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FACULTY HANDBOOK – 2016 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 department chair or college 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 colleges, department chairs, directors, and other supervisors of administrative organizations.

Although the principal duties of the faculty are teaching and professional 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 four members: the President, Vice President for Academics, Vice President for Administrative Services and Vice President for Student Development and Services, as working members.

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.

ACADEMIC COUNCIL (AC)

Chaired by the Vice President for Academics, the AC is composed of 15 members: the Vice President for Academics, the Associate Academic Vice Presidents, the Chief Information Officer, the Deans of the Colleges; the Director of Admissions; the University Librarian; the Chair of the Faculty Advisory Council, the Director of Alumni and Career Services, Academic Advising Manager, Director of the General Education Program and Department Chair of Religious Education.

The AC functions as a review body to develop and refine specific new and continuing program offerings, studies and devises long-range academic plans, resolves and/or recommends solutions to academic problems, etc. Deans are responsible for communicating information between faculty and the Vice President for Academics.

Deans Council (DC)

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

COLLEGE COUNCILS

The College of Business, Computing and Government, the College of Human Development, the College of Language, Culture & Arts, and the College of Math & Sciences are served by their own leadership councils.

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 colleges to serve for a period of three years. The council elects a new chair each year from among its second-year members. During the chair's one-year tenure, the FAC Chair serves as a member of the Academic Council.

GENERAL EDUCATION COMMITTEE (GE)

The General Education Committee is chaired by a faculty member appointed by the Academic Vice President. The purpose of the GE Committee is to coordinate teaching of GE classes, to approve exceptions, equivalencies, and other proposals, to help with the assessment of the GE program, and to make sure that the GE classes help to fulfill the Institutional Learning Outcomes.

PROMOTION REVIEW COMMITTEE (PRC)

The Promotion Review Committee is composed of a minimum of nine faculty members, all of whom have continuing faculty status. Committee members are recommended by their dean or director (two from each college 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 associate academic vice president 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 12 members: V.P. for Academics, 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 Evaluating Learning & Effectiveness Group.

Chaired by the AAVP for Assessment and Accreditation, 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) is comprised of 14 faculty and staff members. There are two faculty from each College, two staff members representing Academics (services), two staff members representing Administrative Services and one staff member representing Student Development and Services. The Manager for Institutional Research and Assessment is also a member of the committee. One of the experienced faculty members serves as UAC

Chair and the committee operates under the direction of the Associate Academic Vice President for Assessment and Accreditation.

The purpose of the University Assessment Committee (UAC) is to encourage, support and guide the growth of effective student learning and service area 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 BYUH 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.

The college/department committees function as subcommittees of the University IRB. They are authorized to review student coursework research projects provided vulnerable subjects are not being used and external funding or agency support is not being sought. Student coursework 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.

The main purpose of the review of research, which uses human subjects, is to safeguard the rights and welfare of human research subjects. The University IRB assesses whether a protocol conforms to various ethical standards including reasonable balance of risks and benefits, adequate provisions for informed consent, and equitable selection of subjects. The committee only considers scientific design to the extent that if the research is so poorly designed it wastes the subject's time or the research would place the subjects at risk.

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.

STUDENT RESEARCH ASSOCIATESHIP COMMITTEE (SRA)

The Student Research Associateship Committee is chaired by the AAVP for Assessment and Accreditation and includes four faculty members, one representing each college.

The purpose of the SRA Committee is to receive student applications and proposals of papers being presented at conferences or field experience. The applications and proposals are received and processed by the AAVP's office. The SRA Committee meets and discusses each proposal. They ensure the research proposals which include human subjects are approved by the IRB. The SRA Committee faculty members vote on each student proposal. The AAVP does not vote on the proposals. Once the voting is completed, the AAVP then informs the student researcher, faculty mentor, department chair, and dean as to the committee's decision. The AAVP approves all SRA travel applications and expense reports which are based on the results of the SRA Committee's decisions.

IV. Evaluation of Learning and Effectiveness Group (ELEG)

STEWARDSHIP

The purpose of the Evaluating Learning and Effectiveness Group is to further the mission and goals of the University and to support administrative decision-making and institutional effectiveness by cultivating a culture of inquiry; supporting educational and administrative decision making; supporting campus-wide testing and research activities; and fulfilling institutional requirements for internal and external reporting.

The Evaluating Learning and Effectiveness Group is under the AAVP for Assessment and Accreditation comprised of Institutional Research, Testing Center, Student Ratings, Student Research Associateship, Institutional Review Board, Institutional Effectiveness and Accreditation Committee, University Assessment Committee, and Institutional Learning Outcome Groups. ELEG is responsible for coordinating all University-wide data and providing research support to the administration. In addition, the office coordinates the student evaluation of teachers, surveys of graduates, and other statistical assessments.

INSTITUTIONAL RESEARCH

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

OTHER COMMITTEES, BOARDS AND TASK FORCES

Many of the University's academic affairs are carried out by the work of boards, standing committees, and *ad hoc* committees or task forces. Faculty members are called to serve from time to time on these boards and committees, including the Academic Exceptions Committee, University Housing Task fund, General Education Committee, and others as needed.

SURVEY APPROVALS

Faculty members desiring to conduct a survey inviting the campus community to participate must receive approval from both ELEG and the AAVP for Assessment and Accreditation. More limited surveys and student surveys do not require approval from the AAVP for Assessment and Accreditation but 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 Assessment and Accreditation. 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 in 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

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

College of Business, Computing & Government

- Accounting
- Business Management
- Computer & Information Sciences
- Political Science

College of Human Development

- Religious Education
- Education
- Social Work
- TESOL & EIL

College of College of Arts and Humanities

- English and Theater
- Music
- Visual Arts
- History
- Culture and Languages
- Hawaiian/Pacific Island Studies

College of Math & Sciences

- Math
- Natural Sciences
- Psychology
- Exercise & Sports Science

ACADEMIC DEANS

Selection: The Deans of the Colleges are faculty members from within the college. Nominations for this assignment are made by the Vice President for Academics after personally interviewing and consulting each member of the college. Based on a careful review of all recommendations from the college faculty and staff members, the Vice President submits 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 five years with the possibility of renewal for another three years. Under special circumstances a third term may be served.

DEPARTMENT CHAIRS

Chairs of departments serve the department as part of their regular assignment. Chairs may receive release time to perform their responsibilities.

LINE OF AUTHORITY

Deans: Deans report to the Vice President for Academics.

Chairs: Chairs report directly to the dean.

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

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 the department chair and the college dean. The dean will communicate with upper-level administration and report back to the department chair and/or 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.

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 department curriculum proposals must have a faculty vote and the approval of the department chair and dean to submit a proposal to the Curriculum Council. Please work with the Associate Academic Vice President for Curriculum 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

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 BYU–Hawaii Framework for Student Learning

Focused on the mandate to improve student learning, BYU–Hawaii began a multi-year project in 2009 to identify major obstacles to student learning and then design a framework to guide needed improvements. The project was led by a faculty and student steering committee who spent approximately one year reviewing the literature on teaching and learning; interviewing faculty, administrators, students and alumni; and conducting focus groups with 65 faculty and approximately 130 students. A major finding of this project, and one that is consistent with Arum and Roksa’s analysis in the widely acclaimed *Academically Adrift* (Arum and Roksa, 2011), is that improvements in student learning require significant changes to the culture of learning at BYU–Hawaii. Most notable, especially in the student focus groups, is the finding that students spend disturbingly little time preparing for class, making them ill-prepared to effectively engage in learning while in class. This and other findings led the steering committee to draft a document titled “[The BYU–Hawaii Framework for Student Learning](#)” which subsequently has been extensively reviewed and refined by faculty and students across the campus. The Framework centers on three key practices: Prepare, Engage and Improve. Accompanying these are six principles: (1) motivated by faith, guided by the Spirit, centered on serving God; (2) active involvement in the learning process; (3) self-directed, taking responsibility for learning; (4) engaged in meaningful reflection and self-assessment; (5) open to changing how to think, feel and act; and (6) constantly improving the capacity to study and learn effectively.

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 BYUH learning framework and enriching individual teaching pedagogy is available to both full time faculty and special instructors through one-on-one faculty coaching.

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

A normal full-time faculty teaching load consists of 12 credit hours per semester, plus three hours of department and/or University assignments, BYU–Hawaii committee work, or other assignments. Additional adjustments may be made for those faculty on the 30 hour our standard contract.

One course release per year for scholarship and faculty development may be approved by the Chair and Dean. Other course releases to allow for research or other activities may be requested through the Chair, Dean and Associate Academic Vice President.

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.

MEETINGS

Faculty members are expected to attend college meetings, faculty meetings, devotionals, and all official University meetings such as pre-fall workshops, 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. General Faculty meetings consist of all full-time members of the BYU–Hawaii faculty. 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, using technology to reduce textbook costs or eliminate books by using other resources.

TEXTBOOK ORDERS

For the benefit of faculty and students, the BYU–Hawaii Bookstore orders textbooks used in courses. Several months before the beginning of each semester/term, the Bookstore notifies the faculty of upcoming deadlines for ordering books. Faculty must return their textbook orders, approved by department chairs, no later than the deadline. Departments will be charged for any rush delivery charges that result from textbook orders being made after the deadline.

CLASS ASSIGNMENTS

Class assignments will be made by chairs after consulting with faculty members. Teaching load will be taken into consideration.

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

SYLLABI

Preparation. 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 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 and expected student outcomes. For more details on syllabus requirements visit: [www. http://faculty.byuh.edu/content/getting-started-classes](http://faculty.byuh.edu/content/getting-started-classes)

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

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.

For more detailed information on FERPA see the official BYUH policy on [Access to Records](#)

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 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 college 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, etc., in ways that will not interfere with final exams. Availability of less expensive plan 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 those 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 those *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 chairs, 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 college is charged with establishing procedures for collection and safe storage of recorded grades.

Upon termination of any faculty member who has taught classes for the college at any time during the past five years, the 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.

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](#)

TEACHING SCHEDULES AND ASSIGNMENT OF ROOM

Teaching schedules are prepared and classrooms are assigned by the department chair and the department secretary will enter that schedule using the classrooms that are available to the department. In the final assignment of a classroom, an attempt is made to honor the room preferences assigned to the department.

Each department chair has the responsibility to prepare initial schedules of laboratory areas related to his/her academic field. These initial schedules are then reviewed by the Registrar's Office. Classrooms are converted to laboratories only upon approval of the Dean's Council.

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 School of Education's department chair.

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 School of Education chair 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

IV. Showing Video Clips for Instructional Purposes

UNIVERSITY PRACTICE: SHOWING VIDEO CLIPS FOR INSTRUCTIONAL PURPOSES

The principle we would hope to guide us is found in the Thirteenth Article of Faith and the Honor Code.

We encourage faculty to read the directions given to the youth related to television, videos, music, posters and internet use found in the For the Strength of Youth pamphlet. It explains clearly that we should not display or promote any media or materials which are vulgar, immoral, inappropriate, suggestive or pornographic in any way. No matter what the rating.

In some cases the clips that faculty might choose to show to make a point could have been viewed in a setting such as an edited version for television. If this should be the case, it is imperative that the faculty help explain these circumstances so a student would not assume that the faculty member watches movies that would, under normal circumstances, violate the honor code.

We appreciate the efforts of faculty members to help our students meet the first mission statement to further their testimonies. Faculty should never intentionally do or say anything to undermine faith. The choices of movies as well as discussions should build intellectual growth as well as spiritual understanding and maturity.

GUIDELINES FOR THE ACADEMIC USE OF FILMS AND OTHER VISUAL MATERIAL

In keeping with the mission and aims of BYUH, faculty should strive to select and teach "words of wisdom . . . out of the best books" (D&C 88:118) as well as visual images drawn from the best media. The best verbal and visual texts can powerfully communicate important ideas and sharpen critical faculties necessary to establish clear intellectual, aesthetic, and moral standards. At the same time, some of the best books and the best art deal with difficult issues and present them in thought-provoking ways.

RESPONSIBILITIES

Faculty

1. To choose both required and optional works with care and in keeping with the stated mission and aims of BYUH, and to strive to create a climate which invites sensitivity to the Spirit of God and which recognizes that spiritual sensitivities will differ among individuals.
2. To read or view materials before showing or assigning them—realizing that, as is the case with film, MPAA and similar ratings may be unreliable guides.
3. Not to require students to view unedited R-rated movies, as a matter not simply of content but of obedience to prophetic counsel.
4. To provide a context for the study of literary and visual materials that will strengthen students' critical awareness of relevant historical, cultural, moral, and aesthetic issues—thus enabling them to understand the larger purposes served by studying works that may include potentially disturbing elements.
5. To respond to student concerns with openness and respect and, where feasible, to provide alternative assignments to students who have reasonable objections to an assigned work.

Departments

1. To ensure that assigned materials match course objectives and are consonant with department and university missions.
2. To guide new faculty in designing courses that are appropriate to a BYUH environment and to counsel with faculty who repeatedly choose inappropriate materials or who present materials in inappropriate ways.

3. To assist students and faculty in resolving disputes about assignments or teaching styles, and to seek to avert reprisals or unreasonable demands by students or faculty.

Students

1. To make a good-faith effort to understand and accommodate the legitimate purposes of the course, remembering BYUH's mission to provide a "broad university education" that is at once "spiritually strengthening," "intellectually enlarging," and "character building."
2. In the event that a particular assignment seems objectionable, to discuss the matter with the instructor and, if necessary, request an alternative assignment.
3. If the matter cannot be resolved with the instructor, to follow the prescribed procedure for dealing with concerns.

PROCEDURES

Faculty should use care to select works appropriate to BYUH's mission and teach them in ways that invite the Spirit of God into the classroom. It is important to help students not only to understand the world but to stand firm against its evils—prepared to respond to its challenges with love, testimony, wisdom, eloquence, and inspired artistry of their own. To this end, faculty are encouraged to teach literary and visual texts in the context of gospel values, to promote informed analysis, open discussion, and opportunities for students to disagree with both texts and teachers. In such ways, faculty prepare students for life-long learning by helping them develop their own discriminating, gospel-based standards for selecting and evaluating literary and visual materials. In this process, it sometimes happens that faculty and students may disagree about the appropriateness of a particular work, or that an assignment may have an unintended negative impact on a particular student. In an effort to prevent these difficulties insofar as possible and to deal with such conflicts as may arise, the university has adopted the following guidelines for faculty, departments, and students:

RESOLVING CONCERNS

Students should first take their concerns to the teacher and attempt to resolve the matter together. Entered into with humility, openness, and mutual respect, these discussions can be an important learning experience for students and instructors alike. Students who feel that their concerns have not been satisfactorily handled by the instructor, or who feel unable to speak to the instructor, may take their concerns to the department chair. In some cases, the department chair may require a written statement of complaint. If the concern cannot be resolved at the department level, it may be referred to the college dean. Normally, a written statement will be required for any complaint that goes beyond the department level. All parties in these matters should cultivate a spirit of patience and understanding. Approached in such a spirit, discussions about the propriety of teaching particular literary and visual materials can become occasions for serious reflection on what it means to study and teach academic subjects with the Spirit of God.

V. Student Advisement and Counseling

The academic advisement of every full-time student is the joint responsibility of a faculty advisor and the college's 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 departments 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.

VI. College Responsibilities

As members of a college department, faculty members are expected to work together in harmony and with energetic purpose to achieve the goals of the college department. In addition to carrying out their other duties, faculty members are expected to:

1. Attend department meetings.
2. Carry out program supervision and direction, as assigned.
3. Participate in review of proposals received from within and beyond the college.
4. Participate in department assessment efforts.
5. Serve on committees on such matters as: screening of prospective faculty and recommending selections, recommending action on professional development requests, recommending items for library collection development, etc.
6. Assist in updating the *BYU-Hawaii Bulletin* (General Catalog). The catalog is a University production and faculty members are expected to work closely with the deans and Associate Academic Vice President for Curriculum to assure that its information is accurately updated.
7. Accept other assignments, as requested.

VII. Supervisory, Administrative and Committee Assignments

SUPERVISORY ASSIGNMENTS

Faculty members often supervise student assistants, graders, and others. In addition to directing and training such workers, faculty supervisors should verify the accuracy of student timecards and periodically evaluate their performance.

ADMINISTRATIVE AND COMMITTEE ASSIGNMENTS

Faculty members may be elected or appointed to administrative duties such as serving as associate academic vice presidents, college deans, chairs, program coordinators, lab directors, area supervisors, committee members or other. Load credit should be given when assignments require considerable time commitments.

Length of Special Appointments. Administrative assignments in academic departments are rotated and may vary in length.

VIII. 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 University administration 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.

IX. 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.

X. 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.

XI. 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.

XII. 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 take advantage of annual course releases and periodic professional development leaves. Faculty who are on a continuing faculty status track are eligible for course releases and those with continuing faculty status are eligible to apply for professional development leaves.

Faculty may apply for the following:

1. A three-credit hour course release annually through the faculty member's department.
2. A second three-credit hour course per year through the faculty member's college and in conjunction with the office of the Academic Vice President. The dean will propose such releases to the Academic Vice President with certain criteria (no additional adjunct funds required and it will not impede student progress). Applications for course release are completed using the Professional Development Request Form (found on the faculty resources page) and should be to be submitted to the Dean by the deadline dates announced by the college.
3. Professional development leaves may be applied for every six years for 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 1st and April 1st. The University provides full pay for one-semester leaves, 75% pay for two-semester (i.e. 83.3% of the annual salary) and 50 % of the annual salary for three-semester leaves. Application for professional development leaves can be made by sending a 1-2 page proposal describing the intended project and its benefits to the faculty member, the department and the students. Supporting letters from the chair and 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 department and college. 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 College Dean. Although each faculty is expected to plan a program for professional development, including goals for professional development and promotion, during the annual interview with the college 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.

College 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 in their annual interview with the Vice President of Academics.

Travel Fund Requests. The major purpose for allocating travel money to each college in the annual budget is to fund convention travel for college members. Funding and partial funding of travel should first be sought from department and college.

Financial Support. When a faculty member receives substantial financial support from the University, such as a semester leave at full salary, or a leave of one year or more with partial salary, the faculty member builds an obligation of future service (usually 1 year) or compensation to the University.

Future Service Obligation for Faculty with Six or More Years' Service and *NOT in a Degree Program.* If the faculty member has completed six years or more service to BYU–Hawaii, the obligation is a *minimum of one academic year* of service immediately following the academic year in which the leave is concluded. All terms and conditions relative to the leave will be agreed upon by the faculty member, the college dean, and the Vice President for Academics before the leave is taken. If faculty members choose compensation in lieu of service, they must repay to the University within one year the full amount of the gross salary received while on leave.

Progress Requirement. During the leave the faculty member is expected to make reasonable progress in the program for which leave was granted, or obtain *in writing* from the Vice President for Academics approval for alterations to the program.

XIII. Continuing Faculty Status and Rank Advancement Expectations for Faculty Members

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

XIV. 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.

INTERDEPARTMENTAL TRANSFERS

Departments must depend on reasonable periods of employment from each employee. Therefore, in the interest of professional ethics, no administrator, department, college or school head, 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.

XV. 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).

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 December 1st, winter semester is April 1st and the post spring semester retirement date is August 1st.

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.

Brigham Young University–Hawaii is a private university with unique goals and aspirations that arise from the mission of its sponsoring institution, The Church of Jesus Christ of Latter-day Saints. It is a condition of employment that faculty members observe the behavior standards of the University, including the Honor Code and Dress and Grooming Standards, and refrain from behavior or expression that seriously and adversely affects the University mission or the Church. LDS faculty also accept as a condition of employment the standards of conduct consistent with qualifying for temple privileges. All faculty are expected to be role models for a life that combines the quest for intellectual rigor with spiritual values and personal integrity.

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 BYUH 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

GENERAL STATEMENT

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.

GENERAL GUIDELINES

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 on the base of three academic semesters, fall, winter, and spring or 2 ½ semesters, paid out 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, the Vice President for Academics and President.

ANNUAL SALARY INCREASE

After the first year of service, faculty salaries are structured according to a salary schedule that involves degree, rank, experience and performance. The formula both encourages and rewards those who obtain higher degrees and advancement in rank. Salaries are conscientiously reviewed by deans, the Vice President for Academics and the President who exercise their best efforts to obtain all pertinent, information in establishing them. Salary increase recommendations for the academic year are made after firm budget guidelines have been given to the Vice President for Academics.

CONFIDENTIALITY OF SALARIES

The policy of the Board of Trustees is that salaries of all University employees are confidential. Faculty members are expected to observe this policy as a condition of employment.

COMPENSATION IN EXCESS OF 100% OF BASE SALARY (not to exceed 125%)

The primary employment responsibility of the faculty is to BYU–Hawaii and the development of its programs. Regular employment at the University is a full-time activity.

VI. Paydays and Paychecks

PAYDAYS

Faculty are paid on the 5th and 20th 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.
5. Faculty members must not maintain an off-campus business office.

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.

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.

COLLEGE DEAN EVALUATIONS (Initiated by the college 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 also conduct an annual interview with each faculty member regarding 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. Such evaluation should be frequent enough to be helpful, and infrequent enough to avoid being a nuisance.

Special Instructors. Special Instructors (1&2) will be evaluated in the same manner as faculty who have continuing status.

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.

Type of instructor	Period of time rated	Notes
Non-CFS	Every semester	
special instructors (1)	Every other semester	Does not matter how long they have been in position
CFS/special instructors (2)	Assess all courses plus labs taught by faculty member on an annual basis with semester rotation (fall, winter, spring)	
Faculty member –self-select	Determined by faculty member outside of established routine	A faculty member may request to be evaluated outside the routine evaluation period for reasons such as developing a course, going up for rank advancement, etc.
Faculty member–department chair request	Determined by department chair selection	Department chair may decide particular CFS faculty members within department need to be evaluated Department chair may decide to have all members of faculty within department in preparation for program review

Note: List is obtained by University Manager for Testing and Student Ratings from Executive Assistance for V.P. for Academics of those faculty who have obtained CFS; another variable that may play in is whether a CFS faculty member has a leave of absence. In this instance, the Executive Assistance for V.P. for Academics would be the source to go to for that information.

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

Faculty members in the process of producing or intending to produce creative works should first thoroughly familiarize themselves with the [governing policy](#). However, generally speaking, the following apply:

BYU–Hawaii Ownership. BYU–Hawaii may claim ownership of intellectual property created or developed with extensive use of BYU–Hawaii resources and done primarily on University time.

Faculty Ownership. If done completely on the faculty member’s “own time” and using his or her personal resources, ownership is retained by the faculty member.

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 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 administration.

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 college dean and the President, 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

SCHOLAR AWARDS

DAVID O. MCKAY LECTURER (chosen by the faculty) - The name of the current faculty member chosen as the David O. McKay Lecturer is announced at the annual David O. McKay Lecture (a scholarly lecture held in the second week of February). The faculty member so named has the honor of serving as David O. McKay Lecturer the following year and on that occasion is presented with a cash award.

FACULTY RECOGNITION AWARDS

Faculty are selected by their respective dean in consultation with the department chair to receive a monetary award and thank you letter for teaching and services granted. These awards cannot be received two years in a row.

BENEFITS

I. Housing

Full-time teaching faculty, and eligible administrative staff, as approved and designated by the President's Council, may be eligible for University housing privileges. Any abuse of University housing may result in the loss of housing privileges.

II. Identification Cards

PHOTO I.D. CARDS (Charges listed below are subject to change without notice)

Full-time & Emeriti Faculty. Photographic identification (I.D.) cards are provided to full-time and emeriti faculty members free of charge and are obtained at the Associate Students (ASBYU) Office in the Aloha Center. If lost, a new I.D. card can be obtained for \$5.00. I.D. cards valid for two years.

Spouses and Children of Full-Time & Emeriti Faculty. Spouses and children of full-time and emeriti faculty members may obtain dependent I.D. cards at a cost of \$3.00.

GUEST CARDS

Faculty members may bring a guest with them on occasion by obtaining a *temporary* guest card from the Student Activities Department. Guest cards are valid for one semester at a cost of \$10 for children, up to age 18, and \$20 for adults. Privileges are limited to library privileges use of tennis courts, swimming pool (during community swimming hours only), and campus movies at student rate. All guests must observe BYU-Hawaii Dress and Grooming Standards and should be so informed by the sponsoring faculty member.

III. Joseph F. Smith Library

FACULTY AND FACULTY EMERITI PRIVILEGES

Academic Books. Upon presentation of a current BYU-Hawaii University photo ID, faculty members may borrow most circulating academic items for as long as an entire academic year, which expires at the end of Spring Semester. Various collections, including library materials distributed through Media Scheduling, have different loan periods. Renewals can be affected by bringing the materials to the Circulation Desk or by calling the Circulation Department Supervisor. All items not renewed must be returned to the Circulation Desk for check-in. *Overdue and lost book fees will be charged.* Emeriti faculty may borrow books for 3 weeks.

Recalled Books. In return for the privilege of checking out a book for up to a year, faculty members are asked to respond graciously when a book is recalled. When a patron needs a book that a faculty member has on extended loan, the faculty member is expected to return the book to the Circulation Desk by the date specified on the emailed recall notice. The requesting patron will be permitted to use the book for the normal checkout period only, after which the faculty member may again borrow the book if desired by placing a hold on the book.

Non-circulating Items. Special permission may be obtained from a librarian to borrow certain other library items, such as reference books and periodicals. Such loans are very specific and limited, and *late returns will result in overdue fines.*

Children Collection and Young Adult Collection. These books are available for a three-week loan only. Limit 5 at a time.

Curriculum Collection. These books are reserved for education majors and education faculty members. They are available for a three-week loan only. Limit 5 at a time.

Hawaiian Studies Collection. These books are available for a three-week loan only.

LibFlix. These DVDs are available for a two-day loan. Limit 2 at a time. Late returns will result in overdue fines of \$1/day.

Popular Reading. These books are available for a three-week loan only.

Reserve. Faculty members generally may not borrow materials on Reserve, unless needed for in-class instruction on a particular day.

Special Collections, Pacific Islands Research Room and University Archives Materials. These materials may be used only within the library.

Scheduling Audiovisual Materials and Equipment for Classroom Use. Faculty members may schedule the use of audiovisual materials and equipment for academic classroom use through the Media Scheduling Department. Faculty members may also request audiovisual materials to be placed on Reserve for individual student use through the Circulation Desk.

Inter-Library Loan. Faculty members may create an account to borrow books and articles not available in the Joseph F. Smith Library. There is no charge associated with this service.

FACULTY AND SPOUSE AND DEPENDENT CHILDREN PRIVILEGES

Faculty spouses and dependent children eight years or older may obtain their own University ID cards. Spouses and children are not permitted to borrow materials using the faculty member's ID card. Dependents must register with the Circulation Desk. Most circulating materials may be checked out for a three-week borrowing period and may be renewed twice. Faculty spouses may borrow LibFlix, but Curriculum Collection and Media Services audiovisual materials and equipment are not available to them. LibFlix, Curriculum Collection and Media Services audiovisual materials and equipment are not available to dependent children. The usual fines for lost and overdue materials will be charged.

IV. Physical Education Facilities

FACILITIES AVAILABLE TO FACULTY AND EMERITI FACULTY AND SPOUSES

The following facilities of the EXS Department are available, during scheduled times, to faculty and emeriti faculty members and their spouses at no charge on presenting University I.D. cards: swimming pool, weight training room, tennis courts, jogging course, and gymnasiums.

LOCKERS

P.E. lockers are available to faculty members (but not to spouses or children) on request.

CHILDREN'S PRIVILEGES

Faculty dependents who are not students at BYU-Hawaii have free access to tennis courts and to the swimming pool during community swimming hours.

V. Bookstore Discount

Faculty members, their spouses and dependents, and emeriti faculty members and their spouses receive a 10% discount on most purchases at the Bookstore upon presentation of their University I.D. There is no additional discount given to items already on sale.

VI. Polynesian Cultural Center Benefits

The Polynesian Cultural Center grants certain privileges to faculty members. Of necessity, these privileges vary from time to time and are announced to all employees by special memorandum. (For further information contact BYU–Hawaii Human Resources.)

VII. Tuition Benefits

FULL-TIME FACULTY

Full-time teaching faculty, with their college dean's written approval, may register tuition-free for courses of study up to a maximum of two classes during Fall or Winter Semester or one class during Spring Semester. They will be required to pay all other class-related charges and fees. (See Policies and Procedures, III.A.5 for further details.)

SPOUSES OF FULL-TIME FACULTY

Spouses of full-time faculty members may register, tuition-free, for courses of study with no limit as to the number of hours, but are responsible for a small registration fee. Spouses may continue to receive this benefit when the eligible faculty member is on official leave. Spouses must be properly admitted to BYU–Hawaii through the Admissions Office or Educational Outreach to take classes. Faculty spouses cannot be guaranteed enrollment in a particular class during a given semester.

CHILDREN OF FULL-TIME FACULTY

Benefits at BYU–Hawaii, BYU (Provo), BYU–Idaho, and LDS Business College. Children of full-time faculty members who have one or more years of service are eligible for a maximum benefit of one-half the current cost of tuition per semester while attending BYU–Hawaii, BYU (Provo), BYU–Idaho, or the LDS Business College. For faculty member couples, their children receive the benefit from only one parent. The benefit is awarded based on the joint employment of the parents and not individual appointments (which also applies to third year trips). This benefit continues without regard to marital status, until they receive their first undergraduate degree, complete 152 credit hours of coursework, or reach age 30, whichever comes first. If attending BYU (Provo), BYU–Idaho, or the LDS Business College, the faculty parent must ask the Vice President for Academics to initiate a letter of authorization to the financial services office of the institution.

Scholarships Administered by BYU–Hawaii. Eligibility for tuition benefits is not affected by a scholarship administered by the University. The tuition benefit is applied first, and the scholarship is applied afterward. If together these benefits exceed 100% of tuition, the excess may be given the student in the form of cash or voucher.

Other Scholarships and Grants-in-Aid. If an eligible child receives a scholarship administered outside the University, or receives a grant-in-aid, this does not affect eligibility for the one-half tuition benefit.

EMERITI FACULTY

In addition to tuition benefits and other benefits specified hereafter, emeriti faculty members will be invited to the annual faculty/staff social, and may march at graduation exercises if they so desire.

VIII. Third-Year Trip

Third-year trip benefits may be withdrawn or altered at any time should University funds become unavailable or if so directed by the President's Council or Board of Trustees. See the [Third Year Trip Policy](#).

IX. Moving

Moving benefits may be withdrawn or altered at any time should University funds become unavailable or if so directed by the President's Council or the Board of Trustees.

Moving services and airline travel herein specified are initiated by the Human Resources Services, NOT by arriving or departing faculty members unless they are requested to do so. See the [Relocation Assistance Policy](#)

X. Worker's Compensation

By law, faculty members are covered by Worker's Compensation. The University is a self-insured employer.

In order for benefits to be payable, all accidents and injuries which are work-related must be reported without delay to the dean who prepares a Supervisor's Report of Accident Form and forwards it to Human Resources within twenty-four hours of the accident or injury. In the case of injury requiring treatment, faculty members should report to the Campus Health Center. In case of emergency, faculty members may be taken directly to Kahuku Hospital. (See instructions in Emergency Procedures section.)

XI. Family Medical Leave Act (FMLA)/Hawaii Family Leave Act (HFLA)

As required by law, the Family Medical Leave Act (FMLA) allows all qualified personnel to take up to 12 weeks of unpaid medical leave during a 12 month pre-determined period of time. The Hawaii Family Leave Act ("HFLA"), provides employees up to four (4) weeks of family leave during any calendar year upon the birth of a child or the adoption of a child, or to care for the employee's reciprocal beneficiary, child, spouse, or parent with a serious health condition. The family leave may consist of unpaid or paid leave, or a combination. An employee or employer may elect to use any of the employee's applicable accrued paid leave such as sick, vacation, personal, or family leave for any part of the four (4) week period. Depending on the circumstances, an approved family or medical leave may be continuous, reduced, or intermittent. However, there are numerous technicalities that could affect eligibility and use.

When possible, notice of approved leave must be sent to Human Resource Services prior to the first day of leave.

XII. Retirement Programs and Options

RETIREMENT PLAN

The University sponsors a retirement program in conjunction with the Deseret Mutual Benefit Administrators (DMBA). Under the DMBA plan, BYU-Hawaii pays the full cost of the program and no employee contributions are required. A faculty member becomes the 100% vested owner of future retirement benefits after five years of credited service. The normal retirement age is 65; however, one may retire as early as 55, depending upon the number of years of continuous service rendered to the University. (For further details, see the *DMBA Employee Information Handbook*, which is distributed to all employees through Human Resources.)

DESERET MUTUAL RETIREMENT THRIFT PLAN

Faculty members may also participate in the Deseret Mutual Thrift Plan (401K before-tax contributions and 401A after tax contributions) as methods of providing supplemental retirement income or meeting long-term savings objectives. Participation in the Thrift Plan may begin immediately upon employment. A minimum of 1% of salary contribution to the plan will qualify a faculty member for the employer-matching contribution. If a faculty member contributes 5% or more, the University will make a maximum contribution of 4%. (See Human Resources for information on plan loans.)

TEACHERS INSURANCE AND ANNUITY ASSOCIATION (TIAA) AND COLLEGE RETIREMENT EQUITIES FUND (CREF)

Contributions to these programs are voluntary and may be tax-deferred. However, employee contribution to TIAA/CREF is not eligible for the employer-matching contribution.

XIII. Insurance Plans

DESERET MUTUAL BENEFIT ADMINSTRATORS (DMBA)

University employees are eligible to participate in the following DMBA insurance programs for the Hawaii area:

Medical	Supplemental Group Term Life
Dental	Occupational & Accidental Death & Dismemberment
Life & Disability	24-Hour Accidental Death & Dismemberment

KAISER PERMANENTE

The University also offers a Kaiser Permanente medical plan. For further information on the above insurance plans, please contact Human Resources.

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

II. 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	

III. Campus Security Matters

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

Bicycle Regulations
Fighting Violence, Other
Disruptive Behavior
Parking: Regular Permits,
Temporary Guest Permits,
Handicapped Permits
and Placards.

Property: Lost and Found
Skateboard Regulations
Suspicious Behavior
Thefts
Traffic Regulations

IV. 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.