

COLLEGE OF LIBERAL ARTS AND SOCIAL SCIENCES



Rules and Procedures MANUAL



UNIVERSITY OF GUAM

**College of Liberal Arts and
Social Sciences**

**Rules and
Procedures
Manual**

(Replaces the CAS Policy Manual, 1995)

Approved by the Academic Affairs Committee

November 08, 2023

(Corrected 9/7/12, 11/21/14, 1/23/15, 9/15/15, 3/15/19, 11/1/22)

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Preamble

The threefold mission of the College of Liberal Arts and Social Sciences: Ina, Diskubre, Setbe is to transform lives and advance communities. The College promotes collegiality, service, research, creative scholarly activity, exhibits, performances, and especially instructional delivery in a variety of disciplines.

To fulfill our mission and sustain the mission of the University, the College faculty and administration are dedicated to supporting shared governance. The College faculty exercise their expert judgment in academic matters. The College administration provides academic stewardship and allocates resources to assist faculty. Students are also involved in the shared governance process, and faculty members should invite students to participate and assist their efforts to do so.

The *College Rules and Procedures Manual* is designed to disseminate information about rules, procedures, and forms to assist Division Chairs and faculty members. It is best used as a companion along with other College and University resource documents, such as, the [Part-time Faculty Handbook](#) or the [Full-time Faculty Handbook](#), the [UOG Policy Manual](#), the [UOG Rules, Regulations, and Procedures Manual](#), the [BOR/UOG Faculty Union Agreement](#), the [Undergraduate Catalog](#), the [Graduate Bulletin](#), and the [Student Handbook](#). When deemed necessary, this manual may be amended by the Academic Affairs Committee (AAC).

Advisement & Registration

Each faculty member in the College should be familiar with the current University of Guam [Undergraduate Catalog](#) and [Graduate Bulletin](#) and be cognizant of course prerequisites and other University policies related to the advisement and registration of students. During periods of registration and advisement, faculty are expected to hold regular office hours and to give any assistance necessary in counseling students and in signing required documents. Proper student advisement plays an important role in the students' timely progress toward degree completion and student success, and faculty advisement with their majors is key to this success.

Faculty in the College play a significant role in the advisement of academic majors and undeclared majors. Students are not permitted to enroll in 300 or 400 level courses until they have completed all Core Foundation requirements with a minimum grade of "C." Be aware that International Students are subject to other requirements. The current [Undergraduate Catalog](#) and [Graduate Bulletin](#) should be consulted. Faculty assistance in other areas may also be requested during registration periods.

When advising students who wish to register early, faculty should determine if the student will have fulfilled the prerequisite(s) for the course(s) for which they wish to register. This may require communication with faculty in whose classes students are enrolled at the time of the registration.

When faculty are off duty, students may be referred to the College Advising Specialist for assistance with advisement and registration. The Advising Specialist can also assist with advisement for GE requirements for new students. Faculty advisors, however, should be the main advisement resources for students.

Course Loads For Determining FTE

FTE: for a regular Semester

Anthropology

Three credit-hour courses	= .250
AN222 (with 3-hour lab)	= .500
AN462 (3-6 credits)	= .250-.500
AN498 w/ 9 or more total students	= .250

Art/Fine Arts

Three credit-hour lecture courses (AR101, 322,323,326,331,332, 384)	= .250
Three credit-hour courses taught in the Auditorium/Lecture Hall with cap of 90 or more	= .500
Three credit-hour studio courses meeting 6 hours a week (AR102, 103, 104, 203, 204, 205, 206, 208, 210, 211, 220, 240, 303, 305, 306, 308, 310, 311, 320, 340, 404, 405, 406, 407, 408, 409, 410, 420, 421)	= .333

Communication

Three credit-hour courses	= .250
Both CO398 + 498 w/ 9 or more total students	= .250

English, Linguistics, Literature

Three credit-hour courses	= .250
EN109 (meets 4 hours weekly)	= .333

Geography

Three credit-hour courses	= .250
Three credit-hour courses taught in the Auditorium/Lecture Hall with cap of 90 or more	= .500
Four credit-hour courses, including 3-hour lecture and 3-hour laboratory	= .500

History

Three credit-hour courses	= .250
Three credit-hour courses taught in the Auditorium/Lecture Hall with cap of 90 or more	= .500
One credit capstone	= .083

Languages

Three credit-hour courses	= .250
Four credit-hour courses	= .333

Music

Technique Classes: MU110, 121, 122, 170, 171, 217, 218	= .170
MU160, 161, 162, 260, 261 and 262	= .250
Ensembles: MU104, 105, 304, 305 (1 credit meets 3 hours)	= .250
Private Lessons: MU202, 302, 402 (paid \$525 per student)	= .060
All other three credit-hour courses	= .250

Philosophy

Three credit-hour courses	= .250
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Political Science

Three credit-hour courses	= .250
Four credit-hour courses with 3-hour Lab	= .500
Two credit capstone	= .167

Psychology

Three credit-hour courses	= .250
Three credit-hour courses taught in the Auditorium/Lecture Hall with cap of 90 or more	= .500
Four credit-hour courses with 3-hour Lab	= .500
PY492 Practicum	= .500
PY 692 Practicum (1 credit, 3 hours contact)	= .250

Sociology

Three credit-hour courses	= .250
Three credit-hour courses taught in the Auditorium/Lecture Hall with cap of 90 or more	= .500

Theater

Three credit-hour courses	= .250
Design or direct a main stage production	= .250
TH292 [a production learning experience]	= .000

Women & Gender Studies

Three credit-hour courses	= .250
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Any Internship/Practicum course must have 9 or more students = .250

ANY EXCEPTION WILL BE NEGOTIATED BETWEEN THE DEAN, AND THE CHAIR, WITH THE POSSIBILITY OF DISCUSSION IN THE AAC AS NEEDED.

Course/Program Approval Routes

New Programs

1. Faculty Originator
2. Program Coordinator
3. Division faculty via Division Chair
4. Division Chair, indicating faculty approval
5. Division AA/AO (for routing)
6. Curriculum Committee
7. Chair, College AAC/CC
8. Dean of College
9. Senate committee (UCRC, GERC or GCRC) via Senate Secretary
10. Coordinator of Graduate Studies (for graduate programs)
11. President, Faculty Senate
12. Senior Vice President & Provost
13. Dean's Office (for distribution to the program)

Catalog Publication Deadline: Last day of the semester

New Courses

1. Faculty Originator
2. Program Coordinator
3. Division faculty via Division Chair
4. Division Chair, indicating faculty approval
5. Division AA/AO (for routing)
6. Curriculum Committee
7. Chair, College AAC/CC
8. Dean of College
9. Senate committee (UCRC, GERC or GCRC) via Senate Secretary
10. Coordinator of Graduate Studies (for graduate programs)
11. President, Faculty Senate
12. Senior Vice President & Provost
13. Dean's Office (for distribution to the program)

Catalog Publication Deadline: Last day of the semester

Request for Course Revision

1. Faculty Originator
2. Program Coordinator
3. Division faculty via Division Chair (*if substantive*)
4. Division Chair, indicating faculty approval
5. Division AA/AO (for routing)
6. Curriculum Committee (*if substantive*)
7. Chair, College AAC/CC
8. Dean of College
9. Senate committee (UCRC, GERC or GCRC) via Senate Secretary (*if substantive*)

10. Coordinator of Graduate Studies (for graduate programs; *if substantive*)
11. President, Faculty Senate (*if substantive*)
12. Senior Vice President & Provost
13. Dean's Office (for distribution to the program)

Catalog Publication Deadline: Last day of the semester

-90 Series Courses

1. Faculty Originator
2. Program Coordinator
3. Division Chair
4. Division AA/AO (for routing)
5. Chair, College AAC/CC
6. Dean of College
7. Senior Vice President & Provost
8. Dean's Office (for distribution to the program)

Continuing Education Units (CEUs) and Out of Sequence Courses

1. Instructor
2. Division Chair or Graduate Program Chair
3. Division AA/AO (for routing)
4. Dean of College
5. GLE

Deadline for Submission: 9-weeks after the semester begins

Substantive and Non-Substantive Changes

The following are non-substantive course changes. All else are substantive changes.

1. Changes in course prerequisites
2. Elimination of cross-listing for a course
3. Changing the wording of a catalog description or program/student learning outcomes without changing course content
4. Title changes (If not a minor change, the request may require a new course number.)
5. Number changes at the same level; change from 100 to 200; 200 to 100; 300 to 400; or 400 to 300
6. Changes in course designations (EN to LN, etc.)
7. Course deletion (if the deletion does not affect a program).
8. Changing the semester offering (F to SP or SP to F)
9. Requests for Course by Conference, Special Projects or One-time Offered Courses

College Committees

The College shall maintain four standing committees. Faculty members are elected to two-year terms with at least one representative coming from each unit for the Academic Affairs Committee (AAC), Curriculum committee (CC), and Conference Organizing Committee. The Awards Committee is constituted by the awardees from the previous year. Units may organize other committees as deemed necessary with the approval of the Dean.

Standing Committees:

Academic Affairs Committee

Curriculum Committee

Awards Committee

College Conference Organizing Committee

Meeting Days:

1st & 3rd Fridays, 11:00am-12:30pm

2nd & 4th Fridays, 11:00am-12:00pm

Convened in Fañomnâkan (Spring) semester

Convened in Fañuchânan (Fall) semester

COLLEGE ACADEMIC AFFAIRS COMMITTEE

Membership

The College Academic Affairs Committee will consist of at least the following:

1. The Dean
2. The Associate Dean
3. Division Chairs
4. It is recommended that two students majoring in the College and elected yearly by the above members serve on the AAC
5. Additional members must be approved by a majority vote of all Division faculty members.

Functions

The Academic Affairs Committee shall be responsible for recommendations relative to major and minor requirements, scheduling, budgeting, professional standards, curricula and all other matters pertaining to the academic affairs of the college. The college may and has created a Curriculum Committee which makes recommendations to the Dean.

Recommendations of the College-wide Academic Affairs Committee shall be subject to the Dean's approval. A majority of the Committee may appeal to the Faculty Senate to resolve any differences between the Dean and the AAC in accordance with Faculty Senate procedures.

Majority and minority reports or recommendations of the Academic Affairs Committee shall be sent to the Faculty Senate and from it to the Senior Vice President & Provost.

Bylaws

The [Bylaws of the Academic Affairs Committee](#) can be found in the Appendix.

CURRICULUM COMMITTEE

(Revised 9/10/93, 12/11/98, 10/18/02, 09/30/03, 9/15/22)

The Curriculum Committee of the College shall be responsible for recommendations relative to major and minor requirements and all other curricular issues.

The Dean may choose to ask the Academic Affairs Committee to comment on certain recommendations of the Curriculum Committee. Recommendations of the Curriculum Committee shall be subject to the Dean's approval. A majority of the Committee may appeal to the Senior Vice President & Provost to resolve any difference between the Dean and the Committee.

Recommendations, and possibly, majority and minority reports of the Curriculum Committee shall be sent to the Faculty Senate and from it to the Senior Vice President & Provost. (Reference: *Rules, Regulations, and Procedures Manual*, approved 2/17/01, II, p. 15)

Operating Guidelines for CLASS Curriculum Committee

Membership and Meetings

- a. The Committee is comprised of a Divisional Representative from each of the College divisions. The Associate Dean of the College may regularly attend meetings as a member.
- b. Each division elects a Representative to serve on the Curriculum Committee-CC.
- c. Each Divisional Representative member of the Committee serves a two- year term. Divisional elections are staggered with half held on even years and half on odd years.
- d. The Chair of the Committee serves a one-year term, is elected in May for the following academic year, is given a .25 load assignment, and may teach an overload. The Chair must periodically visit the Curriculum Committee-CC email account for any submissions.
- e. Unless a committee member volunteers to be Secretary, the role of Secretary, i.e., the task of taking minutes for the meetings, will rotate from member to member, meeting by meeting. After a meeting, the Secretary produces one typewritten copy of the minutes and forwards it to the Committee Chair, who provides copies to the Dean and Associate Dean.

- f. The CC will meet on the second and fourth Friday of the month at a time to be determined at the first meeting.
- g. All meetings are open to non-members.

Duties

- a. The CC is charged with reviewing and providing a recommendation for all new courses.
- b. The CC is charged with reviewing and providing a recommendation for all new programs.
- c. The CC is charged with reviewing and providing a recommendation for all course revisions.
- d. The CC is charged with reviewing and providing a recommendation for all program changes.
- e. The CC is charged with reviewing and providing a recommendation for all course removals.
- f. The CC is charged with reviewing and providing a recommendation for all -94 courses every time they are taught.
- g. The CC is charged with reviewing and providing a recommendation for all "special topics" courses every time they are taught.
- h. The CC is charged with endorsing all program reviews.
- i. The CC reports to the Dean of the College.

Procedures

- a. To be placed on the agenda of a meeting, submissions must be received by the Chair at least three days prior to the meeting. Submissions consist of an electronic copy for the Committee Members.
- b. The Chair distributes a copy of each submission, the agenda for the upcoming meeting, and the minutes of the last meeting to the Members two days prior to the meeting.
- c. All submissions must be on the proper form(s) with the proper signatures.
- d. The Committee encourages the author(s) of a submission to attend the CC meeting at which their submission will be acted upon. No

submission will be considered for action unless the appropriate Division Representative, or a designated alternate is present at the meeting.

- e. Submissions needing revision or clarification will be returned to their authors. The Committee encourages authors to work closely with their Division Representatives while preparing their submissions.
- f. In general, -94 courses having the same topic will only be approved twice in a two-year period. For more offerings, the Division should request that the course be included in the catalog.
- g. Once a submission is recommended by the CC, the Chair signs the original and forwards it to the Dean of the College.

Review Criteria

- a. Requests must be submitted on the appropriate form(s) and include the appropriate attachments.
- b. The submitted forms must be filled out in an appropriate manner. Forms must also have signatures from the Program Coordinator and Division Chair.
- c. In cases of "New Course" requests, submissions must include clear and complete responses to the following three addenda to the "Course Outline:"
 - 1) Substantiate the compelling need for the new course.
 - 2) Document indications that the course will meet its projected enrollment.
 - 3) State how the new course will be covered by existing faculty.
 - 4) State how the course fits the mission of the Program, the College and the University.
- d. Student learning objectives must be written in a manner that makes it clear how learning will be documented or measured. Student learning objectives must be aligned to program learning outcomes, institutional learning outcomes, and, where applicable, general education learning outcomes.

Program Review Endorsement

The program self-study document is both a retrospective and a prospective review of an academic major program. The CC is charged with reviewing all program submissions using a rubric-based evaluation as approved by the Faculty Senate.

The CC review entails holding each program to the same high standards of academic or artistic achievement. It is not the CC's job to challenge the existence of the academic program under review.

The CC's objective should be to ensure that the program, its students, faculty, and administration are: 1. maintaining quality academic standards in instruction, especially student learning, scholarly research or artistic activity, and service; and 2. following the approved Program Review Guidelines.

Each year, the CC will evaluate each program submission based on the Program Review Rubric and provide feedback on the completeness of the submission to the Dean.

Refer to the approved Program Review Procedures in the Appendix for more information.

The College uses the following workflow for all curriculum requests. For a [detailed workflow](#), see the Appendix.

AWARDS COMMITTEE

The College has an annual award ceremony, typically held on the final Friday of classes of the Fañomnåkan semester. All faculty and programs are invited to bestow specific awards to students at this ceremony. The College will call for nominations for college-wide competition in the following categories:

- Excellence in Student Learning Assessment Award
- Full-Time Faculty Excellence in Teaching
- Part-Time Faculty Excellence in Teaching
- Faculty Excellence in Research and/or Creative Activity
- Faculty Excellence in Service
- Faculty Excellence in Collegiality
- Staff Excellence Award
- Outstanding Student Employee Award
- Outstanding Undergraduate Student Award (upper class, Junior or Senior Standing)
- Outstanding Undergraduate Student Award (incoming, Freshman or Sophomore Standing)
- Outstanding Graduate Student Award (one per program)
- Outstanding Alumni Award

Nominations are due to the Dean's Office by 5:00 pm on the second Friday in April. Nominations will be reviewed by the Awards Committee, which will consist of the Associate Dean and the award winners from the previous year. The Awards Committee will make recommendations to the Dean, who will authorize the final approval of the awards.

For all awards, the committee will consider evidence of accomplishments over the past two (2) years. The nomination letter should detail the nominee's excellent performance.

Self-nominations will not be accepted. These are awards for excellent performance. Considerations for promoting self-esteem are not sufficient. Therefore, if the

nominations do not meet the standards for excellence, no award shall be given in that category.

For the SLO assessment award, a copy of the assessment report including a statement on how the learning environment was improved should be submitted along with other supporting documents such as letters of nomination.

For the excellence in teaching awards, the nomination should include letters of support from *previous* students and majors, if applicable, not just current students.

For the collegiality award, the criteria are as follows: evidence of support between and among colleagues; professional behavior in all aspects of interaction with the University Community; individual or group contribution to the improved morale or overall benefit to the University community or to the public community as a whole.

For all student awards, the primary selection criteria are grades and other evidence of academic excellence and leadership, as documented through extra-curricular activities and letters of recommendation. Any part-time or full-time CLASS faculty member (excluding members of the Awards Committee) may nominate a student. A short resume of the student nominated would be a useful addition to your nomination letter. Nominations should be for either incoming (Freshmen and Sophomore), or upper class (Junior and Senior) students.

For graduate student awards, each program may select **one** outstanding graduate student for this honor. The CLASS Awards Committee requests the following: (1) **all** graduate faculty in the program participate in the selection; (2) grades and evidence of leadership, documented in extra-curricular activities and letters of recommendations, as well as evidence of presentations or publications be the primary selection criteria, and (3) the program coordinator forward the name and a brief resume of the chosen graduate student to the Committee.

For the Staff Award, after one year of full-time service, any College staff member is eligible for the College's Outstanding Staff Award. Submit a signed memo detailing how the nominated staff member performs at an outstanding level for each of the four criteria mentioned above. Faculty, staff, students or administrators in the College may nominate eligible staff for the award based on the following four criteria:

1. Job Performance: works efficiently, effectively and without reminders.
2. Punctuality: arrives at work on time and performs duties in a timely manner.
3. Good Relations: relates to others in a courteous, friendly, and professional manner.
4. Dependability: completes all duties and responsibilities without being reminded.

Checklist for Courses by Conference

1. Conference courses are regular catalog courses that are not offered in the current semester. When the course is in the current semester schedule, a conference course on that topic may **not** be offered. In addition, the instructor must ensure that the student learning objectives are met to earn academic credit.
2. Conference courses should never be used to avoid required courses that are difficult.
3. Conference courses should not be given when students have failed to adequately plan their programs. They should only be given in cases of truly unavoidable emergencies or to fulfill another important program need.
4. Conference courses should have written guidelines which have been agreed upon by a program's faculty, including a syllabus that contains a schedule of meeting times. They should not be "watered-down" versions of the regular class.
5. Conference courses should include assessment procedures that are not significantly different from those of regular classes.
6. Conference courses should not consist of special projects. These special projects courses should be labeled as such and should not be substituted for required courses.
7. Conference courses should be approved by a program's faculty for each course prior to the conference course offering.
8. Faculty teaching conference courses shall enter this work on their load forms, increment review reports and evaluation reports. This information should be considered when an application for a load allocation is submitted by the faculty.
9. The application must be submitted no later than the week after the drop/add period or the day after drop/add during the Finakpo' (Summer) semester.

Schedule of Classes

Refer to [The Course Scheduling Operations Manual](#).

Rescheduling of Classes

The College faculty shall adhere to published class schedules. Classes will be rescheduled only in case of emergency and only with the written recommendation of the Division and written approval of the Dean and/or Associate Dean(s) in advance on a [Variance Form](#).

Requests to change one or more aspects of published course information, such as the instructor, room, meeting days or times, are made on the "Schedule Amendment Form," where justification for each change is required.

All required extra-curricular activities not officially sanctioned by the UOG *Catalog* or listed in the published class schedule must have written approval of the Dean and/or Associate Dean in advance. These extra-curricular activities must not conflict with other classes, and all registered students must agree to the schedule. The following forms must accompany extra-curricular activity requests: [Off-Campus Waiver of Liability](#) or [Off Island Travel Liability Release](#).

Final Examination Week

Faculty members in the College are expected to meet with their classes during Final Examination Week on the day and at the time designated in the official Course schedule and approved [UOG Academic Five-Year Calendar](#).

During the designated period, examinations (written or oral) may be given, discussions may be held, examinations or assignments may be reviewed, or any other educational activity may be conducted.

Faculty members will be available for consultation with students during the Final Examination Week.

In the event that an absence or early termination of classes becomes necessary, the Chair and the Dean of the College shall be formally notified.

The [BOR/UOG Faculty Union Agreement](#) in effect also provides a useful reference:

"The Administration shall set the schedule for final exams and faculty members shall adhere to this schedule by meeting with the students at the established time."
(IV K, 2018, p. 13)

Grading

Record of Grades

Each faculty member is expected to maintain a record of students' grades, and attendance, if attendance is stipulated on the syllabus as a requirement. When a faculty member leaves her/his position at the University, they are expected to give a copy of their students' records and final grade rosters to the Chair or Dean. Similarly, when a faculty member is unable to carry out instructional duties due to illness or other such reasons, the faculty member is expected to give a copy of the student's records up to that point to the Chair or Dean.

End of Term Grades

Grade rosters for each course are available on Self Service. Each faculty member must personally submit his or her grades electronically. Grade rosters must never be given to students or other unauthorized individuals. Failure to submit grades by the established deadlines is a serious matter.

Incomplete Grades

An "I" may be given to a student who has failed to complete a small, but important, part of the course if the reasons for the incomplete are justified by the instructor and the dean. The appropriate incomplete form must be completed and signed by the dean before the incomplete can be assigned to the student. The "Incomplete" form remains on file in the Dean's Office.

The [form](#) for granting an incomplete grade can be found in the Appendix.

Change of Grade Memorandum for Incomplete

To receive credit for an undergraduate course marked "I," the student must satisfactorily complete the unfinished work by the last day of classes of the following regular semester after the incomplete grade was issued. The faculty will issue a grade following normal timelines.

The [form](#) for changing an incomplete grade to a letter grade can be found in the Appendix.

Comprehensive Faculty Evaluation System

The complete CFES policy is in the *University Policy Manual (UPM)*. CFES reports for the academic year ending and plans for the coming year are requested from individual faculty members by **mid-June of each year, for faculty who began employment in a Fañuchánan (Fall) semester**; or by **mid-December for those beginning employment in a Fañomnákan (Spring) semester**. The *UPM* also defines the criteria and eligibility for promotion and tenure and the procedures for peer reviews. The faculty salary increment process is conducted simultaneously with the CFES review.

Faculty Development

Income generated by indirect costs from grants awarded to members of the College is distributed, according to the formula established in the BOR policy. (See [BOR Resolution No. 22-22](#).) The Dean's Office normally directs 25% of its share to an account in the Dean's Office, and the remaining portion to the principal investigator. This account has been utilized primarily for faculty computers and to assist with faculty travel for professional purposes.

Money from this and other discretionary accounts is also made available to College faculty for research and professional development projects. Funding for these is based on demonstrated need, quality of proposal, cost-effectiveness of the proposed budget, and availability of funds.

Faculty Conference Grant

The CLASS Dean's Office and the AAC are committed to faculty development. We invite applications for faculty conference grants up to \$1,500.00. We would like to award three grants each quarter, or six (6) grants each semester, or twelve (12) grants for the school year. When there are more applications than funds, then the quarterly funding will be distributed among the applicants. This will depend on the availability of funds.

All CLASS full-time and part-time faculty are eligible to apply. Faculty from other UOG Colleges, Schools or Units are not eligible for CLASS grants. CLASS faculty are eligible for **only one** travel grant per academic year.

Following the guidelines in the previous manuals' (1994, revised 2002 and 2003) "Faculty Development Policy"

1. First priority will be given to supporting faculty attending professional meetings where they are presenting a paper.
2. Second priority will be given to supporting faculty attending professional meetings for professional purposes other than presenting a paper.
3. Third priority will be given to other faculty development projects such as workshops, interdisciplinary course preparations, etc. Projects benefiting more than one division will be encouraged.

The AAC will review applications and make recommendations to the Dean and Associate Dean.

How to apply: Complete the application online on the [CLASS Office of the Dean webpage](#).

For other projects see the Research and Creative Activity Grant guidelines.

Deadlines:

- Wednesday before 1st AAC of **September**: for Fañuchånan (Fall) and Tinalo' (Fall Intersession) travel.
- Wednesday before 1st AAC of **November**: for Tinalo' (Fall Intersession) and Fañomnåkan (Spring) travel.
- Wednesday before 1st AAC of **February**: for Fañomnåkan (Spring) and Finakpo' (Summer) travel.
- Wednesday before 1st AAC of **May**: for Finakpo' (Summer) and Fañuchånan (Fall) travel.

The University Travel Policy must be followed for the use of Travel Grant funds.

Late Travel Grant Requests:

Priority will be given to application received by the deadline. Applications will continue to be reviewed after the deadline if resources permit. No funds will be shifted from one quarter to another to fund late travel (added 1/23/15).

Creative/Scholarly Research Grant

Purpose. The College's Research and Creative Activity Grant is modeled on the President's Research Award to assist faculty members. The Research and Creative Activity Grant is designed to develop the capacity of outstanding faculty to conduct creative activity or research studies in their areas of academic interest. One-year research grants are available through this program. Those receiving the Grant are selected from among College faculty. The Grant is only **seed money** to initiate a project with potential for attaining extramural funds, or to fund a modest project. The maximum award amount is \$3000.00. We would like to award six to eight grants each academic year, depending on the availability of funds.

The Research and Creative Activity Grant provides support for research that focuses on the academic interests of College faculty at the University of Guam. Consideration will be given to research efforts that are mission driven and advance knowledge. Examples of the types of activities that would be of interest to the award selection committee include, but are not limited to:

1. **Qualitative and quantitative studies in the Arts, Natural and Social Sciences, Humanities and Language Arts, or creative artistic projects;**
2. **Regional studies of the effects of government policies on commerce, culture, education, health, and the environment;**
3. **Design and evaluation studies of curriculum and student outcomes;**
4. **Analyses of global events;**
5. **Data studies of leading health and social welfare indicators; and**
6. **Scientific studies of the environment and related disciplines.**

Awards are available for individual or collaborating faculty. In addition to their research activities, faculty will participate in lecture series and invited events sponsored by the College.

Eligibility and Selection. CLASS faculty are eligible to apply. A review committee comprised of the College Academic Affairs Committee will contribute to the proposal review and selection process.

Use of Research Funds. The Research and Creative Activity Grant is given to faculty to conduct research studies in their areas of academic interest. Awards can be used to fund student stipends, supplies, equipment, and other expenses incurred as part of faculty research activities. Travel and principal investigator salaries are not supported by this grant. That is, faculty may not pay themselves with the grant. Award recipients shall prepare a final/annual report and **make a presentation of their research findings** at a College conference or public lecture. University procurement rules must be followed.

Program Direction. The Academic Affairs Committee provides overall direction for the Grant and makes selection decisions. The Dean and Associate Dean will review proposals for financial accountability and provide technical assistance for processing the applications and administering awards.

How to Apply. Faculty members who wish to apply for the Research and Creative Activity Grant should submit an online application at the [CLASS Dean's Office website](#). Please provide the following information about the proposed project:

1. A brief abstract of the study/project;
2. A statement of the project's principal objectives;
3. A description of how the project's findings would advance knowledge;
4. A description of the research approach to be used. If applicable include hypotheses, research questions, descriptions of data, and analytical approaches;
5. A timeline for the study/project not to exceed one year;
6. IRB approval; and
7. A budget and detailed budget narrative.

Deadline

Application deadline: CSR grant applications **are due the Wednesday before the first AAC meeting in October and April.**

<u>Budget Categories.</u>	Amount
Personnel (e.g., <i>Research Assistants</i>)	\$ _____
Equipment	\$ _____
Supplies	
Contractual (e.g., <i>postage, vehicle rental, duplication/printing, subscriptions, insurance</i>)	\$ _____
Other (e.g., <i>stipends, laboratory charges</i>)	\$ _____
TOTAL COST	\$ _____
(Not to exceed \$3,000.00)	

Budget Narrative

The budget includes categories, which may not be applicable to your study. Please use this space to provide a brief explanation for the use of award funds identified in your proposed budget.

Grant Proposal Evaluation

The [rubric](#) for evaluating grants can be found in Appendix.

Resourcing Academic Activities

The Dean of the College is committed to securing resources to support the instruction, research, and service of the faculty; the professional development, recognition, and collegiality of staff, faculty, and deans; and related activities of students, including recruitment, retention and course or program articulation. Financial resources may be available from one or more of the following college funds: the college's share of the annual Government of Guam appropriated budget for UOG; student course fees; the OPSI Fund (the college's share of the overload-part-time-Summer-session-Intersession tuition); grants, contracts, and gifts for specific purposes. Financial statements on these funds are regularly provided to members of the College AAC.

Load Allocation Requests

Research/Creative Activity and Service

(Approved May 1990; revised December 10, 1993; and October 18, 2002)

The College is committed to faculty excellence in teaching, research/creative activity, and service. The following statement defines the College philosophy and procedures regarding research/creative activity and service load allocations:

The philosophy and procedures for load allocations in the College is based on a process of shared governance and accountability among the faculty member, the program, the Division, and the Dean.

Definitions

1. **LOAD ALLOCATION:** The apportionment of a faculty's time and effort on activities within all endeavors. A portion of a faculty member's workload identified by a reduction in the percentage of time and effort and individual spends on primary load activities for the purpose of completing a project (research, creative art, instruction, service, etc.). **No overloads shall be given when a research load allocation is granted.** It may also be referred to as a "Workload Allocation."
2. **LOAD ASSIGNMENT:** A portion of a faculty member's workload (often referred to in terms of percentages) that is granted by the Administration to engage in Senate Committee work, Division Chair, or other special assignments. **Overloads may be allowed for faculty holding a load assignment.** It may also be referred to as a "Workload Assignment."

This statement reflects flexibility for load allocations. However, this does not negate the process of accountability, including divisional approvals and timely reports to the Division.

1. Faculty granted a load allocation shall report on their activities to their Division and to the Dean on or before the end of the semester.
2. Faculty with ongoing funded projects (especially with replacement costs) will be given priority regarding their application for extension.
3. Allocation requests should be consistent with teaching commitments. Thus, teaching schedules should be developed at the same time that load allocation requests are developed. Exceptions to the above timelines may be granted in the case of outside-funded activities. The Division and appropriate discipline must make every effort to find a qualified replacement before any load allocation is granted.

4. Faculty developing a grant proposal that will engage .25 or more of their professional activity during the life of the grant will discuss their proposal with their program, their Division and the Dean prior to the submission of the grant to the central administration.
5. Faculty must complete a load allocation form (Appendix). Applications for load allocations must be made as an integral part of the division's semester schedule submittal and must be submitted in accordance with the schedule deadline.
6. Programs and divisions are encouraged to support load allocations by using creative scheduling methods and adjuncts. (An example of creative scheduling is to combine two 3-credit hour classes as one large class and assigning a faculty member 0.33 - 0.50 FTE for the combined classes.)
7. Because the College does not encourage overloads, faculty granted load allocations are ineligible for overload teaching. However, exceptional cases will be decided by the Dean. These exceptions are called "load assignments."
8. The College and University encourage faculty members to pursue outside funding for their instruction, research/creative activity and service endeavors, and release time.

Eligibility:

All full-time faculty are eligible for a load allocation during their first semester of work and thereafter. Adjuncts, part-time faculty, and those hired for one semester are not eligible for a load allocation.

The College and University are committed to seeking funding for faculty positions as is documented in the annual budget requests and the Academic Master Plan so that load allocations for instruction, research/creative activity and service can be made without negatively impacting the teaching endeavor.

Categories for Which Research/Creative Activity Load Allocation Requests may be Granted

To facilitate the application for research/creative activity load allocations, the Dean and the Academic Affairs Committee have approved this list of the kinds of situations for which such allocations may be granted.

Assessment of student outcome or assessment of major programs, or assessment of a portion of the General Education Program.

Facilitation of research / creative activity by new faculty members. Funded research awards.

A proven and continuous record of research/creative activity (publication, performance, other documentation).

Funded research grants or contracts for which there is no direct faculty salary reimbursement.

Proposal of grant development or administration.

Editorship of a journal, conference proceedings, etc.

Preparation of an article or monograph for presentation to professional peers and/or submission for publication.

Research sponsored by governmental agencies.

Performance activity in the performing, visual, or literary arts.

Other activities which the Division may deem appropriate.

The following activities are not CSR:

Activities that are clearly related to meeting the regional mission of the University.

Unpaid consultancies relevant to the faculty member's professional obligations to the University.

A focused reading program within or tangential to the applicant's field.

Extraordinary work toward the development of new courses or a new academic program.

Professional development in technologies which advance the applicant's teaching, research, or creative endeavors.

Consideration of prior teaching overloads resulting from program constraints.

Suggested Criteria for Evaluation of Research/Creative Activity Load Allocation Requests

To facilitate recommendations and decisions concerning requests for research / creative activity load allocations, the Dean and the Academic Affairs Committee have approved this list of suggested criteria for evaluation of requests. Other criteria may be developed by individual Units and by the Dean.

Is the project clearly defined, significant, and supported by an appropriate statement of need?

Is the project mission driven and aligned with the institution's goals and values?

Are the objectives reasonable, given the availability of resources and the projected timeframe?

Is the methodology clearly described and appropriate?

Is the proposal sufficiently detailed to allow evaluation at the end of the time period?

Is the applicant appropriately prepared to undertake the project?

Does the project relate to the applicant's role in the College and the University?

Suggested Criteria for Evaluation of Final Reports of Research/Creative Activity Load Allocations

To facilitate recommendations and decisions concerning the final reports of approved projects, the Dean and the Academic Affairs Committee have approved this list of suggested criteria. Other criteria may be developed by the individual Units and by the Dean. The Dean reviews final reports and approves them. In those rare cases when the Dean does not approve the final report, the applicant may appeal to the AAC. If the work is still deemed unacceptable, the AAC shall request the applicant to complete the work. **If the applicant cannot complete the work in one year, the applicant will be ineligible to apply for another allocation until the original assignment is accepted.**

Did the applicant achieve his / her objectives?

If not, was the delay or deviation reasonable?

What were the learning results of the project?

Was the quality of work accomplished satisfactorily?

If the project was focused on a publication or public performance, was the final result achieved?

What were the implications for further professional development of the work accomplished?

Load Allocation Application Form

The [application form](#) can be found in the Appendix.

Monitoring of Student Evaluations of Teaching

It is the firm policy of the University of Guam Board of Regents that all UOG credit-bearing courses (including labs, practicum, theses, courses taught by part-time instructors, and courses taught at special times) shall be evaluated by students via the official student evaluation of teaching instrument. Procedures must stand up to standards of reliability and validity.

Students complete the student evaluation of teaching on [CollegeNET](#). Students will receive a link to the evaluations during the evaluation period. Faculty are highly encouraged to schedule class time for students to complete the evaluation. Faculty may reserve the computer lab for students to complete the evaluation. Faculty should not be present while students are completing the evaluation.

Faculty may access the results of the evaluation on [CollegeNET](#) after the last day of the semester.

Please refer [UOG Academic Five-Year Calendar](#) for evaluation dates.

Search Committees

The Divisions, when nominating members of search committees, and the Dean when recommending or appointing them, shall make a good faith effort to follow EEO affirmative action guidelines, recruiting whenever possible qualified persons representing both sexes and multiple ethnicities. The College recognizes that such a process necessarily occurs within the constraints of qualified potential members' availability.

Academic Master Plan & Key Performance Indicators

The College participates in institutional master planning. A master plan exists at all times for each major, minor, and academic support program. Program faculty members are encouraged to review and update these from time to time and to align them with their respective program review recommendations. Key Performance Indicator (KPI) reports should be continuously updated.

The College's Teaching/Learning Assessment Program

Teaching/Learning Assessment is required by WASC, the University's institutional accrediting agency. The College has been on the forefront of conducting student learning outcome assessment and program learning outcome assessment. The Dean is committed to promoting and supporting faculty assessment work and professional development of faculty assessment knowledge and skills. Many College faculty members have assessment examples and skills that they are willing to share with their colleagues. Faculty members are encouraged to seek information and assistance on assessment from their colleagues and the Dean or Associate Dean.

The College expectation for assessment goes beyond the University's requirement. Faculty are expected to assess student learning objectives (SLO) at the introductory, reinforcement and master levels. SLO assessment projects must show alignment to program learning outcomes (PLO). Faculty should use the results of their assessment project to develop an action plan for "closing the loop" in their courses.

Faculty are required to participate in university level assessment of their PLOs. Programs must develop a curriculum map and 5-year assessment plan that indicates the PLO(s) to be assessed each year and each faculty's role in the assessment.

Annual Assessment Inventory

Programs prepare an annual assessment inventory report of PLO assessment each year for submission to Nuventive. The report should clearly state the following:

1. Program learning outcome(s) assessed
2. PLO alignment to the Institutional Learning Outcome(s) or Institutional Graduate Learning Outcome(s)
3. Assessment tool and benchmark(s)
4. Results of the assessment
5. Action plan to "close the loop"

The [AAI template and rubric](#) can be found in the Appendix.

General Education Assessment

Faculty teaching General Education (GE) Tier I courses must also assess their respective core competency each year. Faculty teaching GE Tier II Diversity Foundation courses must assess the core competencies in their courses each year and submit a report during the reporting cycle for each respective category. Reports must be submitted to Nuventive annually.

Triton's Call

Mission Statement

The mission of "Triton's Call" is two-fold. First and foremost, it is a teaching tool, a place where university students practice their reporting and writing skills in a real-world journalistic atmosphere, under the guidance and supervision of a member of the Communication Department faculty, and while receiving academic credit for such work. The second function is to serve its readership by providing timely information, analysis and interpretation of current events, plans, features, happenings, and undercurrents which directly concern or impact the University of Guam.

Visit the [Triton's Call website](#) for the latest stories.

Publisher

"Triton's Call" is published by the University of Guam Communication Department, under the supervision of a faculty member designated by that academic unit. The publisher strives to operate a free and responsible press, in light of the ethical guidelines of the Society of Professional Journalists, and as protected by the 1st and 14th Amendments of the US Constitution.

Funding

Triton's Call is funded through the College operating budget, communication program lab or course fees, self-generated advertising revenues, and a negotiated allocation of 10 percent or more of each semester's student activity fees from the Student Government Association. It operates out of facilities provided by the College in the English and Communication Building.

Professional Publications

STORYBOARD is a multilingual journal with a focus on Pacific writing. The Storyboard Association of Guam is a non-profit organization whose purposes are to foster and promote literary activity in Guam and the Western Pacific Region. Storyboard publishes quality poetry, fiction, and non-fiction written in English or any other Pacific Region language with translations into English, as well as appropriate art.

Visit the [Storyboard webpage](#) for the latest issue.

PACIFIC ASIA INQUIRY, MULTIDISCIPLINARY PERSPECTIVES was begun in 2009. The Board shall consist of at least five (5) members, recommended by the Pacific Asia Inquiry (PAI) Board and appointed by the Dean of the College of Liberal Arts and Social Sciences. Members of the Editorial Board are faculty members and academic administrators of the College. New members will be appointed when a vacancy occurs, and more members may be added if desirable. The Board will meet at least once per academic year and additionally as needed. The Board selects readers for the review of prospective publications, approves submissions for publication, and manages the on-line publication format and implementation. The Board nominates an Editor from among its members who serves a one-year term, with 3 consecutive terms possible. The role of the Editor is to serve in the same capacity as other Board members with the additional duties required to organize, coordinate, and communicate the business of the journal. The purpose of PAI is to provide a peer-reviewed on-line publication series dedicated to showcasing works on the Asia Pacific Region and to advancing knowledge and understanding of this region. Hard copy publications may also be prepared, as deemed appropriate by the Board. PAI analyzes and publishes contributions from a wide scope of works – national and international, regional, and global, historical, and current. Contributions are drawn from multiple disciplines in the liberal arts and social sciences – including psychology, communication, languages and literature, visual arts, music, drama, history, geography, sociology, anthropology, philosophy, political science, and economics. This journal appeals to academics, policy makers, government, and non-government professionals with an interest in the Asia Pacific Region. Manuscripts focusing on or including the Micronesian region of the Pacific are of particular interest.

Visit the [Pacific Asia Inquiry webpage](#) for the latest issue.

Student Policies

Multiple Submission of Papers for Courses

There are important intellectual connections between courses within major and minor programs in the College. There are also important connections between courses in different programs, especially at the junior and senior level. However, each course is conceptualized as a separate unit and written work assigned in each course is expected to be submitted in that course only.

Students who believe it would be appropriate to submit the same written material for a grade in two classes in the same semester must get written approval from both instructors concerned.

A paper submitted for a grade in one class during one semester may not be submitted for a grade in another class during any other semester.

The certain penalty is a grade of “F” for any paper submitted in violation of this policy.

College Plagiarism Policy

Plagiarism is a serious offense. Plagiarism is using material composed by another person (or other people) as if it were your own. Sources of direct and indirect quotations, ideas, suggestions, charts or graphs, and paraphrases or summaries must always be referred to (cited) in your paper. If you do not give your source for the information that you include in your paper, unless it is “common knowledge,” you are plagiarizing.

Faculty members are expected to inform students of the plagiarism policy and practice it.

In her textbook, *Twenty Questions for the Writer*, Jacqueline Berke offers the following list of items which the writer must give credit for:

1. When you directly quote someone else.
2. When you use someone else’s ideas or opinions (unless they are common knowledge).
3. When you use someone else’s examples.
4. When you cite statistics or other facts someone else gathered.
5. When you present evidence or testimony taken from someone else’s argument.

Applying best practices, teachers are encouraged to create positive learning experiences for students rather than punitive ones. When a student fails to learn the citation lesson, the teacher decides what to do with cases of plagiarism. One practice is to fail the student on the assignment. Another practice is to fail the student for the

course. Students who plagiarize also may be summoned to appear before the Student Discipline and Appeals Committee to show cause why they should not be expelled from the University.

Student Travel Rules

All students traveling off island with or without university's funding must complete the [Statement of Responsibility, Release and Authorization to Participate in University Activity Form](#) and [Statement of Agreement for Off-Campus Project Leader and Student Participating Form](#) found in the Appendix.

All students traveling off-island as part of University of Guam, with or without university funding or United Mileage for Student Travel, must adhere to the [University Travel Policy](#).

CLASS STUDENT CONFERENCE GRANT

(AAC approved 10/01/04)

The Dean's Office and the AAC recognize the importance of travel for student learning. We invite applications for student travel grants. Applications may be of two types: individual and course. In both cases we expect that the students are responsible for covering part of the expenses incurred. The purpose of the grant is to offset the burden of travel costs or other related expenses. Graduate students may request up to \$1,000 to present papers at conferences, and undergraduate students may request up to \$500 to present at conferences. Courses may apply for up to \$5,000. We would like to award four (4) individual grants for the school year, and any number of course grants for the College, contingent upon available funds.

Individual Student Conference Grants:

It is expected that students applying for the individual student conference grant will be mentored by faculty members both in preparing for the conference and in applying for the travel grant. Because the purpose of the grant application process and the conference attendance are part of the student-learning experience, the students will be held to the same standards and priorities as the faculty travel grant, which are:

1. First priority will be given to supporting student travel to professional meetings where they are presenting a paper.
2. Second priority will be given to supporting student travel for professional purposes other than presenting a paper, such as attending a professional meeting, conducting research or creative activity.
3. Third priority will be given to other forms of student learning such as workshops, retreats, and other appropriate activities.

The AAC will review applications and make recommendations to the Dean and Associate Dean.

For individual travel grants, students should submit an application for student travel grants found on the [CLASS Dean's Office web page](#).

Deadlines: These deadlines are set to correspond to the Faculty Travel Grant Deadlines.

- 1st Wednesday of **September** for Fañuchánan (Fall) and Tinalo' (Fall Intersession) travel.
- 1st Wednesday of **November** for Tinalo' (Fall Intersession) and Fañomnákan (Spring) travel.
- 1st Wednesday of **February** for Fañomnákan (Spring) and Finakpo' (Summer) travel.
- 1st Wednesday of **May** for Finakpo' (Summer) and Fañuchánan (Fall) travel.

Course Travel Grants:

Professors may apply for travel funds to off-set the cost of student travel that meets course learning objectives. This grant support is not intended to cover all the travel expenses. For example, if a conference is held within the region and the conference topic complements the learning objectives of a course, the full-time or part-time instructor may apply for travel funds to cover part of the expenses for the class to attend the conference. Priority will be given to those applications that meet a greater number of course learning objectives.

The University Travel Policy must be adhered to for the use of Travel Grant funds.

ASSIGNING OFFICE SPACES

Because the President delegates to the Dean authority over the College buildings, ultimately the Dean is responsible for assigning offices.

Office space adjoining program or Unit specific facilities, e.g., the Geography lab and office or the Anthropology lab and office, and so on, as designated within the original building plans, will remain within that program or Unit, absent action by the Administration.

A long-standing practice in the College has been to assign office space based on seniority. One of the few benefits of holding senior faculty rank is the privilege to be assigned to a vacant office of choice.

Seniority is defined as both rank and years of service at UOG in rank. For example, a Professor with 10 years of service holds seniority over a Professor with 9 years of service in rank, or an Associate professor with 11 years of service in rank. For example, if two Associate Professors apply and one has 6 years in rank at UOG and the other has 5 years in rank at UOG, then the professor with 6 years is senior to the other. If both have the same rank and years of experience in rank at UOG, then the Division may either allow them to draw-lots or vote on the matter. All full-time faculty members shall be treated equitably regardless of tenure track status or not as stipulated in the [BOR/Faculty Union Agreement](#). Full-time faculty members may request to exchange offices with Teaching Assistants or part-time faculty members. If there is sufficient office space for Teaching Assistants or part-time faculty members, part-time faculty hold seniority in rank over Teaching Assistants.

Process:

When a faculty office space becomes available the Division Chair shall notify the Division members and request that those who are interested in moving to that vacant office register their request with the Chair. The Chair and the Dean, with the assistance of the Human Resource Office, when necessary, will determine the seniority rank of the applicants. The Dean shall then assign the vacant office to the senior member among the applicants for the vacant office.

This procedure will not be used to remove people from their current offices.

When possible, the Dean encourages program faculty to occupy offices in the same area or hallway.

VARIANCES TO CLASS SCHEDULES

Faculty must submit a variance form when there are any changes to approved class meeting times (including face-to-face, hybrid or synchronous class sessions) and/or location, advisement meetings, office hours, and/or other working hours. Variance forms must be approved by the appropriate Division Chair before submitting to the Dean. If class meetings, office hours, or other working hours will be missed, a leave form must be submitted with the variance form.

See Appendix for fillable forms:

- ï [Variance Notification Form](#),
- ï [Off-Campus Liability Waiver and Statement of Agreement Form](#),
- ï [Statement of Responsibility, Release and Authorization to Participate in University Activity Form](#) (Off-Island)

Appendix

[Academic Affairs Committee \(AAC\) Bylaws](#)

[Annual Program Review Procedure](#)

[Annual Program Review Procedure Rubric](#)

[CLASS Course Cap & Lab Fees with AR Codes](#)

[Incomplete Grade Authorization Form](#)

[Grant Proposal Evaluation for the CLASS Research & Creative Activity Grant](#)

[Load Allocation Application Form](#)

[Annual Assessment Inventory \(AAI\) Template & Rubric](#)

[Part-Time Faculty Handbook](#)

[Full-Time Faculty Handbook](#)

[CLASS Rules and Procedures Manual \(2019\)](#)

[CLASS Curriculum Committee \(CC\) Workflow](#)

[Variance Notification Form](#)

[Off-Campus Liability Waiver and Statement of Agreement Form](#)

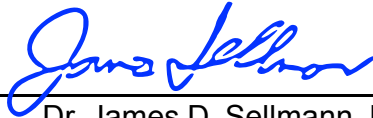
[Statement of Responsibility, Release and Authorization to Participate in University Activity Form \(Off-Island\)](#)

[Schedule Amendment Form Prior to Publication](#)

[Schedule Amendment Form \(During Semester\)](#)

REVISIONS APPROVED BY
THE COLLEGE OF LIBERAL ARTS and SOCIAL SCIENCES
ACADEMIC AFFAIRS COMMITTEE

12/20/23



Dr. James D. Sellmann, PhD
Dean, College of Liberal Arts and Social Sciences