# Table of Contents

Welcome .................................................................................................................................................. 2

I. J-Term Program and Faculty ............................................................................................................. 2

II. J-Term Calendar ................................................................................................................................. 2

III. J-Term Courses .................................................................................................................................. 3

IV. J-Term Class Schedule ...................................................................................................................... 3

V. Attendance, Assessment, Grading for J-Term Courses ...................................................................... 3

VI. Faculty Support Specialists ................................................................................................................ 4

VII. Syllabus, Reading, Course Materials ............................................................................................... 5

VIII. Enrollment, Classrooms, Restrooms ............................................................................................... 6

IX. Law School Information Technology Services ................................................................................ 6

X. Parking ................................................................................................................................................ 7

XI. Office Space ...................................................................................................................................... 7

XII. Accommodations in Honolulu ........................................................................................................ 7

XIII. Offer Letter and Personnel Forms ................................................................................................ 7

XIV. UH Username and UH Email ........................................................................................................ 8

XV. Laulima Basics .................................................................................................................................. 9

XVI. eCAFE Course Evaluation ............................................................................................................. 9

XVII. Other Useful Information ............................................................................................................... 10

a. Law School Website ......................................................................................................................... 10

b. Key Law School Contacts ............................................................................................................... 10

c. Attire ................................................................................................................................................ 11

d. J-Term Faculty “To Do” Summary .................................................................................................. 11

Appendix A

Safety-Emergencies ................................................................................................................................. 13

Appendix B

FERPA Policy and Confidentiality of Student Records ....................................................................... 14

Appendix C

Law School Policy on Title IX, Discrimination, and Sexual Harrassment ........................................ 14

Appendix D

Policies on Opportunity/Affirmative Action ......................................................................................... 14
Welcome – *E Komo Mai*

Welcome to the J-Term Faculty of the University of Hawai‘i at Mānoa, William S. Richardson School of Law. We are delighted to host you during your visit to our Law School in January 2017. The Law School greatly appreciates the significant time, expertise, and passion that you will share with our students and faculty during your course and the events scheduled during J-Term.

To help improve your teaching experience at the Law School, this J-Term Faculty Handbook provides you important orientation, logistical, and policy information. A handy summary checklist of your “to do” list and key dates is provided at the end of this Handbook.

I. J-Term Program and Faculty

Our January Term (J-Term) Program, established by Dean Avi Soifer in 2005, provides our law students the opportunity to take specialized mini-courses taught by some of the world's leading scholars, professors, and judges. We also ask that you share your expertise with our Law School community through participating in various events and by opening one of your final classes to the general public. This year’s distinguished J-Term Faculty are:

Professor Jeff Fagan, Columbia Law School  
Professor Carol Sanger, Columbia Law School  
Barry Scheck, Innocence Project  
Professor Kristen Stilt, Harvard Law School  
Professor Jeremy Waldron, New York University School of Law  
Robin West, Georgetown Law School

II. J-Term Calendar

The 2017 J-Term Program has two parts: (a) **J-Term Classes**, which begin on Monday, January 9, 2017 and continue through Friday, January 13, 2017, and (b) **J-Term Events**, which take place during that same time period. (Note that Tuesday, January 17 is the first day of our regular semester classes.) We recommend that you arrive in Honolulu before Sunday, January 8 and leave on or after Saturday, January 14.

☐ Once you have ticketed, send your **Contact & Lodging Form** to Kristi Shiraki, Assistant to the Dean (kshiraki@hawaii.edu, (808) 956-6363).*

☐ Send **Biography & Photo** form (with short bio, 250 words or less) and a high resolution photo to Kristi Shiraki, Assistant to the Dean (kshiraki@hawaii.edu).*
We will also schedule a late afternoon/early evening Reception for J-Term Faculty during the J-Term class week (tentatively scheduled for Tuesday, January 10). Your families are invited to come and the attire is “aloha casual.”

If you would like a tour of the Law School before classes start or to meet with the faculty, Deans, or staff, please contact Kristi Shiraki, Assistant to the Dean (kshiraki@hawaii.edu).

III. J-Term Courses

J-Term Courses are offered as one unit, “credit/no credit” classes. Each J-Term Faculty member creates her or his own course according to the faculty member’s interests and expertise. Typically, J-Term Courses are advanced level, cutting edge, or “boutique” topics that are not normally offered during the semester.

You will have a variety of levels of students in your class, from 1Ls to 3Ls and international LL.M. students. Please try to make the course accessible to all students by recommending basic background reference materials as well as the required reading and course materials.

☐ By November 10, 2016, please send the Course (Title & Description) form to Kristi Shiraki, Assistant to the Dean (kshiraki@hawaii.edu) and to Associate Dean Antolini (antolini@hawaii.edu).*

IV. J-Term Class Schedule

Your J-Term Class Schedule will consist of five classes of two hours, fifteen minutes each (we recommend that you use the fifteen minutes for a break). J-Term classes will not overlap with any other classes. Three J-Term courses will be scheduled during the day and two will be scheduled for early evening to provide access for our Evening Part-Time students. Associate Dean Denise Antolini will coordinate the class schedule (antolini@hawaii.edu, (808) 956-6238).

We ask that you welcome the public to observe your last class and participate in our Richardson CLE Series on Friday, January 13, 2017 (which may involve a room change). The public access/CLE day will be coordinated by our Alumni, Community & Events Manager Jennifer Young (jyoung3@hawaii.edu, (808) 956-8478) and Media consultant Beverly Creamer (creamerbeverly@yahoo.com, (808) 389-5736).

V. Attendance, Assessment, Grading for J-Term Courses

The ABA and the Law School have a mandatory attendance policy requiring “regular attendance.” Attendance of all five J-Term classes is mandatory for students to be
eligible for course credit. Students who miss one class or who do not satisfactorily complete the required final assignment will not receive any credit for the course.

☐ You must maintain a written attendance record for each class. Your Faculty Support Specialist will provide you a sign in sheet or a grid to make this easy. If a student misses any classes for any reason, please simply refer the student to Associate Dean Ronette Kawakami (ronettek@hawaii.edu, (808) 956-7986).* All students know that they are responsible for completing an excused absence form through the website and that faculty members are not authorized to determine what is excused or unexcused.

☐ The “credit/no credit” grade for J-Term Courses is typically based on a final written assignment – a 10- to 12-page paper (double-spaced, properly cited) with topics assigned by you or selected by students during the first three days of class. We recommend that you schedule at least one 10-minute meeting with each student about their paper about mid-week of your teaching week, outside of class time.*

☐ Papers are due within two weeks after the course ends, so no later than Friday, January 27, 2017, midnight. We do not hold final exams for J-Term. Late papers will not be accepted. Any request for extensions based on exceptional circumstances must be approved by Associate Dean Antolini or Associate Dean Kawakami. Papers can be emailed directly to you or posted by students to the private Dropbox feature of Laulima, where they can easily be retrieved and reposted with comments privately.*

☐ Your “credit/no credit grades” are due within one month of the final paper due date, so no later than February 24, 2017. When you have your papers graded, please email the grades (indicating only “Credit” or “No Credit”) according to your class list to Law School Registrar Piyada Nonzee (pnonzee@hawaii.edu, (808) 956-3003).*

We ask that you to provide students summative written comments/feedback on their papers and return them promptly after your grades are accepted by the Registrar. You may return comments but please do not release any “grades” to students before approval by the Registrar.

VI. Faculty Support Specialists

The Law School has four Faculty Support Specialists (FSS) assigned to all faculty, including J-Term Faculty. Our FSS are experienced administrative professionals who will help you manage your course, assist with assignment tracking (if needed), preparation and distribution of course materials, and communication with students. In particular, they can help with set up and use Laulima, the University of Hawai'i online course management page for your class (see below).
Three FSS (Dana Lum, Julie Suenaga, and Kelly Hernandez) are located in the Faculty Support Office in the Faculty Hallway. A fourth FSS (Kuʻulei Arakaki) is located in Room 203 (Ka Huli ‘Ao Center for Excellence in Native Hawaiian Law). Each J-Term Faculty has an assigned Faculty Support Specialist:

Prof. Karen Stilt: Dana Lum, denokawa@hawaii.edu, (808) 956-5568
Profs. Jeff Fagan & Barry Scheck: Julie Suenaga, jsuenaga@hawaii.edu, (808) 956-5570
Profs. Jeremy Waldron & Carole Sanger: Kelly Hernandez, kaysh@hawaii.edu, (808) 956-7004
Prof. Robin West: Kuʻulei Arakaki, shunya@hawaii.edu, (808) 956-8411

VII. Syllabus, Reading, Course Materials

Please review the Law School Syllabus Template provided in your packet to assist you with preparing a Syllabus for your J-Term class. Your Syllabus will be simpler than one for our regular law course, but we ask that you conform to the template as much as possible. If you have questions about preparing your Syllabus, contact Associate Dean Denise Antolini.

☐ Please prepare a Class Syllabus no later than January 2, 2017 and email a copy to your Faculty Support Specialist (for posting to students) and to Associate Dean Denise Antolini (antolini@hawaii.edu).*

☐ During your first class, distribute hard copies of your syllabus, discuss the syllabus and readings, review the paper assignment, and indicate your availability for appointments.*

Even though J-Term courses are short and credit/no credit, your syllabus is like a contract between you and your students expressing your teaching objectives and methods, the course content, and the Law School class attendance and grading policies. Please conform to the Law School Syllabus Template provided separately.

Due to the short period for the J-Term classes and specialized focus of the courses, most J-Term faculty do not use textbooks but instead use duplicated or on-line materials.

☐ Please contact your Faculty Support Specialist by December 1, 2016 to begin posting your course materials on the Laulima course page or to arrange for preparation of course packets that students can purchase.*

☐ If you require a textbook or printed publication, you will need to provide that information no later than November 10, 2016 to Matthew Petrasek, Administrative Officer (lawadao@hawaii.edu, (808) 956-7545) to allow time for the UH Bookstore to ship in the books.*
VIII. Enrollment, Classrooms, Restrooms

J-Term class enrollments are typically limited to twenty-five students (additional students may be allowed to enroll, subject to your permission). All classes are held in Classroom 5 (CR5), a seminar style room and desks that can be rearranged, with a capacity of 28-32. The “public” classes on Friday, January 13 may be held in one of our large classrooms (CR 2 or CR 3). We do not allow non-law students or outside auditors to attend J-Term classes. For some of your classes, we will be seeking HSBA CLE credit to allow a limited number of attorneys to participate on Friday, January 13.

CR 5 is key locked and will be open during your teaching times. The large classrooms have “punch-code” locks; the code for which will be provided to you. For security reasons, please do not share the codes for the Law School classrooms with anyone. When you leave the classroom, please turn off the lights.

Convenient restrooms are located on the ground floor courtyard. These restrooms are open during the day but locked electronically at 6:00 pm each evening until 8:00 am. Access before/after these hours may be obtained by using the seminar room combination and then punching * (star). Second floor restrooms are key-locked at 4:30 pm.

☐ If you prefer an alternate room to CR5, such as a traditional auditorium classroom, please let Jennifer Young, Alumni, Community & Events Manager (jyoung3@hawaii.edu, (808) 956-8478) know by November 10, 2016.*

IX. Law School Information Technology Services

We have an excellent Law School Information Technology Services team to assist you. You may ask your Faculty Support Specialist for help or directly contact IT Director Cheong Ming Wai (cheongmi@hawaii.edu, (808) 956-4727) at any time for assistance with AV/IT.

If you wish to use PowerPoint for your classes, you can use your own laptop, use the IT equipment installed in the classrooms, or request a laptop and projector/speakers. Our Law School has wireless internet access (codes to be provided).

☐ If you need help setting up any special AV/IT for your class, please notify your Faculty Support Specialist by December 1, 2016 to make arrangements.*

We recommend that you test your AV equipment before the first class or request that an IT team member meet you in class 20 minutes before the first class to help you set up and test the equipment. After the first day of set up, you may wish to ask for a student to assist you with any technical issues to avoid distractions for your teaching time.
X. Parking

If you wish to park a car during your visit, you may use the Campus Parking Structure at a cost of $5/day (before 4:00 pm) and $6/day (after 4:00 pm). Contact Kristi Shiraki for more information about parking (kshiraki@hawaii.edu, (808) 956-6363).

XI. Office Space

Our faculty has outgrown our current office facilities and space is limited until our Law School building expansion project is complete. We will provide J-Term Faculty with a shared faculty office, printer/copier, and office phone for the period of your class schedule January 9-13, 2017.

For meetings with students, you may use any of the tables in the courtyard or breezeways, the seminar rooms (codes to be provided), or other open large classrooms, as well as our two conference rooms (Mauka and Room 254) (see Law School Map, provided separately).

XII. Accommodations in Honolulu

J-Term Faculty may find their own accommodations or request assistance in locating a hotel or rental. The Law School can often obtain favorable rates at several Waikiki hotels, such as the New Otani Kaimana Beach Hotel (www.kaimana.com) or Princess Kaiulani Sheraton (www.princess-kaiulani.com). These hotels are on the beach and only about three miles away from the Law School (15 minutes by car, 30 minutes by bus or bike, or 1 hour walk). More affordable international dorm-style accommodations can also be arranged through the East-West Center (http://www.eastwestcenter.org/about-ewc/housing/housing-facilities/hale-manoa), which is a five-minute walk from the Law School.

☐ If you need assistance finding accommodations, please contact Jennifer Young, Alumni, Community & Events Manager (jyoung3@hawaii.edu, (808) 956-8478) by November 10, 2016.*

XIII. Offer Letter and Personnel Forms

You should have already received an Offer Letter and a packet of personnel forms from the Law School Fiscal Office.

All J-Term Faculty must complete and return all the forms to our Fiscal Office. Required documents include a valid driver's license and either a Social Security card or a
passport. A tuberculosis test is required and may be obtained from your private physician or from any health clinic.

☐ Complete and return all of the documents no later than November 10, 2016 to the Law School Fiscal Office, attention Petra Kubalkova, (petrak@hawaii.edu (808) 956-0829).*

After you have signed and returned your Offer Letter and personnel forms, our Fiscal Office will enter your name into the UH personnel system and you will receive a UH Employee ID number, which places you on the UH payroll. With either your UH Employee ID number or your Social Security number, you can obtain a UH Username and Hawaii.edu email account (see below).

If you have questions about the personnel forms, please contact Petra Kubalkova in our Fiscal Office at (petrak@hawaii.edu (808) 956-0829).

XIV. UH Username and UH Email

J-Term Faculty are required to obtain a UH Username and UH Email, which will allow you to access the Laulima online course management system, the eCAFE course evaluation system, and other campus resources. (For our Law School website, you can use either your new hawaii.edu address or your home institution email address.)

The process for obtaining a UH Username and UH Email takes about five minutes once you have received a UH ID#.

Step 1: return your Offer Letter and entire personal packet to the Fiscal Office.

Step 2: the Fiscal Office will enter your name into the UH system and you will receive a UH ID# via email.

Step 3:
- Go to www.hawaii.edu/account
- Click on ‘GET A UH USERNAME’
- Fill in the form with the appropriate information
  - first, middle, last name
  - UH ID# or social security number
  - date of birth
- Click ‘submit’ - the screen will show ‘Your UH Username is ……..’
- Follow the directions to create your own password and security questions.

Your UH Email account (UHusername@hawaii.edu) should be available for your use 15 minutes after you complete this process.
Once you have obtained your “hawaii.edu” username/email address, please email that information as soon as possible to Kristi Shiraki (kshiraki@hawaii.edu) and to your Faculty Support Specialist.*

XV. Laulima Basics

Laulima is a learning and collaboration Server for the University of Hawai‘i. Laulima is connected to the University of Hawai‘i Registration system (“Banner”), which includes all registered students. You and your students can access your class page on Laulima with a UH Username and password.

With Laulima, you can: (1) manage class rosters, (2) email students registered for your class using “Mailtool,” (3) post course materials (using the “Resources” folder), and (4) post Announcements.

Please add your Faculty Support Specialist as an Instructor to enable her to manage your class page on your behalf. Take a few minutes to explore Laulima and become familiar with its capabilities at least two weeks before classes begin. Ask your Faculty Support Specialist if you need assistance with Laulima.

XVI. eCAFE Course Evaluation

The Law School uses the University of Hawai‘i online course evaluation system called eCAFE for all of its courses. Administrative Officer Matthew Petrasek will set up the eCAFE survey for your course and your students will automatically receive messages during the class week telling them that the survey is available.

☐ Please set aside 10 minutes in your last class (Friday, January 13) to ask students to fill out the eCAFE evaluations with their laptops (you should exit the room but standby outside while the class does the survey or when class is over).*

For the Law School to have access to your course evaluation you must:

(1) have a hawaii.edu account; and

☐ (2) by January 13, 2017, please “share” your eCAFE evaluations with Matthew Petrasek (using “Petrasek” see below).*

The first time you access eCAFE, please complete the share settings following the instructions below. You only need to do this once and it takes about two minutes. If you want to discuss your evaluations after your grades are turned in, please contact Associate Dean Denise Antolini (antolini@hawaii.edu).
(1) Go to: http://www.hawaii.edu/ecafe/

(2) Click “LOGIN” - LOGIN using your UH Username. (For information on how to obtain a UH Username, see instructions on page 8)

(3) When the new page opens, click on “INSTRUCTOR HOME” (on top row)

(4) On the next page to appear, SCROLL DOWN to “PAST SURVEYS (RESULTS ARE AVAILABLE)”

(5) Click on “RESULTS”

(6) Evaluation results are there. You may DOWNLOAD an EXCEL or a PDF of your results

(7) TO SHARE YOUR RESULTS (with Administration): Just above “PAST SURVEYS” click on “SHARE MY RESULTS”

(8) On the next page to appear, until further notice, enter “Petrasek” in the box “Enter UH Username.” “YOUR RESULT RECIPIENTS” will show below

XVII. Other Useful Information

A. Law School Website

The Law School has an excellent website that provides students, faculty, and staff with a “one stop” resource for a variety of information on classes, faculty, and staff contact information, news and events, and popular links. Go to: www.law.hawaii.edu.

B. Key Law School Contacts

Avi Soifer, Dean
soifer@hawaii.edu, (808) 956-6363

Kristi Shiraki, Assistant to the Dean
kshiraki@hawaii.edu, (808) 956-6363

Denise Antolini, Associate Dean for Academic Affairs, J-Term Coordinator
antolini@hawaii.edu, (808) 956-6238

Ronette Kawakami, Associate Dean for Student Services
ronettek@hawaii.edu, (808) 956-7986

Piyada Nonzee, Registrar
pnonzee@hawaii.edu, (808) 956-3003
Faculty Support Specialists:
Kuʻulei Arakaki shunya@hawaii.edu, (808) 956-8411
Julie Suenaga jsuenaga@hawaii.edu, (808) 956-5570
Kelly Hernandez kaysh@hawaii.edu, (808) 956-7004
Dana Lum denokawa@hawaii.edu, (808) 956-5568

Matthew Petrasek, Administrative Officer
lawadao@hawaii.edu, (808) 956-7545

Jennifer Young, Alumni, Community & Events Manager
jyoung3@hawaii.edu, (808) 956-8478

Cheong Ming-Wai, IT Director
cheongmi@hawaii.edu, (808) 956-4727

C. Attire

A note on Hawai‘i attire: for teaching, Law School faculty and our practitioner-lecturers follow the “business casual” rule, dressing in nice-but-not-formal slacks, shirts, and dresses -- usually with aloha prints. You do not need to bring a suit, sport coat, and/or tie to Hawai‘i for any events related to the Law School J-Term. Dress comfortably for warm weather and air-conditioned classrooms.

D. J-Term Faculty “To Do” Summary Checklist

November 10, 2016:

☐ Send Biography & Photo form (with short bio, 250 words or less) and a high resolution photo to Kristi Shiraki, Assistant to the Dean (kshiraki@hawaii.edu).

☐ Please send the Course (Title & Description) form to Kristi Shiraki, Assistant to the Dean (kshiraki@hawaii.edu).*

☐ Complete and return all of the personnel documents to the Law School Fiscal Office, attention Petra Kubalkova, petra@hawaii.edu (808) 956-0829).*

☐ Once you have obtained your “hawaii.edu” username/email address, please email that information to Kristi Shiraki (kshiraki@hawaii.edu) and to your Faculty Support Specialist.*
☐ If you require a **textbook or printed publication**, provide that information to Matthew Petrasek, Administrative Officer (lawadao@hawaii.edu, (808) 956-7545) to allow time for the UH Bookstore to ship in the books.*

☐ If you need assistance finding accommodations, please contact Jennifer Young, Alumni, Community & Events Manager (jyoung3@hawaii.edu) (808) 956-8478).*

☐ Once you have ticketed, send your **Contact & Lodging Form** to Kristi Shiraki, Assistant to the Dean (kshiraki@hawaii.edu, (808) 956-6363).*

☐ If you prefer an **alternate room** to CR5, such as a traditional auditorium classroom, please contact Jennifer Young, Alumni, Community & Events Manager (jyoung3@hawaii.edu, (808) 956-8478).*

**December 1, 2016:**

☐ Please contact your **Faculty Support Specialist** to begin posting your course materials on the Laulima course page or to arrange for preparation of course packets that students can purchase.*

☐ If you need help setting up any special **AV/IT** for your class, please notify your Faculty Support Specialist to make arrangements.*

**January 2, 2017:**

☐ Please prepare a **Class Syllabus** no later than **January 2, 2017** and email a copy to your Faculty Support Specialist (for posting to students) and to Associate Dean Antolini.*

**During the week of classes:**

☐ You must maintain a **written attendance record for each class**. Students must attend **every one** of the J-Term classes to be eligible for credit. Your Faculty Support Specialist will provide you a sign in sheet or a grid to make this easy. If a student misses any classes, the student is responsible for completing an excused absence form through the website; you should inform the Associate Dean for Student Services Ronette Kawakami immediately if a student misses any classes (ronettek@hawaii.edu, (808) 956-7986).*

☐ The “credit/no credit” grade for J-Term Courses is typically based on a final written assignment – a **10- to 12-page paper** (double-spaced, properly cited) with topics assigned by you or selected by students during the first three days of class. We
recommend that you schedule at least **one 10-minute meeting** with each student about their paper about mid-week of your teaching week, outside of class time.*

☐ During your **first class**, distribute hard copies of your syllabus, discuss the syllabus and readings, review the paper assignment, and indicate your availability for appointments.*

☐ Please set aside 10 minutes in your **last class** (Friday, January 13) to ask students to fill out the eCAFE evaluations with their laptops (you should exit the room but standby outside while the class does the survey or when class is over).*

☐ By the last class, **January 13, 2017**, please “*share*” your eCAFE evaluations with Matthew (using “Petrasek” see instructions above).*

**After classes end:**

☐ **January 27, 2017**: Papers are due **within two weeks** after the course ends, so no later than **January 27, 2017**, midnight. We do not hold final exams for J-Term. **Late papers will not be accepted.** Any request for extensions based on exceptional circumstances must be approved by Associate Dean Antolini or Associate Dean Kawakami. Papers can be emailed directly to you or posted by students to the private Dropbox feature of Laulima.*

☐ **February 24, 2017**: Your grades are due **within one month** of the final paper due date, so no later than **February 24, 2017**. When you have your papers graded, please email the grades (indicating only “Credit” or “No Credit”) according to your class list to Law School Registrar Piyada Nonzee (pnonzee@hawaii.edu, (808) 956-3003).*

**Appendix A**

**Safety – Emergencies**

The Law School is located at the crossroads of upper and lower campus, and most of our campus is open to the public. **IN THE EVENT OF ANY SAFETY CONCERN OR EMERGENCY, call 956 SAFE (956-6911) and mobile Campus Officers from the UHM Department of Public Safety will respond.** We recommend that you put this campus emergency number in your cell phone **now**. If you are dialing from a campus office phone, the number would be 6-6911.

For your personal safety, please take note of your surroundings, particularly in the evening. You and your students should walk to the parking lots in groups, or take advantage of the UH Security Escort Service (956-8211), if you do not feel comfortable. An Emergency Call box is marked with a blue light by Zone 17.
Appendix B

Student Record (Privacy & FERPA) Policies

Please refer to our Student Handbook, https://www.law.hawaii.edu/student-handbook, Academic Regulations for the Juris Doctor Program, Section 1.36 through 1.25, for our policies on student records (Privacy & FERPA).

Appendix C

Policies on Title IX, Sexual Violence, Gender Discrimination, and Sexual Harassment

Please refer to pages 6 through 10 of the Student Handbook.

Appendix D

Policies on Opportunity/Affirmative Action

Please refer to pages 11 through 13 of the Student Handbook.

* * *