

# **College of Liberal Arts and Social Sciences**

## **Rules and Procedures Manual**

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**(Replaces the CAS Policy Manual, 1995)**

**Approved by the Academic Affairs Committee  
September 7, 2012  
(corrected 11/5/10, 9/7/12, 11/21/14)**

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## PREAMBLE

The mission of the College of Liberal Arts and Social Sciences is to advance the educated class. The College goals entail 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 members and administration are dedicated to supporting the shared governance system. In that regard our respective roles are fairly well-defined. The college faculty members are to exercise their expert judgment in academic matters. The College administration provides academic stewardship and allocates resources to assist the faculty. The *College Rules and Procedures Manual* is designed to disseminate information about rules, procedures, and forms to assist Division Chairs, and faculty members.

Students are also involved in the shared governance process, and faculty members should invite students to participate and assist their efforts to do so. Faculty members should also announce in class and use other means to make students aware of the college rules concerning student travel, plagiarism, and multiple submissions of papers.

The *College Rules and Procedures Manual* 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 AAC.

## ADVISEMENT AND 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 members 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.

Faculty members in the College play a significant role in the advisement of academic majors and undeclared majors. Advisement for all transition students is handled by the faculty of the Division of English and Applied Linguistics. A student is listed as a transition student if his or her placement is in EN085. The list of courses for transition students is to be followed and adhered to. Students are not permitted to enroll in 300 or 400 level courses until they have completed their Math placement, and EN111 with a C or better. Some courses as listed in the *Undergraduate Catalog*, such as art, theater and language classes, are exceptions to this rule. Be aware that International Students are subject to certain 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 make an effort to determine if the students will have fulfilled the necessary 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.

### **COURSE LOADS FOR DETERMINING FTE**

<u>Anthropology</u>	<u>FTE: Fall, Spring Semester</u>
Three credit-hour courses	= .250
AN222 & 360 (with 3-hour lab)	= .50
AN262 & AN462	= .333
<u>Art/Fine Arts</u>	
Three credit-hour lecture courses (AR 101, AR384)	= .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	= .333
<u>Communication</u>	
Three credit-hour courses	= .250
Both CO398 + 498 w/ 9 or more total students	= .250
<u>English, Linguistics, Literature</u>	
Three credit-hour courses	= .250
EN085 (meets 3 hours weekly)	= .250
EN085L (meets 2 hours weekly)	= .170
<u>Geography</u>	
Three credit-hour courses	= .250
Three credit-hour courses taught in the Auditorium/Lecture Hall with cap of 90 or more	= .500
GE 203 Four credit-hour courses, with 4-hour laboratory	= .500
Four credit-hour courses, including 3-hour lecture and 3-hour laboratory	= .333
<u>History</u>	
Three credit-hour courses	= .250
Three credit-hour courses taught in the Auditorium/Lecture Hall with cap of 90 or more	= .500
<u>Languages</u>	
Three credit-hour courses	= .250
Four credit-hour courses	= .333
<u>Music</u>	
Technique Classes: MU110, 121, 122, 170, 171, 217, 218	= .170
MU160, 161, 162, 260, and 262	= .250

Ensembles: MU104, 105, 304, 305	= .250
Private Lessons: MU202, 302, 402	= .060
All other three credit-hour courses	= .250
<u>Philosophy</u>	
Three credit-hour courses	= .250
<u>Political Science</u>	
Three credit-hour courses	= .250
<u>Psychology</u>	
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
<u>Sociology</u>	
Three credit-hour courses	= .250
Three credit-hour courses taught in the Auditorium/Lecture Hall with cap of 90 or more	= .500
<u>Theater</u>	
Three credit-hour courses	= .250
Design or direct a main stage production	= .250
TH292 [a production learning experience]	= .00
<u>Women &amp; Gender Studies</u>	
Three credit-hour courses	= .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**

<u>New Programs</u>	<u>Timelines</u>
1. Program Coordinator (if applicable) or	
2. Division faculty, or	
3. Division Chair, indicating faculty approval	
4. Chair, College AAC/C	
5. Dean of College	
6. Senate committee (UCRC or GCRC)	
7. Coordinator of Graduate Studies (for graduate programs)	
8. President, Faculty Senate	
9. Senior Vice President	
10. Catalog Publication Deadline	Mid-April

#### New Courses

1. Program Coordinator (if applicable) or
  2. Division Faculty, or
  3. Division Chair, indicating faculty approval
  4. Chair, College AAC/CC
  5. Dean of College
  6. Senate committee (UCRC or GCRC)
  7. Coordinator of Graduate Studies (for graduate programs)
  8. President, Faculty Senate
  9. Senior Vice President
  10. Catalog Publication Deadline
- Mid-April

**Request for Course Revision**

1. Program Coordinator (if applicable) or
  2. Division Faculty or
  3. Division Chair, indicating faculty approval
  4. Chair, College AAC/CC
  5. Dean, of College
  6. Senate committee (UCRC or GCRC)
  7. Coordinator of Graduate Studies (for graduate programs)
  8. President, Faculty Senate
  9. Senior Vice President
  10. Catalog Publication Deadline
- Mid-April

**-90 Series Courses**

1. Program Coordinator (if applicable) or
  2. Division Faculty or
  3. Division Chair
  4. Curriculum Committee
  5. Dean
  6. Coordinator of Graduate Studies (for graduate courses)
  7. Senior Vice President
- Negotiable

**Continuing Education Units (CEUs) and Out of Time Frame Courses**

1. PIP and/or instructor
  2. Division faculty of course discipline
  3. Division Chair
  4. Dean
  5. Curriculum Committee (if Dean or Division need additional clarification)
  6. PIP
- Negotiable

**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 without changing course content
4. Title changes



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)

### **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 those full-time faculty members who won those awards 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:

1<sup>st</sup> & 3<sup>rd</sup> Fridays,  
11:00 a.m. – 12:30 p.m.

2<sup>nd</sup> & 4<sup>th</sup> Fridays,  
11:00 a.m. to 12:00 p.m.

Convened in Spring Semester

Convened in 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(s)
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 of Academic Student Affairs.

**BYLAWS**  
of the Academic Affairs Committee  
of the University of Guam's College of Liberal Arts and Social Sciences  
[Ratified by the CLASS Faculty and Administration on February 15, 2005]

**ARTICLE I - NAME**

In accordance with the University of Guam Board of Regents-Faculty Union *Agreement*, this representative body shall be called the College of Liberal Arts and Social Science Academic Affairs Committee (hereafter referred to as the ACC).

**ARTICLE II – MISSION STATEMENT AND OBJECTIVES**

The College of Liberal Arts and Social Sciences strives to develop skills, knowledge, values, scholarship, and service in the arts, letters, humanities, social and behavioral sciences, and an understanding of these within a regional, national, and global context. In doing, the College advances the educational, civic, professional, and economic advancement of the individual student, the Territory of Guam, and the Micronesian region. The College mission embraces the pursuit of knowledge, all aspects of social and economic development, the understanding of diverse cultural traditions, and progress in social, political, environmental, health, and physical problems that face the Western Pacific region.

The objectives of the AAC shall be to: 1) provide a platform for dialogue between the Faculty and the Administration; 2) involve Faculty in the academic decision making at the college level; 3) Involve Faculty in strategic planning for the college; 4) involve Faculty in developing the college budget; 5) review and recommend approval or disapproval of changes or additions to the college curriculum, of travel grants for Faculty (full and part-time) and for students, of research grants, of sabbatical leave applications, and of other academic issues at the college levels; and to 6) develop a learning organization and learning team at the college level.

**ARTICLE III – MEMBERSHIP**

In accordance with the University of Guam Board of Regents-Faculty Union Agreement, the membership of the AAC shall be composed of at least the Dean, Associate Dean(s) as applicable, Administrative Chair(s) and all Unit Representatives in the College. Those AAC members may authorize additional members by majority vote.

**ARTICLE IV – OFFICERS, THEIR ELECTION, AND THEIR DUTIES**

Section 1. Number of Officers. The AAC shall have one officer called the Chair.

Section 2. Election of the Chair. Members of the AAC shall elect the Chair in May of each academic year. Only members of the AAC may serve as Chair, and the vote shall be by secret ballot. Each term shall be for one year, and the term shall start at the beginning of each Fall semester.

Section 3. Duties of the Chair. The Chair shall preside over all special and regular AAC meetings; develop the agenda for all special and regular AAC meetings; distribute the agenda to AAC members no later than two business days before the scheduled meeting; and encourage participative and group leadership within the AAC. If the Chair is unable to attend a meeting, then he or she shall appoint an acting Chair to preside over that meeting.

Section 4. Ad Hoc Recorder. The AAC shall also have an Ad Hoc Recorder who shall keep the minutes of the proceeding of all regular and special AAC meetings, and make available in the CLASS Dean's office a copy of the approved minutes of all regular and special ACC meetings. With the exception of the Chair, the position of Ad Hoc Recorder shall rotate among the AAC members. Based on alphabetical order; different AAC member shall serve in this position at each meeting.

## **ARTICLE V – MEETINGS**

Section 1. Regular Meetings. The regular AAC meeting shall be held on every first and third Friday of the academic year.

Section 2. Special Meetings. Special meetings may be called by either: 1) the Chair; or 2) a majority of the AAC members; or 3) the CLASS Dean.

Section 3. Minutes. Minutes of each regular and special AAC meeting shall be kept, regardless of whether or not a quorum was present. The minutes shall show, as a minimum, each member in attendance.

Section 4. Quorum. A quorum for conducting business shall be a majority of the AAC members.

Section 5. Prohibition on Proxy Voting. Voting by proxy is prohibited in all AAC meetings.

## **ARTICLE VI – COMMITTEES**

Section 1. Curriculum Committee. CLASS shall have a Curriculum Committee composed of one person elected each April from each Division in CLASS to serve one-year starting at the beginning of each academic year. One CLASS administrator appointed by the CLASS Dean shall also serve as a member. Every month of May at its last meeting of the academic year, the Committee shall elect a chair for the follow academic year, and if the chair is a Faculty member, then he or she shall receive a .25 load allocation during each semester served as chair. The Committee shall meet every second and fourth Friday of the academic year. It shall be the duty of this committee to recommend to the CLASS Dean any substantive or non-substantive changes to courses and programs (graduate and undergraduate) that fall under the purview of CLASS.

Section 2. Special Committee. By a majority vote of the AAC members, Special committees may be created whenever the AAC shall from time to time deem them necessary to carry on the work of the AAC.

## ARTICLE VII – PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order* shall govern all AAC meetings to which they apply and in which they are no inconsistent with the *Bylaws* and not inconsistent with any special rules of order that the AAC may adopt.

## ARTICLE VIII – AMENDMENT PROCESS

Amendments to the *Bylaws* may be made at any regular meeting of the AAC by a vote of two-thirds of the AAC members, provided that the amendments have been submitted in writing at the AAC's previous regular meetings, and the AAC Unit Representatives have had an opportunity to discuss the amendments with their Units. Unless otherwise noted in the amendment, an amendment shall become effective immediately after the AAC approves of the amendment.

### CURRICULUM COMMITTEE

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

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 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. (Reference: *Rules, Regulations, and Procedures Manual*, approved 2/17/01, II, p. 15)

### Operating Guidelines for CLASS-CC

1. Membership and Meetings
  - a. The Committee is comprised of a Divisional Representative from each of the College divisions. An 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 for the following academic year in the fall of each year, and is given a .25 load assignment, and may teach an overload.

- 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 twice a month at a time to be determined at the first meeting.
- g. All meetings are open to non-members.

## 2. 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 changes.
- 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 deletions.
- 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.

## 3. Procedures

- a. In order 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 the hard-copy original of the proposal plus 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).
- 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.

#### 4. Review Criteria

- a. Requests must be submitted on the appropriate form(s).
- b. The submitted forms must be filled out in an appropriate manner.
- 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.
- c. Student learning objectives must be written in a manner that makes it clear how learning will be documented or measured.

#### 5. Program Review Endorsement (added 9/22/05)

The program self-study document is both a retrospective and a prospective review of an academic major program. "The CC is charged with endorsing all program reviews." To endorse the review entails holding each program to the same high standards of academic or artistic achievement. The CC endorsement should entail a written list of recommendations that support quality academic or artistic standards, and support the intentions, goals and plans stated in the respective program review documents. Evaluation requires a trained judgment call. Generally speaking 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.

#### Process:

CC members should be familiar with the approved Program Review Guidelines.

CC members should consider the overall impact of the respective program review, namely does it provide a retrospective and a prospective review of an academic major program in regard to



maintaining quality academic standards in instruction, especially student learning, scholarly research or artistic activity.

Does the self-study discuss how student learning assessment has created opportunities for improving learning and instruction?

Does the self-study follow the approved guidelines?

Are the goals, objectives, and plans clearly discussed and justified?

If the program requests additional funding or personnel, does the review provide an evidenced based justification for the request? For example, is there evidence of student demand?

Does the self-study need to be edited or rewritten because it does not follow the approved Guidelines or explicitly states that the thesis of the study is for some other purpose than a retrospective and a prospective review of the academic program under review?

The CC should assist the Chair in preparing, for the Dean, a written list of recommendations regarding the program and its curriculum that are under review.

### **AWARDS COMMITTEE**

The College has an annual award ceremony, typically held on the final Friday of classes of the Spring 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 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).

Nominations are due to the Dean's Office by 5:00 pm on the Thursday two or three weeks before the ceremony, according to the deadline given in the issued call memo. Nominations will be reviewed by the Awards Committee, which will consist of the Associate Dean and the winners of the full-time Faculty Excellence Awards 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 some *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 required contact hours must be met between the student and the instructor for 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 Summer school.

### **SCHEDULE OF CLASSES**

Refer to The College 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.

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 student must agree to the schedule.

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.

### **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 schedule. 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, 2008, p. 14)

## **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**

In the past, grade rosters for each course are distributed to faculty by the Dean's Office after they are received from the Registrar. Faculty should read the directions carefully before completing. Each faculty member must personally submit his or her grades to the Registrar 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. In 2010 UOG began to use the e-Grade-book computer software, requesting that faculty members submit final grades electronically.

### **Incomplete Grades:**

The form for granting an incomplete grade appears on the next page.

# INCOMPLETE GRADE AUTHORIZATION

THIS FORM MUST BE COMPLETED AND APPROVED

BEFORE GRADES ARE SUBMITTED

(Approved CAS-AAC, November 1, 1990)

To be completed in quadruplicate

Copy One to Student

Copy Two to Instructor

Copy Three to Division Chair

Copy Four to Dean

Semester During Which

Instructor Must Receive

Work to Remove INC

Student's Name \_\_\_\_\_

Course Number \_\_\_\_\_ Title \_\_\_\_\_ Credits \_\_\_\_\_

Semester Year \_\_\_\_\_ Instructor \_\_\_\_\_

Reason Incomplete was issued:

\_\_\_\_\_  
\_\_\_\_\_

Work necessary to remove INCOMPLETE:

\_\_\_\_\_  
\_\_\_\_\_

Grade in the course thus far: \_\_\_\_\_

The INCOMPLETE equals \_\_\_\_\_ percent of the final grade. The percentage should be less than 30%.

Highest FINAL GRADE student may be granted: \_\_\_\_\_

Instructions for evaluating the work to be completed.

\_\_\_\_\_  
\_\_\_\_\_

If I am not available at the time action is necessary on this INCOMPLETE, I recommend that the Chair of the Division of \_\_\_\_\_ appoint a faculty member to represent me.

Instructor's Signature \_\_\_\_\_

\_\_\_\_\_  
Date

Student's Signature \_\_\_\_\_

\_\_\_\_\_  
Date

If a student hasn't signed, the Instructor's explanation for lack of signature:

\_\_\_\_\_  
\_\_\_\_\_

Approved / Disapproved \_\_\_\_\_

Division Chair's Signature \_\_\_\_\_

\_\_\_\_\_  
Date

Approved / Disapproved \_\_\_\_\_

Dean's Signature \_\_\_\_\_

\_\_\_\_\_  
Date

## COMPREHENSIVE FACULTY EVALUATION SYSTEM

The complete CFES policy is in the UOG *RRP Manual*. 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 Fall semester; or by mid-December for those beginning employment in a Spring semester. The *RRPM* policy 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 POLICY

Income generated by indirect costs from grants awarded to members of the College is distributed, according to a formula, among the Board of Regents, the Executive Administration, and the College. 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. In the past 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.

### Travel Grant

Because the Dean's Office and the AAC are committed to faculty development, we invite applications for faculty travel 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. This will depend on the availability of funds.

All College faculty members, even part-time faculty, are eligible to apply. Faculty housed in other UOG Colleges, Schools or Units are not eligible for CLASS grants. A CLASS faculty member is 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 travel to professional meetings where they are presenting a paper.
2. Second priority will be given to supporting faculty travel 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: For travel grants, submit a cover letter explaining how the travel will enhance your professional development, an abstract of your paper, if any, and your itinerary and cost of the ticket. Applications are also accepted online; go to the CLASS Office of the Dean web-page.

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

Deadlines:     1<sup>st</sup> Wednesday of September (for Fall and Winter travel)  
                  1<sup>st</sup> Wednesday of November (for Winter and Spring travel)  
                  1<sup>st</sup> Wednesday of February (for Spring and Summer travel)  
                  1<sup>st</sup> Wednesday of May (for Summer and Fall travel)

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

#### Research and Creative Activity 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 grants will range between \$2000.00 to \$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 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.** College faculty members 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. Award recipients will prepare a final/annual report and will 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 who wish to apply for the Research and Creative Activity Grant should go the CLASS Dean's Office website, and submit an online application. Should there be any difficulties; applicants should provide a separate cover page with the faculty's name, contact information, and a brief statement of qualifications for the grant. Please provide the following information about the proposed project within the 5-page limit.

1. A brief abstract of the study;
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 budget with a brief budget narrative; and
6. A timetable for the study not to exceed one year.

Timetable:

Application deadline	1st Wednesday in October
	1 <sup>st</sup> Wednesday in April

Budget Categories.

	<u>Amount</u>
Personnel (e.g.. Research Assistants)	
Equipment	
Supplies	
Contractual (e.g. postage, vehicle rental, duplication/printing, subscriptions, insurance)	
Other (e.g. stipends, laboratory charges)	
 TOTAL COST	 \$X,XXX.00
(Not to exceed \$3000.00)	

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.

**UNIVERSITY OF GUAM**  
**Grant Proposal Evaluation for the CLASS Research & Creative Activity Grant**

Project Title: \_\_\_\_\_

**PRELIMINARY INFORMATION**

1. Is the PI qualified to conduct the proposed research? Yes \_\_\_\_; No \_\_\_\_.
2. Is the application complete? Yes \_\_\_\_; No \_\_\_\_
  - a. If no, what is missing
    - i. \_\_\_\_\_
    - ii. \_\_\_\_\_
    - iii. \_\_\_\_\_
    - iv. \_\_\_\_\_

**QUALITY OF THE PROPOSAL**

Rate the following statements on a 1-5 scale (please circle).

1 = Strongly disagree;    2 = Disagree;    3 = Neutral;    4 = Agree;    5 = Strongly agree

- |    |  |  |
|----|--|--|
| A. | The objectives of the research are well defined.   |  |
|    | <div style="display: flex; justify-content: space-between; width: 80%;"> <span>1</span> <span>2</span> <span>3</span> <span>4</span> <span>5</span> </div> |  |
| B. | The author has clearly located his/her project within the scope of existing research.  |  |
|    | <div style="display: flex; justify-content: space-between; width: 80%;"> <span>1</span> <span>2</span> <span>3</span> <span>4</span> <span>5</span> </div> |  |
| C. | The potential of the proposed research in generating additional funds in the future is well established.   |  |
|    | <div style="display: flex; justify-content: space-between; width: 80%;"> <span>1</span> <span>2</span> <span>3</span> <span>4</span> <span>5</span> </div> |  |
| D. | The methodology for this research is well defined.   |  |
|    | <div style="display: flex; justify-content: space-between; width: 80%;"> <span>1</span> <span>2</span> <span>3</span> <span>4</span> <span>5</span> </div> |  |
| E. | The potential for the project findings to advance knowledge are well established.  |  |
|    | <div style="display: flex; justify-content: space-between; width: 80%;"> <span>1</span> <span>2</span> <span>3</span> <span>4</span> <span>5</span> </div> |  |
| F. | The potential for this research to result in publication is well established.  |  |
|    | <div style="display: flex; justify-content: space-between; width: 80%;"> <span>1</span> <span>2</span> <span>3</span> <span>4</span> <span>5</span> </div> |  |
| G. | The duration of the project is well defined.   |  |
|    | <div style="display: flex; justify-content: space-between; width: 80%;"> <span>1</span> <span>2</span> <span>3</span> <span>4</span> <span>5</span> </div> |  |
| H. | The objectives of the project can be advanced by the allotted budget.  |  |
|    | <div style="display: flex; justify-content: space-between; width: 80%;"> <span>1</span> <span>2</span> <span>3</span> <span>4</span> <span>5</span> </div> |  |
| I. | The overall presentation of the proposed research project.   |  |
|    | <div style="display: flex; justify-content: space-between; width: 80%;"> <span>1</span> <span>2</span> <span>3</span> <span>4</span> <span>5</span> </div> |  |

General Comments: \_\_\_\_\_

**Total Score**



## **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.

1. 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 Division, and the Dean.
2. 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. 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.
  - a. Faculty with ongoing funded projects (especially with replacement costs) will be given first priority regarding their application for extension.
  - b. 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.
  - c. Faculty with an outstanding record of research/creative activity and service accomplishments may apply for non-specific, broadly-defined load allocations. For such applications, each Division will develop a set of internal evaluative criteria.
  - d. Faculty developing a grant proposal which will engage .25 or more of their professional activity during the life of the grant will discuss their proposal with their Division and the Dean prior to the submission of the grant to the central administration.



- e. 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.

### 3. 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.

- 4. 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 .33 - .50 for the combined classes.)
- 5. 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."

### 6. Other Comments

- a. 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.
- b. The College and University encourage faculty members to pursue outside funding for their instruction, research/creative activity and service endeavors, and release time.

### 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.

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

Research sponsored by governmental agencies.

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

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

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.

Other activities which the Division may deem appropriate.

#### 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?

Are the objectives reasonable, given the availability of resources and the projected time-frame?

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

1. Name / Division:
2. Semester for which load allocation is requested:
3. Title of project:
4. Check one: Research ☐ Creative Activity ☐ Service ☐ Instruction. Improvement ☐

*Provide on separate pages.*

5. If research or instructional improvement:  
Statement of the problem (e.g., summary of research or theoretical literature; research questions or hypotheses; expected outcomes)  
  
If creative activity or service:  
Description of need or significance of proposed project (e.g., summary of medium or genre; history or relevance of activity to Guam or the Micronesian Region; needs assessment evidence for community service projects)
6. Proposed project objectives, tasks for each objective, schedule of tasks
7. Applicant's qualifications to undertake proposed project

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### UNIT RECOMMENDATION:

Approved / Disapproved \_\_\_\_\_

\_\_\_\_\_  
Unit Chair

\_\_\_\_\_  
Date

### DEAN RECOMMENDATION:

Approved / Disapproved \_\_\_\_\_

\_\_\_\_\_  
Dean

\_\_\_\_\_  
Date

APPLICANTS SHOULD BE SURE TO COVER ALL THESE CATEGORIES OF INFORMATION.  
APPLICATIONS WILL BE ABOUT THREE OR FOUR PAGES LONG.

11/13/96

## **MONITORING OF STUDENT EVALUATIONS OF FACULTY**

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 faculty form. Procedures must stand up to standards of reliability and validity.

Each Chair shall submit a completed monitoring plan for each Division just before actual evaluations begin. Then a monitoring form showing actual results (i.e., with the √ filled in or explanations of changes) shall be submitted on the last class day.

# FACULTY EVALUATION MONITORING RECORD

Division: \_\_\_\_\_

Names of Faculty Members

Dates/Hrs of Evaluation  
for each course

Person Administering  
the Evaluation

Done ☒


## **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 AND 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 reviews. 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 regional 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.

## **TRITON'S CALL, THE UNIVERSITY OF GUAM'S CAMPUS NEWSPAPER**

### 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.

### 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

**STORYBORAD** 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.

***PACIFIC ASIA INQUIRY, MULTIDICIPLINARY PERSPECTIVES: Occasional Papers in the Liberal Arts and Social Sciences*** 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.

***Part-Time Faculty Handbook***

***Full-Time Faculty Handbook***

## 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.

## **CLASS STUDENT TRAVEL GRANT**

(AAC approved 10/01/04)

Because 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 off-set the burden of the entire travel costs. Individual students may request up to \$1,000.00, and courses may apply for up to \$5,000.00. the practice has been to award undergraduate students \$500 and graduate student \$1000 to present papers at conferences. 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 Travel Grants:**

It is expected that students applying for the individual student travel 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.

1<sup>st</sup> Wednesday of September (for Fall and Winter travel)

1<sup>st</sup> Wednesday of November (for Winter and Spring travel)

1<sup>st</sup> Wednesday of February (for Spring and Summer travel)

1<sup>st</sup> Wednesday of May (for Summer and 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.

**Application Process:**

Submit a cover letter explaining which of the above three priorities you are applying under, an abstract of the paper(s), if any, the itinerary, and costs of the travel

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

## **AUTHORIZED TEMPORARY ASSISTANTS**

All temporary assistants should complete the Authorized Temporary Assistants form. This includes work-study students, JOBS assistants, or some other category of students that will be, or has been, authorized by the Dean to work in the Dean's Office or in one of the division offices. These forms will be prepared as soon as possible so the Dean's Office may use them in developing the directory. It is good practice to introduce temporary assistants to the Dean, Associate Dean, and Dean's Office staff.

Unauthorized individuals should not be working in the College offices.

### **Authorized Temporary Assistants Form**

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Name

Home Phone

---

Program

---

Dates of expected work: Begin

End

---

Work Hours / Days

---

\_\_\_\_ Authorized

\_\_\_\_  
Dean

## **Assigning Office Space**

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.

# COLLEGE OF LIBERAL ARTS & SOCIAL SCIENCES

## VARIANCE FORM

<b>Faculty Name:</b>	<b>Division of:</b>
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Faculty member will prepare this form when he/she wishes to miss or reschedule a class and/or not keep regular hours, **including early termination of classes**. Please make all attempts to complete the form **PRIOR** to any planned absence. This form must accompany **any** leave application.

I will be absent from: ☐ Advisement ☐ Class ☐ Office Hours ☐ Other (Please Specify):

Located in:

During the date(s) and time(s) of:

For the following reason(s):

Special arrangements for my advisement have been made in the following manner:

Special arrangements for my class (es) have been made in the following manner:

During regular office hours, a note will be on my door asking callers to seek:

=

\_\_\_\_\_  
PRINT Name of Requesting Instructor

\_\_\_\_\_  
Signature

Date: \_\_\_\_\_

=

\_\_\_\_\_  
PRINT Name of Substituting Instructor (#1)

\_\_\_\_\_  
Signature

Date: \_\_\_\_\_

=

\_\_\_\_\_  
PRINT Name of Substituting Instructor (#2)

\_\_\_\_\_  
Signature

Date: \_\_\_\_\_

=

\_\_\_\_\_  
PRINT Name of Substituting Instructor (#3)

\_\_\_\_\_  
Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
APPROVED/DISAPPROVED

\_\_\_\_\_  
Signature of CLASS Division Chair / Date

\_\_\_\_\_  
APPROVED/DISAPPROVED

\_\_\_\_\_  
Signature of CLASS Associate Dean / Date

\_\_\_\_\_  
APPROVED/DISAPPROVED

\_\_\_\_\_  
Signature of CLASS Dean / Date

University of Guam

**STATEMENT OF RESPONSIBILITY, RELEASE AND AUTHORIZATION TO PARTICIPATE IN UNIVERSITY \_\_\_\_\_**

I, \_\_\_\_\_, am a student at the University of Guam ("University"). I have agreed to participate in the \_\_\_\_\_ during (dates) \_\_\_\_\_. My participation in this Program is wholly voluntary. In consideration of being allowed to participate in this Program, I hereby state and agree as follows:

1. I represent and warrant that I am and will be covered throughout the Program by a policy of comprehensive health and accident insurance which provides coverage for injuries and illnesses I sustain or experience overseas, while traveling to and from, or while participating in the Program. By my signature below, I certify that my health insurance policy will adequately cover me while outside Guam, and I release and absolve the University of all responsibility and liability for any injuries, illnesses (including death), claims, damages, charges, bills and/or expenses I may incur while I am abroad.

2. I understand that the University reserves the right to make changes to the Program itinerary at any time and for any reason, with or without notice, and the University shall not be liable for any loss whatsoever to participants by reason of any such cancellation or change. The University is not responsible for penalties assessed by air carriers that may result due to operational and/or itinerary changes, regardless of whether the participant or the University makes a flight arrangement. Any additional expense resulting from the above will be paid by the participant. The University reserves the right to substitute hotels or accommodations or housing of a similar category at any time. Specific room and housing assignments are within the sole discretion of the University.

3. I understand and acknowledge that the University does not assume responsibility or liability, in whole or in part, for any delays, delayed or changed departure or arrival times, fare changes, dishonors of hotel, airline or vehicle rental reservations, missed carrier connections, sickness, disease, injuries (including death), losses, damages, weather, strikes, acts of God, circumstances beyond the control of the University, force majeure, war, quarantine, civil unrest, public health risks, criminal activity, terrorism, expense, accident, injuries or damage to property, bankruptcies of airlines or other service providers, inconveniences, cessation of operations, mechanical defects, failure or negligence of any nature howsoever caused in connection with any accommodations, restaurant, transportation, or other service or for any substitution of hotels or of common carrier beyond the University's control, with or without notice, or for any additional expenses occasioned by any of the foregoing. If due to weather, flight schedules, or other uncontrollable factors I am required to spend additional nights, the University will not be responsible for my hotel, transfers, meal costs or other expenses. My baggage and personal property are at my risk entirely. The University reserves the right to decline to accept or retain me on the Program at any time should my actions or general behavior impede the operation of the Program or the right or welfare of any person, including but not limited to my own welfare. Similarly, if my conduct violates any policy or procedure of the University, I understand that I may be required to leave the Program in the sole discretion of the University's agents and representatives, and may be referred to the appropriate University officials for further disciplinary

or other action. In such an event, no refund will be made for any unused portion of the Program. The right is reserved by the University, in its sole discretion, to cancel the Program or any aspect thereof prior to departure; and, in the University's sole discretion, to cancel the Program or any aspect thereof after departure, requiring that all participants return to Guam, if the University determines or believes that any person is or will be in danger if the Program or any aspect thereof is continued.

4. I, individually, and on behalf of my heirs, successors, assigns and personal representatives, agree to indemnify, defend and hold harmless the University and the Program and their employees, agents, officers, trustees and representatives (in their official and individual capacities) from any and all liability, loss, damage or expense, including attorney's fees, that they or any of them incur or sustain as a result of any claims, demands, actions, causes of action, damages, judgments, costs or expenses, including attorney's fees, which arise out of, occur during, or are in any way connected with my participation in the Program or any travel incident thereto.

5. I hereby acknowledge that I have read, understand and will abide by each of the terms and conditions of this Agreement.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (Printed)



University of Guam

**STUDENT FIELD TRIP ACTIVITY WAIVER AND RELEASE FORM**

**INSTRUCTOR:** \_\_\_\_\_ **COURSE/TIME:** \_\_\_\_\_

I, (student's name), being of lawful age and in consideration of being permitted to participate in the University of Guam event: \_\_\_\_\_, **DO HEREBY WAIVE, RELEASE, AND DISCHARGE** the University of Guam from any and all liability for or by reason of any damages, loss or injuries to person to properties, even injury resulting in death, during such event. The Class will travel to \_\_\_\_\_, and shall commence at the time: \_\_\_\_\_ am/pm, on day/date: \_\_\_\_\_, and shall return at the time: \_\_\_\_\_ am/pm, on day/date: \_\_\_\_\_, at which time this waiver will be terminated.

_____	_____	_____
Name (print)	Signature	Date

Contact Number (s): \_\_\_\_\_ Residence Address: \_\_\_\_\_

**In Case of Emergency: Contact person:** \_\_\_\_\_  
**Contact telephone:** \_\_\_\_\_

University of Guam

STATEMENT OF AGREEMENT FOR OFF-CAMPUS PROJECT LEADER  
AND STUDENT PARTICIPATING IN

Project Name: \_\_\_\_\_

As the Project Leader or as a Student, I have reviewed, understand and agree to abide by the University of Guam Personnel Rules and Regulations, Policies and Procedures for Staff, Faculty/Administrators on Sexual Harassment, Consensual Relationship, Student Code of Conduct, Policy for Equal Employment Opportunity and Non-Discrimination/Non Harassment before participating in this UOG sponsored field project/program.

The Policy for Equal Employment Opportunity and Non-Discrimination/Non Harassment is accessible via <http://www.uog.edu/administration/office-of-the-president/eoada-title-ix-office>

The Student Handbook is accessible via <http://www.uog.edu/sites/default/files/uog-Student-Handbook.pdf>

Student: \_\_\_\_\_ Date: \_\_\_\_\_

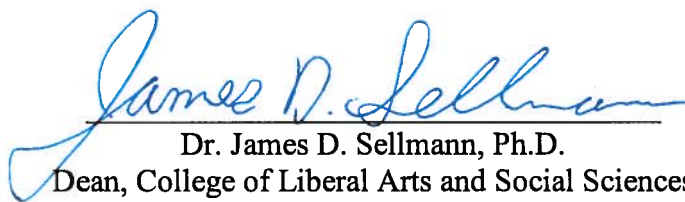
Project Leader: \_\_\_\_\_ Date: \_\_\_\_\_

Project Co-Leader: \_\_\_\_\_ Date: \_\_\_\_\_

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

11/21/14



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



