or Spring semester at UHWO, lecturers should secure one peer observation/evaluation by a: (1) full-time faculty in the division and (2) end term student evaluations. During subsequent semesters, end-term student evaluations will suffice. The class appraisal form should be used for in-person, hybrid or online classes. There is a standard Classroom Appraisal form available below. Alternative forms of evaluation may supplement, but not replace the UHWO evaluation form. ([FS Resolution 2010-4, Effective Date: August 1, 2010](#))

- [Classroom Appraisal Form](#)
- [Online Appraisal Form](#)

10. [Curriculum Forms and Links](#): Adding/Modifying/Deleting Courses &/or Programs: Forms are available on the Laulima site, UHWO Faculty Info; you can also click on the link [here](#).
11. [Tenure, Promotion and Contract Renewal](#): Information about the faculty evaluation process can be found on the Laulima site, UHWO Faculty Info, 17\_Faculty Evaluation. [This is a link to the 2016-2017 timelines and documents](#). If you have any questions, you may contact Terri Ota, Faculty Affairs Specialist at [tota@hawaii.edu](mailto:tota@hawaii.edu) or by phone at 689-2314.

- C. **Workrooms:** There are two workrooms that are available for your use; use the GGM6 key for access and please remember to keep the door locked for security.
- Classroom Bldg, D234
  - Lab Bldg, E227
- Each has a photocopy machine that also has scanning capabilities.  
Some supplies are also stored in the workrooms, but if supplies are low, you can also check with the VCAA Office (D201) or email the VCAA Office ([uhwovcaa@hawaii.edu](mailto:uhwovcaa@hawaii.edu)) with your request.

#### D. Information Technology

Phone: 808-689-2411; Library 1<sup>st</sup> floor; email: [uhwohelp@hawaii.edu](mailto:uhwohelp@hawaii.edu)

1. Services
  - IT Standard Hardware Installation and Support (desktops / laptops / phones / printers / tablets)
  - IT Standard Software Installation and Support (Microsoft Office / Adobe Acrobat Pro )
  - Google Apps Support (gmail / drive / docs / sheets / slides / hangouts / calendars / sites)
  - Wired and Wireless Network Access (public and private)
  - AV Equipment Setup and Support in the Classrooms and Conference Rooms
  - Video Conference Setup (Polycom / Skype) and Teleconferences
  - Video Digitization (TeachACT form required: <http://go.hawaii.edu/2N>)
  - Best Effort Support for Non-UHWO owned hardware and software
  - Walk-up Service for Hardware and Software Problem Assessment
2. [Classroom Technology Training Videos](#)



**E. Center for Teaching & Learning Excellence (CTLE)**

Dr. Brenda Machosky, Coordinator

Email: [machosky@hawaii.edu](mailto:machosky@hawaii.edu); Phone: x2346; Office: E123

- [Center for Teaching & Learning Excellence \(CTLE\)](#)
- CTLE also has a Lualaba site; please contact CTLE Coordinator, Dr. Machosky ([machosky@hawaii.edu](mailto:machosky@hawaii.edu)) if you are interested in access to this site.

**F. Center for Professional Development (CPD)**

Dr. Amy Nishimura, Coordinator

Email: [amynn@hawaii.edu](mailto:amynn@hawaii.edu); Phone: x2347; Office: D112

**G. UHWO Online Distance Education**

Email: [uhwode@hawaii.edu](mailto:uhwode@hawaii.edu)

Website: <https://www.uhwo.hawaii.edu/distancelearning/>

1. [UHWO Distance Education Documents](#)
2. Lualaba\_Course Management System
  - a) Handouts
  - b) Recorded Sessions
  - c) Tutorials

**H. Library, Bldg B; main phone: 689-2700**

1. [UHWO Library website](#)

**I. Noeae Center for Academic Excellence**

1. [Noeae Website](#)

**J. Bookstore, C226, main phone: 689-2550; website: [www.bookstore.hawaii.edu/westohu](http://www.bookstore.hawaii.edu/westohu)**

Kory Uramoto-Wong, Bookstore Manager

Email: [uramoto@hawaii.edu](mailto:uramoto@hawaii.edu); Phone: 689-2550

1. [Submitting Faculty textbook orders \(Faculty Adoptions\)](#)
2. [Faculty Log In](#) (please read about Faculty Adoptions prior to initial login)

**K. Classroom Technology**

1. [Classroom Technology Training Videos](#)
2. Passcode Information for Classrooms
3. [Tips for Classroom Technology](#)

**L. Programs**

1. [Programs/Degrees/Certificates](#)
2. Learning Outcomes
  - a) [Institutional](#)
  - b) [General Education](#)
  - c) Divisional/Concentration
    - (1) Business Administration
    - (2) Education
    - (3) Humanities
    - (4) Public Administration
    - (5) Social Sciences

**M. Curriculum forms & Links**

1. [Program Review Handbook, 3<sup>rd</sup> Edition](#)
  - [UH Executive Policy of Review of Established Programs \(E5.202\)](#)
  - [UHWO Schedule for program review](#)
2. [UH Master Course Listing](#) If you are proposing a new course, please check this site for courses that might be held elsewhere within the UH System. If the courses are similar, it is best to use the same course number, to support articulation within the campuses. The actual articulation of courses to another campus would need to be reviewed by faculty at that campus.
3. [General Education](#)
  - Foundations
  - Diversifications
  - Focus: OC, ETH
  - Writing Intensive
  - HAP Committee

N. Schedule of Courses

1. [Online Schedule of Courses](#)

O. [UHWO Off-Campus, Out-of-state, Overseas Courses, Documents & Forms](#)

P. [Syllabi Guidelines](#)

Q. Registration/Advising

1. [Change of Grade form](#)
2. Senior Project/Practicum
3. Academic Dishonesty
4. [Best Practices for Faculty Advising](#)

R. Student Activities/Clubs

1. [Best Practices for Advising Student Clubs](#)
2. [Registered Independent Student Organizations \(RISO\) Handbook\\_2011-12](#)

**S. Assessment**

1. [Office of Institutional Effectiveness](#)
2. [Course Evaluations](#)
3. eCAFE Best Practices
4. Program Review Committee

## IV.ACADEMIC PERSONNEL

### A. General

1. [Workload Equivalencies](#)
- 2.

### B. Faculty Contract

1. [Faculty Contract, 2015-2017](#)

### C. Course Evaluation Peer Review

1. [Classroom Presentation Peer Appraisal Form](#)
2. [Peer Online Course Appraisal Form](#)

### D. Tenure, Promotion & Contract Renewal documents, forms & links

#### [Tenure, Promotion & Contract Renewal](#)

1. [Contract Renewal](#)
2. [Tenure and/or Promotion](#)
3. [Periodic Review of Tenured Faculty](#)
4. [Special Salary Adjustment Request Form](#)

### E. Travel

1. Travel Fund Requests
2. [UH System e-Travel link](#)

### F. Sabbatical Leave

1. [UHPA-BOR 2015-17 Faculty Contract, Article VI. A. Sabbatical Leaves](#)
2. [UH System Guidelines for Sabbatical Leave for Faculty \(A9.400\)](#)
3. [UHWO Sabbatical Leave Guidelines & Procedures](#)
4. [Application for Sabbatical Leave \(UH form 36, fillable\)](#)

### G. Faculty Recruitment

1. Faculty Hiring Handbook (currently being revised)
2. Recruitment Guidelines
3. Candidate Search-Proposed travel to VCAA (Fiscal)

## V. POLICIES

A. **ACADEMIC POLICIES:** Many of the academic policies may be found on the Faculty Senate Lulima site, [Senate Resolutions](#). You may be asked to login with your UH username and password.

B. **STUDENT POLICIES**

1. [Family Educational Rights and Privacy Act \(FERPA\)](#)
2. [Student Academic Grievance Procedure](#)

C. **ADMINISTRATIVE POLICES**

1. [UH System-wide Policies and Procedures Information System](#)
2. [Official Notice to Faculty, Staff and Students Regarding Drug-Free Workplace Policies](#)
3. [UH Overview of the New Smoke Free Workplaces Law](#)
4. **[Policy on Sexual Harassment and Related Conduct \(EP 1.204\)](#)**
5. [Policy on Workplace Non-Violence \(EP 9.210\)](#)
6. [Workplace Non-Violence Brochure](#)
7. [Hawaii State Ethics Commission Ethics Guide](#)
8. [Policy on Equal Employment Opportunity/Affirmative Action \(A9.890\)](#)
- 9.

## VI. OTHER RESOURCES

- A. [Faculty Handbook on the Faculty Senate site](#)  
Currently being moved to a more accessible location on the Lualima site, UHWO Faculty Information.
- B. [UHWO Intranet](#) and [UHWO Resource webpage](#)
- C. [UH System Faculty/Staff Resources](#)
- D. **UHWO Student Resources**
  - 1. [Student Online forms](#)
- E. **Use of Hawaiian Diacritical marks:** [UHWO Name and Hawaiian Orthography](#)
  - 1. Okina: Alt-0145
  - 2. Kahako: use Symbols
- F. [Academic Advising and Transfer Network:](#)  
Membership from each campus
- G. [University Council on Articulation:](#)  
membership from each campus
- H. [Foundations Systemwide Group:](#)  
membership from each campus