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# FACULTY HANDBOOK – 2019 EDITION

## INTRODUCTION

The *Faculty Handbook* is not an official policy book. It is an informational aid. BYU–Hawaii may amend or terminate at any time the policies, plans and benefits described herein as the University’s needs and experience dictate.

The purpose of the *Faculty Handbook* is to acquaint faculty members with some of the benefits and policies regarding their positions. Procedures that will be of particular interest to the faculty, such as promotion in rank and professional development, are included here, along with most policies that affect the faculty at large.

If faculty members need more detailed information than is given here, they should refer to these policy publications maintained online and/or speak with their dean. Questions regarding staff policy should be directed to the Human Resources Office.

The administration recognizes that procedures and regulations must be adapted to current needs and therefore welcomes suggestions through established channels (see Organization, section VI) concerning any policy faculty members would like to see improved or otherwise adapted.

## THE UNIVERSITY AT A GLANCE

Brigham Young University–Hawaii (until 1974 known as the Church College of Hawaii) was founded in 1955 by The Church of Jesus Christ of Latter-day Saints. Its establishment had been envisioned by President David O. McKay many years before, when, in 1921, he witnessed a flag-raising ceremony at the Church-operated elementary school in Laie. This prophetic event is portrayed in the decorative mosaic above the main entrance to the classroom area of the campus. Initially a junior college, the school is now a four-year, baccalaureate degree-granting university, fully accredited by the Western Association of Schools and Colleges.

BYU–Hawaii is located on 62 acres in the community of Laie, on the windward side of Oahu, 38 miles from Honolulu. It is adjacent to the Polynesian Cultural Center, where many students work to help pay their way through college, and is also within walking distance of the Laie Hawaii Temple of The Church of Jesus Christ of Latter-day Saints. The unique combination of university, cultural center, and temple symbolizes the intertwining of intellectual, cultural, and spiritual growth that the University seeks to foster.

## PURPOSE, MISSION AND GOALS

### I. Purpose

The main purpose of Brigham Young University–Hawaii is to help students develop academic excellence, professional competence, and Christ-like character. The University is a living laboratory where students from many nations and cultures have an opportunity to develop appreciation, tolerance, and esteem for each other.

The student body is one of the most cosmopolitan of any in the United States, comprising students from more than 70 nations in North, South and Central America, the Pacific Islands, Asia, Europe, Africa, and Australia.

With its central location in the Pacific Basin, the University assumes a special responsibility to prepare qualified men and women who can live, serve, and contribute to their societies in Hawaii, the Pacific, and Asia. To this end, the University uses both campus and off-campus locations, as appropriate, to provide relevant learning experiences.

### II. Mission

BYU–Hawaii – founded by prophets and operated by The Church of Jesus Christ of Latter-day Saints – exists to assist individuals in their quest for perfection and eternal life and in their efforts to establish peace internationally.

The mission of Brigham Young University–Hawaii is to integrate both spiritual and secular learning, and to prepare students with character and integrity who can provide leadership in their families, their communities, their chosen field, and in building the kingdom of God.

### III. Educational Commitments

The earnest pursuit of BYU–Hawaii’s overall mission is embodied in the commitment to prepare students for a life of learning and service in an expanding international church. To succeed in its mission, the University provides an environment sustained by those moral values that characterize the life and teachings of the Son of God. By fostering such an environment, the University aims to encourage its students to achieve the following goals:

Enlighten their minds and spirits by helping them:

1. Learn the truths of the Gospel of Jesus Christ.
2. Gain an abiding, life-directing testimony of Jesus Christ, His Church, and His leaders on earth.
3. Live a chaste, righteous life and develop Christ-like character traits.
4. Practice self-initiated service to others.
5. Encourage the pursuit of all truth.

Enlarge their intellect by helping them:

1. Obtain a broad university education based on the world’s arts, letters, and sciences.
2. Obtain in-depth knowledge in a major leading to job competence and/or graduate and professional education.
3. Develop and use the ability to think clearly, learn independently, and solve problems effectively.
4. Communicate in English effectively with others.
5. Increase capacity to enjoy beauty, both artistic and natural.
6. Pursue scholarly research and creative endeavors in partnership with faculty.

Provide an intercultural learning environment where harmony prevails amidst diversity by helping them:

1. Acquire knowledge and appreciation of one’s own and other cultures.
2. Have experiences in student life and in the curriculum which build intercultural understanding.
3. Gain a profound sense of the fatherhood of God and the kinship of the human family.
4. Acquire a devout love of God.
5. Develop a genuine concern for the welfare of all members of the human family.

Train individuals with productive work skills and a sense of stewardship and accountability by helping them:

1. Develop a strong work ethic and high work standard.
2. Assume greater responsibility for the successful pursuit of education.
3. Accept greater responsibility for managing time, money, and employment obligations.
4. Obey, honor, and sustain the honor code of the University and the law of the land.
5. Experience the principles of institutional stewardship, accountability, and productivity through the examples of all University employees.

#### Institutional Learning Outcomes (ILO’s)

A set of institutional learning outcomes was developed to assess acquisition of the necessary academic characteristics necessary to fulfill this mission and vision. Accordingly, a BYU–Hawaii graduate’s preparation for a lifetime of service is demonstrated by breadth and depth of knowledge and the thinking skills and character of a servant-leader, which are the:

Ability to

- \* Inquire,
- \* Analyze
- \* Communicate

Disposition to act with:

- \* Integrity, Stewardship, Service
- \* Stewardship
- \* Service

## **ORGANIZATION**

### **I. Statement of Affiliation**

BYU–Hawaii is one of four institutions which comprise the higher education component of the Church Education System. The other three institutions are BYU–Idaho, in Rexburg, Idaho; BYU, in Provo, Utah; and LDS Business College in Salt Lake City, Utah.

### **II. Administrative Management**

The Board of Trustees (which consists of members of the First Presidency, Quorum of the Twelve, and other General Authorities of The Church of Jesus Christ of Latter-day Saints) holds the BYU–Hawaii President responsible for all administrative decisions at the University.

Administrative authority for BYU–Hawaii is, in turn, delegated to the following administrative officers: The Vice President for Academics, Vice President for Administrative Services, Vice President for Student Development and Services, Associate Academic Vice Presidents, deans of faculties, and directors and supervisors of other administrative organizations.

Although the principal duties of the faculty are teaching and professional scholarly development, they are expected to assist in administering University affairs by participating on committees and boards and giving full support to the goals and policies of the institution.

### **III. Councils, Committees and Boards**

To achieve the goals of the University, to facilitate the development of responsive academic programs, and to enhance the communication and decision-making process, the following BYU–Hawaii administrative bodies have been created.

#### **PRESIDENT’S COUNCIL**

The President’s council is composed of six members: the President, Vice President for Academics, Vice President for Administration, Vice President for Student Development and Services, Vice President for Operations, and Director of University Communications.

The President’s Council is the decision-making body in BYU–Hawaii policy and program matters. Together with invited consultants, the President’s Council reviews and recommends to the BYU–Hawaii President all policy and program decisions.

#### **DEANS COUNCIL (DC)**

Chaired by the Vice President for Academics, the DC is composed of: The Vice President for Academics, the Associate Academic Vice Presidents, the Deans of the Faculties, the University Librarian, and the Chair of the Faculty Advisory Council. The Deans Council functions as a review body addressing three broad categories: procedural issues and policies, campus wide scheduling, and academic curricular issues.

The DC functions as the principle academic counseling body, reviewing specific new and continuing program offerings, studying and devising long-range academic plans, resolving and/or recommending solutions to academic problems, etc. Deans are responsible for communicating information between their faculties and the Vice President for Academics.

#### **ACADEMIC COUNCIL (AC)**

Periodically, the DC is expanded to include the Chief Information Officer, the Director of Alumni and Career Services, the Director of Admissions and Recruiting, the Academic Advising Manager, Director of General Education, the University Registrar, and the Dean of Students. This expanded council reviews and discusses academic matters that interface between the seven faculties and the academic support and enrollment organizations of the University. An executive subset of the AC, the Enrollment Services Committee is composed of the Vice

President for Academics, the Associate Academic Vice President for Curriculum and Assessment, the University Librarian, the Academic Advising Manager, the University Registrar, and the Director of Admissions and Recruiting. This committee meets weekly to address tactical matters related to student enrollment and academic progress.

## **FACULTY COUNCILS**

The faculty at Brigham Young University–Hawaii is organized into seven faculty units (see Section V). These faculties hold regular councils to discuss and resolve matters of local importance such as curriculum and programs. These councils also play significant roles in making recommendations for faculty hires and rank advancements as explained in the [Hiring, Rank and Status document](#).

### **FACULTY ADVISORY COUNCIL (FAC)**

The Faculty Advisory Council has been organized with the approval of the Board of Trustees. It functions as an advisory group on issues impacting faculty and other matters that have an impact on the academic well-being of the University.

Council members are selected within the faculties to serve for a period of three years. The council elects a new chair each year. During the chair's one-year tenure, the FAC Chair serves as a member of the Deans Council.

### **PROMOTION REVIEW COMMITTEE (PRC)**

The Promotion Review Committee is composed of a minimum of eight faculty members, all of whom have continuing faculty status. Committee members are recommended by their dean or director (one from each faculty and one from the library) and appointed by the associate academic vice president (AAVP) for faculty. The term of appointment is five years. A quorum consists of at least three-fourths of the appointed members, rounded up to the nearest whole number of members. The AAVP for faculty serves ex officio as chair of the committee, voting only in case of tie votes. Faculty members planning to apply for promotion in academic rank during their proposed term should not serve during the year of their application. One of the committee members is selected and appointed to serve as chair for the year by the AAVP for faculty.

The PRC extensively reviews all faculty applications for rank advancement and continuing faculty status to determine whether established requirements have been met. The PRC then submits its findings and recommendations to the academic vice president.

### **INSTITUTIONAL EFFECTIVENESS ACCREDITATION COMMITTEE (IEAC)**

The Institutional Effectiveness and Accreditation Committee has 10 members: the AAVPs, one dean, two faculty members of which one is the faculty chair of the University Assessment Committee, the University Institutional Analyst, the University Testing Center Manager, and students from the Curriculum and Evaluating Learning & Effectiveness Group.

Chaired by the AAVP for Curriculum and Assessment, the IEAC functions as the university-level accreditation steering committee and assists the university through the reaffirmation process (renewal of accreditation) as well as the committee that helps with the numerous program reviews for both academic and co-curricular (non-academic).

### **UNIVERSITY ASSESSMENT COMMITTEE (UAC)**

The University Assessment Committee (UAC) operates under the oversight of the Associate Academic Vice President for Curriculum and Assessment and includes the dean or a faculty member from each of the seven faculties plus an additional faculty member at large who serves as the chair of the committee. . The purpose of the University Assessment Committee (UAC) is to encourage, support and guide the growth of effective student learning outcomes assessment practices at BYU–Hawaii.

### **INSTITUTIONAL REVIEW BOARD (IRB)**

The Institutional Review Board is a committee whose primary responsibility is to protect the rights and welfare of human research participants. All research studies conducted by or participated in by BYU–Hawaii faculty, staff, or students which use human subjects are required to be reviewed by the University Institutional Review Board for Human Subjects (IRB) or the appropriate college/department human subjects review committee. Course work research cannot use vulnerable subjects without such research being reviewed by the University IRB.

IRB consist of a Chair, three to four faculty members, one off-campus representative, and one non-scientific representative. The off-campus representative and the non-scientific representative may be the same individual as allowed by federal regulations 45 CFR §46.107.

NOTE: Research on human subjects conducted internationally or targeted toward LDS Church members as the research subjects regardless of location must additionally be cleared by the Vice President for Academics prior to beginning the project.

## **IV. Curriculum and Evaluation of Learning and Effectiveness Group (CELEG)**

### **STEWARDSHIP**

The purpose of the CELEG is to support academic and administrative decision-making and institutional effectiveness by cultivating a culture of inquiry; supporting campus-wide curriculum needs, and providing testing and research services.

CELEG is directed by the AAVP for Curriculum and Assessment and is comprised of Institutional Research, Testing Center, Student Ratings, IEAC, UAS, and Institutional Learning Outcome Groups. In addition, the office coordinates the student evaluation of teachers, surveys of graduates, and other statistical assessments.

### **INSTITUTIONAL RESEARCH**

CELEG also provides support for individual faculty research on an *ad hoc* basis after the general research needs of the University have been met.

### **DATA GOVERNANCE GROUP**

The Data Governance Group reviews requests from faculty members and others who need data from the student information system. The group also determines who will query the university data bases to provide the requested information.

### **SURVEY APPROVALS**

Faculty members desiring to conduct a survey inviting the campus community to participate must receive approval from both CELEG and the AAVP for Curriculum and Assessment. More limited surveys and student surveys do not require approval from the AAVP for Curriculum and Assessment. Regardless, all surveys administered on the BYU–Hawaii campus should undergo the review process specified by the BYU–Hawaii Institutional Review Board (IRB). The board may be contacted through the office of the AAVP for Faculty. Forms for IRB approval are available online at <http://academics.byuh.edu/human-subject-regulations>. Faculty should be especially sensitive to IRB guidelines prohibiting coercion of students or subordinates by requiring participation in survey instruments. Further, faculty and students should be sensitive to imposing on the time of the university community. After initial IRB approval, no alterations in wording may later be made without securing further approval.

## **V. Academic Structure**

BYU–Hawaii functions under the administrative direction of the Vice President for Academics and is academically structured as indicated below:

**Faculty of Arts & Letters**

**Faculty of Business & Government**

**Faculty of Culture, Language, & Performing Arts**

**Faculty of Education & Social Work**

**Faculty of Math & Computing**

**Faculty of Religious Education**

**Faculty of Sciences**

## **ACADEMIC DEANS**

**Selection:** Each of these seven faculties is led by a Dean who is a member of the corresponding faculty. Nominations for this assignment are made by the Vice President for Academics after personally interviewing and consulting each member of the relevant faculty. Based on a careful review of all recommendations from the corresponding faculty and staff members and considering other factors such as availability and willingness to serve, the Vice President proposes the names of nominees to the President's Council. Names are then submitted to the CES Board for final approval. Deans are given contracts comparable to other faculty members.

**Term of Service:** Deans normally serve three years with the possibility of renewal for another three years. Under special circumstances a third term may be served.

## **LINE OF AUTHORITY**

**Deans:** Deans report to the Vice President for Academics.

**Others:** Faculty members and special instructors report directly to their dean.

## **VI. Faculty Suggestions and Grievances**

### **FACULTY SUGGESTIONS AND COMMUNICATION**

Faculty members are invited to make suggestions to the administration on any matter pertaining to the University. The constructive and creative suggestions of members of the faculty have initiated many improvements in the past, and they will be relied upon in the future. Faculty suggestions and communication requiring input from administration should proceed through the appropriate channels which begin with their own faculty council and dean. The dean will communicate with upper-level administration and report back to the faculty members.

### **FACULTY GRIEVANCES**

Faculty members with complaints or problems should pursue their resolution in accordance with the [Grievance Policy](#) posted on [policies.byuh.edu](http://policies.byuh.edu)

## **CURRICULUM CHANGES**

Faculty members are invited to submit their suggestions through the customary review procedure in order to turn good ideas into new courses, programs, organizations, and methods of conducting BYU–Hawaii business.

All curriculum proposals must have a faculty vote and the approval of the dean to submit a proposal to the Curriculum Council. Please work with the Associate Academic Vice President for Curriculum and Assessment during the proposal process. Proposals for certificates, minors, and new tracks also need Dean's Council approval. New majors require President's Council approval.



## PROFESSIONAL & INSTRUCTIONAL RESPONSIBILITIES

### I. Professional Performance

The highest standards of professional performance are expected of the BYU–Hawaii faculty. Faculty members are expected to keep abreast of new developments, information, and methods within their disciplines, to fine-tune their teaching skills continually, to evaluate their classroom effectiveness, and to instill in their students an excitement for learning that will serve them well throughout their lives.

### II. Academic Freedom Policy

By virtue of its sponsorship by The Church of Jesus Christ of Latter-day Saints, Brigham Young University–Hawaii is committed to the pursuit of truth. Its doctrinal basis for this commitment proclaims, in the words of its founder, President Brigham Young, that “it is our duty and calling...to reject every error...to gather up all truths in the world pertaining to life and salvation, to the gospel we preach...to the sciences, and to philosophy, wherever it may be found in every nation, kindred, tongue and people...” Brigham Young & John A. Widtsoe, Discourses of Brigham Young, pg. 248

The University supports the principles of academic freedom as they apply in the context of the University mission statement. The official university [Academic Freedom Statement](#) can be found at [policies.byuh.edu](http://policies.byuh.edu)

### III. Teaching and Related Information

#### TEACHING SPIRITUAL AND SECULAR KNOWLEDGE

BYU–Hawaii is concerned with teaching fundamentals of both spiritual and secular knowledge, and with bringing those teachings into harmony in the lives of students in order to prepare them for a balanced and full life of service to God and fellowman.

#### TEACHING DIFFERENT VIEWPOINTS ABOUT SECULAR KNOWLEDGE

While faculty are expected to teach differing viewpoints about secular knowledge, this should be done in the spirit of the restored gospel, without advocacy or special pleading for any viewpoint, principle, or standard inconsistent with the teachings of The Church of Jesus Christ of Latter-day Saints.

#### THE CENTER FOR LEARNING AND TEACHING AND THE LEARNING FRAMEWORK

[The Center for Learning and Teaching](#) (CLT) provides support for faculty and special instructors. New faculty participate in a three semester teaching and acculturation seminar series. Training on how to apply the BYU–Hawaii learning framework and enriching individual teaching pedagogy is available to both full time faculty and special instructors through one-on-one faculty coaching.

The BYU–Hawaii Learning Framework is described in a document entitled “[The BYU–Hawaii Framework for Student Learning](#).” The Framework emphasizes on three key practices: Prepare, Engage and Improve. Accompanying these are seven characteristics of disciple learners and learning: faithful, hopeful, charitable, diligent, reflective, humble, and honest.

#### COPYRIGHT FOR TEACHING AND RESEARCH

The use of intellectual property, such as materials protected by copyright, is affected by the ownership rights in those materials. In our educational environment and as members of the BYU–Hawaii community, we recognize the value of those rights as expressed in the copyright laws of the United States. Because of advances in technology and ease in copying, transmitting, distributing, adapting, displaying, or performing copyrighted works, individuals must increasingly be aware of various copyright implications when using a wide range of materials. Copyright violations related to printed materials, materials in digital format, audio and video recordings, music, Internet transmissions, computer programs and databases, or any other types of materials create potential legal liability for the University and the individuals involved.

All members of the BYU–Hawaii community—faculty, staff, students, volunteers, and patrons—are expected to make a good faith effort to respect the rights of copyright owners. To support BYU–Hawaii’s mission to create, discover, and disseminate knowledge and to further BYU–Hawaii’s primary purpose of teaching and research, BYU–Hawaii supports the responsible, good faith exercise of the following principles:

1. Most materials (regardless of form, format, or copyright notice) are protected by copyright. If one cannot determine that a particular work is not protected by copyright, then one should assume that it is protected.
2. A good faith attempt to secure permission is needed from the copyright owner before copying, transmitting, distributing, adapting, displaying, or performing copyrighted works. Permission, however, may not be needed if the proposed use falls within certain exceptions. For example:
  - Some uses may be permitted under the “fair use” doctrine (codified in 17 U.S.C. §107) in certain circumstances and for specific purposes if the weighing of several factors favors a reasoned conclusion for fair use. These factors include (i) the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes; (ii) the nature of the copyrighted work; (iii) the amount and substantiality of the portion taken in relation to the copyrighted material as a whole; and (iv) the effect of the use upon the potential market for or value of the copyrighted material.
  - Educators and students may perform or display (not copy) a copyrighted work in the course of face-to-face teaching at a nonprofit educational institution in a classroom or other place normally devoted to instruction (codified in 17 U.S.C. §110).
  - A library may copy the work under circumstances unique to its function (codified in 17 U.S.C. §108).
3. Members of the BYU–Hawaii community should be honest and show respect for others, especially in decisions and choices requiring subjective judgments, as is often the case in copyright decisions.

Members of the BYU–Hawaii community who disregard this Copyright Policy may violate the Church Educational System Honor Code and the terms of their employment (i.e., they may jeopardize their employment); may place themselves at risk for possible legal action; and may incur personal liability.

For assistance with copyright matters, faculty and staff are encouraged to consult with University Librarian (808-675-3851) or the Head of Access and Collections Services (808-675-3863).

## **FACULTY LOADS**

**Basic Faculty Contract:** The Basic Contract at BYU–Hawaii consists of 24 credit hours of teaching (distributed across the three semesters as negotiated with the dean) or the equivalent amount of work as approved by the dean. It includes responsiveness to students and colleagues through office hours and electronic communications; attendance at faculty meetings, devotionals, and University commencement exercises; and participation in committee work and/or other service ordinarily assigned to faculty members. Finally, it is expected that faculty members will engage in scholarly activity as defined in the [Hiring, Rank and Status document](#) and approved by the dean. Additional administrative work or approved scholarship activities beyond the faculty norm may be substituted for part of the 24-credit teaching load as approved by the dean in consultation with the Vice President for Academics.

**Supplemental Contract:** Faculty members may choose to receive a Supplemental Contract that contains all the elements of the Basic Contract plus up to six additional credit hours of teaching for additional remuneration to be determined by the dean in consultation with the faculty member, not to exceed an additional \$10,000 per year. Normally, this would equate to \$1667 per additional credit. The citizenship and scholarship expectations of this Supplemental Contract are therefore identical to the Basic Contract, and the only difference is the additional teaching required in the Supplemental Contract. The decision to receive a Supplemental Contract does not require approval from the dean, although the nature of the work associated with that contract is subject to negotiation with the dean as are the assignments associated with the Basic Contract. The decision to receive the Basic or Supplemental Contract may be revised each year during the annual interview.

In unusual circumstances, and subject to agreement by the faculty member, the dean, and the Vice President for Academics, a faculty member may be assigned to teach an additional course in lieu of engaging in scholarship for a given year. In general, these reassignments from scholarship to teaching will not be granted for faculty members who have not yet received Continuing Faculty Status. Likewise, receiving such reassignments in consecutive years will be discouraged. Faculty members are reminded that advancement in rank requires evidence of scholarly

contributions as described in Section 3.4 of the [Hiring, Rank, and Status Document](#). Those advancing to the rank of Professor must demonstrate “an established pattern of engagement in high quality scholarship since becoming an associate professor” (Section 5.3).

Faculty members will meet annually with their dean to review teaching, scholarship, and citizenship from the previous year and to agree on assignments and plans in all three categories for the coming year. These reviews and plans will be documented in writing for reference in coming years and as evidence to assist with rank and status decisions. Faculty members may appeal to the office of the Vice President for Academics to resolve issues with contract or assignments that cannot be agreed upon during negotiations with their dean.

## **WORKING HOURS**

Working hours for faculty members are determined by their contracts, teaching loads, and other activities such as office hours, research, and creative activities. In general, faculty members should be available on campus to students and for classes during normal working hours Monday through Friday.

## **MEETINGS**

Faculty members are expected to attend local and university-wide faculty meetings, devotionals, and all official University meetings such as convocations and graduation exercises. Faculty meetings provide a forum for the interchange of ideas as well as for communication of important new policies or developments. For more information on the timing of faculty meetings and forums see the [Thursday 11 am Policy](#) found on the [Faculty Resources page](#).

Note: There is an annual general faculty meeting held in connection with the Fall ‘Ohana Meeting. Spouses of faculty members are invited to attend this particular meeting if they desire.

## **TEXTBOOK SELECTION**

Faculty members are responsible for the selection of appropriate textbooks for their courses. Since most students have meager means, textbooks should be changed as infrequently as is consistent with the needs of the course and should never be changed for arbitrary personal preferences. If considerations are nearly equal, lower-priced texts should be favored. When possible, use technology to reduce textbook costs or eliminate books by using other resources.

When choosing books for a course, faculty members are not allowed to require students to purchase a book for which the faculty member receives royalties unless that book is a standard text book widely adopted at other institutions.

## **CLASS ASSIGNMENTS**

Class assignments will be made by deans (or their delegates) after consulting with faculty members according to the relevant faculty contract type.

## **REPORTING STUDENT ABSENCES**

Please contact students who miss class via email and use Early Alert. In order to comply with Veterans Administration and Immigration Service regulations, faculty members **must** report when a student ceases to attend a class. This can be done by sending an email to [registrars@byuh.edu](mailto:registrars@byuh.edu)

## **SYLLABI**

For the information of their students, and in order to provide continuity in case of illness or temporary or permanent leave of absence, faculty members are required to prepare a syllabus for each course they teach. This document should state the objectives and learning outcomes of the course, the principal procedures to be covered, requirements to be made of students and, if applicable, a bibliography of required and recommended readings. For more details on syllabus requirements visit click [here](#).

Syllabi should be available to students in electronic or other forms.

## FERPA—Family Educational Rights and Privacy Act

To avoid violations of FERPA rules, DO NOT:

- Use the entire ID # of a student in a public posting of grades.
- Link the name of a student with that student's ID # in any public manner.
- Expose student scores to other students in any way.
- Speak about a student's performance with anyone, including parents, without student consent. The exception to this is communication with another BYU–Hawaii employee who needs to know the performance information in order to do their job.
- Provide anyone with lists of students enrolled in your classes for any commercial purpose.
- Combine multiple sections of your course on Canvas.
- Provide anyone with student schedules or assist anyone other than university employees in finding a student on campus.
- Provide any financial or other information about a student to anyone other than a university employee who needs to know in order to do their job.

For more detailed information on FERPA see the official BYU–Hawaii policy on [Access to Student Records \(FERPA\)](#).

### GUEST SPEAKERS

**Classes:** Faculty members may invite outside guest speakers to address their students in class but must obtain clearance from their dean.

**Speaker Policy:** Speakers invited to address public forums must be cleared by deans if the audience consists primarily of students and faculty members within a program or faculty unit. For university-wide events, speakers must be cleared by the President's Council and, if needed, approved by the Board of Trustees.

### FINAL EXAMS

**Final Exams Requirement.** Except for those courses for which an exception has been approved *in writing* by the dean, every course offered at the University requires a culminating evaluation experience or final examination to be held at the time indicated in the published final examination schedule.

**Final Exam Schedule Changes.** Faculty members may not change a final exam schedule without prior clearance with their dean.

**Requests for Early Finals.** All students should be made aware of the BYU–Hawaii policy: *No early finals*.

**Reminders to Students.** Although the policy of no early finals is printed on every Exam Schedule issued to students and is publicized from time to time in the *Ke Alaka 'i*, faculty members should mention it at the beginning of each semester and caution students to plan travel, family visits, weddings, etc., in ways that will not interfere with final exams. Availability of less expensive plane fares, more convenient travel arrangements, and any other non-emergency reasons do not justify exam schedule exemptions; students must make sure that family and friends who might supply tickets or make travel arrangements for them know that they are *required* to take their final exams at scheduled times.

**Bona Fide Emergencies.** If there is a bona fide emergency, a student may make a *written request* to the dean asking for an exception to the policy. The request must state the nature of the emergency, the scheduled date and time for each exam, course names and numbers, and instructors' names. If the reason given is sufficiently compelling, the dean will authorize a *late examination* but will at that time give the faculty members the option of giving the exam(s) early if that is more convenient for them.

**School-sponsored Activity Exception.** An exception to the no early exams policy is the case of a school-sponsored activity which takes an individual or a team away from BYU–Hawaii at the time an examination is scheduled to take place; however, faculty and Administration responsible for scheduling official University activities should attempt in every possible way to avoid scheduling activities in conflict with scheduled examinations.

## GRADES

**Confidentiality of Grades.** Posting of grades in any manner (e.g., by name, Social Security number, or BYU–Hawaii I.D. number, etc.) without students’ permission is illegal. No over-the-phone requests should be honored. Students will be able to see their grades online in their Student Center after the grades are due. If students need help in learning how to see their grades, please refer them to the Registrar’s Office.

**Deadlines for Final Grade Reports Submission.** Final grades for each class are due in the Registrar’s Office at *noon on the Thursday of the week after finals end. Late grades cause problems for students with scholarships, graduation, transcripts, and evaluation for academic standing.*

The Registrar’s staff works far into the night at grade reporting time, and tardy reports seriously impede their work. Because defaults are a critical concern, the Registrar provides the administration with daily computer-generated list of all instructors whose grades are overdue, and updates the report every 24 hours until all have been received. Faculty members should therefore allow nothing to interfere with submitting grades on time.

**Grade Changes.** In cases where a grade is changed (see General Catalog), the procedure is as follows:

1. The *instructor* completes and signs the form, secures the dean’s signature of approval, and mails or personally delivers the completed form to in the Registrar’s Office. In no case *will the instructor give the completed form to the student to deliver.*
2. The *Registrar’s Office* records the grade change on the student’s permanent record and distributes the copies (original to the student’s file, a copy to the student, and a copy to the dean).
3. If a grade change is needed to correct an error that occurred in the instructor’s calculation of the grade, or in transferring information from the roll book to the grade roll, the instructor handles the matter personally by securing the necessary form from the Registrar.

**Incomplete (“I”) Grade.** In *rare* circumstances when an incomplete is given (see General Catalog), an “I Grade” Form, describing in detail the work yet to be completed, is prepared by the instructor, approved by the relevant deans, and submitted to the Registrar’s Office along with the grade roll for the along with the grade roll for the semester/term. It is important that teachers precisely describe the work to be completed in order to avoid misunderstandings of any kind as well as to anticipate problems which may occur should the instructor who granted the “I Grade” no longer be available.

Instructors should emphasize to students receiving an “I” that no reminder notices are issued, completing the work on time is their responsibility, and the “I” automatically becomes an unchangeable “F” if they are late in completing the required work.

## GRADE RECORD RETENTION AND STORAGE

Grade records are to be retained for a minimum of five years. Each faculty is charged with establishing procedures for collection and safe storage of recorded grades.

Upon termination of any faculty member who has taught classes for a faculty unit at any time during the past five years, the relevant dean will assure that the grade records are collected before the faculty member departs. Special instructor grade rolls should be turned in to the secretary *at the end of the semester* for immediate storage.

## ACADEMIC HONESTY

One of the four important goals of BYU–Hawaii is to provide an accountability experience for students within the gospel framework. The Honor Code is an important feature of that experience.

**Avoidance of Opportunity.** Faculty members should do everything in their power to help students avoid opportunities for cheating. Appropriately spaced seating, multiple versions of the same test, oral exams, essay exams, and the presence of the instructor in the classroom during a test are a few ways to prevent easy cheating.

**Avoidance of Misunderstandings.** Faculty members should define plagiarism for students at the beginning of each semester/term, making students aware of the gravity of cheating and/or plagiarism and of the inescapable consequences of a discovered violation.

**Confronting Violation Suspects.** When a faculty member has clear, unmistakable evidence that a student has willfully violated the Honor Code through cheating, plagiarism, or a comparable infraction, the teacher is *obligated* by University policy to confront the student.

**Consequences of Violations.** If, after discussion, the teacher confirms the violation, the faculty member must administer consequences equal to the severity of the cheating and report the incident to the Office of Honor using the “Report a Concern” function of the University website.

## ACADEMIC GRIEVANCES

Despite the well-meaning efforts of both students and faculty, there may be occasions when the students feel their work has been evaluated inadequately or unfairly by an instructor. In such circumstances please they may be referred the [Academic Grievance Policy](#), which is the first choice on the “Report a Concern” webpage.

## PUBLIC SCHOOL VISITS BY STUDENTS

**Formal Authorization Requirement.** By agreement with local school principals, students who are assigned to visit a local elementary or secondary school to conduct a survey or to observe classroom teaching must first be formally authorized to do so through the BYU–Hawaii Dean of the Faculty of Education & Social Work.

**Instructions to Students.** Faculty members who assign students to make such a visit, or who become aware that students are contemplating such a visit in connection with a school project should inform the students of the above requirement and instruct them to visit the Dean of the Faculty of Education & Social Work without delay so the required negotiations with the school principal can begin immediately.

## FIELD TRIP

**Formal Authorization Requirement.** Faculty members may not take a student group off campus without first securing the required authorization. *At least two weeks in advance* of a proposed trip, the sponsoring faculty member is required to submit a “Field Trip Registration Form and Assumption of Risk and Release Agreement” (one form). If the trip extends beyond the instructor’s class period, students must be given a copy of the completed, signed form to show other faculty members whose classes the students will miss.

**Teacher Clearances and Makeup Work.** The teacher sponsoring the trip will make sure all students involved clearly understand that they are *never* to leave campus on a field trip until they (the students) have personally obtained full clearance from the teachers of all the classes they will miss, and that they are expected to make up all they miss.

**Safety Precautions and Student-signed Information Sheet.** The sponsoring instructor of the trip will assure that every possible safety precaution is taken to protect students while on the trip.

## SAFETY

**Safety in High-risk Areas.** All high risk areas, such as science laboratories, physical education arenas (classrooms, swimming pools, gymnasiums)), etc., are to be *supervised* with strict attention to safety. Appropriate clothing, footwear, and equipment are to be used. Students are to be placed in the levels of instruction and participation that are appropriate to their experience, age, ability, and general health.

**Reporting On-Campus Hazards.** Reporting of on-campus fire and accident hazards to the Campus Safety Committee or to the Campus Safety Officer (Extension 3411) should be the concern and responsibility of every BYU–Hawaii employee. Faculty members are asked to be on the alert for any such hazards and to report them without hesitation.

## STUDENTS WITH DISABILITIES

BYU–Hawaii desires to assist in every way possible those students with special needs arising from hearing, visual, locomotive, and other impairments. Faculty members should be aware that problems of this nature are a special concern of the Counseling and Disability Services, the Physical Plant Director, and the University Disability Council. The following statement should appear on all syllabi:

**Disability Services:** If you have a disability and need accommodations, you need to contact the Disability Officer/Coordinator at:

Disability Services  
McKay 181  
Phone: (808) 675-3518 or (808) 675-3999  
Email address: [leilani.auna@byuh.edu](mailto:leilani.auna@byuh.edu)

## **GUIDELINES FOR THE ACADEMIC USE OF FILMS AND OTHER VISUAL MATERIAL**

Given the unique mission of BYU–Hawaii to “assist individuals in their quest for perfection and eternal life and in their efforts to influence the establishment of peace internationally,” the faculty and staff will observe the following guidelines in presenting visual material in an academic setting:

1. In choosing visual material for academic use, instructors will select material with which they are thoroughly familiar, that is relevant to and furthers the academic objectives of the course, and that contributes to the University’s mission as outlined in the Mission Statement.
2. Instructors should prepare students to receive, understand and reflect thoughtfully about visual material chosen for academic use. Specifically, instructors will provide a contextual rationale for the visual material they use, specifying how the experience of studying the material supports course objectives and enhances learning. Instructors will actively encourage students to thoughtfully consider the rationale and significance of studying the material.
3. When presenting visual material that may be challenging to audience expectations, moral values and/or faith, instructors have a special obligation to explain why they have chosen the material in question. Instructors should explain that the study of works that portray behavior that is contrary to gospel teaching does not advocate or condone such behavior. Instructors are encouraged to consult with colleagues when considering the use of potentially difficult visual material.
4. Where appropriate, an instructor must provide alternative assignments should concern about potentially challenging materials arise and, after consultation with the instructor, the student still feels that he/she does not wish to view the material.
5. Responsibility for determining the suitability of visual material for curricular use rests with the instructor. Consequently, students are encouraged to discuss complaints and concerns about such material directly with the instructor. If, after such discussion, a student feels that his/her concerns have not been adequately addressed, he/she may wish to discuss them with the department chair and/or appropriate dean.

## **IV. Student Advisement and Counseling**

The academic advisement of every full-time student is the joint responsibility of faculty members and an academic advisor (a staff employee).

### **FACULTY ADVISORS**

Although in practice much of the work of advisement is carried out by academic advisors, faculty members should take an active part in counseling the students assigned to them. Close cooperation between the academic advisors and faculty members can lead to more responsive treatment of students.

### **ACADEMIC ADVISORS**

From the time of students’ admission to the time of departure/graduation, the academic advisor assists and advises them concerning all academic options to meet requirements for graduation.

**Responsibilities of Academic Advisors.** The academic advisor confers regularly with faculty members, faculty advisors, and counselors to ensure a good working relationship among them, give information, voice opinions, and request help with individual students. Although counsel regarding career opportunities and graduate schools generally falls within the responsibilities of faculty advisors and Career Services, academic advisors may assist in providing helpful information. Academic advisors may help students by:

1. Planning a long-range schedule (MAP) to complete all the student's program requirements on time and with a clear career objective.
2. Helping as needed with each semester's schedule, at the same time continually reviewing and, if necessary, revising the student's long-range schedule.
3. Registering the student for classes, if needed, and helping them learn how to register.
4. Approving the student's requests to drop classes.
5. Monitoring the student's academic progress through consultation and advisement.
6. Assisting transfer students with credit evaluation and the substitution process.
7. Working closely with faculty units on course offerings and class schedule, to ensure that students are correctly mapped.
8. Referring the student to the Counseling Office or the appropriate bishop when professional or priesthood counseling is needed.

#### **NON-ACADEMIC COUNSELING BY FACULTY MEMBERS**

Faculty members are within their bounds to counsel students and former students who come to them with non-academic problems, but such counsel should be limited to areas that do not fall within the stewardship of priesthood leaders. If students or former students need professional assistance, the faculty member should refer them to the campus Counseling Office, LDS Church Family Services, or some other qualified professional.

### **V. Church Duties**

**Use of University Time.** Faculty members holding Church positions should not use regular University time to perform Church duties. Such duties should be performed *in addition* to their regular work obligation, as is the case with members of the Church employed by business, government or other institutions.

**Extended Travel.** Certain assignments to general boards or committees of the Church may require attendance at meetings at times normally part of the workday. Extended travel made in conjunction with such assignments should be cleared with the Vice President for Academics before making a commitment with the Church.

**Church Service Emergencies.** Emergency or critical situations can arise during working hours which have to be handled immediately. In case of an emergency, the faculty member should inform the dean.

**Use of University Supplies and Materials.** Reimbursement is to be made to the employing unit of the University for any University supplies and facilities used by the employee for Church assignments.

### **VI. News Releases and Interviews**

The University Communications and Relations Office is available to prepare news releases concerning faculty accomplishments, special University programs, and other public relations efforts. All news releases and media interviews should be cleared with the University Communications and Relations Office.

### **VII. Public Office**

**Permission to Run for Office.** Faculty members must obtain permission, *in writing*, from the appropriate BYU–Hawaii administrative officers, including the President, *before* deciding to become candidates or announcing intention to run for public office at any level (local, state, or national).

**Employees Elected to Office.** The following policies apply to faculty members elected to office:

- **Full-time involvement.** If elected and the office requires full-time involvement, the faculty member should expect to resign from the University before taking office.



- **Part-time involvement.** If the office requires only part-time involvement and additional help to fulfill the faculty member's responsibilities at the University must be hired, the cost of the additional help will be deducted from the faculty member's paycheck.

## VIII. Other Requirements and Responsibilities

### PERSONAL WORK AND VISITS

While at work faculty members should refrain from engaging in personal tasks. Children are not allowed to remain at parents' work stations during working hours.

### PERSONAL PROPERTY

Faculty members are strongly advised *not* to bring personal equipment (such as computers etc.) to work. *The University will not be responsible for loss or damage of any personal property brought on the premises.* Faculty members should *not* remove University equipment for personal use at home without obtaining permission from BYU–Hawaii administration in advance.

## IX. Professional Development

### PURPOSE FOR PROFESSIONAL DEVELOPMENT

Teaching at BYU–Hawaii requires dedication to student learning, manifested by the faculty in their investment of time and energy with students. At the same time, the University recognizes the short- and long-range benefits that come to students and faculty members alike when faculty members stay abreast of developments in their disciplines and make professional contributions. Therefore, the University encourages in word and with resources the professional growth of its faculty. For this reason, BYU–Hawaii encourages faculty to engage in regular scholarly activity and take advantage of periodic professional development leaves. Faculty with continuing faculty status track are eligible to apply for professional development leaves.

Faculty may apply for the following:

1. Reassignment of some of their workload normally associated with teaching to provide time for additional scholarship beyond the standard expectation. These reassignments are negotiated with the faculty member's dean, who will normally consult with the office of the Academic Vice President. It is assumed that these reassignments will not impede student progress through their academic programs.
2. Professional development leaves may be applied for every six years for a duration of one, two, or three semesters. Proposals are submitted to the Associate Academic Vice President for Faculty at least one year prior to the intended leave. There are two application deadlines annually, December 1<sup>st</sup> and April 1<sup>st</sup>. The University provides pay during the leave

Any one-semester	100% of the salary corresponding to the faculty member's current contract type
Fall and Winter	83.3% of the full Supplemental Contract for the corresponding academic year
Winter and Spring	83.3% of the full Supplemental Contract for the corresponding academic year
Spring and Fall	91.7% of the full Supplemental Contract for each of the two academic years spanned by the leave
Three semester	50% of the full Supplemental Contract for the year (pro-rated if two contract years are spanned)

Application for professional development leaves can be made by sending a 1 to 2-page proposal describing the intended project and its benefits to the faculty member, the University and the students. Supporting letters from the dean are also required.

## INDIVIDUAL PROFESSIONAL DEVELOPMENT PROGRAMS

Each faculty member is expected to plan a program of professional development with the dean. An effective faculty development plan should clearly reflect how the course release or leave would benefit students as well as the program and faculty. Outcomes may include the development of course materials, conference papers and publications, or other creative works and performances.

Criteria for determination of the merit of requests include the history of well-developed and executed faculty development plans from prior years, cost, scholarship, relevance to the profession, advantages to the University and development of faculty members in their professional areas, enhancement of college programs and instructional improvement, as well as special considerations peculiar to individual applications.

**Faculty Annual Interviews with Dean.** Although each faculty member is expected to plan a program for professional development, including goals for professional development and promotion, during the annual interview with the faculty dean, responsibility for the actual pursuit of professional development rests ultimately with the individual. Together, the faculty member and dean develop a plan which the faculty member then works to fulfill.

**Dean and Associate Academic Vice President for Academics (AAVP) Annual Interviews with Vice President for Academics.** Deans and AAVP's also plan a personal program for professional development and discuss it with the Vice President of Academics.

**Travel Fund Requests.** All available support for travel money for professional development is allocated to each faculty in the annual budget.

**Repayment Obligation for Significant.** When a faculty member receives substantial financial support from the University, such salary during a professional development leave, the faculty member builds an obligation of future service (usually 1 year) or compensation to the University. If the faculty member chooses compensation in lieu of service, that person must repay to the University within one year the full amount of the gross salary (including benefits) received while on leave.

## X. Continuing Faculty Status and Rank Advancement Expectations for Faculty Members

See the [Hiring, Rank and Status document](#)

## XI. In-House Promotions and Transfers

### BYU-HAWAII IN-HOUSE ADVANCEMENTS

The University will consider present personnel, where feasible, for advancements in position and responsibility within the University structure.

### INTERUNIT TRANSFERS

Faculty units and departments depend on reasonable periods of employment from each employee. Therefore, in the interest of professional ethics, no administrator, dean, or other supervisory employee should solicit or encourage personnel to transfer from any department or area of activity, or from the Polynesian Cultural Center, without first obtaining *approval* from the President's Council through the highest administrative officer in the area of the individual's present employment. No faculty member should initiate a request to be transferred to another department or area unless full clearance has been obtained in the aforementioned manner.

## XII. Emeritus Status

Faculty who are planning to retire may apply for emeritus status. The application process includes an interview with the Dean followed by the Academic Vice President. If emeritus status is granted, the continued use of a BYUH

email address will be allowed. Names of emeritus faculty will be listed both in the University Catalog and on department websites. Other local privileges are included in the paragraphs below (see Benefits in HR).

## EMPLOYMENT PRACTICES

BYU–Hawaii reserves the right to manage its operations, including the right to hire, transfer, promote, demote, lay-off, establish reasonable rules of conduct, discipline, and discharge employees for reasons other than those prohibited by law.

### I. Hiring

See the following documents:

[Hiring, Rank and Status](#)

[Nondiscrimination and Equal Opportunity Policy](#)

### II. Resignations, Retirements and Terminations

#### RESIGNATIONS AND RETIREMENTS

Notices of resignation of faculty members and notices of intention to retire should be given to the Vice President for Academics *in writing* as soon as the decision is made, and, wherever possible by the second Monday in January of the year in question, to allow ample time for the administration to secure a replacement. *It is condition of employment that if notice is not given by February 1, the faculty member or librarian thereby agrees to continue employment for another academic year, if requested.*

Retirement dates are set in accordance with our current three-semester academic calendar. The post fall semester retirement date is January 1<sup>st</sup>, winter semester is May 1<sup>st</sup> and spring semester is September 1<sup>st</sup>.

#### INVOLUNTARY TERMINATIONS

**Offensive Conduct Terminations.** BYU–Hawaii faculty members guilty of severe violation of the Honor Code and of conduct offensive to the principles of The Church of Jesus Christ of Latter-day Saints may have their services terminated without notice.

**Unacceptable Performance Terminations.** Faculty members who fail to maintain an acceptable standard of professional performance may have their services terminated at the end of a contract year.

#### CHECKOUT REQUIREMENTS FOR DEPARTING EMPLOYEES

Upon termination of employment faculty members are required to:

1. Make an official checkout visit to Human Resources for review of various business transactions pertaining to such matters as insurance plans, housing deposit, tax forms, final salary checks, money owed BYU–Hawaii (if any), and the return of photographic I.D. card, PCC privileges card, group insurance card, BYU–Hawaii issued American Express, etc.
2. Turn in to the dean all grade records, BYU–Hawaii issued keys, and any other items of University property issued in connection with employment.
3. Return library books to the library and settle any changes and fines.

#### FORFEITURE OF PROFESSIONAL DEVELOPMENT FUNDS

Faculty members who terminate their employment with the institution forfeit the use of professional development funds previously approved for their use.

#### LOSS OF ACCESS TO FORMER OFFICE

Terminated faculty members who remain in the area no longer have access to their former offices.

### **III. Conflicts of Interest Disclosure**

At the time of employment of shortly thereafter, faculty members are required to complete and place on file in Human Resources a disclosure statement regarding possible conflicts of interest. When changes occur thereafter that may indicate a conflict of interest, the faculty member is responsible for requesting and completing a current Disclosure Statement Form. (See *BYU–Hawaii Human Resources Policies and Procedures*, No. 205, for details. This lengthy document is available for review at Human Resources.)

### **IV. Professional and Personal Standards**

#### **PROFESSIONAL STANDARDS**

BYU–Hawaii faculty members are selected with great care and with the expectation that they will maintain the highest standards of professional performance.

#### **CODE OF HONOR**

As an institution of The Church of Jesus Christ of Latter-day Saints, BYU–Hawaii has a Code of Honor which deals with the standards of Christian living taught by the Church. The Honor Code includes observance of high principles of honor, integrity, and morality, observance of the Word of Wisdom, respect for property rights and personal rights, honesty in all behavior, sustaining the law, and high standards of decency, including compliance with the Dress and Grooming Standards. All faculty members are required to maintain high standards of modesty, taste, and judgment in matters of conduct, dress, and grooming as stipulated in the Dress and Grooming Standards established by the Board of Trustees.

All BYU–Hawaii faculty members must abide by the Honor Code both on and off campus. Not only is this observance of the Code a specific condition of initial employment, but continued observance of the Code thereafter is a condition of continued employment. The following statement appears in each faculty contract. Signing the contract commits the faculty member to its content.

*This is a faculty contract with teaching duties as required by the University. The accompanying Memorandum Relating to Employment of Faculty Members summarizes expectations and provides other information pertinent to your employment. Please read the document carefully. Signing this contract certifies your agreement with those terms and conditions and your willingness to comply with University policies and procedures including those outlined in the Faculty Handbook, which are incorporated herein by reference. Compliance with the terms of this memorandum, the Faculty Handbook, and other University policies and procedures is a condition of your employment.*

#### **FACULTY ASSISTANCE TO STUDENTS**

Students who attend the University are also required to abide by BYU–Hawaii’s Code of Honor and Dress and Grooming Standards and specifically promise to do so in a signed application for admittance. Faculty members and staff are requested to help in implementing the following University procedure:

*Faculty, administrators, and staff are expected to report dress and grooming violations to the Office of Honor by using the "Report a Concern" link that can be found on the lower left hand corner on the BYU–Hawaii website home page or at <http://about.byuh.edu/reportaconcern> . In order to complete the Office of Honor brief report, faculty will need to know the student's name or ID number. Please indicate location (on or off campus, social media, etc.), if you would like your name to be kept confidential and the type of dress and grooming violation.*

*Once the Office of Honor receives your report they will contact the student and provide a verbal warning and place a notation in the student's conduct record. Additional and or flagrant violations could result in a written warning, probation, or suspension.*

#### **CAMPUS CONDUCT**

In order to help maintain a proper campus spirit, for reasons of safety, and because members of the community and visitors look to BYU–Hawaii faculty members and their families as role models for acceptable campus behavior, children of faculty members who visit campus should not be permitted to roam free. Faculty members should specifically instruct their children beforehand what behavior is appropriate and what is not. Faculty members are also expected to help monitor campus behavior.

## **EMPLOYEE DRESS AND GROOMING STANDARDS**

Employees at BYU–Hawaii are expected *in all matters to live the University Honor Code and* in matters of dress and grooming, to observe high standards of modesty, taste, judgment, *professionalism* and appropriateness. Observance of such is a specific condition of employment. Employees should always be an example to students following the “For the Strength of Youth” standards.

### **A. Male Employees**

1. Beards are not acceptable. Mustaches are discouraged, but if worn, should not extend beyond or below the corners of the mouth.
2. Long or bushy sideburns are not acceptable. Men’s hairstyles should be clean, neat, and trim. Hair may brush over the top of the ear but must be cut and styled so as to leave the major portion of the ear uncovered and visible. Hair must be above the collar in the back. Earrings, excessive jewelry, body piercing and visible tattoos on men are not within standards.
3. Appropriate office attire includes suits, dress slacks, shirts and ties, sweaters, sport coats, aloha wear, formal *sulu* or *lava lava* with dress shirts, ties, coats and “police” sandals.
4. Apparel for non-office personnel: be neat, clean, modest, and appropriate for the type of work being performed.
5. Proper attire for office and non-office personnel should include appropriate footwear. Slipper wear should not be worn in the classroom and work areas.

### **B. Female Employees**

1. Dresses, skirts, blouses, modest aloha dress, suits, and slacks, in professional attire, are appropriate. Capri pants or gaucho pants are not professional attire for office wear. Wearing more than one pair of earrings, body piercing and visible tattoos are not within standards.
2. Hemlines are to be of modest length. Dresses or skirts above the knee, or those with slits above the knee, are immodest and inappropriate.
3. Tight fit clothing, see-through blouses and low-cut necklines are not acceptable. Similarly, the “no-bra” look is unacceptable.
4. Apparel for non-office personnel should be neat, clean, modest, and appropriate for the type of work being performed.
5. Proper attire for office and non-office personnel should include appropriate footwear. Wearing slippers and rubber thongs is not acceptable.

### **C. Maintenance of Dress and Grooming Standards**

1. Supervisors are assigned the responsibility by the University to see that these standards are maintained.
2. Standards apply to all employees, regular or special status, non-students or students.

## **V. Salaries and Other BYU–Hawaii Compensation**

### **FACULTY SALARIES**

The annual faculty salaries are calculated based on the contract type and is paid in semi-monthly installments over a full year.

### **SALARIES FOR NEW APPOINTEES**

Salaries for newly-hired faculty members are based on academic credentials and experience as determined by the respective dean and the Vice President for Academics.

### **ANNUAL SALARY INCREASE**

After the first year of service, faculty salaries are structured according to a salary schedule that involves degree, rank, and performance. A modest cost of living increase is also usually included. Salaries are calculated by the Vice President for Academics after receiving input from the deans. Salary increase recommendations for the academic year are made after firm budget guidelines have been given to the Vice President for Academics.

## **BENEFITS**

A current listing of employee benefits can be obtained from the Human Resources Department.

## **VI. Paydays and Paychecks**

### **PAYDAYS**

Faculty are paid on the 5<sup>th</sup> and 20<sup>th</sup> day of each month of the year for a total 24 paychecks per year. If payday falls on a Saturday or Sunday, payday will be the previous Friday.

### **PAYCHECKS**

**Direct Deposits.** The Payroll Department will direct-deposit paychecks.

**Payroll Deductions.** Federal taxes, State taxes, and FICA (Social Security) are deducted as required by law. Faculty members should keep on file with Human Resources an up-to-date W-4 tax withholding form indicating the current number of dependents. Faculty members' share of insurance costs is also paid by payroll deduction. Faculty members may also wish to have payroll deductions made for savings and other plans described in the Benefits section of this handbook. The University is required by law to honor garnishments and tax levies as requested. Faculty members are invited to participate in the Together for Greatness Fund and the Aloha United Way and may do so by payroll deduction.

## **VII. Outside Employment**

### **CONDITIONS OF OUTSIDE EMPLOYMENT**

Faculty members' responsibility to their regular assignments at BYU–Hawaii during their contract period must take priority over other gainful employment. However, they may engage in outside employment under the following conditions:

1. Outside employment must be beneficial to BYU–Hawaii or its students or improve teaching competence.
2. Outside activities do not unduly conflict or compete with the interests of the University.
3. Time devoted to outside employment must be within the following limitations:
  - a. Monthly expenditure of time must not exceed one-sixth of required total on-campus time during any given month.
  - b. Total expenditure of time during the school year must not exceed one-ninth of the total on-campus time required during the year.
4. Faculty members must not be employed by a private company unless they have first obtained specific written permission from the Vice President of Academics.

### **CONSULTING SERVICES**

Consulting is defined as including only that outside activity that brings professional enrichment and benefit (financial or otherwise) both to the consultant and to the University. Consulting must not adversely affect the consultant's other obligations to the University. Faculty members asked to serve as consultants may do so with the written *consent* of the college dean under the following conditions:

1. The number of class periods missed for any course must not exceed 10% of the class periods scheduled for the course. Exceptions to this guideline must be requested in writing. The dean will forward a recommendation to the Vice President for Academics.
2. No conflict of interest.

3. The consulting activity may not be connected in any way to the faculty member's affiliation with the University. Moreover, an individual may not use his or her affiliation with the University to give credibility or other material support to the activity.

A copy of the faculty member's written request and the written consent of the dean must be sent to the Vice President for Academics. The dean will assure that the permitted limit is not exceeded.

#### **CONFLICT OF INTEREST DISCLOSURE**

Faculty members must have a current "Possible Conflict of Interest" disclosure statement on file in Human Resources.

### **VIII. Faculty Ratings and Evaluations**

Recognizing the value of a high quality faculty, BYU-Hawaii has established a practice of periodic evaluation of each faculty member based on the [Hiring Rank and Status document](#).

#### **FACULTY DEAN EVALUATIONS (Initiated by the dean)**

**Annual Interviews.** As stated above (see **Professional Development**) the dean will conduct with each faculty member at least one interview per academic year, based upon mutually acceptable, predetermined goals set in previous meetings between the dean and the faculty member. The dean will review in that annual interview the faculty member's personal commitment to abide by the Code of Honor.

**Ecclesiastical Endorsement.** It is a condition of employment that all LDS faculty members remain worthy of temple privileges. Each year, a letter from the Human Resource Office will be sent to the bishop of each employee asking whether or not the employee is eligible for a temple recommend. (See Ecclesiastical Endorsement Policy available in Human Resources.)

#### **STUDENT EVALUATIONS**

Student evaluation of teaching provides one of several means of evaluating teacher performance in the classroom. It serves the University in providing evaluation data for supervisors, and in providing motivation for the teacher to improve. All courses are evaluated every semester.

**CFS/Promotion Applications.** Faculty members who plan to apply for CFS and/or promotion should be aware of the requirement to submit with their application numerous representative student evaluations for all classes in the semesters in which they have been evaluated.

### **IX. Ownership of Intellectual Property**

#### **CREATION OF INTELLECTUAL PROPERTY**

Faculty members in the normal pursuit of their service, teaching, and research often create valuable intellectual property as a by-product of their BYU-Hawaii activities, such as, but not limited to, patents, copyrights, books, films, plays, musical compositions, art works, laboratory manuals, demonstration devices, computer programs, chemical compounds, new materials or processes, instruments, and techniques. The policy of the University is to promote and encourage such intellectual development.

#### **OWNERSHIP POLICY**

**BYU-Hawaii Ownership.** BYU-Hawaii may claim ownership of intellectual property created by specific assignment from the dean (such as developing an online course) or otherwise commissioned by the University.

**Faculty Ownership.** Ownership is retained by the faculty member when the intellectual property is produced as part of the faculty member's scholarly or creative activity (typically in fulfillment of the normal scholarship expectation), not assigned or commissioned as described above, or done completely on the faculty member's "own time" using his or her personal resources. If the intellectual property generates personal income for the faculty member, the

University may seek reimbursement for material or supplies purchased by the University that were consumed in order to produce that property.

## **X. Leave**

### **HOLIDAYS AND SEMESTER BREAKS**

Faculty members are expected to fill their contractual obligations during the time period specified in their contracts, but have opportunities for short vacations or holidays from classes because of the holidays on the school calendar and the breaks at Christmas and between semesters. Of course, some of these times must be used for grading and preparation for new school terms.

### **OFFICIAL HOLIDAYS**

BYU–Hawaii faculty members are given time off with pay on these recognized holidays:

New Year's Day	Kuhio Day	Labor Day
Human Right's Day	Memorial Day	Thanksgiving & the following day
President's Day	Independence Day	Christmas Day

When Christmas Day falls on Tuesday, Wednesday, Friday, or Saturday, a full holiday is given on December 24. When it falls on Thursday, the following day, Friday, December 26 will be given as a holiday. These same guidelines apply for New Year's.

When a paid holiday falls on Sunday, it is observed the following Monday. When a paid holiday falls on Saturday, the preceding Friday is a holiday.

### **SICK AND PARENTAL LEAVE**

In the event of illness, faculty members are required to notify their dean, who will arrange with other faculty members to cover their assignments while ill. In the event of a prolonged illness requiring a substitute, each case will be individually reviewed by the dean in consultation with the Office of the Vice President for Academics.

Six weeks of medical maternity leave at full pay is available for birth of a child. Parental leave of one week at full pay for birth or adoption is also provided.

### **PROFESSIONAL DEVELOPMENT LEAVE**

See section on Professional Development.

### **LEAVE WITHOUT PAY (LWOP)**

It is the policy of the University that personnel will be at work fulfilling their assignments except during approved vacation time, appropriate medical leave, or for travel or other absence which occurs as part of their assignment. However, the University may, upon the approval of the faculty dean and the Vice President for Academics, grant leave without pay for military service or to accept a Church mission call. Leave without pay may be granted for other reasons only for a specific justification, and must be approved in advance by the dean and the President.

**Notification to Human Resources.** Notice of approved LWOP must be given to Human Resources before the first day of absence.

**Retention of Benefits during LWOP.** Faculty members may retain medical and life insurance coverage and other program benefits during a period of authorized LWOP by paying the total premium to the Cashier's Office. (The University, as a benefit, pays a portion of the premium when a faculty member is in pay status, but when on LWOP, the faculty member is required to pay the entire premium.)

**Military Service and Summer Camp Training.** Faculty members called directly into military service will be granted reemployment rights as stated in the Universal Military Training and Service Act of 1951, Sec. 9,



“Reemployment Provisions.” This Act also permits time off the job (vacation time or LWOP) to attend military summer camp training.

## **OTHER TYPES OF LEAVE**

In the event of a personal emergency, arrangements must be made for classes to be covered. Arrangements are subject to approval by the dean and must be specified and approved *in writing*, copies of which are to be sent to the Vice President for Academics and the substitute instructor(s). Please refer to the Human Resources for information concerning jury duty and absences due to a death in the family.

## **XI. University-Related Travel**

### **CLASSROOM COVERAGE**

Faculty members who are going to be absent from the classroom are required to inform their chair and dean *in writing* of the arrangements they have made for coverage of their classes. The total number of class periods missed (for conferences, consulting, etc.) should not exceed 10% of the number of class periods scheduled. Exceptions to this guideline must be requested in writing. The dean will forward a recommendation to the Vice President for Academics.

For all questions regarding travel please refer to the [Travel Procedures document](#) updated by [Travel Services](#).

## **AWARDS**

### **I. Service Awards**

In recognition of loyal, long-term, full-time, service with the University, special awards (a certificate plus a gift) are made to faculty members who have completed five, ten, fifteen, and twenty or more years of full-time service at each five-year milestone.

The service award certificates and gifts are presented at the annual University Ho‘omaika‘i dinner. Service awardees will be invited by Human Resources to preview and select gift items.

### **II. Faculty Awards**

#### **DAVID O. MCKAY LECTURER**

The David O. McKay Lecturer is selected by the FAC following nominations from the university faculty. The honoree delivers the David O. McKay Lecture during the second week of February and is presented with a cash award. At the time, the David O. McKay Lecturer for the following year is announced.

#### **EXEMPLARY FACULTY AWARDS**

Faculty are nominated by their colleagues for awards in the areas of Teaching, Scholarship, and Citizenship. Nominations are received by the AAVP for Faculty during September each year. A committee comprised of awardees from the previous two years selects honorees from among those nominated. Final approval for awards is given by the President’s Council.

## **EMERGENCY PROCEDURES**

### **I. Fire**

Dial

“0” (Campus Operator)  
9-911 (Emergency Calls)

### **II. Severe Illness or Injury**

**Dial**

“0” (Campus Operator)  
Extension 53911 (Campus Security)  
Extension 53510 (Campus Health Center)  
9-911 (Emergency Calls)

When serious injury or illness occurs, a faculty member should be taken to Kahuku Hospital. Discretion should be used to insure that no additional injury is likely to result while the faculty member is being transported to appropriate care.

### **III. Other Injuries**

If an injury requires special medical attention, the faculty member should report or be taken to the Campus Health Center. When determined necessary by the Health Center physician, faculty members may be referred to Kahuku Hospital, or to the office of a specialist selected by the referring doctor.

### **SECURITY**

Because of the nature of BYU–Hawaii, the character of its faculty members, and the existence and observance of the Code of Honor, the administration sees no need for rules regarding search or examination of the faculty members, their property or University facilities, even though such rules are normally prescribed by employers in the interest of protecting the institution against misconduct in the work place. The administration does, however, appreciate alertness for activities which may appear to be improper, in the interest of preserving the high quality of the University’s academic environment. (See also Campus Security Matters, Miscellaneous information section.)

## **MISCELLANEOUS INFORMATION**

### **I. Employee Information Booklet**

The Employee Information Booklet is no longer being updated as its own document. The information will be integrated in to the Human Resources website. For information concerning the following subjects, please refer Human Resources:

Address Change Notification	Privacy of Employee Information
Food Services	Remembrance Fund
Lunch Break	Traffic Regulations
Name Change Notification	Waste Prevention (Materials, Electricity, etc.)
Overtime Authorizations for Staff Personnel	

### **II. Campus Security Matters**

For information concerning the following, call Extension 53911 (Campus Security):

Bicycle Regulations	Property: Lost and Found
Fighting Violence, Other	Skateboard Regulations
Disruptive Behavior	Suspicious Behavior
Parking: Regular Permits,	Thefts
Temporary Guest Permits,	Traffic Regulations
Handicapped Permits	
and Placards.	

### **III. Utility Failure**

#### **Weekdays**

Call Extension 53400 (Facilities Management)

#### **Weekends and After Business Hours**

Dial “0” (campus operator) and the appropriate service office will be notified.