UNIVERSITY of HAWAI‘I at MĀNOA

WILLIAM S. RICHARDSON
SCHOOL OF LAW

Lecturer Handbook

(Updated November 2016)
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Welcome

Welcome to the Faculty of the University of Hawai‘i at Mānoa, William S. Richardson School of Law. The Law School greatly appreciates the significant time, expertise, and commitment you share with our faculty and students. To help improve your teaching experience at the Law School, this Lecturer Handbook provides our new and experienced Lecturers important orientation and policy information.

I. Law School Website

The Law School has an excellent website, which 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 that you may find useful (https://www.law.hawaii.edu/). Be sure to check your Lecturer “profile” on the Faculty page and provide us any updates to your biographic information and photo. We encourage you to check the website frequently for resources, events, and updated information on the Law School.

II. Hiring

You will receive an Offer Letter from the Law School inviting you to teach as a Lecturer. The letter contains your course number and name, the number of credits, and your compensation for the semester indicated. Compensation is based upon pay scales established by the University of Hawai‘i. If you are co-teaching a course, the compensation will be split equally or as agreed upon between the co-teachers with the approval of the Administration. If you have questions about your Offer Letter, contact Pamela Taura (pkam@hawaii.edu or 956-3301).

A. Personnel Forms

In addition to the Offer Letter, you will receive a packet of personnel forms from the Law School Fiscal Office. All Lecturers must complete and return all the forms each semester. Required documents to be presented include a valid driver’s license and either a Social Security card or a passport. A tuberculosis clearance is required and may be obtained from your private physician, the University Health Services, or from the Department of Health (no charge). For returning Lecturers, to decrease the burden of forms submission each year, we send a limited packet containing tax withholding forms.

After you have returned your Offer Letter and personnel forms, our Fiscal Office will enter your name into the UH personnel system and you will get 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 hawaii.edu email account, which is required for your profile on the Law School Website, official email, and for you to access most University systems, including Laulima (the online course management system) and the eCAFE course evaluation system.

B. Obtaining a UH Username & Password

Obtain your hawaii.edu email account by following these easy steps.

- 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 Check Status
- The screen will show “Your UH Username is _______________”
- Fill in the security questions
- Follow the directions to create your own password.

Note

Your UH email account (UH Username@hawaii.edu) should be available for use after 15 minutes. Please email your hawaii.edu username to Administrative Officer Matthew Petrasek (lawadao@hawaii.edu) as soon as possible for updating the Law School directories and web site; let him know if you need help. Phone: 956-7545.

III. Law School Information Technology Services

We have an excellent Law School Information Technology Services team to assist you. If you wish to use PowerPoint for your classes, you can use your own laptop, use the IT equipment installed in the large classrooms, or request a laptop and projector. If you need help with IT for your class, contact IT Director Cheong Ming Wai (cheongmi@hawaii.edu or 956-4727).
IV. Facilities

A. Parking

Parking permits may be purchased once your personnel forms have been submitted to the Law School Personnel Office. A copy of your Personnel Notification Form (PNF) is required when picking up your permit at the Parking Office. Assistant to the Dean Kristi Shiraki is the Law School parking coordinator, and she will send Lecturers a memo by email regarding parking permits for each semester. If you have questions about parking permits, please contact Kristi Shiraki (kshiraki@hawaii.edu or 956-6363).

Options for parking:

1. **Semester Permit**: $142.00 a semester (as of Spring 2017)
   
   Limited to Zone 20 (parking structure); after 4:00 p.m., you may park in Zone 17 (only the Music lot while the Law School Clinical Building is under construction).

2. **Evening Permit**: $24.00 per month
   
   This permit is valid from 4:00 p.m. – 6:30 a.m., Monday – Friday in Zone 17 (Music), and from 1:30 p.m. – 11:59 p.m., Monday – Friday in Zone 20 (parking structure); and all day in Zone 17 (Music) and Zone 20 (parking structure) on Saturdays, Sundays, and holidays. *Note: evening permits are purchased monthly.

3. **Daily rate**: $5.00 per day
   
   Limited to Zone 20 (parking structure). If you choose not to purchase either a semester or evening permit, you must pay an entry fee to enter the parking structure. (If you need to leave during the course of the day, you may re-enter after 1:30 p.m. on the same day at no additional charge as long as you show your gate ticket.) **After 4:00 p.m., the cost to park in Zone 20 or Zone 17 (Music) is $6.00.**

4. **Parking Fines**

Parking without a permit, even after 4:00 p.m., puts you at risk of a ticket, which costs $15.00. A list of parking violations and fines are posted at [http://Mānoa.hawaii.edu/commuter/resources/PDFs/ParkingViolationsandFines.pdf](http://Mānoa.hawaii.edu/commuter/resources/PDFs/ParkingViolationsandFines.pdf)
(5) **Guest Lecturers**

If you need a one-time parking permit for a guest lecturer, contact your Faculty Support Specialist one week in advance.

(6) **Guests/Visitors**

Visitors parking on Upper Campus between 6:30 am and 4:00 pm must park in the green Pay-to-Park stalls. Payment is made at the automated Pay Stations located near the stalls in each lot. These Pay Stations accept credit cards (MasterCard and Visa) and cash (quarters, dollar coins, $1, $5, and $10 bills). Pre-paid parking may be purchased at $2.00 per half-hour increments; however, in an effort to create more available spaces, parking is limited to a 3-hour maximum before 4:00 pm on weekdays.

While parked, please display on the dashboard of your vehicle the permit ticket issued from the Pay Station. Make sure the expiration time is visible through the windshield.

After 4:00 pm and until 8:00 pm, visitor parking is a flat rate of $6.

Parking is free for vehicles entering after 8:00 pm (with exceptions for certain Special Events), and all day Sunday.

For more information, visit ttp://Mānoa.hawaii.edu/commuter/visitor.php.

**B. Classrooms, Seminar Rooms**

You will be assigned a **classroom** (CR) or a **seminar room** (SR), depending on class enrollment. Official Classroom capacities are CR1 (63), CR2 (121), CR3 (85), CR4 (42), and CR5 (30). Seminar room capacities are 16-18. Actual capacity may be smaller depending how you and your students use the classroom. Contact Events Coordinator Jennifer Young (lawevent@hawaii.edu 956-8478) as soon as possible if you need a classroom change and notify your Faculty Support Specialist as well.

Most of the Law School rooms are accessible to faculty, staff, and students 24 hours a day. Ground floor (Courtyard) **seminar rooms** are accessed by combination. The combination for these rooms and for the ‘Ewa Wing, 2nd floor will be provided to you. For your security, please note that the Lecturer...
Room has a unique combination not generally available to the Law School community (codes will be provided to you separately). Please do not share these combinations. The large classrooms are opened by key by custodians in the morning, Monday – Friday, and by Campus Security on weekends. In the late evening, Campus Security officers will lock the large classrooms. Please turn off the lights and close all windows and doors when you leave any classroom.

Ground floor (Courtyard) restrooms are locked electronically each day at 6:00 p.m. and re-opened each morning at 8:00 a.m. Access before/after these hours may be obtained by the seminar room combination and then punching * (star). Second floor (Courtyard) restrooms are key-locked at 4:30 p.m. Restrooms inside the ‘Ewa wing near Room 257 are not locked.

C. Lecturer/Visitor Office Space

Our faculty has outgrown our current office facilities and space is limited until our Law School Clinical Building expansion project is complete. The Lecturers Office, with your mailboxes and shared desk space, is now located in Room 140, on the 1st Floor of the ‘Ewa wing. This room is located on the exterior of the building, behind the Moot Court Room. Note that this room also serves as our Judges’ Robing Room for oral arguments and our private Nursing Room for parents with infants. Access is by combination (to be provided to you separately) and will be provided to nursing parents by special request. (If you need alternative office space due to schedule conflicts, please let us know.)

The room has desks, a computer, and a printer. Please do not leave personal items in the room except in your mailboxes. If you need dedicated desk or shelf space, please contact Administrative Officer Matthew Petrasek (lawadao@hawaii.edu). Do not use room 140 for meeting with students. If you need to meet with your students, you may use any of the seminar rooms, the tables on both floors of the Courtyard, the Law Library foyer tables or CJ’s Corner, or you may make a reservation to use one of our seminar or conference rooms through Law Reservations (lawroom@hawaii.edu).

V. Faculty Support Office

The Law School has four Faculty Support Specialists (FSS) assigned to all Faculty, including Lecturers. (Your FSS assignment will be sent separately.) Our FSS are experienced administrative professionals who will help you manage your course, assist with exam preparation, prepare and distribute course materials, and communicate with students. In particular, they can help you set up and use Laulima, the UH online course management page (see below).

Three FSS (Dana Lum, Julie Suenaga, and Kelly Hernandez) are located in the Faculty Support Office in the Faculty Hallway, and a fourth FSS (Ku'ulei Shunya Arakaki) is located in Room 203 (Ka Huli 'Ao). Faculty Support assignments are distributed to the Law Faculty and Lecturers before each
In addition to supporting several Lecturers, each FSS also supports up to a dozen Law Faculty. Given their workload, your early preparation of projects on which you need their assistance is much appreciated. They do not work in the evening, but if you need evening support, please contact them directly or ask Matthew Petrasek (lawadao@hawaii.edu) to arrange assistance.

VI. Class/Course Information

A. Laulima Basics

Laulima is the 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; and (3) post course materials (use the Resources folder) and announcements. Students and “guests” authorized by you may access your Laulima website to view or manage your course information. Please add your FSS as an Instructor to enable her to manage the class page on your behalf. Please do not add anyone else as an instructor or guest (unless enrollment approval is pending). Only students officially registered for the class and your FSS should have access to the Laulima page.

Please take a few minutes to explore Laulima and get comfortable with its capabilities one month before the semester starts. Contact your FSS if you have questions about using Laulima.

B. HOKU

At the beginning of each semester, your FSS will also use HOKU, our Law School web course management system, to post your syllabus and initial week(s)’ reading assignments under Class Announcements. This allows Law students not yet enrolled in your course, and other UH graduate students, to review this information and get ready for the first class as they are finalizing their class choices.

HOKU is where students can find the link to your bio/photo and where we can post your informal course description and any class “notes” tailored to each semester’s topic focus. HOKU also a handy tool to use if you are interested in reviewing course/class information for current or past Law School courses.
C. Class Syllabus

Please prepare a **Class Syllabus** (at least two weeks before class starts) and:

1. Email a copy to your FSS for proofing and posting on HOKU, the Law School course management system and for the Law School archives;
2. Post your syllabus and any updates on your Laulima class site and email it to your registered students via the mailtool on Laulima;
3. Your FSS will post your syllabus to HOKU’s Class Announcements along with any reading assignments you wish to make for the first week(s);
4. You may also distribute hard copies at your first class.

Your FSS can help you with any of these steps.

Your syllabus is essentially a **contract** between you and the students, expressing your teaching objectives and methods, the course content, and the Law School class, attendance, and grading policies. Your syllabus must conform to the **Law School Syllabus Template** included in your Lecturer Offer Packet.

D. Textbooks/ Course Materials

You determine the **textbook(s)** and other reading materials for your course. Several months prior to the start of the semester, the Law School will ask you for the titles of any required and optional textbooks, which are pre-ordered for students to purchase through the University of Hawai'i Bookstore. Please be sure to specify which edition (or “latest edition”). Students may also purchase textbooks online or through other alternate sources (Amazon, etc.). You may request a complimentary desk copy of textbooks for your course when you submit your textbook request. Please send textbook/desk copy requests to Matthew Petrasek (lawadao@hawaii.edu).

Instead of a formal textbook, you may use duplicated or online materials. Your FSS can assist you with preparing printed packets that the students may purchase (please prepare final packets for FSS at least two weeks before the semester starts) or posting materials to your Laulima class page.
E. ABA Class Credit Hours

The Law School is accredited by the American Bar Association (ABA). ABA Standard 310(a) has changed the standard from counting class “minutes” to class “hours” and added new requirements for counting work outside of class.

For our Law School, the in-class time for classes does not change from past scheduling practices. The ABA standard basically requires “1 ABA Hour per credit per semester,” but considers 50 minutes of in-class time to be an “hour.” A typical 3-credit class, meeting twice a week with 75-minute sessions for 14 weeks = 3 ABA Hours/week, and a typical 2-credit course, meeting once a week, holds with 100 minutes = 2 ABA Hours/week. The ABA Standard 310 also requires two hours of outside class work for every hour in class (2:1). You should make this expectation of workload explicit in your syllabus.

If a course requires substantial non-classroom work, such as a clinical experiences requiring court appearances or meetings with clients, or a substantial writing assignment, those minutes may substitute for classroom minutes but the ABA essentially requires that external-only work is counted for class time at a 3:1 ratio; the requirements for work outside of class should be explained in your Syllabus to ensure that you and the Law School have a record of compliance.

In your Lecturer Offer Packet, you will receive a “ABA Credit Hours Policy & Worksheet” regarding the details of ABA Standard 310, the number of class days and times required, and the semester schedule/holidays for the upcoming semester to assist you with preparing your syllabus in compliance with these ABA standards.

If you are short time or must miss a class, you must reserve a make-up slot and a room through Law Reservations (lawroom@hawaii.edu). Please see the class schedule for the blocked out make up slots. Use of only these make up slots helps you, your students, and administration avoid conflicts with other classes in which your students are enrolled, other potential make up classes, and lunch/evening programming. Whenever you reschedule a class or hold a make up session, please advise your FSS of the change.
F. Access to Electronic Databases

As a Lecturer, you are eligible to access Westlaw, LexisNexis, and Bloomberg Law for course purposes during the semester you are teaching. Contact Brian Huffman in the Law Library (brhuffma@hawaii.edu or 956-2599) if you are interested in a temporary account.

G. Student Class Lists

Your student class lists (“roster”) will be available on Laulima once student registration has opened. You can expect enrollment changes during the drop-add period. Please check your class list against actual attendance the first and second weeks of classes to make sure your students are properly enrolled. We (you) are also required to report to our Registrar Piyada Nonzee any no-show students by the second week of class.

Law students may formally audit your course with your permission but must register as an auditor and be approved first by the Registrar.

Classified graduate students from other UH campus departments may audit your class formally only with your permission and with approval of their graduate advisor and only after registering via the Registrar (refer inquiries to the application form on the Registrar’s page).

We have a program for Professional Auditors (who pay a per-credit fee, the same as our Law Students). We do not allow informal, non-paying auditors in our classes. Please let the Associate Dean for Student Services Ronette Kawakami (ronettek@hawaii.edu) know if you have a request from a prospective non-law student auditor of any kind.

H. Student Attendance Policy

The American Bar Association (ABA) and the Law School currently have a mandatory attendance policy, requiring “regular attendance.” Please keep a written record of attendance in each class. Your FSS will create a grid sign-in sheet for you to circulate to students to initial in each class. You must use this or another method to keep track of excused and unexcused absences.

Law students may obtain excused absences (that meet specific criteria, such as medical emergencies, as specified in the Student Handbook) by filling out a
form on the Registrar’s page thereby notifying the Student Services Office. Notices of student absences are then circulated by the Student Services Office to the student’s instructors by email.

The reason for excused absences should be kept confidential and not discussed with students or others, unless you have concerns about excused or unexcused absences affecting the student’s academic performance, in which case you should contact the Associate Dean for Student Services Ronette Kawakami (ronettek@hawaii.edu) as soon as possible about your concerns.

If the days missed due to excused absences are “excessive” (defined as 10% of class time or generally three classes for a class that meets two times a week), please immediately notify the Associate Dean for Student Services Ronette Kawakami (ronettek@hawaii.edu), who may require the student to withdraw from the course or impose other sanctions as provided by the Student Handbook.

Your attendance policy regarding the consequences for unexcused absences or repeated late arrivals must be included in your syllabus. Depending on the credits, some, but not all faculty members, allow one to three unexcused absences per semester. Some allow none. This is up to you, but we ask you to adhere to a strict policy in line with ABA rules. If you notice that a student is not regularly attending class or you have other concerns about that student’s performance or professionalism, please contact the Associate Dean for Student Services Ronette Kawakami (ronettek@hawaii.edu) as soon as possible.

We care about our students and ask for your help in supporting their well-being. You may be the first person to recognize that a student is having academic or personal difficulties. Text or call Associate Dean Kawakami immediately if you suspect anything is amiss (808) 221-4703 (alternatively, text or call Associate Dean Antolini (808) 554-721). If needed, the Deans will contact professionals on or off campus to assist 24/7. Due to privacy laws, the Deans will handle the matter on a confidential basis and keep you informed on a “need to know” basis.

VII. Examinations and Grading

A. Examinations

You are not required to give an in-class final or anonymous take-home exam. For smaller classes, often
the faculty members require a series of projects or papers, which may be graded anonymously or not. However, for larger bar classes in particular, an in-class anonymous final exam (closed book) is encouraged.

If you will have an in-class final or anonymous take home exam, please advise Law School Registrar Piyada Nonzee (pnonzee@hawaii.edu or 956-3003) (she will contact you before registration opens). The Student Services Office administers all anonymous exams, which is a complex task each semester, involving strict protocols for confidentiality. You will not be present at your exam, but you must be available by phone for any in class final examination in case questions arise.

Your FSS will help you prepare your exam, including proofreading and duplicating. Your FSS serves multiple Faculty members so please provide her with ample advance notice for any substantial assistance you may require.

Occasionally an exam may be arranged by the Associate Dean for Student Services Ronette Kawakami to be administered by KŌKUA (the University’s office for students with disabilities) or delayed due to medical or other emergencies. These require advance coordination. Due to the confidential nature of KŌKUA services, you will not be informed of these arrangements for any particular student. If you believe that any of your students have disabilities or serious academic performance issues, contact Ronette Kawakami, the Associate Dean for Student Services (ronettek@hawaii.edu), immediately.

Due to the complexity of exam administering, exams should be finalized and duplicated by your FSS at least two weeks before the scheduled exam. After the exam, your FSS will prepare your students’ exams for your grading by counting and logging the examinations, and looking for irregularities or missing exams. They will prepare a grade report sheet so that you can enter grades by anonymous exam number for the Registrar.

If you want to increase or decrease a student’s participation grade, or have project or paper grades that need to be combined with anonymous examination scores, please put this information in your syllabus and then contact our Law School Registrar Piyada Nonzee (pnonzee@hawaii.edu) early in the semester. You will not receive the names or scores of any of your students taking anonymous exams until after grades are finalized (even if part of the grade is based on non-anonymous assessment). If you do not wish to give an anonymous exam or take home, then you can use your own alternative method such as a final paper turned directly into you instead of via the Registrar’s Office during the exam period. The Registrar does not administer non-anonymous papers or exams.

Lecturers’ grades are due two (2) weeks after the examination or your last class (if no exam). Grades should be emailed directly to Ms. Nonzee.
with a copy to your FSS. Late grades cause many problems for students, faculty, and staff. Please turn in your grades on time.

**B. Law School Grade Curve**

Your grades **must conform** to the Law School grade curve, which is set by the faculty.

The Law School curve is:

<table>
<thead>
<tr>
<th>Grade Range</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+ to A-</td>
<td>10% - 30%</td>
</tr>
<tr>
<td>A+ to B-</td>
<td>75% - 90%</td>
</tr>
<tr>
<td>For courses with over 16 law students, C+ and below</td>
<td>10% - 25%</td>
</tr>
<tr>
<td>For courses with 16 or fewer law students, C+ and below</td>
<td>0% - 25%</td>
</tr>
</tbody>
</table>

The enrollment count of 16 includes students taking the course for Credit/No Credit and LLMs taking the course for a grade but does not include cross-registered students from other departments or other non-law students.

A “rule of thumb” for the curve in classes over 16 is “at least 10% As but no more than 30% As” and “at least 10% Cs.”

Proposed grades that are “off curve” will be reviewed by the Dean and/or the Associate Dean for Academic Affairs and adjustment will likely be required.

To minimize the challenges of curving your grades at the end of the semester, please provide as much feedback and performance evaluation (such as points, point spreads, comments, and sample/model work product for each assignment) to your students as possible throughout the semester, but **please do not provide interim or final class A-F grades** to students before your final grades are posted by the Registrar or approved by the Deans.

For courses with multiple sections, proposed grades and curves should be coordinated with the primary instructor/course coordinator. Questions regarding the curve/grades should be directed to the Registrar Piyada Nonzee or Associate Dean for Academic Affairs Denise Antolini (antolini@hawaii.edu or 956-6238).
C. Credit/No Credit Courses

Normally, Law School courses are graded (A-F). Students may elect to take a graded class on a Credit/No Credit (C/NC) basis up to a limit. If your class is graded and a student elects C/NC, you may not be aware of which students have made the election, so you should grade all papers/exams normally for a letter grade and then the Registrar will convert the grade to C/NC after you submit your grades.

The Law School offers some courses on only a C/NC basis. Experiential Learning (Clinical and Simulation) designated courses are typically C/NC courses.

Under the Law School’s Academic Regulations, a D is a passing grade that equates to “Credit.”

Similar to A-F grades, C/NC “grades” must be sent to the Law School Registrar Piyaza Nonzee (pnonzee@hawaii.edu) no later than two weeks after your last class.

D. eCAFE Course Evaluations

The Law School no longer uses hard copy class evaluations and has adopted the online UH “eCAFE” evaluation program. The class evaluations are set up by the Administration early in each semester with the same questions used on the old paper surveys. (You may also add your own additional questions to this foundation by selecting more questions from the eCAFE list.)

To ensure your course evaluations are meaningful, please strongly encourage all of your students to participate in the eCAFE program. To enhance participation, all Faculty, including Lecturers, should set aside 10-15 minutes during one of the last classes so students can access and complete eCAFE evaluations in class. In-class evaluation time is a highly effective way of boosting participation. Your eCAFE evaluation will be released to you only after your grades are posted. We encourage you to read and consider student evaluations carefully. Evaluations are considered by the Law School in course planning and renewal of teaching offers to Lecturers.

For the Law School to have access to your course evaluation, you must (1) have a Hawaii.edu account; and (2) you must “share” your evaluations with
Matthew Petrasek (petrasek@hawaii.edu). The first time you access eCAFE, please complete the share settings following the instructions below. If you want to discuss your evaluations, please contact Associate Dean for Academic Affairs Denise Antolini (antolini@hawaii.edu).

eCAFE evaluations includes the following questions and look like the sample below:

Reviewing & Sharing eCAFE Results

This takes only two minutes! Here is a simple “tutorial” for reviewing (and sharing) your eCAFE course and instructor evaluations:

(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 2)

(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 up below

Reviewing and sharing should look like the sample below:
Mahalo!

Thank you for teaching at the William S. Richardson School of Law. Please feel free to contact anyone in Administration (contact information on the Law School web site (https://www.law.hawaii.edu/) if you have questions or need assistance. We look forward to working with you to make your class an enjoyable and productive educational experience for you and your students.
Appendix A

Safety – Emergencies—Call 956-6911

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 (DPS) 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.
FERPA Policy

MEMORANDUM

To: UH Mānoa Employees with Access to Student Education Records
From: Stuart Lau
University Registrar

Subject: FERPA and Confidentiality of Student Records

What is FERPA

The Family Educational Rights and Privacy Act of 1974, as amended (also known as the Buckley Amendment) affords students certain rights with respect to their education records. Specifically, it affords students the right to:

1. Inspect and review their education records;
2. Request the amendment of inaccurate or misleading records;
3. Consent to disclosure of personally identifiable information contained in their education record; and
4. File a complaint with the U.S. Department of Education concerning alleged failures of the institution to comply with this law.

Applicable University Policies

The University of Hawai‘i strives to fully comply with this law by protecting the privacy of student records and judiciously evaluating requests for release of information from these records. The University of Hawai‘i has established several policies directly related to the maintenance and acceptable use of various types of data. The applicable policies are:

1. E2.214: Security and Protection of Sensitive Information
2. E2.215: Institutional Data Governance

Training Resources

Newly hired staff members must complete the UH General Confidentiality Notice (GCN) which describes their responsibilities when managing personally identifiable information that are sensitive and/or confidential in nature. The UH GCN is located at:

https://www.hawaii.edu/its/acer
University Officials who may have access to sensitive and/or confidential information should also complete the UH information Security Awareness Training located at:
http://www.hawaii.edu/infosec/training.html

The Education Record
Those records directly related to a student and maintained by the institution or by a party acting for the institution.

Access to the Education Record
University Officials are granted access to a student’s education record only if the following conditions are met:

• Legitimate Educational Interest
  The University Official must have a need to access student education records for the purpose of performing an appropriate educational, research or administrative function for the University.

• Official Duties
  Information may only be used within the scope of their official duties as a University Official.

As a faculty or staff member with access to confidential student records, you have a legal responsibility to protect the confidentiality of student education records. Neither curiosity nor personal interest is a legitimate educational “need to know.”

How does FERPA apply to faculty, TAs, and staff?
The law requires faculty and staff to treat students’ education records in a legally specified manner.

• Grades: Students’ scores or grades should not be displayed publicly. Even with names obscured, UH Numbers are considered personally identifiable information and must not be used. If scores or grades are posted, use some code known only to the faculty member and the individual student. Partial UH Numbers CANNOT be used unless the student has freely given his/her written permission. In no case should the list be posted in alphabetical sequence by student name. Grades or other academic information distributed for purposes of advisement should not be placed in plain view in open mailboxes located in public places.

• Papers: Graded papers or tests should not be left unattended on a desk in plain view in a public area nor should students sort through them in order to retrieve their own work.

• Addresses, email addresses and phone numbers: Students’ addresses, email addresses and phone numbers may not be shared with third parties and may only be used for legitimate educational purposes within the scope of your official duties. Student email address information is not to be shared with others, including students who may be receiving the same email message. Individual emails must contain only the recipient’s address.
• **Class lists/grade sheets:** These and other reports should be handled in a confidential manner and the information contained on them should not be re-disclosed to third parties. Copies of class lists containing students’ UH Numbers should not be routed in the classroom for attendance taking or any other purpose.

• **Parents:** Parents, spouses and other relations do not have a right to information contained in a student’s education record. The rights transfer to the student upon enrolling at a post-secondary institution (i.e., University of Hawai‘i at Mānoa), regardless of the students age.

• **Employers:** Employers do not have a right to educational information pertaining to a student.

• **Access:** Access to the student information system is not tantamount to authorization to view the data. Faculty members are deemed to be “school officials” and can access data in MyUH only if they have a legitimate educational interest. UH staff members may obtain access in Banner if they have a legitimate educational need to know.

• **Letters of recommendation:** Do not include information about students’ grades or grade point averages in letters of recommendation without the written permission of the student. Please note that without a signed statement from the student waiving his/her right to view the letter of recommendation, the student may have rights to view the letter you have provided.

• **Students’ schedules:** Do not provide anyone with a student’s schedule; do not assist anyone other than a university employee (purpose must be in their official capacity as a University Official) in finding a student on campus. Refer such inquiries to the Office of the Vice Chancellor for Students (956-3290).

• **Lists of students:** Do not provide anyone with lists of students enrolled in your classes for any purpose. Requests of this nature should be referred to the University Registrar in the Records Office.

• **When in doubt, please** contact the University Registrar, UHM Office of the Registrar (956-8010).

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**Emergency Situations**

In the case of an emergency requiring contact information, inquiries may be directed to the Office of the Vice Chancellor for Students (956-3290).
Appendix C

Law School Policy on Title IX, Sexual Violence, Gender Discrimination, and Sexual Harassment

The Law School is deeply committed to providing a safe learning and working environment free from sexual violence, gender discrimination, and sexual harassment. Law School faculty, students, and staff are expected to adhere to the highest standards of conduct and avoid behavior that may be perceived or actual sexual violence, gender discrimination, sexual harassment, or other offenses, sexual in nature or otherwise illegal or inappropriate to the University setting.

These forms of sex discrimination and sexual misconduct are prohibited by law and are serious offenses that violate the basic standards of behavior expected of members of the Law School and University community. Such conduct substantially interferes with a person’s civil rights to equal opportunity in employment, education, and/or access to the Law School and University programs, activities and services, whether on or off campus. The Law School and University will also take appropriate action to prevent sexual harassment, sexual assault, domestic violence, dating violence, and stalking.

Executive Policy EP1.204 on Sexual Harassment and Sexual Assault

The University of Hawaii (“University”) is committed to maintaining and promoting safe, respectful campus environments that are free from discrimination, harassment, and sexual violence. The University prohibits and does not tolerate sexual harassment, sexual assault, domestic violence, dating violence, and stalking. These forms of sex discrimination and sexual misconduct are prohibited by law and are serious offenses that violate the basic standards of behavior expected of members of the University community. Such conduct substantially interferes with a person’s civil rights to equal opportunity in employment, education, and/or access to University programs, activities and services, whether on- or off-campus. The University will take appropriate action to prevent sexual harassment, sexual assault, domestic violence, dating violence, and stalking.

Training: Online Sexual Harassment Prevention Program

The EEO/AA Office offers an interactive web-based course for all faculty, students, and staff of the UH System. The self-paced program takes about 60 minutes to complete and provides a convenient opportunity to learn about sexual harassment and how to prevent it. Topics covered include:

- practical examples of behaviors that might reasonably be regarded as harassment
- concepts of "unwelcomeness," "intent v. impact," "reasonable person" standard, First Amendment rights, and rights to nonretaliation and nondiscrimination
- university policies prohibiting harassment and discrimination
- other forms of discriminatory harassment covered by federal and Hawai'i laws
- roles and responsibilities in creating an academic and work environment free of all forms of discrimination

The training is available at: [www.hawaii.edu/titleix/lawroom/employees](http://www.hawaii.edu/titleix/lawroom/employees)

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

A guide and more detailed training description is available at: [www.hawaii.edu/titleix/training-employees/](http://www.hawaii.edu/titleix/training-employees/)

### Title IX

The Law School's Dean, Associate Deans, faculty, department supervisors, and Human Resources personnel have a duty to identify and promptly report all acts of or complaints made regarding sexual harassment, other sexual offenses, or gender discrimination under Title IX of the federal Civil Rights Act.

Title IX states: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

Complaints will be referred to the Campus Title IX Coordinator, Dr. Dee Uwono, email: t9uhm@hawaii.edu, telephone: 956-2299 or Deputy Title IX Coordinator and Law School Associate Dean of Student Services, Ronette Kawakami, email: ronettek@hawaii.edu, telephone: 956-7986 and handled pursuant to the Law School's Disciplinary Regulations.

### Sexual Harassment

Sexual harassment is any unwanted verbal or physical behavior of a sexual nature that interferes with one's academic performance or work environment. It is the use of
authority to emphasize the sexuality or sexual identity of an individual in a manner that prevents the individual's access to the educational benefits or opportunities of the University of Hawai‘i.


Sexual assault or any forcible physical sexual behavior is also prohibited by each campus’s sexual assault policy and may also be prosecuted as a criminal offense.

If you are aware of a student, faculty member, or staff concerned about an incident of sexual harassment, refer that student immediately to the Law School Associate Dean of Student Services and Deputy Title IX Coordinator, the UH Mānoa Title IX Coordinator, UH Mānoa Gender Equity Specialist, Women’s Center, UH Mānoa Dean of Students Services, or UH EEO/AA Office.

**Sexual Offenses**

The scope of “sex offenses” for which reporting is mandated by the federal Clery Act [34 C.F.R. § 668.46] include rape, acquaintance rape, and other sexual acts directed against another person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent because of his or her youth or because of his or her temporary or permanent mental or physical incapacity (including incapacity due to drugs or alcohol).

Examples of sex offenses include but are not limited to:

- Acts of sexual intercourse where such an act is accomplished against a person’s consent by means of force or threat of harm to the complaining party.

- Nonconsensual intercourse by a friend or acquaintance.

- Acts of sexual fondling or other sexual assault where the person is prevented from resisting or giving consent as a result of intoxication or is unconscious at the time of the act, and this fact is known or reasonably should be known to the person committing the act.

- Acts of sexual intercourse where the person is incapable of giving consent because of his or her youth; or where the victim is incapable of giving legal consent because of mental, developmental, or physical disability, and this fact is known or reasonably should be known to the person committing the act.

If you or someone you know has been a victim of sexual assault, take action:

1. Seek medical help
Any person who reports being sexually assaulted is urged to seek medical treatment for injuries, sexually transmitted diseases, and possible pregnancy from the campus’s student health service or at the emergency room of any local hospital. A forensic medical exam to preserve evidence of an assault can be performed within 72 hours of a sexual assault by a certified agency. Victims of sexual assault should be informed that they have the option of undergoing an exam even if, at the time of the exam, they are not certain they will formally report the assault. To preserve as much evidence as possible, victims should not perform any personal hygiene until the exam is done.

University Health Services Manoa (UHSM)
1710 East West Road
Honolulu, Hawaii 96822
Honolulu, HI 96822
(808) 956-8965
www.hawaii.edu/shs/

Sex Abuse Treatment Center
http://satchawaii.com/

The Sex Abuse Treatment Center (SATC) of the Kapi‘olani Medical Center for Women and Children is a statewide program whose mission is to support the emotional healing process of those sexually assaulted in Hawai‘i, to increase community awareness about their needs and to reduce the incidence of all forms of sexual assault.

Harbor Court
55 Merchant Street, 22nd Floor
Honolulu, HI 96813

SATC hotline (808) 524-7273
http://satchawaii.org

2. Report incident of sexual assault to law enforcement officials

Any member of the University community who is sexually assaulted is encouraged, and has the option and right, to report the incident to local police and/or with Department of Public Safety (DPS) at 956-6911. DPS will inform individuals of their options to notify proper law enforcement authorities, including local police, and the option to be assisted by DPS in notifying such authorities, if the individual so chooses.

Persons who report being sexually assaulted may also contact the Title IX Coordinator, Deputy Title IX Coordinator for Law School, Gender Equity Office, Women’s Center or Equal Employment Opportunity/Affirmative Action (“EEO/AA”) Officer. These offices will inform individuals of their options and rights to notify local police or Campus Security and the option and right to be assisted by campus personnel in notifying such authorities, if the individual so chooses. They
can also provide referrals to off-campus resources such as off-campus sex abuse treatment centers.
Incidents reported to the University under this policy will be addressed promptly.

The University has the right to proceed with an investigation of the complaint at any
time (unless reported to a confidential office). University proceedings need not await
the disposition of any related criminal investigation or prosecution.

3. You may use on-campus procedures and file complaints with the Title IX
Coordinator, Deputy Title IX Coordinator or other designated Complaint
Officer.

Students may file formal complaints of sexual assault with the campus Title IX
Coordinator or the Deputy Title IX Coordinator who is responsible for ensuring that
the complaint is investigated promptly.

Before the investigation is completed, the complainant may request changing
academic, student employment, or campus residence situations after an alleged sexual
assault incident if such changes are reasonably available.

Both the complainant and the individual charged with sexual assault are entitled to
have a representative or observer present during an on-campus student disciplinary
proceeding. The individual charged with sexual assault is entitled to due process and
will be given an opportunity to respond to the allegations.

Both the complainant and the individual charged will be informed of the outcome of
any on-campus student disciplinary proceeding brought alleging a sexual assault.

Efforts to maintain confidentiality will be exercised to the greatest extent possible;
however, appropriate members of the University community will be informed that an
incident of sexual assault has been reported. Certain information may need to be
disclosed to appropriate administrators, the respondent, and witnesses in order to
conduct the investigation. Information may also be disclosed if required by law, rule,
regulation, or by order of the court or arbitrator.

**Title IX Coordinators**

**Title IX Coordinator for UH Mānoa**

Dr. Dee Uwono

Director and Title IX Coordinator

Hawai‘i Hall 124

2500 Campus Road

Honolulu, HI 96821

Phone: 956-2299

Email: t9uhm@hawaii.edu
Deputy Title IX Coordinator and Law School Associate Dean of Student Services
Ronette Kawakami
Law School 221
2515 Dole Street
Honolulu, HI 96822
Phone: 956-7986
Email: ronettek@hawaii.edu

Confidential Resources

Counseling and Student Development Center (CSDC)
Queen Lili‘uokalani Center for Student Services 312
2600 Campus Road
Honolulu, HI 96822
(808) 956-7927
uhmcsdc@hawaii.edu
www.manoa.hawaii.edu/counseling

Women’s Center
Queen Lili‘uokalani Center for Student Services 211
2600 Campus Road
Honolulu, HI 96822
(808) 956-8059
uhmwomen@hawaii.edu
www.hawaii.edu/womenscenter

Gender Equity Specialist
Queen Lili‘uokalani Center for Student Services 210
2600 Campus Road
Honolulu, Hi 96822
(808) 956-9499
Email: n/a
Fax: (808) 956-4541.

Non-Discrimination Policy

Section 1-5, Policy on Nondiscrimination and Affirmative Action, of the Board of Regents’ Bylaws and Policies provides the administrative basis for complying with applicable federal and state statutes, rules, regulations, city and county ordinances, and provisions in the collective bargaining agreements governing nondiscrimination. Board Policy is implemented through Executive Policy E1.202, Nondiscrimination and Affirmative Action.

Links:
http://www.hawaii.edu/offices/eeo/
http://manoa.hawaii.edu/genderequity/
http://www.hawaii.edu/offices/eeo/training.html
http://hawaii.edu/offices/eeo/docs/A9920.pdf
Appendix D

University Equal Opportunity/Affirmative Action Statement & Policies

A. University Statement on Equal Opportunity/Affirmative Action

The University of Hawai‘i is an equal opportunity/affirmative action institution and is committed to a policy of nondiscrimination on the basis of race, sex, gender identity and expression, age, religion, color, national origin, ancestry, disability, marital status, arrest and court record, sexual orientation, or status as a covered veteran. This policy covers academic considerations such as admission and access to, and participation and treatment in, the University’s programs, activities, and services. With regard to employment, the University is committed to equal opportunity in all personnel actions such as recruitment, hiring, promotion, and compensation. Sexual harassment and other forms of discriminatory harassment are prohibited under University policy.

The University strives to promote full realization of equal opportunity through a positive, continuing affirmative action program in compliance with federal Executive Order 11246. The program includes measuring performance against specific annual hiring goals, monitoring progress, and reporting on good faith efforts and results in annual affirmative action plan reports. As a government contractor, the University is committed to an affirmative policy of hiring and advancing in employment qualified persons with disabilities and covered veterans.

B. Contact Information for Equal Opportunity/Affirmative Action

For information on policies or complaint procedures for the UH Mānoa Campus, visit http://www.hawaii.edu/offices/eeo/ or contact:

**Title IX & ADA for Students:** Dee Uwono, Title IX Coordinator; Lori Ideta, Deputy Title IX Coordinator & Dean of Students (ADA), Queen Lili‘uokalani Center for Student Services, room 409, phone (808) 956-3290 (voice/text).

**Title IX and ADA for Employees:** Mie Watanabe, EEO/AA Director and Title IX & ADA Coordinator, Administrative Services Building #1, room 102, phone (808) 956-7077 (voice/text). Email: eeo@hawaii.edu.

**Sexual Harassment & Gender Equity:** Jennifer Rose, Gender Equity Specialist, Queen Lili‘uokalani Center for Student Services, room 210, phone (808) 956-9499. Email: rosejenn@hawaii.edu. Fax: (808) 956-4541.

**Civil Rights:** Jill Nunokawa, Civil Rights Specialist, Queen Lili‘uokalani Center for Student Services, room 210, phone (808) 956-4431. Email: jln@hawaii.edu. Fax: (808) 956-4541.
C. Students with Disabilities, KŌKUA Student Services

UH Mānoa recognizes its responsibility to provide equal access to its programs, services, and activities for students with disabilities. The KŌKUA Program, led by Director Ann Ito, is the UH Mānoa office for students with disabilities. KŌKUA serves undergraduate, graduate, and professional students with learning, physical, psychiatric and other documented disabilities. In the spirit of “aloha” and respect, KŌKUA works together with students, faculty, staff and KŌKUA—to facilitate equal access by students with disabilities to the Mānoa experience.

KŌKUA provides disability access services to individuals on a case-by-case basis, and students are not charged for these services. A student’s disability status is considered confidential information and is only disclosed to faculty with the student’s permission. KŌKUA has served thousands of students with disabilities since its inception in 1966 and is available to serve the needs of all students with disabilities on the Mānoa campus, including law students.

Law students with disabilities or related concerns may contact the KŌKUA Program, either directly or through the Associate Dean for Student Services:

Visit http://www.hawaii.edu/kokua or contact Ann Ito, Director, KOKUA Program, Queen Lili‘uokalani Center for Student Services, room 013, phone (808) 956-7511 (voice/text) or (808) 956-7612 (voice/text). Email: kokua@hawaii.edu. Fax: (808) 956-8093.

D. LGBTI Student Services

The UH Mānoa campus provides support services for Lesbian, Gay, Bisexual, Transgender, and Intersex (LGBTI) students. LGBTI Student Services strives to maintain a safe and inclusive campus environment for all students of the University of Hawai‘i at Mānoa regardless of their gender identity or sexual orientation. LGBTI Student Services facilitates student learning and development through a range of educational, information and advocacy programs.

Law students interested in LGBTI services should contact the program directly or through the Associate Dean for Student Services.

For more information contact the LGBTI office at (808) 956-9250. You can also visit http://Mānoa.hawaii.edu/lgbt/index.html for more information.

E. Veteran Affairs

- University of Hawai‘i at Mānoa Campus

http://www.hawaii.edu/offices/eeo/veterans.html

F. Other University Systemwide Executive Policies and Procedures

The University of Hawai‘i Equal Employment Opportunity/Affirmative Action Office (EEO/AA) develops and maintains Executive, University of Hawai‘i
systemwide, and Mānoa Campus policies and procedures at: http://www.hawaii.edu/offices/eco, including:

- E1.202: University Statement of Nondiscrimination and Affirmative Action
  http://www.hawaii.edu/svpa/ep/e1/e1202.pdf
- E1.203: Policy on Sexual Harassment and Related Conduct
  http://www.hawaii.edu/svpa/ep/e1/e1203.pdf
- A9.900: ADA Complaint Procedure for Members of the Public Who Have Complaints Regarding Disability Access to University Services, Programs, and Activities
  http://www.hawaii.edu/svpa/apm/pers/a9900.pdf
- A9.920: Discrimination Complaint Procedures for Employees, Students, and Applicants for Employment or Admission
  http://www.hawaii.edu/svpa/apm/pers/a9920.pdf
- Accessibility to Electronic Information for People with Disabilities; University of Hawai‘i at Mānoa Accessibility Home Page
  http://www.hawaii.edu/access