

Instructional Guidelines 2022-2023

1. Public Faculty & Staff Webpage: <https://maui.hawaii.edu/faculty-staff/>
2. Secure Faculty & Staff Webpage: <https://sites.google.com/hawaii.edu/academic-affairs-uhmc/academic-affairs>
3. [UHMC Catalog 2022-2023](#)

CAMPUS SERVICES & INFORMATION

1. [EMPLOYEE DIRECTORY](#)
2. [HEALTH CENTER](#)
 - a. Phone (808) 984-3493
3. MAILROOM
 - a. Faculty should check their mailbox in the mailroom at least once a week. General mail or mail from UH offices or students will be delivered there.
 - b. Location: Library First Floor
 - c. Hours
 - i. Monday - Friday, 7:30am to 4pm, closed for lunch 11:30am to 1pm and on holidays.
4. SECURITY
 - a. Located off the Noi'i Parking Lot, Phone (808) 984-3255
 - b. Security Roles and Responsibilities
 - i. Provide night escorts to students or instructors to the parking lot.
 - ii. Handle minor disturbances or incidents in or out of the classroom.
 - iii. Regulate suspicious persons or incidents.
 - iv. Oversee access to offices and facilities after hours or on weekends. You should call security to let them know that you are on campus during these times.
 - v. Facilitate access to buildings after hours or on weekends as they are typically secured.
 - vi. PLEASE DO NOT depend on security to open or lock your office and/or classroom on a regular or non-emergency basis.

- c. Office Keys
 - i. Your department secretary will submit a request for office keys (hard/card).
 - ii. Security will issue and receive keys. They will contact you via UH email. Be sure the schedule your key pick since only certain security personnel can sign out keys.

COURSE & INSTRUCTIONAL INFORMATION

1. [SEMESTER PREP CHECKLIST](#) from Laureen Kodani, Instructional Designer
2. COURSE OUTLINES
 - a. Please ask your program/discipline coordinator or department chair for access to the most recent course outline. Please note that course descriptions, student learning outcomes and competencies are approved through our curriculum committee.
3. [DISTANCE LEARNING BEST PRACTICES GUIDELINES AND CHECKLIST](#)
 - a. [Zoom Tutorials](#)
 - b. [Zoom Basics and Security](#)
 - c. [Zoom Quickstart Guide for Students](#)
 - d. [Zoom Proctoring Guide](#)
4. FINAL EXAM SCHEDULE
 - a. [FALL 2022 / SPRING 2023](#)
 - b. Please observe the final exam period schedule, and schedule your exam at the appropriate time and day. You are expected to hold class and/or be available to students during exam week. **Altering the schedule will cause time conflicts with other class exams.**
5. GRADES
 - a. [GRADING SYSTEM POLICY](#)
 - b. GRADE ENTRY
 - i. You will enter your final grades in myuh@hawaii.edu.
 - ii. Grades in Laulima do not automatically transfer.
 - iii. Please be sure to enter grades by the announced deadline.
 - iv. If your class dates are different than the normal 16 week semester, your

grades will be due soon after your class ends. Check with your DC for due dates.

c. INCOMPLETE GRADES

- i. Incomplete grades are assigned at the request of the student. If you assign an incomplete grade, you are responsible to accept, grade, and if appropriate, change grades before the Incomplete deadline even if you are not teaching that semester.

6. [LAULIMA](#) - UH Online Learning and Collaboration System

- a. You should have access to your Laulima site for each class taught. If you are new, your access will be delayed until your hiring is processed. If you do not have access, please contact your department secretary.
- b. Please post your syllabus to your Laulima course site. We also encourage you to use the Attendance and Gradebook features. Some departments may require this, please check with your Department Chair.
- c. [LAULIMA HELP](#) contact [the UH ITS Help Desk](#) for 24/7/365 support, including nights, weekends, and holidays. Or contact our Instructional Designer Laureen Kodani ampong@hawaii.edu.

7. LECTURER ABSENCE: If you are unable to meet a class or office hour you should do the following in this order:

- a. Call your department secretary and inform her
- b. Call your department chair and inform him or her.
- c. If no one answers in nos. 1 and 2, call the vice chancellor of academic affairs secretary (808) 984-3234.
- d. Calls should be made until you reach someone to talk to. Do not just leave a voicemail message.
- e. SICK LEAVE: Lecturers do not get sick leave. If you cannot meet your class due to illness or emergency follow the procedures above. You may not get paid when you are absent from class. Check with your department chair for exceptions.

8. [LIBRARY SERVICES FOR INSTRUCTORS](#)

- a. Search the UHMC Library collections online at: <https://maui.hawaii.edu/library/>
- b. [View Library Hours](#).
- c. Research help is available to faculty, staff, and students via chat, SMS/text, phone, or email. 1-on-1 research consultations and group workshops also available by request.

Please don't hesitate to [contact us](#).

- d. [For Faculty](#) - To request a library instruction session for your class, a customized course research guide ([examples here](#)), or other librarian help, submit a [Help Request Form](#).
- e. [Information Literacy Modules](#) - "My Library Packet" - These self-paced, online modules introduce students to foundational information literacy skills and concepts through a scaffolded approach. Each module captures student answers and tracking data; if assigning modules to your class, contact a librarian to view your student data.
- f. [Course Reserves](#) assists students with access to textbooks and other course materials. Faculty may place personal or approved library-owned print copies of instructional materials on reserve at the Library for access and use by students. Hard copy instructional materials, such as books and media, will be placed on reserve behind the checkout counter with specified loan periods determined by the instructor. To add items to Course Reserves, submit the [Instructor's Course Reserve Form](#) online.

9. [MY UH PORTAL](#)

- a. Official class lists are accessed here. The lists in Laulima are pulled from here, but are not always updated. You can request that your Laulima list be synched with the official UH Portal list by clicking on the "Request Assistance" link at the bottom of the Laulima page and sending a short email.
- b. Official grades are also posted here, NOT in Laulima.

10. OFFICE HOURS

- a. One office hour per week must be held for each class taught. Office hours can be held on campus or virtually. The hour should be scheduled at a time when most students in the class are available, and you should be consistently present during that time. Post office hours, class schedule, and contact information in your syllabus and on your office door by the first week of semester.
- b. If for any reason you cannot be available for your scheduled office hours, please inform students prior.

11. STUDENT ASSESSMENT

- a. Design your course(s) to meet the learning outcomes and other requirements indicated in the course outline. Check with your department chair for the course outline. Include Student Learning Outcomes (SLO's) and assessment in your syllabi. Both are critical to student success.

12. STUDENT EVALUATIONS

- a. Lecturers are required to participate in the University of Hawai'i Course Evaluation System ([CES](#)). Students will be sent an email to participate automatically. We suggest you remind students or employ some kind of incentive to encourage participation.

13. STUDENT REPORTING

- a. Participation Verification Survey - Third week of the semester for 16 week courses. If your course term is not 16 weeks, please ask your department chair for the survey date.
 - i. An email will be sent out to faculty to complete the Student Participation survey via the STAR Instructor Support feature. Faculty are expected to provide this information to avoid unnecessary financial aid obligations. Click [here](#) for more information and process overview.
- b. Early Alert Process - Sixth week of the semester
 - i. An email will be sent out to faculty to complete the Early Alert survey via the STAR Instructor support feature. The purpose of this survey is to connect students with any additional support they may need to be successful in your class.
 - ii. Students are also sent a survey in the third and fifth week of the semester asking them to report their academic progress. They may be connected to support services based on their responses.

14. SYLLABUS

- a. We are required to provide students with information in an accessible format. Please consider using this [Syllabus Template](#) that meets the accessible format requirements.
- b. [Required Service Statements for Syllabi](#). We are required to provide students relevant information regarding student services on campus. Please include this information in your syllabus as a link or paste in the information.
- c. [Academic Support Statements for Syllabi - Optional](#)
- d. Provide a copy of each class syllabus to your department secretary each semester.

CLASSROOM & BUILDING ACCESS AND USE

1. CLASSROOM KEYS

- a. Your department secretary will submit a request for classroom keys (hard/card).

- b. Security will issue and receive keys. They will contact you via UH email.
- c. If you are issued a hard key for a classroom, please return keys at the end of each semester.

2. AC & LIGHTS

- a. Please turn off the AC (if controls are available) and lights and lock the doors after your class, unless the instructor for the next class is present.

3. CLASSROOM EQUIPMENT

- a. Ensure equipment in classroom is turned off (i.e. computers, projector, log out of instructor desktop)
- b. Technology Assistance, computers, AV Tech (projectors, TVs, classroom audio, etc., M-F, 8am-4:30pm) contact uhmchelp@hawaii.edu or x283.

4. EVENING CLASSES

- a. Faculty who teach in the evening are requested to encourage and periodically remind students to return to their cars in pairs or groups to prevent any incidents. Security (808) 984-3255 is on duty 24 hours to assist with any situations which might arise.

5. GENERAL CAMPUS ACCESS

- a. If you are working on campus before or after business hours or on the weekend, please let security know.

UNIVERSITY OF HAWAI'I PROCEDURES

1. EMAIL

- a. Use **your** UH email for all work-related communication.
- b. Use **student** UH email for all school related communication.
- c. Check your email daily for messages from students and the department chair.
- d. [Register for MAUI ANNOUNCEMENTS](#)
- e. Be sure your secretary adds you to the department listserv.

- 2. [EMERGENCY PROCEDURES](#) (UH Alert, Medical Emergency, Active Threat, Bomb Threat, Fire)

- a. Please sign up for [UH Alert Notifications](#)
- f. Please carry a cell phone to class, classrooms do not have phones. Also, be sure that your department secretary has your cell phone number.
- g. Electrical Power. If there is a power outage that persists for more than a few minutes, please evacuate the building and wait outside with your students. Security and/or administration will notify you with further instructions via email and/or text.

2. MANDATORY ACER ACKNOWLEDGEMENTS

- a. Part-time and Temporary Employees: Medical and Prescription Drug Plan
 - i. Click 'Acknowledge' that you have received and reviewed the information. This does not mean you are enrolling in any plans.
- b. University of Hawaii General Confidentiality Notice
 - i. Must be done every year.
- c. UH Information Security Awareness Training Certification
 - i. Must be done every year.
- d. [LOG IN for trainings here](#)

3. MANDATORY [TITLE IX](#) TRAINING

- a. Employees must receive Title IX & EP 1.204 training from UH every two years. To satisfy this requirement, complete the online [EverFi training](#) program.
- b. Contact [Shawna Pabingwit](#) for more information.

LECTURER SELF-EVALUATION

- 1. DUE APRIL 1, 2023!
- 2. [UNIVERSITY OF HAWAII COMMUNITY COLLEGES POLICY \(UHCCP\) #9.104](#). In accordance with this policy, we are required to evaluate lecturers on a schedule depending on their step. Step A lecturers are evaluated each year, Step B every two years and Step C once every four years.
- 3. [LECTURER SELF-EVALUATION FORM](#). Our campus has developed this form for your use. As part of your evaluation, we require that a peer observation be submitted along with the form. We have notified the discipline leads of this requirement and they should be contacting

you to arrange an observation. You can also contact them to arrange.

4. PEER OBSERVATION FORMS

- a. [Peer Observation Guidance](#)
- b. [Peer Observation Form](#) - Suggested for In-person and Online **synchronous** classes
- c. [ONLINE Peer Observation Form](#) - Suggested for Online asynchronous classes.
- d. [New ONLINE Course Observation Instruction Report](#) - This form is **new** and we are still assessing its effectiveness for both online synchronous and asynchronous classes. The reviews are presently mixed, some saying that it can be used for both and others that it is only effective for asynchronous classes. Use at your own discretion, but please let us know what you think.
- e. [New DL Course Observation of Instruction Report Guide](#) - Assists in preparation of the Distance Online Learning Course Observation of Instruction Report.

COLLEGE POLICIES

Please see our [UHMC Catalog](#) for a complete listing.

1. ACADEMIC POLICIES

- a. Academic Dishonesty
- b. Academic Exception
- c. Academic Probation Policy
- d. Academic Renewal Policy
- e. Attendance & “No-Shows”
- f. Automatic Awarding of Degrees and Certificates
- g. Class Standing
- h. Classification of Students
- i. Continuing Student Status
- j. Courses of Instruction
- k. Course Credit
- l. Credit Load
- m. Grade Reports

- n. Grading System
- o. Graduation
- p. Hawaiian or Second Language Back Credits
- q. Methods of Instruction
- r. Prior Learning Assessment
- s. Scholastic Honors
- t. Prerequisite Terminology
- u. Electronic Prerequisite Checking
- v. Numbering System
- w. Lulima
- x. Writing Intensive Courses
- y. Sustainability Designation Classes (S-Focused and S-Related)
- z. AA Degree Requirement Codes
- aa. Quantitative Reasoning (FQ) Requirement: 3 credits

2. ADMISSIONS & RECORDS

- a. Automatic Admission
- b. Admission to Classes/Change of Information
- c. Change in Registration: Add, Withdrawal, Erase Period

3. CAMPUS SAFETY & POLICIES

- a. Animals on Campus
- b. Campus Parking and Vehicles
- c. Campus Security
- d. Illicit Drugs and Alcohol
- e. Lethal/Illegal Weapons
- f. Safety Regulations
- g. Smoke-and Tobacco-Free Campus

4. COURSE POLICIES

- a. Credit Hour
- b. Course Load
- c. Final Exams
- d. Repeating Courses

5. STUDENT RIGHTS & RESPONSIBILITIES

- a. Career and Technical Education Non-Discrimination Policies
- b. Discrimination Complaints
- c. Family Education Rights and Privacy of Students (FERPA)
- d. Financial Obligations to the University
- e. Non-Discrimination and Affirmative Action
- f. Pay Transparency Nondiscrimination Provision
- g. Policy on Email Communication
- h. Policy on Sexual Harassment
- i. Professional Licensure Information
- j. Student Academic Grievance
- k. Student Conduct Code

Lecturers are required to complete this acknowledgement each semester. I acknowledge that I have read these guidelines.

Name(print)

Signature

Date

Keep one copy for yourself and return one signed copy to your department chair.