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The Law School reserves the right to change, delete, supplement, or otherwise amend at any time and without prior notice the information, requirements, and policies contained in this Handbook.

REVISED JULY 2009
DEAN’S WELCOME

A warm welcome to the William S. Richardson School of Law!

Thank you very much for joining our faculty and for taking the time to become acquainted not only with this Faculty Handbook but with the unique and wonderful community that is our Law School.

You are now part of the face-to-face culture that is the William S. Richardson School of Law. Within the Law School’s strikingly diverse yet remarkably supportive daily life, you will find that small acts of kindness are the norm as is widespread commitment to learning the craft of lawyering and to the pursuit of justice.

We greatly appreciate your contributions to the interrelatedness of our exceptional learning environment, and we hope that you will feel free to question and to challenge, to ask and give advice, and to share your wisdom and experience.

Mahalo.

Aloha,

Avi Soifer
Dean and Professor
MISSION STATEMENT
(2009)

We provide an excellent professional legal education to highly qualified and diverse students in a collaborative, multidisciplinary educational community that is deeply committed to teaching, scholarship, public service, ethical responsibility, and the pursuit of social and economic justice.

We embrace Hawai‘i’s diversity, location, and values. As Hawai‘i’s law school, we recognize a special responsibility to this state and region and to the global community. We lead in important areas of law, including environmental law, Pacific-Asian legal studies, and Native Hawaiian law.
This represents a brief overview of policies and procedures in place at the William S. Richardson School of Law. Complete Academic and Disciplinary Regulations are found in the Student Handbook. The current Student Handbook and Faculty Handbook are available on the Law School Website. Other sources of current governing policies also exist, including University of Hawaiʻi Executive Policies. In addition, from time to time, the faculty or the administration may modify policies and procedures as appropriate or required by the University, accrediting agencies, or law.

A. Responsibilities of Faculty and of Students

1. Responsibilities of Faculty Members

In the classroom and in conference, faculty members are expected to adhere to the highest professional standards of behavior and conduct. The responsibilities of faculty members include, but are not limited to, the following:

a. To permit students, who act in accordance with the responsibilities indicated in Responsibilities of Students, to complete any course in which they are enrolled.

b. To ensure that the course offered is in fundamental accord with the latest course description.

c. To provide students, at the beginning of the semester/session, with written explanation of:

• course objectives
• general grading policy (including exams, papers, class participation, etc.)
• syllabus listing reading assignments
• attendance policy and
• the manner in which the course will be conducted.

The course syllabus may be amended orally or in writing during the semester to reflect changes in the reading assignments. Substantial amendments should be in writing.

A copy of the syllabus and any amendments should be provided to the Faculty Support Office and submitted to the Associate Dean for
Academic Affairs. It should remain on file at all times during the relevant semesters.

d. To retain student papers, tests, and examinations for at least one calendar year unless returned to the students.

e. To provide regular class instruction as scheduled, with class meetings beginning and ending at the stated times, and to comply with the law school calendar and examination schedule. Full-time faculty who are absent from class must complete a UH Form 1, Application for Leave of Absence. Courses must meet their "ABA-minutes" requirement, and make up sessions must be held when necessary.

f. To provide students, at appropriate times during the semester, with fair and objective evaluations of their work and progress in the course. This does not apply to courses in which no work is presented for evaluation during the semester.

g. To discuss on request, the final grade assigned to the work of any student in the instructor's course, free from abuse of professorial discretion, amounting to arbitrariness, bias or other serious unfairness.

h. To provide students equitable and unbiased treatment in an educational climate free from harassment and discrimination based on race, color, religion, national origin, sex, handicap, or age.

i. To post and maintain reasonable office hours during the course of the regular semester which are mutually convenient to students and faculty.

j. To adhere to the policies of the Faculty Senate, as adopted in December 1975, along with any amendments thereto, concerning authors' recognition of contributions to their work by students and others.

k. To refrain from any interference with the academic grievance procedures, or from any punitive action against a student because the student filed a grievance.

2. Responsibilities of Students

a. To exhibit classroom behavior which does not infringe on other students' right to learn.

b. To attend classes as required by the instructor, recognizing that absences may adversely affect the final grade or credit for the course.
c. To fulfill course assignments and requirements as described by the instructor, recognizing that unfulfilled assignments and requirements may adversely affect the final grade or credit for the course.

d. To abide by student, academic, and administrative regulations as published by the University and the law school.

e. To follow official procedures in pursuing redress of a grievance.

f. To refrain from filing frivolous grievances.

g. To promote an educational climate free from harassment and discrimination based on race, color, religion, national origin, sex, handicap, or age.

B. First Week of Class – Notice to Students

If factors other than the final examination are to be considered in arriving at the final semester grade, such factors must be put in a written notice to the students in the first week of class. The written notice must also be given to the Associate Dean for Academic Affairs.

Law School Academic Regulation IV, I provides:

A faculty member has broad discretion to determine the factors (including but not limited to answers to examinations, assigned written or oral work, class participation and special projects) to be considered in evaluating student performance, and in determining what weights are assigned to such factors in determining grades. Factors which do not bear reasonable relationship or relevance to the course’s educational objectives or which are not reasonably necessary or useful to achieve such objectives, should not be considered.

If an instructor intends to consider factors in addition to or substitution for a final written examination, he or she shall give written notice to the students together with the factors to be considered and the relative weight to be assigned to such factors before the end of the first week of classes for that course in the semester in which the grade will be awarded and shall submit at that time to the administration in writing the factors and relative weights to be assigned to such factors in determining grades for that course.

If you intend to use any factors other than a final written examination in determining grades, you must fulfill the notice requirements of this regulation. Since all written final examinations are graded anonymously, there can be difficult administrative problems involved in adjusting grades to reflect other factors, such as class participation,
midterm grades, grades on research papers, optional work, etc. If you intend to use such other factors, it is necessary for you to work out the details in advance with the Associate Dean for Academic Affairs in order to simplify or avoid such problems.

Please submit in writing the factors and relative weights to be assigned to such factors (other than final examinations) in determining grades to the Associate Dean for Academic Affairs no later than the end of the first week of classes.

Mid Semester Exams

Please discuss your plans for mid semester examinations with the Associate Dean for Academic Affairs, so that he or she can coordinate the plans of all instructors who are giving such examinations and thus avoid an overload on students and other scheduling problems.

Our general advice is to go beyond Reg. IV, I by informing students (in as much detail as possible) of your plans for examinations, grading, class participation and, indeed, by laying out any course objectives which are not obvious. Providing such information at the beginning of the course tends to lessen the likelihood of confrontations later.

Student Papers

If students submit papers or projects during the semester by email, it is strongly advised that you send an electronic acknowledgement of receipt and that the record be retained by the student and the instructor.

C. Student Attendance

Rule 304 (d) of the American Bar Association Standards for Accreditation provides: “a law school shall require regular and punctual class attendance” and must demonstrate that it has adopted and enforces policies to ensure each student satisfies that requirement. The University of Hawai’i at Manoa Academic Grievance Policy on the Responsibilities of Faculty and Students also addresses student class attendance. These Responsibilities require a teacher to notify the students at the beginning of the semester that regular and punctual class attendance is required and that the final grade may be adversely affected if a student does not fulfill this obligation. Finally, our own Academic Regulations require "regular and punctual attendance at scheduled class meetings." See Academic Regulation XX for more information.

D. Classroom Instruction

The Faculty recommends that every faculty member, in every course, and in virtually every classroom session, call on students by name (as opposed to seeking volunteer responses) for recitation of cases, solution of problems, drawing of analogies, and evaluation of arguments and theories. The faculty believes that this kind of engagement is the very essence of legal education.
E. Examinations

1. Students are issued confidential examination numbers and consequently examination grading is anonymous. Grades shall be submitted to the Registrar within four weeks following the exam for faculty and two weeks following the exam for Lecturers in Law.

At its meeting of May 17, 1978, the faculty adopted the following rule:

A teacher will grade exam answers which do not reveal the student's personal identity. Certain papers and exercises will necessarily be an exception to anonymity. Teachers may apply sanctions to students who attempt to identify themselves or their academic status in their examinations.

Please refer to the Policies & Procedures for Final Examinations attached hereto for complete information on the examination system. Faculty should consult with the Associate Dean for Academic Affairs or Associate Dean for Student Services before departing from published exam schedules.

A fining policy has been instituted for late and/or erroneous exam preparation. Please refer to the Law School Faculty Fining Policy for Final Exams and Grades attached hereto.

2. Sample exams

The library maintains old final exams on the library website with the authorization of faculty. Check with the library to establish procedures to make old exams available to students.

F. Grading Norms

1. Grading norms for all courses are set out below to afford each instructor a guide to institutional expectation while simultaneously permitting sufficient flexibility to allow for instructor variations and for variations in student performance in different courses. In the event of departure from the stated range the instructor will be expected to justify the departure on inquiry of the Dean or faculty.

   A+ to A-    10% - 30%
   A+ to B-    75% - 90%
   C+ and below 10% - 25%

2. The top fifteen percent of each class will be individually ranked and the rest will be ranked by quintiles. Students graduating in the top quintile graduate “cum laude,” students graduating in the top ten percent graduate “magna cum laude,” and students graduating in the top five percent graduate “summa cum laude.”
G. Independent or Directed Study or Research

Law School Academic Regulation III, E provides:

1. Members of the full time faculty are permitted to supervise up to three students each semester working on Directed Study, Law 576V, and either to give letter grades for these projects or to award "Credit/No Credit" as mutually agreed at the time of enrollment. During the first two years of teaching for a new faculty member, a new faculty member is neither expected nor advised to supervise directed research projects.

2. Such projects shall be limited to no more than three credits unless the faculty member supervising the project, on written petition setting forth the reasons, secures approval from the faculty to award more credit prior to the beginning of the semester in which the project is to be undertaken.

3. A decision whether the project shall receive a normal grade or "Credit/No Credit" shall be made by the supervising faculty member and entered into the student's record (by means of a Directed Study Approval Form provided by the student) at the time of the regular registration period for the semester in which the project will be undertaken.

4. Students on probation may not enroll in a directed study.

A student must obtain the necessary forms and approval from the Associate Dean for Academic Affairs for the Directed Individual Study or Research in order to complete his or her registration.

H. Posting of Grades

Each instructor will submit grades to the Registrar. After grades have been submitted to the Registrar and the curve has been approved, grades for each course will be on MyUH and available to students at the end of the period allotted for grading. No professor will release any grade to anyone other than the personnel of the Student Services Office until after that office posts the grades for the students. Papers for writing courses should indicate the grade for that draft only and not the student's final grade in the class.

I. Student Review of Examination Papers

Academic Regulation XII provides:

Examination papers are an important element of law school pedagogy. Examination papers should be made available for students to review either at the professor's office, the faculty support office or permanently released to the student 45 days after the
mailing of the Grade Report. All exams must be held for a minimum of one year unless the examination papers are returned to the student.

It is left to the individual faculty member’s discretion to devise a system of grading examination papers. Should the system involve making scoring notations on the examination paper itself, faculty members are strongly urged to devise a notation method that protects against the remote possibility of subsequent alteration.

For example, a method in which the professor marks down all points earned in light pencil could be taken advantage of by someone slightly altering one or more point notations and then claiming that the professor had made a mathematical error in computing the point notations. Such a situation could be avoided by not making point notations on the examination paper, by keeping a separate tally sheet, or by using a pen.

J. Changing of Grades

Each teacher has the responsibility to conscientiously, carefully and fairly grade each exam and paper. After grades are submitted to the Registrar, no grade can be changed except for reason of clerical error. If the professor believes the grade was the result of a mathematical error in computing the grade, the professor will notify the Associate Dean for Academic Affairs who will circulate a memorandum to the faculty, explaining the circumstances of the error and requesting approval to change the grade. A grade may not be changed based upon a reevaluation of a student's work. Each teacher is expected to have a reasonable method for explaining the results of exams and papers to students, including engaging in individual review of examinations upon student's request, by holding a general review concerning the examination open to all students, or by providing an outline or exemplar of good examination answers. This in no way infringes upon a student's right to appeal under the law school's Academic Grievance Procedures.

K. Limitations on Divulging Academic Information About Students

By virtue of the Academic Regulations and the Family Educational Rights and Privacy Act (FERPA) of 1974, communication of academic and other information about students to persons outside the School of Law, without the student's written consent on the form provided by the Assistant Dean, is prohibited. Consult an Associate Dean before you divulge any information. FERPA also limits access to students educational records to the Associate for Student Services as Custodian of Records and those deemed by the Custodian to have "a need to know."

L. Law School Academic Calendar

The academic calendar is posted on the law school's website.
M. Changes of Classrooms, Rescheduling of Classes, Make-ups

The Chief Operating Officer is in charge of allocating classroom space. If you desire to change classrooms (permanently or sporadically), please see the Chief Operating Officer before scheduling classes at times other than those set forth in the schedule. Particularly, do not change scheduled meeting times at the behest of a few students without first polling the entire class and then checking your plans with the Chief Operating Officer.

Please advise the Associate Dean for Academic Affairs of any instance when you cannot meet and your plans to make up the missed classes. Full-time faculty who are absent class must complete a UH Form 1, Leave of Absence. All classes (except clinics and simulation classes with outside projects and activities) must meet ABA classroom minute requirements. If your class is short minutes, please advise the Associate Dean for Academic Affairs how and when you will make-up those minutes.

N. Special Guest Lecturers and Special Events

If you need to use law building space in the evening, during the noon hour, or weekend for guest or visitor presentations, you must coordinate use of that space with the WSR Room Reservation schedule in order to insure that there is no conflict with your guest's use of the room, and that you have access (keys or combinations). Avoid the embarrassment of your guest being "upstaged" by a previously scheduled speaker whose presence was unknown to you.

Should you have a visitor come to your class, please notify the Chief Operating Officer's secretary of the time and date and name of your guest. On occasion, the Dean may be able to come by as a courtesy to say hello to a visitor. Please refer to the memo regarding guest speakers in this handbook. Do not serve alcohol on the Law School campus without a liquor permit obtained through the Associate Dean for Student Services.

O. Student and Peer Evaluations

Student evaluation forms are filled out for every instructor at the end of the semester. Statistical results of student evaluations of faculty members are kept on reserve in the Law Library. Students' comments will be available only to the Dean, the law school faculty, and relevant committees of the law school and University, including student members. These comments will be kept by the Dean for reading in the Administration Office (in accord with the Faculty rule adopted at the meeting of May 17, 1978). Mid-semester evaluations may also be conducted. Please see the Office of the Chief Operating Officer for more information.
From time to time, another faculty member will visit and conduct a peer evaluation of the course. In addition, the University of Hawai‘i’s Center for Teaching Excellence has a variety of resources, including individualized assessment available to any instructor. Visit www.cte.hawaii.edu.

P. Office Hours/E-mail

The law school faculty enjoys a very good reputation for being accessible to the students throughout the week. In addition, it is helpful to students for full time faculty to post at least five hours when students can be certain to find them in their offices each week.

E-mail addresses are required for all students. Please provide your students your E-mail address so they may contact you. E-mail lists and discussion boards by class are established on Laulima and may be accessed by faculty. Please request the latest E-mail law school directory from the Office of the Chief Operating Officer.

Q. Faculty Meetings

Visiting faculty and lecturers are welcome to attend and participate as non-voting members in faculty meetings if they wish, except when matters involve individual personnel matters or other confidential discussions.

R.. Student Petitions (The Petitions Committee)

Academic Regulation IX provides:

A student who for academic reasons is ineligible to continue in residence may petition the Law School Petitions Committee in writing for readmission. The Petitions Committee will evaluate such petitions according to the academic standards governing the law school and will act favorably on such petitions only under the following circumstances:

- for first semester first year students, the petitioner proves that he or she has a strong likelihood of completing the law school program and becoming a competent attorney.

- for all other students, the petitioner proves that he or she was subject to extraordinary circumstances and that the petitioner has a strong likelihood of completing the law school program and becoming a competent attorney.

Petitions to the Petitions Committee must be submitted in writing through the Associate Dean for Academic Affairs by the stated deadline. To be considered for readmission, the petitioner must submit the petition at least two calendar weeks before the beginning of the semester following the dismissal or at such earlier or later time as the Associate Dean for Academic Affairs may designate in writing to the
potential petitioner. Failure to petition at this time constitutes a waiver of the right to petition.

A petitioner has the right to appear in person before the Petitions Committee and may bring an associate to help in the advocacy of the petition. It is the petitioner's burden to bring all relevant evidence before the Petitions Committee. The Petitions Committee may actively seek outside information regarding the petitioner. Favorable action by the Petitions Committee is a final decision on the petition.

A denial of the petition may be appealed to the full faculty. On appeal to the full faculty, the petitioner, or his or her advocate, may address the faculty for five (5) minutes. No new evidence may be brought before the full faculty. However, the full faculty may review the Petitions Committee's decision and make a de novo determination.

The faculty has defined "extraordinary circumstances" as:

An event or series of events that is unforeseeable and unusual for law students and that has an extreme adverse impact upon the student's ability to pursue the study of law.

S. Intra-Law School Communications and Mail

All notices, academic information, etc., for full and part time faculty will be placed in faculty mailboxes or transmitted by e-mail. Please check your mailboxes and e-mail on a regular basis.

T. Telephone Calls, Photocopying, and Fax

Use of state property, including phones, copying machines, and faxes for personal or non-university business is not permitted. If in an emergency or through inadvertence state property is used, please see the fiscal office to make arrangements to reimburse the school.

U. Faculty Support Staff

The Faculty Support Staff assignments for the full-time faculty are made each year and will be announced in a separate memo.

Lecturers in Law may place work related to their courses in a box provided in the Faculty Support Services Office. The Adjuncts' work will be done by the faculty support staff as a pool.

We have been blessed with excellent faculty support staff. Sometimes, however, the demands upon them are excessive. Please try to avoid last minute requests to perform huge jobs. Although the line between personal correspondence and professional work
is sometimes hard to draw, please do not give the secretaries work that is strictly personal in nature. As a general rule, it is best to submit heavy assignments to the faculty support staff during mid-summer or at the start of winter break, when work demands are lowest.

When full time faculty are writing books, the presumed arrangement will be to rotate chapters among faculty support where there is an overload situation and the faculty support staff needs help.

V. Policy on Sexual Harassment

Any harassment of students or employees on the basis of sex is prohibited and will not be tolerated. There are procedures to treat actual or perceived cases of sexual harassment. Appropriate sanctions may be levied after ensuring due process. Refer to University of Hawai‘i Sexual Assault Policy and Procedure, effective July 15, 1997 (or as it is revised).

W Audio-Visual Equipment and Technical Support

Under the direction of Cheong-Ming Wai, Director, the Office of Information Technology located in the library, can assist you with your office computer and classroom technology needs. The school has two computer labs in the library that are available to students and visiting faculty. The law school has wireless access. See the attached information sheet to access AV equipment available for law faculty, staff, and students.
The AV equipment listed below is only available for loan out by the law faculty, adjunct faculty, visiting faculty, and law student organizations:

<table>
<thead>
<tr>
<th>EQUIPMENT</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overhead Projector (for transparency)</td>
<td>2</td>
</tr>
<tr>
<td>LCD Projector and Laptop</td>
<td>3</td>
</tr>
<tr>
<td>DVD/VCR Combo</td>
<td>1</td>
</tr>
<tr>
<td>VCR with TV</td>
<td>1</td>
</tr>
<tr>
<td>Wireless Microphone</td>
<td>1</td>
</tr>
<tr>
<td>Wireless Lavaliere Microphone</td>
<td>3</td>
</tr>
<tr>
<td>Wired Microphone</td>
<td>5</td>
</tr>
<tr>
<td>Wired Microphone Table Stand</td>
<td>4</td>
</tr>
<tr>
<td>Wireless Microphone Table Stand</td>
<td>2</td>
</tr>
<tr>
<td>Analog VHS Camcorder</td>
<td>1</td>
</tr>
<tr>
<td>Digital Video Camcorder</td>
<td>1</td>
</tr>
<tr>
<td>Digital Camera</td>
<td>1</td>
</tr>
</tbody>
</table>

In addition to the above AV equipment, Seminar room #1 is equipped with a DVD/VCR combo player and a TV.

Classroom #2 and #3 are equipped with a LCD Projector, DVD/VCR combo player, TV Tuner, PC, and two wireless microphone systems.

Classroom #1, #4, and #5 are equipped with a LCD Projector and a DVD/VCR Combo player.

How to borrow:

- All AV equipment reservations should be made two days prior to the date being requested.
- Please call the Office of Information Technology at 956-4727 between 8:30am to 8:30pm from Monday to Friday except holidays.
- If we are not in the office, please leave a voice message. Someone will call you back within one business working day to confirm the reservation. When you are leaving a voice message, please tell us what equipment you need, date and time, and when it will be returned. If you don’t hear from us within one business working day of when you leave a message, please call us again.
- We will deliver the equipment to your office from one to two hours before your reservation time. If you sign up for the equipment for a weekday evening, we will deliver the equipment to your office between 3:00pm to 5:00pm; for the weekend, we will deliver between 3:00pm to 5:00pm on Friday; for the holiday, we will deliver
between 3:00pm to 5:00pm the day before the holiday. We will call your office before delivering the equipment. If you are not at your office we will deliver the equipment to your faculty supports' office. Adjuncts should indicate the classroom in where they need equipment.

How to return:

- Please unplug all cables and wires and put them back in the equipment box.
- Please return all borrowed equipment to the Library Front Desk between Monday to Friday from 7:45am to 8:30pm, except for state holidays.
- For classroom #2 & 3, please turn off all the equipment in the rack when the class is over.
- For classroom #1, 4 & 5, please coil the VGA cable and hang in on to the shelf.

You are responsible for setting up all AV equipment. If you need help setting up the equipment, you may request it during the signup time. The techs will help set up the equipment only from Monday to Friday from 8:00am to 7:00pm except holidays.

If any AV equipment is not working properly, please notify the tech at 956-4727 or email lawit@hawaii.edu. Please call the tech if you have any questions.

Thank you for your cooperation.

Aloha, Cheong
WILLIAM S. RICHARDSON SCHOOL OF LAW
POLICIES AND PROCEDURES FOR EXAMINATIONS

(Revised July 2007)

The policies and procedures for examinations are set forth below to provide each law instructor and student with a guide to the norms of the William S. Richardson School of Law.

Unless the instructor specifically directs that the examination may be written outside the physical confines of the Law School, these provisions on examinations will apply.

BEFORE THE EXAM

▸ Approximately one week prior to the commencement of final exams, each student will be assigned an identification (ID) number from the Student Services office. Students taking midterm exams will be given their number approximately one week before their midterm. Students will be given one ID number per semester to be used on all exams for that semester, including finals and midterms. Students should assure that the ID number will be easily available for each examination. Since ID numbers assure an anonymous grading system, please guard your number as appropriate.

▸ Each student is charged with the responsibility for noting the exact date, time and room for each and every examination which he or she is required to take. Such detailed information will be contained in the "Final Exams Schedule" that will be distributed and posted on the official bulletin board and law school website a few weeks before final exams commence.

▸ ExamSoft users should sign-up for the exam they would like to take using ExamSoft, at the Student Services front desk. There is a 75¢ charge per exam. Students planning to use ExamSoft should follow the distributed instruction for downloading the program into their laptop and fully complete the registration process. Students wishing to use the computer lab for exams, may sign up at the front desk on a first-come, first-served basis.

THE DAY OF THE EXAM

▸ Pagers, cellular phones, watches, etc. MUST be silenced throughout the exam period. Please double check any item that may buzz, beep or make a noise to ensure that the exam room remains silent.

▸ Twenty to thirty minutes before exams are scheduled to begin, students should pick up exam materials at the “Exam Materials” desk located outside Classroom 2 in the courtyard.
Students writing their exams should proceed to the designated room(s); Examsoft users will be assigned separate room(s). Exam Soft users should set up their laptops and await instruction from the Exam Coordinator. ExamSoft users assigned to the library computer lab should go directly to the computer lab. Exam materials for computer lab users will be distributed in the computer lab. **Students must be seated 15 minutes before the examination commences, with no less than one seat space (approximately 3 feet) between students. Students arriving late for an exam will not be given additional make-up time.**

Faculty may not proctor their own examinations. However, the instructor of the course should be available in his/her office during the hours of the exam to respond to questions about the examination. If the course instructor cannot be available, he/she should ask another member of the faculty or staff to be available for questions regarding the exam. Responses to individual questions which might affect the grading of the examination will, as much as possible, be announced to the entire group taking the exam.

Any books, notes or other course-related materials not authorized for use during the examination may not be brought into the exam room, or must be placed at the front of the room during the exam. Students may not consult any unauthorized materials during the examination.

There will be a proctor present or nearby throughout each examination.

Students will initially receive one or two official blue books from the proctor. Extra blue books will be provided as needed. For some exams, students may also be given scratch paper which should not be written on until the exam begins.

Students must supply their own pens. Unless instructed otherwise, write with a blue or black ink pen--on every other line, on one side of each page. Do not write in the margin on the left side of the page. If your professor is using a scan sheet for multiple choice questions, please bring a no. 2 black pencil.

For ExamSoft users, each person must supply his/her own laptop.

After blue books have been issued and exam announcements made, the proctor will start the exam. The instructor is responsible for issuing explicit written instructions relating to every exam whether the exam is given outside or within the Law School.

When time is called at the end of the exam, stop writing or typing immediately. A proctor who has reasonable cause to believe that a violation of examination rules, procedures or standards has occurred will immediately contact the Assistant Dean and will in writing:

a. Describe the occurrence, ask for and note the student's name and examination number, and;
b. Submit the above in writing along with his/her (the proctor’s) name to the Law School Assistant Dean.

Upon completion of the exam:

a. *(FOR THOSE WRITING)*: The student's ID number should be on all blue books and all should be numbered, i.e., 1 of 3, 2 of 3, 3 of 3. Insert all blue books, exam questions and used scratch paper into the manila envelope provided. Seal the envelope and write your exam number across the seal. Return any unused blue books and unused scratch paper to the proctor. Some professors will not grade an exam if the exam questions are missing.

b. *(EXAMSOFT)*: Students must upload their exam answer file before exiting the exam room if possible (wireless connection required). Students without a wireless connection may save their answer file on a flashdrive provided by the proctor. The student’s ID number should be on the exam questions and also on any used bluebooks. Should a student use any blue book(s), they should be numbered, i.e. 1 of 3, 2 of 3, 3 of 3. After uploading the answer file or saving it to a flashdrive, students must insert the exam questions, scratch paper and any used blue books into the manila envelope provided. The student’s ID number should be written on the envelope. Upon printing the exam answer files, law school administration will insert the exam answers into the envelopes and seal them. Some professors will not grade an exam if the exam questions are missing.

c. Be sure to turn in all materials containing answers. It is the students’ responsibilities to insure that all materials (such as blue books, scratch paper, answer sheets, etc.) intended to be graded are submitted to the proctor at the end of the exam in the sealed envelope. Credit will be given only to such materials.

d. Sign the class list. This is important as it serves as proof of a student's presence during the exam.

Students should gather their papers quietly so as not to disturb others. Once out of the room, please be quiet as students may be taking exams in adjacent rooms.

Students may leave the exam room to go to the restrooms or to take a break. Please do not allow classroom doors to bang as you enter and exit. During such a break, students should not talk to anyone or remove any exam materials (questions or answers) from the exam room. There will be absolutely no smoking, no drinking of beverages or consumption of food in the exam rooms. Only water bottles will be permitted.
AFTER THE EXAM

▶ Students should not discuss the contents of examinations until grades are posted. This is necessary to assure the security of the exam in the event that someone is unable to take the exam at the scheduled time.

▶ Under no circumstances should students identify themselves or their matching exam numbers to the professor (this applies to the exam paper itself, as well as before, during or after the examination). References or notations on the exam which the professor may recognize as coming from a certain student should be studiously avoided. Students should not discuss their examination with the professor until grades have been posted.

▶ Students should contact the Associate Dean for Student Services immediately regarding concerns about anonymity, transposed or forgotten exam numbers, etc.

POSTING OF GRADES/LOST EXAM NUMBERS

▶ Results of examinations will be posted on the web at www.hawaii.edu/myuh at approximately 30 days after the exam, although some grades may be posted sooner.

▶ The Student Services Office will not give out ID numbers or exam results to students who have lost or misplaced their ID number. Grade reports are mailed about six weeks after the last exam.

FINAL EXAM RESCHEDULING (MAKE-UP)

▶ Students should check the final exam schedule before registering for courses. Rescheduling will not be permitted if a student has two exams on the same day or on successive days.

▶ Exceptions to the provision requiring that all exams be taken at the scheduled time will be allowed only for medically certified disabilities or verified emergencies beyond the student's control which substantially impair the student's ability to perform on the exam at the scheduled time.

To the extent practicable, the student must obtain prior approval for the rescheduling from Associate Dean, Laurie Tochiki. The Associate Dean for Student Services will then discuss the student's situation anonymously with the professor whose exam is being given. Students should not discuss the need for rescheduling directly with the professor concerned as this breaches anonymity. The rescheduled exam should be given after the time of the regularly scheduled exam, on a date to be determined by the Associate Dean and instructor.
Requests for rescheduling or extra test time will not be granted for such excuses as studying for the wrong exam, oversleeping, tardiness, forgetfulness, car trouble, traffic congestion, etc.
Office of the Dean

TO: Faculty and Deans

FROM: Lawrence C. Foster
Dean

SUBJECT: Law School Faculty Fining Policy for Final Exams and Grades

As I announced at the retreat, I am implementing a fine policy for late grades, late and/or erroneous exam preparation, and grading errors.

I feel this is necessary because we appear to have a growing number of incidents of sloppiness or lateness in our exam preparation and grading. For example, this spring semester, grades for four courses and several Directed Studies were still outstanding over a month after the end of all finals and this delay made it very difficult to certify all of our graduates in time for them to take the July Bar Exam. If we want to hold our students to a high standard of quality and timeliness, we should begin by setting an example ourselves.

Rather than take the fine out of salary, which arguably could raise number of issues with the UHPA contract, I will be “taking” the fine out of the yearly travel/research allotment I first instituted this year. Since the allotment is not a contractual obligation, but rather a discretionary expenditure, we should avoid any union contract issues. Should you be fined, your allotment will be debited in the amount of the fine. Fines will be deposited in a UH Foundation account to be used at the Dean’s discretion for staff and student-related uses such as a grant to a law student organization.

Upon a showing of extraordinary circumstance, the Dean may, at his or her discretion, waive all or part of a fine.

I would anticipate that fines would be a rare event, but should a pattern of fining become apparent or the incident be outrageous, it might be grounds for separate disciplinary action under the UHPA contract.

1. Exam Preparation

Exam questions should be in FINAL form and delivered to the appropriate faculty secretary for xeroxing by 9:00 a.m. three working days before the examination. The fine for late preparation of exam questions is $100 from 9:00 a.m. to 12:00 p.m. and an additional $100 from 12:00 p.m. to 4:30 p.m. The fine for exam questions presented after 4:30 p.m. is an additional
$200 for each half day.

In addition, typographical errors which could affect the meaning of the text are subject to a $100 fine for each error as are other preparation errors such as omitted attachments. The ultimate responsibility for accurate exams rests with the individual professor and not with the secretary who might have assisted the professor in preparing the exam.

2. Exam Grading

Final grades in all courses in which a final exam is given are due thirty calendar days after the day of the examination. For the three required writing courses (Legal Practice I, Legal Practice IIMS, Appellate Advocacy, and Second-Year Seminar), those courses with a paper in lieu of an exam and courses with no final exam or paper (e.g. skills courses), the deadline is thirty days from the later of the date of the class in the course or the due date of the last assignment. Grades for Directed Studies are due thirty days after the last day of class.

The term “final grades” is defined as the final grade in the course, not simply the grade on the final exam. Thus, in those courses where the professor must review the final exam grades or have those grades integrated with midterm grades or other progress/participation grades in the course, final exam grades must be submitted early to allow time for the final determination of the course grade by the professor.

If the deadline falls on a Saturday, Sunday or holiday, the due date is the next business day.

A fine of $500 will be imposed for each day (including Saturdays, Sundays and holidays) the grades are late.

3. Grade Changes

As set forth in our Academic Regulations and Faculty handbook, absent a student’s allegation of malfeasance by the professor, grades may only be changed if the professor discovers that a mathematical error was made in grading the student’s performance in the course. Recently, we have noted an increase in the number of mathematical errors. Some have been identified in the course of processing the grades in a course, others have been identified by students after they have reviewed their course work and/or final exam with the professor.

These errors impact our law school community in several ways. First, they weaken the credibility of the grading process. Second, they require additional staff time to screen grades for mathematical errors, to recompute GPAs, to revise student records, to re-compute curves, and to notify the University Registrar of a change in grade. Third, errors could affect the relative standing of a student for such purposes as probation or dismissal, awarding of a scholarship, quartile ranking, status on law review, etc. A fine of $100 will be imposed for the first error, $200 for the second, etc.
**IMPORTANT – PLEASE READ**

**Privacy of Student Information**

MEMORANDUM
To: UH Mānoa Employees with Access to Student Education Records
From: Stuart Lau
University Registrar
Subject: FERPA and Confidentiality of Student Records

Who has access to confidential student records?
Faculty assigned to a class section has access to student information via MyUH Portal. They can view their Class Lists that display student information such as program and degree objective, and contain the students’ addresses, email addresses and phone numbers. Faculty assigned as the primary instructor also have update capability to enter Override Codes for restricted and closed classes. At the end of the semester, they will enter Final Grades for their classes. All faculty may also view their Teaching Schedule. The login button to MyUH Portal and tutorial for faculty are found on the UH Mānoa Registration Homepage (www.hawaii.edu/myuh/manoa). Faculty are urged to review their rosters to identify discrepancies.

College and departmental staff have access to students’ confidential academic records via Banner and/or STAR. They may also access course information, class lists, and enrollment figures. Users with appropriate security clearance may also have update capability to enter Holds and course Override Codes. College deans and department chairs decide which employees require direct access to the Banner and/or STAR. Please send your written requests to Stuart Lau, University Registrar, at the Queen Lili‘uokalani Center for Student Services, room 010 (or via email to stuartl@hawaii.edu). You must also notify us when Banner access needs to be deleted or updated for employees who are no longer employed or whose duties have changed. As a faculty or staff member with access to confidential student records, you have a legal responsibility to protect the confidentiality of student educational records. These records are strictly confidential and protected under federal law known as the Family Educational Rights and Privacy Act (FERPA). In order to access a student’s education record, you must have a legitimate educational interest. A legitimate educational interest exists if the staff member needs to view the education record to fulfill his or her professional responsibility. Neither curiosity nor personal interest is a legitimate educational “need to know.”

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.

(page 1 of 3)
Institutional policy and procedures are published as Administrative Procedure A7.022, Procedures Relating to Protection of the Educational Rights and Privacy of Students. 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. FERPA authorizes the release of “Directory Information” without the student’s prior written consent under certain conditions set forth in the Act.

**What is “Directory Information”?**

Directory Information is information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. Directory information may only be released to third parties if such action is clearly identified as within an employee’s official duties. Any other release or use of directory information is a violation and is not permissible.

Following guidelines provided by the FERPA Compliance Office, UH defines the following as Directory Information:

- Name of student
- Local address and zip code
- Local telephone number
- Email address
- Major field of study
- Educational level (i.e., freshman, sophomore, etc.)
- Dates of attendance
- Enrollment status (full-time or part-time)
- Degrees and awards received
- Most recent educational institution attended
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams

**Emergency Situations**

In the case of an emergency requiring contact information, inquiries may be directed to either the Office of Admissions and Records (956-8010) or the Office of the Vice Chancellor for Students (956-3290).

**UH Numbers to replace Social Security Numbers.**

All students are identified by a UH Number (eight digits) and a UH Username. All class rosters will only include the UH Number as the primary identifier. Use of Social Security Numbers, or any portion, thereof, to identify students is prohibited.

**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 without the student’s uncoerced 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 are provided on faculty MyUH class lists. This information 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 redisclosed 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.
- **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.
- **Students’ schedules:** Do not provide anyone with a student’s schedule; do not assist anyone other than a university employee 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 commercial 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 Records Office (956-8010).

* IMPORTANT NOTE: You may NOT use UH Numbers, or portions thereof, for posting grades without the student’s uncoerced written permission. The U.S. Department of Education, Family Policy Compliance Office, which oversees FERPA, has recently advised educational institutions that they must not use any portion of the Social Security Number, student ID numbers, or names to post grades. Nothing in FERPA would preclude a school from assigning individual numbers to students for the purpose of posting grades as long as those numbers are known only to the student and the school officials who assigned them. If seeking written permission to post grades by partial UH Number, student’s who decline to have their grades posted must be provided with a reasonable means for receiving his/her grade. To obtain the consent of the student, you may consider asking the question as part of an examination or assignment. Adapted from a web page of the University of Wyoming: http://siswww.uwyo.edu/reg/ferpafac.html.
TO: Law School Community
FROM: Aviam Soifer, Dean
SUBJECT: Discrimination and Sexual Harassment

A warm welcome to the William S. Richardson School of Law. The University of Hawai‘i generally and the Law School in particular are both deeply committed to providing an environment free from discrimination and sexual harassment. As a part of this commitment, the University has implemented policies and detailed procedures to be followed in the case of an alleged violation.

While we certainly do not anticipate any case of discrimination or sexual harassment at the Law School, we have had situations in which someone unconsciously or inadvertently makes an inappropriate statement or gesture. As you probably know, the intentions of the harasser are not determinative in sexual harassment cases. A court looks at how the recipient perceived the conduct or behavior, notwithstanding the possibly “innocent” state of mind of the harasser.

Obvious examples of sexual harassment or discrimination include telling sexual or off-color jokes, unconsented touching, repeatedly asking out a person who is not interested, or making remarks disparaging of a person’s gender, race, ethnicity, or sexual orientation. More subtle examples of unwelcome behavior include use of last names for all the male students and first names for all the female students; use of hypothetical situations in which the parties are stereotyped (e.g., Mary the homemaker enters into a contract with Manuel the yardman); or repeatedly calling on, interrupting, or being “harder” on only one type of student (e.g., based upon gender, race, etc.).

Moreover, while some types of behavior may not be classified as discrimination or harassment, they still may create a “chilling” learning or working environment. This could include, for example, demeaning a student’s distinct style of learning or performance level. Obviously anything that demeans other people in our community ought to be avoided.
While consensual relationships between professors and teachers are not barred by any formal University policy, they are strongly discouraged. Consensual relationships clearly should be avoided entirely until the law school relationship has ended to foreclose even the appearance of impropriety.

Thank you for joining us and for your participation in the Law School's outstanding educational program. We all benefit from taking the time to consider the effect our words and actions may have on others within a close-knit community such as we enjoy at WSRSL. This policy statement is intended to be a reaffirmation of our commitment to a positive working and learning environment for all.

Should you feel someone individually or we as a community are not meeting this commitment, please discuss your concerns with me or with one of the other Deans. For sexual harassment issues, you also might contact the University’s Dean of Students at the University's Student Services Center. The relevant University policies and procedures are available in the Law School Student Handbook.

StudentHandbook: Discrimination.doc
E1.203  Policy on Sexual Harassment and Related Conduct

I.  INTRODUCTION

This policy reflects the University of Hawai‘i’s systemwide commitment to eliminate sexual harassment. Sexual harassment is a form of sex discrimination. It is the policy of the University of Hawai‘i that harassment based on sex is prohibited and will not be tolerated in any part of the University’s programs, activities, or employment. Acts of sexual harassment undermine the trust and mutual respect essential to the mission and function of the academy.

State and federal laws protect University of Hawai‘i employees, students, and applicants for employment or admission against discrimination. Sexual harassment constitutes illegal discrimination under Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, as amended, and the Hawai‘i State Fair Employment Practices Act, Chapter 378 HRS, as amended.

Furthermore, 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, and this Executive Policy on sexual harassment.

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

II.  OBJECTIVE

The purpose of Executive Policy E1.203 is to define the elements of sexual harassment, establish general guidelines for developing complaint procedures, and discuss the difference between sexual harassment and consensual relationships.
Chancellors may establish specific procedures for handling complaints of discriminatory harassment, including sexual harassment; or they may use the existing discrimination complaint procedures contained in UH Systemwide Administrative Procedure A9.920. Chancellors are charged with the responsibility and authority to implement Executive Policy E1.203.

III. DEFINITIONS AND EXAMPLES

Sexual harassment can take many forms. Although sexual harassment often involves an abuse of authority or power, it can also occur between peers. For example, it can occur between students or coworkers. It is also possible for a student to harass a faculty member or employee. In addition, sexual harassment can involve persons of the same or opposite sex, and both men and women can be targets and/or perpetrators of sexual harassment.

There are two kinds of sexual harassment: quid pro quo and hostile environment.

A. **Quid pro quo** sexual harassment is defined as sexual advances, requests for sexual favors, and/or verbal or physical conduct of a sexual nature when submission to such conduct is either explicitly or implicitly

   1. a condition for advancement;
   2. a factor in performance evaluation;
   3. a condition for participation in University activities; or
   4. a condition for receiving any other benefit given by the University.

   **Quid pro quo** sexual harassment involves abuse of authority. Some examples include

   1. implied or direct promises of academic or work benefits, such as high grades, promotions, or letters of recommendation, in return for sexual favors;
   2. implied or direct threats of adverse decisions or evaluations, such as low grades, negative evaluations, or failure to hire or promote, should conduct of a sexual nature be rejected;
   3. adverse decisions or evaluations, such as negative evaluations, failure to hire or promote, low grades, or negative references, because conduct of a sexual nature has been rejected.

B. **Hostile environment** sexual harassment is defined as sexual advances, requests for sexual favors, and/or verbal or physical conduct of a sexual nature, when such conduct is unwelcome to the person to whom it is directed or to others directly aware of it, and when such conduct is

   1. severe or pervasive; and
   2. has the purpose or effect of either:
(a) unreasonably interfering with the employee’s work performance or student’s academic performance, or

(b) creating an intimidating, hostile, or offensive work or educational environment.

The conduct must be both objectively and subjectively perceived as offensive. That is, the reporting party must view the conduct as offensive, and a reasonable person with the same fundamental characteristics as the reporting party (e.g., age, race, gender) must also view the conduct as offensive.

Examples of behaviors that could constitute hostile environment sexual harassment include but are not limited to

- unnecessary and unwanted touching, patting, hugging, or brushing against a person’s clothing or body;
- remarks of a sexual nature about a person’s clothing or body;
- remarks about sexual activity or speculations about previous sexual experience;
- pressure for sexual activity, an element of which may be nonverbal conduct, such as repeated and unwanted staring or sexually suggestive gestures;
- display or distribution of sexually offensive literature, images, cartoons, or other audio-visual materials; or
- gratuitous introduction into instruction, discussion, or conversation of material of a sexual nature, such as sexually explicit anecdotes, questions, or jokes.

This policy shall not limit the scholarly, educational, and/or artistic content of any written, oral, or other kind of presentation or inquiry that falls within justifiable academic standards covering course content and pedagogy. The University of Hawai‘i is committed to academic freedom for all members of the academic community. Accordingly, academic freedom will be liberally construed but will not be used as a pretext for violation of this policy. When appropriate, faculty are advised to inform students that content and teaching strategies properly employed in higher education may be controversial and/or discomforting to some individuals.

IV. POLICY ON RETALIATION

The University of Hawai‘i System prohibits and will not tolerate retaliation. Retaliation is defined as adverse action or hostile treatment against any individual because he or she has engaged in any of the following activities

- sought advice or assistance about sexual harassment;
- reported sexual harassment;
- opposed sexual harassment or filed an informal or formal complaint; or
- assisted or participated in a sexual harassment complaint resolution process or investigation.
Adverse action or hostile treatment may include, for example, unfair evaluation, unfair assignment, direct or implied threats, coercion, or encouragement of others to retaliate.

Retaliation is a separate complaint and will be investigated accordingly.

The right of individuals to use lawful means to defend themselves against charges of sexual harassment is not abridged by this policy. Such a right and the prohibition against retaliation are not mutually exclusive.

V. PROCEDURAL GUIDELINES ON SEXUAL HARASSMENT

Chancellors are directed to refer to the most current policy guidance on sexual or discriminatory harassment issued by the U.S. Equal Employment Opportunity Commission (EEOC) and the U.S. Department of Education, Office for Civil Rights (OCR). These policies can be obtained from the EEO/AA coordinators on each campus.

A. Program. To carry out the University’s commitment, Chancellors are hereby charged with the responsibility and authority to develop a program to implement this policy on sexual harassment. Preventive and corrective action should include

1. development and implementation of educational programs to prevent harassment;
2. wide dissemination of the University’s policy prohibiting sexual harassment, including a documented receipt of a copy of the University’s policy against sexual harassment by each new employee;
3. procedures for responding to complaints of sexual harassment;
4. implementation of appropriate remedies; and
5. imposition of appropriate corrective actions.

B. Complaint Procedures. Complaint procedures must comply with the principles of due process. The procedures shall also comply with the guidelines in UH Systemwide Administrative Procedure A9.920, Discrimination Complaint Procedures for Employees, Students, and Applicants for Employment or Admission. These guidelines include, but are not limited to, the following requirements:

1. appointment of complaint intake officers for each campus whose names, phone numbers, and office locations are wellpublicized;
2. informal as well as formal procedures;
3. appointment of impartial investigators;
4. description of each step in the process;
5. time frames for processing complaints and rendering decisions;
6. notification of findings to both parties;
7. specification of administrators who have authority and responsibility to effect remedies and disciplinary actions;
8. an appeals process;
9. provisions for confidentiality and appropriate disclosure; and
10. the statement of non-retaliation policy in Section IV.

C. Remedies. The University of Hawai‘i strives for an environment in which the dignity of all members of the institutional community is respected. Therefore, the University will implement remedies for persons whose rights have been violated by sexual harassment.

Remedies shall be reasonably devised to correct the harmful effects caused by sexual harassment. Remedies for employees may include, for example, letters of apology, back pay, and reinstatement. Remedies for students may include, for example, letters of apology, review of grades, and tuition refunds.

D. Corrective Actions. For students and excluded employees, the University will impose disciplinary actions against any individual found to have violated this policy. Disciplinary actions shall be reasonably calculated to

1. be commensurate with the seriousness of the offense;
2. stop the harassment;
3. ensure the harassment will not recur; and
4. assure a workplace and educational environment free from sexual harassment.

For included employees, the responsible administrator will follow the collective bargaining agreement provisions related to disciplinary actions.

To maintain consistency, Chancellors will consult with the systemwide Office of Human Resources prior to imposing employee disciplinary actions. Disciplinary actions against students should be consistent with each institution’s student conduct code.

E. Monitoring. In accordance with UH Systemwide Administrative Procedure A9.910, Reporting Procedure for Employment Discrimination Complaints, each Chancellor or designee shall maintain an annual (calendar year) log or report on sexual harassment complaints. The Office of the President may periodically request reports from or audit the efforts of Chancellors to prevent and correct sexual harassment.

Annual reports, with personally identifying references removed, shall be widely distributed or posted on an internet site for each campus. These reports shall describe the facts and disposition of all cases investigated and any remedies and disciplinary actions applied.

VI. CONSENSUAL RELATIONSHIPS
Consensual relationships, by definition, do not constitute sexual harassment. However, such relationships can and have led to charges of sexual harassment. Furthermore, romantic and/or sexual relationships, that appear to be consensual and might be appropriate in other circumstances, are inappropriate when they occur between teachers or other employees of the University and individuals they teach, evaluate, or supervise.

Consensual relationships are never within the course and scope of an employee’s employment.

Even when both parties to a consensual relationship appear to have consented, a power differential can raise serious concerns about the validity of the consent. Furthermore, these relationships can undermine trust and create an appearance of favoritism and unfair treatment of others.

In the event of charges of sexual harassment based on a consensual relationship between teachers or other employees of the University and individuals they teach, evaluate, or supervise, the validity of consent may be called into question.

A faculty member or other employee of the University who enters or has entered into a romantic and/or sexual relationship with a subordinate (or with someone who is likely to become a subordinate) should make arrangements with a supervisor that will ensure all present and future instructional, supervisory, and evaluative obligations will be competently and objectively handled by someone else. The reasons for making alternative arrangements do not need to be disclosed.

A person who ends a consensual relationship should notify a University official of unwelcome conduct of a sexual nature as soon as possible, using the complaint procedure. To assist the University in taking immediate corrective and remedial action, the University must be notified.

VII. NOTIFICATION OF POLICY VIOLATIONS

All University administrators are required, and other members of the University community are strongly encouraged, by this policy, to notify the appropriate Chancellor, EEO/AA officer, or designated sexual harassment contact person when they are notified of or otherwise become aware of conduct that may constitute sexual harassment.
Faculty Reminder of University Policies on Absences During On-Duty Periods

The University has policies and procedures, and these reflect agreements that have been worked out through collective bargaining. We are attaching those official policies for your information. If you have any questions, please check with the Fiscal Office.

**Nine-Month Faculty**

*Sick Leave* - Faculty accrue sick leave every month and 15.75 days (126 hours) per academic year.

*Vacation Leave* - Faculty do not accumulate vacation leave.

The union contract and university policies provide that when faculty are absent due to illness during the regular on-duty period from the Fall on-duty date to Spring commencement, sick leave should be charged, regardless of whether the faculty member has classroom duties or office hours on that particular day.

When you have to miss a scheduled class, scheduled office hours, or a scheduled meeting for illness, please notify faculty support so we can get a message to students. When you return, please fill out a UH Form 1, for sick leave. The forms are available through faculty support or the Fiscal Office.

**Absences During On-Duty Periods**

When a faculty member leaves the island during the on-duty period, either for personal reasons or to participate in professional activities, he or she is obligated to notify the university. This applies even if the travel is no-cost to the University. It is very important to document all travel beforehand, for a variety of reasons. For example, even if travel is no-cost, a faculty member may still be eligible for workers compensation.

If you travel during the on-duty period, please 1) notify the Dean that you will be out-of-town; 2) ask faculty support to prepare travel forms indicating the nature of the travel, even travel is at no-cost to the University; and 3) if you are going to miss classes or your exam time during your travel, discuss your absence with the Associate Dean in order to plan how to minimize the disruption on students.

**Eleven-month Non-Instructional Faculty (Specialists); Executive, APT and Civil Service Personnel**

*Sick and Vacation Leave* – Personnel accrue 1 3/4 days per month (21 days a year) of BOTH sick and vacation leave. In accordance with the attached policy, all leaves taken or to be taken, including vacation and sick leave, require the completion of a UH Form 1 approved by the supervisor and entered into the leave accounting system.

**Eleven-month Instructional Faculty**

Faculty accrue 1 3/4 days per month (21 days a year) of sick leave and are entitled to 21 days of vacation (off-duty time) per year which MUST BE USED WITHIN THE YEAR OR FORFEITED with no carry forward. Faculty should complete a UH Form 1 when taking time-off due to illness and notify the Dean in writing when taking off-duty time so that appropriate arrangements can be made in your absence.

**Retirement & Separation Credit**

The good news is that unused vacation up to 90 days can be paid to you upon your separation from service (for employees who accrue vacation) and unlimited sick leave can be transferred to the Employees Retirement System for all employees. And, the fiscal office has been working very hard in recent months to make sure each of you is credited with all the leave you have accrued.
A9.380 VACATION AND SICK LEAVE SYSTEM

1. Purpose. To promulgate procedures in conformance with the following vacation and sick leave references:

2. Objective. To establish a reporting and accounting system for vacation and sick leave earned and used by eligible University personnel.

   (a) This instruction applies to all University organizations and to individuals who are eligible to earn vacation and sick leave credits.
   
   (b) Vice Presidents, Chancellors, Secretary of the Board of Regents, Associate Vice President, State Director for Vocational Education, Deans at Manoa, the University Librarian at Manoa or their designees are responsible for the accounting of vacation and sick leave of eligible personnel within their respective jurisdictions through utilization and maintenance of the Application for Leave of Absence document (UH Form 1) and the monthly Leave Status Report.

4. Procedure. Leaves taken by University personnel on the accrual system are to be reported in the following manner:

   a. Employee:

   All leaves taken or to be taken, including vacation and sick leave, require completion by the employee of the form, Application for Leave of Absence, UH Form 1 (PERS) (See Attachment B), and submitted to the department or unit supervisor for approval. Instructions for completing the UH Form 1 are included in Attachment B.

   b. Divisional Offices:

   1) Upon approval by the departmental or unit supervisor, the UH Form 1 is to be distributed as follows:

      • By the 20th of each month, originals and a completed batch submission sheet (See Attachment C) are to be sent to Personnel
Management Office for forwarding to Data Entry Unit (Management Systems Office).

- Employee’s copy is to be returned to employee.
- Division copy is to be retained in departmental or supervisor’s office files.

2) The division copy of the Leave of Absence form is to be checked against the monthly Leave Status Report to insure that the original Leave of Absence form has been processed and entered into the leave accounting system. Any corrections or changes should be made according to the instructions provided in Attachments D and E.

5. Special Instructions.


Employees hired under research grants and contracts are subject to the leave accrual policy administered by the Office of Contracts and Grants (See Attachment A)

b. Lump Sum Payment of Accumulated Vacation.

When an employee is to be paid lump sum payment of accumulated vacation, the Administrative Officer is to process the necessary documents in accordance with Administrative Procedure A9.350, Application for Transfer of Vacation and Sick Leave Credit or Payment in Lieu of Vacation.

c. Acting or Interim Executive/Managerial Personnel.

Personnel classified in the Executive and Managerial plan who are appointed in an Acting or Interim capacity, earn vacation and sick leave credits in the following manner:

- If the appointment is for three (3) months or more the individual is entitled to earn and accumulate vacation and sick leave credits.
- If the appointment is for less than three (3) months, the employee is entitled to the leave rules of the employee’s regular classification.

d. Unit 07 Faculty Sick Leave Policy (See Attachment F).
FACULTY SICK LEAVE POLICY FOR UNIT 07 FACULTY OF
THE UNIVERSITY OF HAWAII MANOA, HILO AND WEST OAHU

1. Purpose. This policy effective December 1, 1989 was
developed pursuant to Article V, D, "Sick Leaves," of the
1989-1993 Agreement between the University of Hawaii
Professional Assembly and the Board of Regents of the
University of Hawaii after consultation with the Union.

2. General Provisions.

a. Deans/Directors shall have the responsibility to maintain
the leave document (UH Form 1) and the monthly Leave
Status Report for reference.

b. Earning of Sick Leave

1) Faculty Members earn sick leave at the rate of one
and three-quarter (1 3/4) working days or 14 hours
for each full month of full-time service.

2) Faculty Members on 9-month appointments shall earn
15.75 days or 126 hours of sick leave credit per
academic year. The academic year begins in
mid-August and ends in mid-May; therefore, for the
purpose of calculating sick leave for the months of
August and May, 9-month faculty shall be credited
seven (7) hours for the month of August and seven (7)
hours of month of May.

3) When a Faculty Member renders less than a full month
of service, sick leave shall be earned in accordance
with the table of earnings shown below:

<table>
<thead>
<tr>
<th>Actual Days of Service</th>
<th>Working Days of Leave</th>
</tr>
</thead>
<tbody>
<tr>
<td>For 1 to 3</td>
<td>0</td>
</tr>
<tr>
<td>For 4 to 6</td>
<td>1/2</td>
</tr>
<tr>
<td>For 7 to 9</td>
<td>3/4</td>
</tr>
<tr>
<td>For 10 to 12</td>
<td>1</td>
</tr>
<tr>
<td>For 13 to 15</td>
<td>1 1/4</td>
</tr>
<tr>
<td>For 16 to 18</td>
<td>1 1/2</td>
</tr>
<tr>
<td>For 19 or more</td>
<td>1 3/4</td>
</tr>
</tbody>
</table>

4) Sick leave for part-time faculty will be prorated on
the basis of the FTE percentage.

5) Faculty employed on a temporary, contractual, or
substitute basis while on vacation from another
position in the state government or any political
subdivision of the State shall not earn sick leave
allowance for such employment.
6) A Faculty Member shall not accrue sick leave allowance:
   a) During the period of any sick leave granted when the employment terminates or is to terminate at the end of such leave;
   b) During any period of valid suspension which is sustained in the event an appeal is made by the Faculty Member;
   c) During any period of unauthorized leave;
   d) During any period a Faculty Member is on sabbatical or study leave; or
   e) During the period the Faculty Member is on leave without pay.

7) A Faculty Member shall accrue sick leave allowance during leaves with pay or being paid wage loss replacement under workers' compensation.

c. Accumulation of Sick Leave

1) A Faculty Member may accumulate earned sick leave. The unused sick leave accumulated shall be credited to the Faculty Member's account for subsequent use in the event of illness.

2) Unused sick leave may be accumulated without limitation. Sick leave shall be administered on a calendar year basis and recorded at the end of each calendar year.

d. Notification of Illness

Notification of absence because of illness shall be given as soon as possible on or before the first day of absence, or if impracticable, as soon thereafter as circumstances permit, to the Department Chair or other equivalent supervisor (hereinafter referred to as the Chair). If in the opinion of the Chair, such notification has not been given in accordance with this section, the Chair may recommend to the Dean/Director that such absence be charged to leave without pay.

e. Application for Sick Leave

1) Application for sick leave shall be filed on a UH Form 1 within five (5) working days after return to duty; provided that in the event such Faculty Member
dies before that time or before returning to duty, the executor or administrator of the Faculty Member’s estate or the University if it is deemed proper may file such application within six (6) months after the occurrence of death.

2) The Faculty Member shall be required to submit a certificate from a licensed physician for absences of more than five (5) consecutive working days to substantiate the fact that the period of absence was due to sickness. The Faculty Member may be required to be examined by a physician of the University’s choice provided the University assumes the cost of the physician’s services.

f. Sick Leave Charged Only for Regular On-Duty Days

1) Regular on-duty day is synonymous with regular State of Hawaii work day and does not include holidays and weekends. A regular on-duty day and a duty week for the purpose of determining sick leave pay shall not exceed eight (8) hours a day and forty (40) hours a week.

2) Faculty Members absent from work because of sickness, shall have charged against their sick leave allowance, only regular on-duty days which occur during such absence. For Faculty Members on 11-month appointment this means any regular on-duty day exclusive of non-duty time.

3) For Faculty Members on 9-month appointments, this means any regular on-duty day during the period beginning with the first official day of duty period in the Fall and ending with the Spring semester’s commencement, including periods when classes are not scheduled.

g. Sick leave may be allowed for medical, dental, optical, and optometrical examination appointments which the Faculty Member cannot schedule during non-duty time.

h. Sick leave shall be allowed for temporary disabilities as defined under the Equal Employment Opportunity Commission Guidelines, Title 29, Chapter 14, Section 1604, of the Code of Federal Regulations.

i. Time-off for physical examinations required by the Employer shall not be charged against a Faculty Member’s sick leave.
j. Lump sum payment is not allowed for unused sick leave when a Faculty Member terminates; however, such sick leave credits shall be transferred to the Employees' Retirement System (ERS) in accordance with AP 9.150, Application for Transfer of Vacation and Sick Leave Credit or Payment in Lieu of Vacation.
ARTICLE V, DUTY PERIOD

A. Faculty Members on nine-month (9-month) appointments in the I and C classifications are on duty for nine (9) consecutive months with salary paid over a twelve-month (12-month) period. During the nine-month (9-month) duty period, Faculty Members shall not be deemed to be on twenty-four (24) hour per day or seven (7) days per week continuous duty. The beginning and ending dates for the duty period for each campus will be determined by the Employer, provided that the beginning date shall be between August 14th and September 14th and run for nine (9) consecutive months thereafter, except that Faculty whose duties are other than classroom instruction may be assigned a duty period beginning two (2) weeks earlier than the calendar established for the campus; however, in such cases the Faculty Member’s duty period shall end two (2) weeks earlier, or the Faculty member shall receive compensatory release from assignments during the normal duty period at a mutually agreed upon time or proportional compensation.

Faculty Members with eleven (11) month appointments may have duty periods with beginning and ending dates different from those set by the campus, provided that these agreements are made in writing and have been accepted by the Faculty Member and the campus administration.

B. Since the performance of teaching duties, research, and service extends beyond classroom responsibilities and includes such activities as preparation, student evaluation, syllabus revision, and review of current literature and research in the subject area, such duties cannot be restricted to a fixed amount of time or points in time.

C. During the interval between semesters and during the spring recess, Faculty Members normally engage in professional activities. However, Faculty Members who do not have duties requiring their presence on campus may travel for personal reasons at their own expense provided that upon return they report to the Employer the number of days of such travel and provide service for those days at times during the off-duty period.
TO: All Faculty

FROM: Dale W. Lee
Chief Operating Officer

SUBJECT: Guest Speakers

Guest speakers continue to be a regular and important element of our instructional program as well as an important link to the outside community.

SCHEDULING

1. When scheduling a guest speaker, notify the Office of the Chief Operating Officer to ensure that the visit can be listed in the Calendar of Events if the class is open to the law school community. Even if your class will not be open to others, knowing who visits the campus is helpful to the Dean, development, career services, public relations, etc.

PARKING

2. The Dean’s secretary can provide parking scrip for the parking structure. With sufficient advance notice, we can get a special parking pass for Zone 17. For those unfamiliar with the campus, directions to Zone 17 are easier to explain. Contact the Dean’s secretary at 956-6363 or the Office of the Chief Operating Officer at 956-8636.

STUDENT PREPARATION

3. Prepare the students for the speaker by informing them of the speaker’s topic, background and expertise. The speaker is taking time from his/her busy schedule to prepare for the lecture and then to attend class. During class, students should be respectful in their questions and behavior. Students should be reminded not to walk in late, leave early or engage in other distracting behavior.

HONORARIA

4. A lei or other form of appreciation would be very appropriate, but we do not have the resources for reimbursement of honoraria. A follow-up with a note or call of thanks giving the speaker feedback about the visit is always appropriate.
TO: All Department Heads

FROM: Daniel J. Mollway
Executive Director

DATE: November 13, 2000

At its November 8, 2000, adjudicatory meeting, the Hawaii State Ethics Commission reviewed a case in which a state official circulated sign-up sheets for employees in the state official’s department to purchase fundraiser tickets in order to raise money for a private organization.

On November 8, the State Ethics Commission took appropriate action with regard to the fundraising case it had before it for consideration, but asked that I send a letter to department heads to ask that the department heads again remind the state officials and employees within their departments that private fundraising is prohibited under the State Ethics Code, chapter 84, Hawaii Revised Statutes (HRS).

In particular, HRS section 84-13, entitled the “Fair Treatment” section of the State Ethics Code, prohibits state officials from giving themselves or others any unwarranted advantage. Further, HRS section 84-13(3) prohibits the use of state time, equipment, and facilities for a private business purpose. HRS section 84-13 is set out in its entirety below:

$84-13 Fair treatment. No legislator or employee shall use or attempt to use the legislator’s or employee’s official position to secure or grant unwarranted privileges, exemptions, advantages, contracts, or treatment, for oneself or others; including but not limited to the following:

(1) Seeking other employment or contract for services for oneself by the use or attempted use of the legislator’s or employee’s office or position.
(2) Accepting, receiving, or soliciting compensation or other consideration for the performance of the legislator's or employee's official duties or responsibilities except as provided by law.

(3) Using state time, equipment or other facilities for private business purposes.

(4) Soliciting, selling, or otherwise engaging in a substantial financial transaction with a subordinate or a person or business whom the legislator or employee inspects or supervises in the legislator's or employee’s official capacity.

Nothing herein shall be construed to prohibit a legislator from introducing bills and resolutions, serving on committees or from making statements or taking action in the exercise of the legislator’s legislative functions. Every legislator shall file a full and complete public disclosure of the nature and extent of the interest or transaction which the legislator believes may be affected by legislative action.

The State Ethics Commission has long maintained that the initial paragraph of HRS section 84-13 and HRS section 84-13(3) prohibit state officials and employees from using state time, equipment, facilities, and personnel for fundraising purposes for a private entity or business. The State Ethics Commission has long held that a state official or employee violates HRS section 84-13 by conducting fundraising activities for a private enterprise or business within his or her state department.

On behalf of the State Ethics Commission, I would like to ask you to circulate this memorandum or otherwise inform state officials and employees in your department that fundraising activities for private enterprises and businesses violate the State Ethics Code. If there are questions regarding whether certain fundraising activities may be permissible, please do not hesitate to contact our office at 587-0460.

On behalf of the State Ethics Commission, I would like to thank you for your assistance in regard to this matter.
This flyer lists restrictions contained in the State Ethics Code, Chapter 84, Hawaii Revised Statutes ("HRS"), for state officials, employees, and board and commission members. (Justices and judges are excluded, as they are subject to their own ethics board.) Those subject to the State Ethics Code should review this list, and contact the State Ethics Commission ("Commission") for advice when needed. Though the list is intended to be comprehensive, those subject to the State Ethics Code should not hesitate to contact the Commission whenever ethics issues arise. Further, our office should be contacted if there are any questions regarding the scope of the following restrictions. Contact us at: telephone number (808) 587-0460, fax number (808) 587-0470, or e-mail address ethics@hawaiiethics.org. Our website address is www.hawaii.gov/ethics. Mailing address: P.O. Box 616, Honolulu, Hawaii 96809.

Gifts: Do not accept or solicit gifts unless you are sure of the application of the gifts section of the State Ethics Code, HRS §84-11.

Gifts Disclosure: If you receive more than $200 of legally acceptable gifts from a single source between June 1 of one year and June 1 of the following year, check with our office as to whether you need to file a gifts disclosure form.

Confidential Information: Do not disclose, or use confidential information for your, or anyone’s, personal benefit.

Favoritism; Fair Treatment: Do not use, or attempt to use, your official position to give yourself or anyone any preferential treatment or any unwarranted advantage.

Supplemental Compensation: Do not accept extra pay or anything of value in conjunction with the performance of your official duties, unless provided for by law.

State Resources: Do not use state time, equipment (computers, e-mail, etc.), facilities, personnel, the state seal, office supplies or other state resources for private business purposes or political campaigning. The term "business" includes non-profit organizations.

Financial Transactions With Subordinates: Do not engage in substantial financial transactions with subordinates, or persons or businesses you inspect or supervise. Check
with our office as to the meaning of "substantial," as the application of the term may be different depending on the circumstances.

✅ **Conflicts of Interests**: Do not take official action if the action affects your financial interests, or a business or undertaking in which you have a financial interest, unless you are sure of the application of the State Ethics Code. The financial interests of a spouse or dependent child are treated the same as your financial interests. Also, do not take action affecting an undertaking in which you, in your private capacity, represent a person or business. (Note: This section does not apply to legislators.)

✅ **Acquiring New Employment or Financial Interests**: Do not accept new employment, or new financial interests without checking with our office, if the business or undertaking you will work for, or have a financial interest in, may be subject to official action by you. (Note: This section does not apply to legislators.)

✅ **Contingent Compensation**: Do not assist or represent a person or business before a state or county agency for contingent compensation. (Note: Courts are not considered state agencies.)

✅ **Representing or Assisting Persons or Businesses**: Do not assist or represent (1) a person or business for compensation before your own department or agency, or (2) on matters you have been officially involved in, or (3) on matters you will be officially involved in.

✅ **State Contracts**: (1) If you contract with the State, or have a significant interest in a company that contracts with the State, make sure the contract is awarded in accordance with HRS § 84-15(a). (2) Check with our office before privately assisting or representing a person or business trying to obtain a state contract, if you have been involved officially with the contract or its subject matter.

✅ **Financial Interests Disclosure Statement**: File this statement at the appropriate times if required by the position you hold in state government.

✅ **Post Employment**: After leaving your state agency or department, (1) do not disclose confidential information or use such information for your, or anyone’s, personal benefit; (2) for one year do not personally represent any person or business for compensation on matters before your former agency or department unless you are sure of the application of the State Ethics Code; and (3) for one year, do not personally represent a person or business for compensation regarding matters you have participated in officially. Note: Parts (2) and (3) apply to those who served the State for more than 180 days. Call our office regarding the definition of the term "personal representation."
A SHORT GUIDE TO THE U.H. VOICE MAIL SYSTEM

Recording Your Own Greeting

If you wish, you may record your own personal greeting to be used when you are unable to answer your phone. To do this, you first need to get into the U.H. Voice Mail System (by dialing 956-5600 from an external number). From your own phone, press the “Message” button. A voice will come on and ask “Mailbox?” Punch in your extension number (the last 5 digits of the phone you will be using during your stay) followed by the # sign. For example, if your number were 956-8636, you would punch in 68636#. The voice will then ask you “Password?” Again, this is just your extension number followed by the # sign. You are now in the U.H. Voice Mail System and ready to record your own greeting.

To record your greeting:
1. Press 8* for mailbox commands.
2. Press 2 for greeting.
3. Press 1 if calling from an external number (outside of the U.H. System).
4. Press 5 and begin recording your greeting.
5. When you have finished, press the # sign.
6. To hear your greeting, press 2. If it is OK with you, just hang up. If you would like to re-record your greeting, go back to step 2.

Retrieving Messages

To retrieve your messages, you need to get into the U.H. Voice Mail System again. If you are at your phone, simply press the “Message” button on your phone. If you are not at your phone, but within the University System, dial 65600. If you are outside of the university, you need to dial 956-5600. Follow the same procedures to get in as you did to record your own greeting.

Once you are in, the system will then tell you how many messages you have. It then leads you step by step through the retrieval process of these messages. It will also tell you how to delete your messages after you have heard them. For example, to begin playing a message, you would simply press “2” and to delete a message, “76.”
EQUAL OPPORTUNITY/AFFIRMATIVE ACTION
POLICY STATEMENT

The University of Hawai‘i at Manoa is an equal opportunity/affirmative action institution and is committed to a policy of nondiscrimination on the basis of race, sex, age, religion, color, national origin, ancestry, disability, marital status, arrest and court record, sexual orientation, and veteran status. This policy covers admission and access to, and participation, treatment and employment in the University’s programs, activities and services. For more information on equal opportunity and affirmative action policies and compliant procedures, contact:

Students: Alan Yang, Associate Vice Chancellor for Students, 956-3290 (V/T)
Employees: Mie Watanabe, EEO/AA Director, 956-6423 (V/T)
Students with Disabilities: Ann Ito, KOKUA Program Director, 956-7511 (V/T)

ON-LINE EEO/AA RESOURCES
UNIVERSITY OF HAWAI‘I
Website Address: http://www.hawaii.edu

UH Systemwide Executive Policies
• 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

UH Systemwide Administrative Procedures
• 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
• UHM Accessibility Home Page
  http://www.hawaii.edu/access

Veteran Affairs
• Manoa Campus
  http://www.hawaii.edu.admrec/veteran.html

FacultyHandbook/EEOAA Memo
Rev. 6/15/07