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ARTICLE I

INTRODUCTION

A. The University of Guam

The University of Guam is the major U.S. institution of higher education in the Western Pacific. It is a land-grant institution accredited by the Western Association of Schools and Colleges.

B. History

The University's history dates back to June 1952 when the island government established the Territorial College of Guam as a two-year teacher-training school under the Department of Education. The College, located on a high school campus in Mongmong, had an initial enrollment of approximately 200 students, most of them experienced teachers, and a staff of 13.

In 1960, the College moved to the present campus in the central district of Mangilao where a two-story classroom building and a library had been erected. The College had, by that time, expanded its academic programs and enlarged its staff and faculty in order to keep pace with student needs and the steady increase in enrollment.

The decade in the '60s was marked by significant developments. In 1963, administrative control of the College was transferred from the Department of Education to a five-member governing Board of Regents. In that year also, and again in 1965, the College was accredited as a four-year, degree-granting institution. A plan for the establishment of three undergraduate schools was implemented in the fall of 1967. The following year, on August 12, 1968, four months after its accreditation was extended to the maximum five-year period, the College was renamed the "University of Guam" by an act of the Legislature.

Enrollment in the fall of 1968 reached 1,800. Staff and faculty totaled more than 130. Additions to the physical plant at that time included a new library, the Fine Arts Building, and the Science Building. A Student Center, three dormitories, and the Health Science Building were well under construction by the end of the decade. These were completed in the summer of 1970.

The University reached another milestone on June 22, 1972 when it was designated a land-grant institution by an Act of the U. S. Congress. In March 1974, the Board of Regents created the College of Agriculture and Life Sciences.

Administrative autonomy was granted to the University with the enactment on October 4, 1976, of Public Law 13-194, "The Higher Education Act of 1976," which became effective on November 3, 1976. The Act, with subsequent amendments, established the University as a non-membership, non-profit corporation under the control and operation of a nine-member Board of Regents appointed by the Governor with the advice and consent of the Legislature. P.L. 17-55, enacted on June 11, 1984, provided further autonomy to the



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University and established staggered terms for members of the Board of Regents. P.L. 19-40, the charter of the University, expanded further the autonomy of the University.

ARTICLE II

ORGANIZATION AND GOVERNANCE POLICIES: MISSION, LEGAL STRUCTURE AND SYSTEM OF GOVERNANCE

A. THE MISSION

A university, as a social institution, has a three-fold purpose; teaching, research and service. The manner in which it defines these purposes constitutes its mission and this mission establishes the unique character of each university.

The mission of the University is “Inina, Diskubre, Setbisio” -- to enlighten, to discover, to serve. The University of Guam is a U.S. accredited, regional, Land Grant institution. It is dedicated to the search for and dissemination of knowledge, wisdom and truth. The University exists to serve its learners and the communities of Guam, Micronesia, and the neighboring regions of the Pacific and Asia. The University prepares learners for life by providing the opportunity to acquire knowledge, skills, attitudes, and abilities through the core curriculum, degree programs, research and outreach. At the Pacific crosscurrents of the East and West, the University provides a unique opportunity to discover and acquire indigenous and global knowledge.

The University of Guam, in this statement, describes its mission and its unique character. This document, adopted by the Board of Regents, reflects the views of the University and the broad community as to what this University is about, whom it should serve, and how it should serve them. It should be remembered, however, that a mission statement is not a declaration of permanence but a vital and dynamic document that must evolve as does the community that it serves.

In formulating this statement, the University of Guam recognizes the cultural diversity of its constituents and will seek to overcome any barriers to their participants in the University’s programs and activities, including those arising from differences of language, culture, geography, and prior academic preparation.

The University will strive for excellence in all endeavors and will maintain academic standards sufficient to ensure the quality of any certificate of degree awarded by the institution. To ensure this level of academic quality, accreditation of undergraduate and graduate, general and professional programs by the appropriate regional and specialized associations will be sought and maintained.

B. AMPLIFICATION OF THE MISSION

“The University of Guam is a U.S. accredited, regional, Land Grant Institution.”



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The University of Guam was founded as a two-year teacher-training school in 1952. In 1963, accreditation was granted as a four-year degree-granting institution by the Western Association of Schools and Colleges; accreditation has continued uninterrupted since that year. In August 1968, the Territorial College of Guam was renamed the University of Guam by an act of the Guam Legislature. In 1996, the College of Nursing and Health Sciences was fully accredited by the National League for Nursing. The academic programs in education, business, public administration, criminal justice, and social work are pursuing professional accreditation as well.

In June 1972, the University was designated a Land Grant institution by an act of the United States Congress. With this status came a renewed responsibility to carry teaching and research to the people of Guam and, in partnership with the land grant colleges in other regional jurisdictions, to the citizens of the Commonwealth of the Northern Mariana Islands, the Republic of Belau, the Federated States of Micronesia, and the Republic of the Marshall Islands. The University will continue to be a full partner in this informal system of regional higher education which will include the Guam Community College.

To implement the University's vision of the future, such cooperation will be expanded during the next decade. The Academic Officers of the Pacific Post-secondary Education Council (PPEC) have proposed articulation among the Micronesian institutions similar to that negotiated between the community colleges in Hawaii and the University of Hawaii at Manoa. The University's College of Education plans to support a "branch campus" at the campus of the College of Micronesia-FSM in Pohnpei and the College of Nursing's distance education classes, already available in real time in Belau, the Marshalls, and every state in the FSM, are successful pilot programs which will be expanded.

Partly because of the history of the Chamorro people, the University of Guam is especially sensitive to the temptations and dangers of arrogance, patronization, and intellectual colonization in its relationships with its Micronesian neighbors. The University asks and expects to benefit greatly from developing these relationships more fully; and for the future, is committed to including Western Pacific culture, value systems, and methods of inquiry in its various curricula.

"It is dedicated to the search for and dissemination of wisdom, truth, and knowledge."

Teaching and research/creative activity are two of the core activities to which the University is dedicated. Faculty members are active in both, as well as in service to the University and to the community. The University of Guam intends that all of its undergraduate degrees should be of high quality and discernible regional relevance. While the University is committed to offering additional programs that focus on cultural diversity, the tropical island environment, and the skills and perspectives relevant to economic, public sector and social transformation, no program will be offered that does not provide substantial and direct developmental impact to the region and its communities.

Whenever feasible, the University will develop new programs in partnership with other educational institutions. This will be especially true at the graduate level. Graduate enrollments are increasing faster than undergraduate enrollments, and within the next five years, decisions will be made about the feasibility of new



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Master's programs in social work, psychology, English, nursing (in partnership with a mainland university), and a flexible Executive MBA and MPA program in the College of Business and Public Administration.

Theoretically, the campus of the University of Guam can extend from Hong Kong to Omaha, with technology allowing instruction, research and service to occur over this huge area in three essential ways:

- (a) Curriculum will be developed to assure that every student at the University of Guam is computer literate and has Internet access.
- (b) An increasing number of courses will use computer technology as a large part of the instructional process.
- (c) Distance educational capabilities will regularly allow the University to provide courses to professionals throughout Micronesia, in homes and workplaces on Guam, as well as throughout South-East Asia and the western United States.

The University Information Technology Committee is spearheading the movement for increased faculty access to and use of computer resources. A recent (February 1998) report by a Distance Education Task Force makes clear the funding required to make and maintain the necessary commitment to distance education equipment and training. This is and will continue to be a clear and compelling priority for the University as the new century begins.

The University views the continuous assessment and resultant improvement of programs as a professional responsibility and obligation of every person employed by the institution. Careful and regular assessment of the learning outcomes of individual courses and entire programs enables positive changes in pedagogy and course organization. Assessment is recognized as a central, legitimate area of faculty research, and all University units will have to defend a decision to use locally developed rather than nationally normed assessment instructions. Increased attention and resources will be made available for assessment purposes.

Alumni and alumnae of the University will continue to be surveyed on a regular schedule to determine how well the general education curriculum and their major programs have prepared them for graduate study, life and/or the world of work.

The Vice President for Student Affairs is charged with the responsibility to develop co-curricular activities at the University and to specify their learning objectives. Development of projects and their integration with academic achievement will become a major challenge of student personnel work.

“The University exists to serve its learners and the communities of Guam, Micronesia, and the neighboring regions of the Pacific and Asia.”

“Learners” at the University of Guam will include incoming first-year students who have graduated from local high schools, Asian students enrolled in the English Language Institute or taking pre-professional accounting courses in Japan, US exchange and transfer students seeking a different perspective on the world, graduates from our sister land-grant colleges in Micronesia, graduate marine biologists from around the globe,



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single parents seeking to improve the well-being of themselves and their families, and public and private agencies soliciting assistance in planning and mobilizing their resources.

We will include as learners, schoolchildren visiting the ISLA Center for the Arts or the Planetarium, manamko learning to paint or to operate computers, persons with hope and an idea for a small business, and nurses needing to upgrade their skills. "Communities" means all the various contexts from which our learners come -- cultural, linguistic, political, economic, social, and religious. The diversity of our learners and the communities they represent will continue to be one of the unique characteristic of the University of Guam.

The faculty, administration, and support staff of the University of Guam must be numbered among its learners also. New managerial, technological, pedagogical, research, and clerical skills challenge all those persons who devote their lives to providing higher education in the 21st century. The University supports incentives and rewards for faculty and staff development, understands the importance of regular communication with other professionals worldwide, and is proud of the scholarly and creative contributions its employees are making. It is important that the University develop a clear plan for administrator and staff development, keeping in mind the need to train and prepare Micronesian citizens, especially women, for positions of leadership. The Staff Council as well as the Faculty Council will work in concert with the Board of Regents in creating and monitoring the success of such incentives.

An integral part of the University's commitment to community service is the provision, in its degree programs, of an internship or other practical work experience. Potential teachers spend many hours in local classrooms. Student nurses are evaluated on clinical skills demonstrated in several local clinics and hospitals. Social work students must complete hundreds of hours of supervised community work; business, public administration and criminal justice majors intern in accounting and brokerage firms and at governmental and law enforcement agencies.

It is the intention of the University administration that, by 2003, every degree program shall include an internship or other field work or work experience as a credit-granting requirement of the major or Master's program. Hundreds of graduates from the University have expressed their wish that such cooperative internship experiences be available to them as students; education majors, in particular, advise lengthening student teaching from one semester to two. Tourism, Marketing, Social Work, Public Administration, Criminal Justice and Nursing majors will further extend their internship experience to government organizations and business enterprises at sites located in the Western Pacific and Asian region. In line with the University's determination to more clearly serve and integrate with its various communities in the future, the institution will seek alumni and student advice.

"The University prepares learners for life by providing the opportunity to acquire knowledge, skills, attitudes, and abilities through the core curriculum, degree programs, research and outreach."

The University of Guam will continue to emphasize an undergraduate education which balances a strong liberal arts background with career or pre-professional education. The institutions' liberal arts (i.e., general education) component will focus on laying the academic foundation and promoting personal growth. In addition to the communication skills of reading, writing, speaking, and listening, the University will promote



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historical and aesthetic awareness, individual mental, emotional and physical health, knowledge of the Micronesian region, problem-solving skills, and a commitment to public service. All candidates for baccalaureate degrees will be required to demonstrate mastery of the ten learning outcomes around which the general education curriculum is organized.

Since its foundation, the University of Guam has given priority to baccalaureate and master's degree programs, which are pre-professional or professional in focus. This policy will continue and be strengthened in the future. Today these include degrees in education, business, public administration, criminal justice, nursing, tourism, accounting, agriculture, consumer and family sciences, and social work, as well as academic preparation leading to transfer for students interested in becoming doctors, lawyers, or engineers. In the future, it is incumbent upon the University to plan and implement programs that are responsive to the needs of the region and contribute to its economic growth, excellence in the public sector, and social health. Cooperative programs are envisioned in partnership with other education institutions that will make other master's degrees and some doctoral programs available on-island.

In the area of research, the continuing contributions of the Agricultural Experiment Stations of the College of Agriculture and Life Sciences, the Marine Laboratory, the Water and Environmental Research Institute of the Western Pacific, the Richard Flores Taitano Micronesian Area Research Center, the Micronesian Language Institute, and the Institute of Micronesian Health and Aging Studies will be celebrated throughout the region. In the future, the activities of these specific institutes, as well as the efforts of individual faculty members within each college, will continue to be strengthened with the intent of developing new regional knowledge and creating instructional opportunities for students.

Student research will be encouraged in all degree programs, often in collaboration with faculty members, and the results will be incorporated into the curriculum. Increasing attention should be paid to faculty workloads so that all faculty have support and encouragement to pursue research projects with their students and their colleagues, both at UOG and at other institutions. Annual funding for faculty professional travel and research grants will be tripled by 2008.

The Cooperative State Research, Education, and Extension Service of the College of Agriculture, ISLA Center for the Arts, the Pacific Island Small Business Development Center Network, and the University Affiliated Programs -- with its multiple programs serving persons with disabilities -- have touched the lives of thousands. We will continue to strengthen especially our interactions with previously unserved or underserved populations. Plans are presently underway for the design and construction of a Service Park on a ten-acre parcel of land recently granted to the University by the Government of Guam. This park, when completed, will include a modern conference center supporting as many as twenty service providers who, as institutional affiliates, will be valuable additions to the University community.

“At the Pacific crosscurrents of the East and West, the University of Guam provides a unique opportunity to discover and acquire indigenous and global knowledge.”

Both the general education curriculum and the major programs at the University of Guam recognize and investigate ways of knowing and of organizing and assessing information characteristic of both Western and



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Eastern societies. Languages taught include English, Chamorro, Japanese, Chinese, Korean, Tagalog, French, Spanish, German and the languages of Micronesia. Courses are available in Japanese and Pacific literature, Chinese thought, Chamorro philosophy, Korean music, and Micronesian art, philosophy and navigation as well as English and American literature, World history, classical philosophy, and the American political system.

The world's only Master of Arts degree in Micronesian Studies was established at the University of Guam in 1993 and includes both archival study and the investigation of present-day social, economic, political, governmental and scientific challenges confronting our region. The University has been recognized as the National Resource Center for Micronesian Studies and participates in the federal Foreign Language and Area Studies Scholarship Program.

From its establishment in 1952, the University of Guam has been notable for the cultural diversity of its student body. Now that the services provided by the University of Guam are available to learners in an area spanning one-third of the globe, and our faculty reflects the heterogeneity of our student clientele, cultural sensitivity is even more critical to the kind of academic community we are creating and the kind of education we provide. Intercultural communication and participation are priorities in both curricular and co-curricular programs. Therefore, the University encourages the development and implementation of international programs on-campus, the inclusion of a multicultural dimension in all of its programs, and the enrollment of international students at all levels: pre-college, undergraduate, and graduate. We will continue to support a program of faculty exchange and student exchange with institutions of higher education in the Western Pacific, Asia and the United States.

We anticipate that our undergraduate students will continue to come primarily from Guam, but that between 15 and 20 percent of the University's population will be citizens from other Micronesian jurisdictions. The number of Asian students in our graduate programs in both science and business will increase substantially. Tutorial and counseling services will support these students in their transition to an American academic environment.

C. ACADEMIC FREEDOM OF FACULTY

Academic freedom consists of a body of rights, not written into law but well established in custom and grounded in traditions of long standing in the colleges and universities of the Western World. It is designed to protect professional scholars from hazards that might interfere with the obligations to pursue truth. The justification of academic freedom is that it is indispensable to the scholar in the preservation, extension, and dissemination of knowledge.

Though it is a specific kind of freedom peculiar to members of the teaching profession in higher education (and in this respect it is somewhat analogous to the freedom of judges from political control in Anglo-Saxon jurisprudence), its benefits ultimately accrue as much to the public at large as the scholars themselves.

The body of rights referred to above has been defined and codified in a statement of principles that were prepared over a period of years by representatives of the American Association of University Professors and the Association of American Colleges. Adopted by both organizations in 1941 and later endorsed by many other



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professional and learned societies, it is known to the profession as "The 1940 Statement of Principles on Academic Freedom and Tenure."

The following passages are pertinent as they relate to this policy manual.

1. Institutions of higher education are conducted for the common good and not to further the interest of either the individual teacher or the institution as a whole. The common good depends upon the free search for truth, and its free exposition.
2. Academic freedom is essential to these purposes and applies to both teaching and research. Freedom in research is fundamental to the advancement of truth. Academic freedom in its teaching aspects is fundamental for the protection of the rights of the teacher in teaching and of the student to freedom in learning. It carries with it duties correlative with rights.
3. The teacher is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of his or her other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.
4. The teacher is entitled to freedom in the classroom in discussing academic subjects, but should not introduce controversial matter which has no relation to academic discussion. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of appointment.
5. The college or university teacher is a citizen, a member of a learned profession, and an officer of an educational institution. When he or she speaks or writes as a citizen, he or she should be free from institutional censorship or discipline, but his or her special position in the community imposes special obligations. As an individual of learning and an education officer, he or she should remember that the public may judge his or her profession and his or her institution by his or her utterances. Hence he or she should at all time be accurate, should exercise appropriate restraint, should show respect for the opinion of others, and should make every effort to indicate that he or she is not an institutional spokesperson.

Faculty may freely select the persons they wish to invite to the campus as guest speakers. There shall be no restrictions to control the views expressed by speakers other than those imposed by state and national law. Obviously, an invitation to a speaker does not imply approval or sponsorship of his or her views by the University, nor necessarily by the organization inviting him or her. Both students and faculty possess the same rights as other citizens to hear different points of view and to draw their own conclusions.

D. LEGAL AUTHORITIES

1. Guam Public Laws



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Legal authority of the University of Guam Board of Regents is contained in Public Law 13-194, Public Law 17-55, and Public Law 19-40, which provide the necessary autonomy and charter for the University of Guam. These laws are further codified in Title 17 GCA (Guam Code Annotated), Chapters 15 to 22, and include programmatic and other defined relationships. Public Law 9-233 Changed the College of Guam to the University of Guam.

2. Articles of Incorporation and By Laws

The operating documents which further the intent of the public laws are contained in the Articles of Incorporation and By laws of the University, which were first approved on October 19, 1979 and subsequently amended. These are published in the Board of Regents Handbook and on file at the President's Office.

Board of Regents Resolutions and motions, approved since 1970, have internally governed the University of Guam. These are filed at the President's Office.

E. BOARD OF REGENTS

1. Membership

The number of Regents is nine (9). They must be citizens of the United States of America or permanent resident aliens who have domiciled in Guam for at least three (3) years prior to appointment. At least one (1) member shall be an alumnus of the University of Guam, and one (1) shall be a member from the student body of the University of Guam.

Regents are appointed by the Governor, with the advice and consent of the Legislature.

Procedures for selection are established in Public Law 19-40 and incorporated in Article 5, Sections B, C, D, and E of the Articles of Incorporation.

When a vacancy in the Board of Regents occurs, a committee comprised of the Chairman of the Board of Regents, who shall be Chairman, the President of the Mayor's Council, the Chairman of the University of Guam Faculty Council, the President of the Student Government Association, the President of the Alumni Association of the University of Guam, and the Speaker of the Guam Youth Congress convene at the call of the Chairman to recommend three (3) names for each position to be filled. The candidates are to be outstanding residents of Guam who are devoted to the promotion of the general welfare of the University of Guam. The Governor appoints, subject to the advice and consent of the Legislature, the most qualified candidate from the list submitted by the Committee. A member whose term is expiring may be considered for reappointment. In the event of a vacancy due to resignation, or for any cause resulting from an unexpired term, the Governor appoints, with the advice and consent of the Legislature, a member to finish the unexpired term.

2. Student Regent



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The student member shall be the person receiving the highest number of votes cast at an election of all the students registered at the University of Guam, whether full-time or part-time. The election shall be held in March of each even numbered year. The election shall be conducted by the Student Government Council in accordance with the regulations adopted by the Council and approved by the Board. The Chairman of the Board of Regents shall proclaim the day of the election. The student receiving the highest number of votes shall be certified by the Chairman of the Board of Regents who shall forward the name to the Governor for appointment.

In order to be eligible for election as the Student Regent, the student must be nominated by a petition signed by at least 100 students and he or she must be and remain a full-time student. The student must also have completed one (1) year of study (at least 30 credits) and maintained good academic standing. A run-off election is also provided, when necessary. When a vacancy in the student regent position occurs, the Student Government Council shall appoint a member for the unexpired term.

3. Term of Office

Except for the student member, each Regent member serves staggered terms of six years. The Student Regent serves for a term of two (2) years beginning at 12:00 noon of the first Monday in May in the year elected.

4. Duties, Powers, and Functions

The government, control, and operation of the University of Guam is vested in the Board of Regents. The primary purpose is to create, establish, and maintain an educational institution of higher learning within the Island of Guam, wherein graduates of accredited high schools, private secondary schools, and other persons of equivalent academic attainment may pursue their education in all the various branches of the liberal arts and sciences and such other fields and pursuits of learning as are and may be customarily offered to students in institutions of higher learning. Section 16102 of Public Law 19-40 further states that "the University of Guam shall provide instruction in the arts, sciences, and in professional and technical curricula. It shall provide all support services necessary for its functions and for the maintenance of accreditation; and shall conduct research within any or all fields of study as resources permit." Section 16109 also states that the University of Guam has the power and duty to do any and all things necessary to further its purposes.

The powers of the Board of Regents are enumerated in Article 3 of the Articles of Incorporation. They include the power:

- a. To acquire property for all appropriate corporate purposes;
- b. To make and perform contracts;
- c. To act as trustee for the corporation;
- d. To borrow money, contract debts, and provide for the payment of obligations subject to legislative approval;



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- e. To sue and be sued subject to the Government Claims Act, Title VII, Chapter VI of the Government Code of Guam;
 - f. To qualify and carry on its non-profits activities in and outside of Guam;
 - g. To adopt, use and, at will, alter a corporate seal, but failure to affix a seal shall not affect the validity of a transaction;
 - h. To do all other acts necessary or expected for the administration of its affairs and the attainment of its purposes;
 - i. To have and exercise all the rights and purposes conferred on nonprofit corporations;
 - j. To provide a faculty, to establish courses of instruction, to adopt procedures and standards for the admission of applicants to the student body, to provide for the proper regulation and control of the students and their housing and welfare while in attendance, to grant appropriate degrees, and to do all other things needful or appropriate in the establishment and conduct of the University; and
 - k. To do any and all other acts and to engage in any other business in any manner connected with or necessary, incidental or auxiliary to any of the purposes or powers enumerated or which shall or may promote the interests of the university, and the general public.
 - L. To administer the Student Financial Assistance Program (Chap.15,17GCA) and the Nursing Training Program (chap.19,17GCA).

5. Emeritus(a) Recognition – Qualifications and Procedures

Regent Emeritus(a)

a. Emeritus(a) Regent:

Upon the recommendation of any member of the Board of Regents, and by a majority vote of the members, the Board of Regents may bestow the rank of Regent Emeritus(a) upon a regent who meets the following criteria:

- (1) Has completed at least three (3) years as Regent and retires or is not continuing as regent.
- (2) Has distinguished himself/herself by making significant contributions to the University of Guam.

b. Procedures and Selection for Emeritus(a) Regent:



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- (1) Upon receipt of a nomination in writing of any Regent, the Chair of the Board of Regents shall refer the nomination to the Academic, Personnel and Tenure Committee.
- (2) The Committee will review the nomination package, conduct interviews as desired, and render a report with recommendation to the Chair.
- (3) The Board in Executive Session shall determine by a majority vote of all members whether Emeritus(a) status is to be awarded to the nominee.

Emeritus(a) President, Vice President, Dean, and Director or Equivalent Position:

a. Emeritus (a) President Criteria:

Upon the recommendation of any Regent, the Board may bestow the rank of Emeritus(a) President upon a President who retires from the University and who meets the following criteria:

- (1) Has at least ten (10) years of service as a full-time faculty member and/or administrator at the University of Guam.
- (2) Has at least three (3) years of service as the President of the University of Guam.
- (3) Has distinguished himself/herself by making significant contributions to the University of Guam.

b. Procedures and Selection for Emeritus (a) President:

- (1) Upon receipt of a recommendation by any Regent, the Chair of the Board of Regents shall refer the nomination to the Academic, Personnel and Tenure Committee to review the nomination package, conduct research and interviews as desired, and render a report with recommendation to the full Board during an Executive Session.
- (2) The Board in Executive Session shall determine whether Emeritus(a) status is to be awarded to the nominee.

c. Emeritus (a) Vice President, Dean, or Director or Equivalent Position Criteria:

Upon the recommendation of the President, the Board may bestow the status of Emeritus(a) Vice President, Dean, or Director or Equivalent Position upon an administrator who retires from the University and who meets the following criteria:

- (1) Has at least ten (10) years of service as a full-time faculty member and/or administrator at the University of Guam.



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- (2) Has at least three (3) years of service in the position for which the Emeritus(a) status is to be bestowed.
 - (3) Has distinguished himself/herself by making significant contributions to the University of Guam.
- d. Procedures and Selection for Emeritus(a) Vice President, Dean, or Director or Equivalent Position:
- (1) Requests for Emeritus(a) status originate from the individual or from the immediate supervisor of the administrator.
 - (2) The requests are submitted consecutively in the following order: appropriate Dean (if applicable), Administrative Council, and President. Each shall make a recommendation, in turn, to the Board of Regents.
- e. Determination of Emeritus (a) status for Emeritus(a) President, Vice President, Dean, or Director or Equivalent Position:
- (1) The Board of Regents shall have the final determination concerning the granting of the Emeritus(a) status.
 - (2) The Board of Regents shall have the authority to withdraw the Emeritus (a) status with just cause, subject to due process.
 - (3) It is the responsibility of the Emeritus(a) person to maintain contact on at least a yearly basis with the Vice President, Academic Affairs, in order to remain listed in the Undergraduate Catalog and Graduate Bulletin. The Emeritus(a) person's name may be dropped from the Catalog and Bulletin should contact not be maintained.
- f. Benefits for Emeritus(a) Regent, President, Vice President, Dean, or Director or Equivalent Position:
- (1) An identification card will be issued indicating Emeritus(a) status for the person so honored.
 - (2) The name of the honoree will be listed as Emeritus(a) Regent, President, Vice President, Dean, or Director or Equivalent Position, as applicable, in the Undergraduate Catalog and Graduate Bulletin.
 - (3) Appropriate stationary may be used and a mailbox will be provided, if desired.



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- (4) Participation in commencement, academic processions, and convocations and other University-sponsored events will be encouraged.
- (5) Full library and computer center privileges will be provided.
- (6) Based on the demonstrated needs of the University, the right to participate in grants, contracts, lectureships and other research or service projects funded by the University of Guam or outside sources and administered by the University will be allowed.
- (7) The right to be listed on the campus speaker roster, if desired.
- (8) The opportunity to be invited to participate on University Committees.
- (9) Office space, use of equipment, and professional services (including an internet account) will be offered to an Emeritus(a) Regent, President, Vice President, Dean, or Director or Equivalent Position on an "as available" basis.
- (10) Regent Emerita shall also be accorded the following honors/recognition by the University.
 - a. Be admitted to do research projects, lectureships or other academic activities at the University.
 - b. Be assisted by staff personnel assigned to Emeritus Hall.
 - c. Be accorded appropriate recognition at University of Guam functions.
 - d. Be involved in UOG fundraising projects.
- g. Based on the demonstrated needs of the University, an Emeritus(a) President, Vice President, Dean, Director or Equivalent Position, who has retired under the Government of Guam Retirement Fund may be reemployed at the University on a part-time or full-time basis in accordance with the statutes and regulations of the Government of Guam pertaining to such reemployment.

6. Emeritus(a) Professor (Refer to Article V. A.12)

F. ADMINISTRATIVE ORGANIZATION

The administrative organization of the University of Guam, comprised of the Board of Regents as the governing board of the institution, the President, who is the CEO of the institution, Executive Assistant to the President,



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and three Vice Presidents responsible of the overall operation of the department of Academic Affairs, Administration and Finance, and Student Affairs.

The administrative organization of the University is supplemented by councils and committees.

1. ADMINISTRATIVE COUNCIL

Membership

Vice President, Academic Affairs;
Vice President, Student Affairs;
Vice President, Administration and Finance;
Deans of CALS, CAS, CBPA, COE, CNHS, Graduate School & Research, and LRC;
Director, Human Resources Office;
Director, MARC, WERI, Marine Lab, Micronesian Language Institute;
Registrar;
Director, CCE-OP;
Director, Computer Center;
Director, International Studies Program;
Manager, Facilities and Utilities;
Chair, Faculty Council (Non-Voting Member);
Chair, Faculty Union (Non-Voting Member)
Equal Opportunity Officer;
Public Relations Officer;
Executive Assistant to the President.

Functions

The Administrative Council shall serve as the advisory body to the President on all matters relating to the University, including but not limited to University budget, operations, policies and procedures, academic programs, student and faculty concerns, and legislative bills affecting the University. The Council shall also serve as a forum for discussion and resolution of problems which arise from the various service and academic units of the University.

Procedures

Meetings will be held biweekly on the first and third Wednesday of each month or at such other times as the council may deem appropriate. Any administrator may suggest agenda items to the Secretary by providing in writing a statement of the problem or item of interest one week prior to the scheduled meeting. Items received too late for inclusion on the agenda will be placed on the following meeting's agenda. The minutes of each meeting shall be sent to all members. A complete file of the minutes shall be maintained at the RFK Library. Recommendations of the Council shall be forwarded to the appropriate committee or administrator. The officers (Chair and Secretary) of the Council shall be elected annually in May from the membership.



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2. FACULTY COUNCIL

Functions and Procedures

The Faculty Council may initiate policy recommendations and/or review policies related to faculty issues. Such Faculty Council review shall not address those cases of individuals which are being reviewed or considered under the Personnel Rules and Regulations. Each year the council coordinates faculty development days and faculty convocations.

Membership

- The Faculty Council shall consist of all faculties.
- The Executive Committee shall consist of the following members:

College of Agriculture and Life Sciences – 1 faculty representative
College of Arts and Sciences – 2 faculty representatives
College of Business and Public Administration – 1 faculty representative
College of Education – 1 faculty representative
College of Nursing – 1 faculty representative
Learning Resources – 1 faculty representative
Marine Lab – 1 faculty representative
Vice President, Academic Affairs
Chair, Faculty Union

3. STAFF COUNCIL

Membership

- The Staff Council shall consist of those employees who hold non-academic, non-administrative, full-time permanent classified, and unclassified (special description) positions.
- The Executive Committee of the Staff Council shall consist of eleven (11) elected representatives.
- Representatives shall serve a two-year term effective the first day of October of an election year. Elected representatives must have held a full-time position at the University of Guam for at least two (2) years immediately preceding the date of election.

Functions/Procedures

The function of the Staff council shall be to promote the interest and welfare of non-academic and non-administrative staff as allowed by law and in cooperation and coordination with the Administrative Offices of the University of Guam, and to provide support to the mission of the University of Guam. This purpose shall be accomplished by (a) providing a forum whereby staff at all job levels may discuss university-related issues of mutual concerns; (b) making recommendations



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of policies, procedures, activities, and other issues relating to staff interest; (c) fostering respect and cooperation among all members of the University of Guam community and promoting mutual communication among staff, administration, faculty, and students.

The Executive Committee of the Staff Council regular meetings shall be open and held monthly; only Executive Committee members may vote.

A General Staff Council meeting shall be held annually.

Special meetings may be called by the Chair. At any time, members may call a meeting by petition of not less than fifty percent plus one signatures of the membership. Notice of such meetings shall be announced at least five (5) working days prior to said meeting.

All meetings must have at least fifty percent (50 %) plus one of the membership present to constitute a quorum.

G. UNIVERSITY ACADEMIC GOVERNANCE POLICY

Academic governance at the University of Guam is a joint responsibility of both faculty and management. Faculty input into the University academic governance system is structured through the University Academic Affairs Committee (UAAC) and its subcommittees. The University Academic Affairs Committee shall be responsible for recommending university-wide academic affairs and for those matters for which its subcommittees are responsible. The actions of UAAC and its subcommittees are recommendatory in nature and are subject to the approval or disapproval by the President. Any change requests that involve a new degree will require approval by the President and the Board of Regents. Decisions of the Board of Regents shall be final.

1. CRITERIA AND RESPONSIBILITY OF COMMITTEES

Unless otherwise stated, faculty committee members shall be elected for a term of two (2) years. They shall be elected prior to the end of the academic year for terms beginning at the start of the following academic year.

The University Academic Affairs Committee shall elect, from the Committee membership, an Archivist. It shall be the responsibility of the Archivist to collect, organize and store all Agendas, Minutes, correspondence and other records of the business conducted by the Committee and UAAC subcommittees. These official records of the Committee and subcommittees shall be retained in perpetuity at a central and accessible location provided by the Vice President, Academic Affairs.

Each committee shall elect a Chair and a Secretary from its membership. A quarter workload allocation shall be given to the Chair, University Academic Affairs Committee; the Chair, Promotion and Tenure Committee; and the Chair, Program Review Committee.



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The minutes of each meeting of the University Academic Affairs Committee shall be sent to all members of the University community. A complete file shall be maintained at the library. All meetings of the standing committees shall be open to the University community, with the exception of the Promotion and Tenure Committee and the Student Discipline and Appeals Committee.

Responsibility to provide clerical assistance and supplies to standing committees shall be assigned by the Vice President, Academic Affairs, to various budgeting units within the University.

a. UNIVERSITY ACADEMIC AFFAIRS COMMITTEE

Faculty input into the University governance system is structured through the University Academic Affairs Committee (UAAC) and its subcommittees as listed below:

Membership

- Dean of each College;
- Four (4) faculty members from the College of Arts
- Sciences and one each from the College of Agriculture & Life Sciences,
- The College of Business & Public Administration, the College of Nursing and the College of Education, to be elected from their respective colleges by faculty members thereof;
- Dean of Graduate School and Research;
- Vice President, Academic Affairs;
- One (1) member elected from the Research Services who may be either an administrator or a member of the faculty;
- One (1) member elected from the Student Affairs who may be either an administrator or a member of the faculty;
- One (1) member elected from the Library who may be either an administrator or a member of the faculty;
- Chair, Graduate Council;
- Chair, Faculty Council;
- Two (2) student representatives elected by the Student Government Association Council;
- Chair, Program Review Committee, Non-Voting Member
- (Approved by BOR on May 15, 1986); and
- Director, Admissions & Records, Non-Voting Member
- (Approved by BOR on November 19, 1987).

Functions



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The University Academic Affairs Committee shall be responsible for recommending university-wide academic affairs and for those matters for which its subcommittees are responsible.

Procedures

Recommendations and decisions of the University Academic Affairs Committee shall be forwarded to the Vice President, Academic Affairs, for his or her consideration. In the absence of extraordinary circumstances, the Vice President, Academic Affairs, shall take action within ten (10) business days after receipt.

If the Vice President, Academic Affairs approves a recommendation and the decision requires Board action, he or she shall forward the recommendations to the President, who, absent of extraordinary circumstances, shall take action within twenty (20) business days of receipt by the Vice President, Academic Affairs. In the absence of extraordinary circumstances, the matter shall be decided by the Board within forty-five (45) business days from the expiration of the twenty (20) business days limit above.

If the Vice President, Academic Affairs, approves and the recommendation and decision does not require President or Board action, it shall become academic policy.

If the Vice President, Academic Affairs' recommendation is negative, the recommendation and reasons will be returned to UAAC within ten (10) business days after receipt for further deliberation. It will be placed on the UAAC agenda again for a second vote. Should the majority of the UAAC members again vote in favor of the request, the matter will be submitted to the President for action, through the Vice President, Academic Affairs, along with the written statements for and against the request as formulated by UAAC and the Vice President, Academic Affairs.

Any change requests that involve a new degree will require approval by the President and the Board of Regents.

Decisions of the Board shall be final.

(1) GENERAL REGULATIONS FOR THE UNIVERSITY ACADEMIC AFFAIRS COMMITTEE AND ITS SUBCOMMITTEES

A faculty member shall serve one (1) year at the University before being eligible for membership on the University Academic Affairs Committee (UAAC) or any of its subcommittees. Elected members to the UAAC or any of its subcommittees shall be responsible for attending all meetings. Any Committee member (except student members) who misses three (3) meetings during a semester without the permission of the Chair of the Committee concerned shall cease to be a member of that Committee. A special election shall be held in the appropriate college/unit to select a replacement. If a



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student member misses three (3) meetings, the Chair of the Committee concerned shall so inform the President of the Student Government Association Senate for action deemed appropriate by the Senate.

One of the tasks of these committees shall be the codification of existing rules and regulations. All rules, regulations, Committee procedures and minutes of meetings shall be submitted to the University Academic Affairs Committee. All subcommittees including those which function on an "as needed" basis will meet at least once during the first six (6) weeks each semester.

Elected chairs of subcommittees of the University Academic Affairs Committee shall attend the meetings of the University Academic Affairs Committee when an action of the subcommittee is under consideration by the University Academic Affairs Committee.

Student participation on all of the above-mentioned committees shall be encouraged and student membership shall be counted in determining a quorum.

The faculty and the administration retain the right to initiate or introduce subjects for action by any or all committees. The committees shall act when the petition has five (5) or more signatures from the faculty members and/or administrators. Such a petition for action shall be considered the same as any other committee action.

(2) Program and Course Changes

Whenever program and/or course changes are needed, the procedure shall be to originate a proposal at the unit/division level and to route the proposal on the appropriate form(s) through the established academic committee system. At no time shall substantive program review bypass the appropriate Dean and UAAC. Copies of the change request forms are available in the Deans' offices. Each form lists the necessary signatories to effect the change in the curriculum.

(3) Substantive vs. Non-Substantive Actions

Non-substantive actions do not require UAAC action; they go directly from the college/unit to the Vice President, Academic Affairs.

(4) Non-Substantive Changes include:

- A change in the prerequisites of a course (unless it affects a program).
- The elimination of cross-listing or the addition of cross-listing a course (unless it affects a program).
- A change in the wording of a course description which does not change course content.



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- Title changes.
- Number changes at the same level.
- Number changes from 100 to 200 level or vice versa.
- Number changes from 300 to 400 level or vice versa.
- Changes in course designation (EN, HI).
- Course deletion (unless it affects a program).
- Frequency of course offerings.
- All other changes not listed in Non-Substantive changes, including changes from Fall (F) to Spring (SP) or from Spring (SP) to Fall (F).

(5) Substantive Changes include:

- Program and course changes that affect the basic nature and contents of a program or course.
- New programs. Any change requests that involve a new degree will require approval by the President and the Board of Regents.
- New courses.
- Changes in degrees offered, deletion of programs or courses.

The Vice President, Academic Affairs, has the prerogative to object to non-substantive changes. If it is disapproved, the college/unit has the right to appeal the decision to UAAC. If UAAC does not agree with the Vice President, Academic Affairs decision, it may appeal the decision to the President. The President's decision is final.

b. COLLEGE ACADEMIC AFFAIRS COMMITTEES
Membership

College/Unit Academic Affairs Committees will consist of at least the following:

- The Dean of the college;
- Department/Division/Unit Chairs;
- Two (2) students having majors in that college and elected yearly by the above;
- Additional members must be approved by all unit faculty members.

Functions

The Academic Affairs Committees shall be responsible for recommendations relative to major and minor requirements, scheduling, budgeting, professional standards, curricula and all other matters pertaining to the academic affairs of the college. The college may create a Curriculum Committee which makes recommendations to the Dean.



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Recommendations of the College-wide Academic Affairs Committee shall be subject to the Dean's approval. A majority of the Committee may appeal to the University Academic Affairs Committee to resolve any differences between the Dean and the Committee in accordance with that committee's procedures.

Majority and minority reports or recommendations of the college/unit Academic Affairs Committee shall be sent to the University Academic Affairs Committee and from it to the Vice President, Academic Affairs.

c. GRADUATE COUNCIL

Membership

- Chair of each graduate degree program; and
- One (1) graduate student selected by the Graduate Council.

Functions

The Graduate Council shall make recommendations concerning graduate programs, graduate admissions and graduate requirements, course approval for graduate courses, program review of graduate programs and other matters not assigned to the various Colleges which affect the graduate programs.

d. UNIVERSITY STUDENT DISCIPLINE AND APPEALS COMMITTEE

Membership

- Vice President, Student Affairs (ex officio, non-voting member);
- One (1) faculty member elected for a two-year term from each college by the faculty thereof;
- One (1) member elected for a two-year term by and from Student Affairs, who may be either an administrator or a member of the faculty;
- One (1) member elected for a two-year term by and from Learning Resources, who may be either an administrator or a member of the faculty;
- Three (3) students elected for a one-year term by the Student Government Association Council.

Functions

The University Student Discipline and Appeals Committee shall be responsible for hearing appeals from students who believe their rights to competent instruction and to be free of



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discrimination or harassment have been violated and for reviewing disciplinary charges against students, conducting hearings and recommending to the President appropriate action.

e. UNIVERSITY LIBRARY COMMITTEE

Membership

- Dean, Learning Resources;
- One (1) faculty member elected for a two-year term from each College by the faculty thereof;
- One (1) member elected for a two-year term by and from the Research Services who may be an administrator or faculty;
- One (1) member elected for a two-year term by and from Student Affairs who may be an administrator or faculty;
- One (1) member elected for a two-year term by and from Learning Resources who may be an administrator or faculty;
- One (1) student representative elected for a one-year term by the Student Government Association Council.

Functions

The Library Committee shall be responsible for recommending policies pertaining to library and instructional media services to the University Academic Affairs Committee. Recommendations shall be submitted to the Vice President, Academic Affairs, via Dean of Learning Resources.

It shall also:

- serve as liaison between colleges/units and the Library;
- advise the Library in involving faculty in collection development;
- advise the Library in communicating its services to the University;
- report and recommend solutions to user problems and complaints; and
- review user opportunities to maximize the effectiveness of the library.

f. PROGRAM REVIEW COMMITTEE

Membership

- One (1) faculty member elected for a two-year term from each college and the learning resources by the faculty thereof;
- One (1) member at large appointed by the Chair, UAAC for a two-year term;
- Chair, UAAC;

Functions



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The Program Review Committee (PRC) shall be responsible for the systematic review for all undergraduate academic departments, programs, or units on a five-year cycle; it shall develop formats and procedures to be followed in the evaluation of the several undergraduate departments, programs or units. The Chair of the Program Review Committee shall be an ex-officio, non-voting member of UAAC.

g. UNIVERSITY INFORMATION TECHNOLOGY COMMITTEE

Membership

- One (1) faculty member appointed for a two (2) year term from each College by the Dean thereof.
- One (1) representative, appointed for a two (2) year term by the appropriate administrator, from each of the following units:

Graduate School and Research
Learning Resources Center
Office of Admissions and Records
Office of Financial Affairs

Functions

The University Information Technology Committee recommends to the President goals, priorities and approaches for the application of information technology to further the University's mission. The University Information Technology Committee's scope of interest includes all applications of information technology within the University.

h. AD HOC COMMITTEES

The President may appoint committees and/or Task Forces for conducting special projects supporting the University operations. Ad hoc committees are of temporary nature appointed to perform a specific function. Ad hoc committees are abolished upon completion of the function for which it was credited.

i. BUDGET COMMITTEE

Membership

The President shall appoint a Budget Committee. The Budget Analyst from Planning, Evaluation & Research, Chair of the University Academic Affairs Committee, a member of the Faculty



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Council, a member of the Faculty Union, a student, and members of the Administrative Council shall be appointed to this Committee. The Committee shall consider the University's needs based on the University's Mission and Strategic Master Plan. The Budget Analyst shall chair this committee. The Committee shall submit a report to the President with suggestions on areas/units of greatest need.

Procedures

The President, in consultation with the Budget and Finance Committee of the Board, shall formulate budget guidelines and ceilings.

The President shall call for budget requests informing the units of the guidelines and ceilings.

The Chairs and Directors of academic units shall initiate the budget process based on the needs of their units and transmit their requests to the appropriate Dean. After reviewing and revising the budget in collaboration with each unit's Chair or Director, the Deans shall present the entire budget to their respective Academic Affairs Committees for review, possible revision and approval. The approved budget shall then be submitted to the Vice President, Academic Affairs, for review and revision, if necessary, in collaboration with each Dean.

The Vice President and Directors/Chairs of the support units shall initiate the budget process based on the needs of their units and transmit their requests to the appropriate administrator. The appropriate administrator, in collaboration with the Chairs of the units, shall review and revise, if necessary, the budget requests.

The budget requests shall then be submitted to the President for his review and approval.

Board of Regents' Action

The President shall transmit the budget document to the Board of Regent's Budget and Finance Committee for its review and revision, if necessary. The budget documents shall then be presented to the entire Board for its review and final approval.

Legislative Action

The Chair of the Board of Regents shall submit the budget to the Guam Legislature.

University Action

After the budget becomes law, the vice presidents shall analyze the appropriation. If no reduction in funds is made, the appropriated funds shall be allocated to the units as budgeted. If the appropriated sum is less than requested, the President shall submit a proposal to the Board on the reapportionment of the University's allocation.



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j. COLLEGE ORGANIZATION

Departments/Divisions/Units

The Dean of each college, with the approval of the President, may organize the college into divisions if he or she feel that such an organization would be advantageous.

All colleges and services shall be organized on departmental/divisional/unit levels. All faculty shall belong to a department/division/unit.

Unit chairs shall be elected for a two (2) year term by and from the faculty thereof. If an elected Chair does not complete his or her term, a special election shall be held to select a Chair for the unexpired term of office.

See BOR/GFT Agreement for details regarding election, terms, and duties of Chairs.

All departments/divisions shall have open meetings to decide departmental/divisional matters by a majority vote.

Regulations and procedures peculiar to each college or unit are published in college/unit policy manuals and may be found in the college or unit office.

H. RESEARCH POLICY

The University of Guam endeavors to conduct basic, applied, and institutional research. A Research Council has been established to function as an advisory body for research policy of the University.

1. RESEARCH COUNCIL

Membership

- Dean, Graduate School and Research;
- Dean, Learning Resources;
- Directors of:
 - Institute of Micronesian Health and Aging Studies,
 - Marine Laboratory,
 - Micronesian Language Institute,
 - Richard F. Taitano Micronesian Area Research Center, and
 - Water and Environmental Research Institute of the Western Pacific;
- Associate Director of Agriculture Experiment Station, CALS



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- One elected faculty member each from the:
College of Agriculture and Life Sciences,
College of Arts and Sciences,
College of Business and Public Administration,
College of Education, and
College of Nursing and Health Sciences
- Ex officio member -- Representative of the Office of Sponsored Programs (OSP)

Functions

The Research Council shall be responsible for providing advisory services to the faculty and administrators of the various research units on campus on matters of funding sources and other research-related concerns; shall stimulate and help faculty members conduct basic and applied research in their area of specialization; and shall review and make recommendations to the President via the Vice President, Academic Affairs, on all requests for the establishment of research institutions on campus. Research-related matters of compliance with federal regulations shall be administered by the Research Council or its designated subcommittees, i.e., Committee on Human Research Subjects and Institutional Animal Care and Use Committee. The Research Council shall administer the Research Council Funds, when available, to support and encourage faculty research.

a. Misconduct in Research

It is the policy of the University of Guam to foster a research environment that discourages misconduct in all research, research training or research related activities pursued at the University or under the sponsorship of the University.

Misconduct in research means: fabrications, falsification, plagiarism, or other practices that seriously deviate from those that are commonly accepted within the academic and scientific community for proposing, conducting, exhibiting, or reporting research. It does not include honest error or honest differences in interpretations or judgments of data.

Allegations of misconduct in research must promptly be reported directly to the Dean of the Graduate School and Research. Acts of retaliation against those who, in good faith, make allegations of misconduct shall be deemed to be misconduct in research. Allegations that are determined to have been made in bad faith shall be deemed to be misconduct in research. In the interest of protecting the reputation and privacy of those who may be involved, it is important that allegations be treated with confidentiality. In the event of allegations of such misconduct, it is the policy of the University to initiate a preliminary inquiry into such allegations; to conduct an investigation, if warranted, and to impose appropriate sanctions, if warranted; and, if appropriate, to report to the federal Office of Scientific Integrity (OSI), a component of the Office of the Director of the National Institutes for Health, or to the Office of the Inspector General (OIG) of the National Science Foundation. These actions will be undertaken in



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accordance with 42 CFR 50, Sec. 50.101-105, and 45 CFR Part 689 following procedures and with due consideration to the rights and reputation of the accuser and accused.

It is the responsibility of all persons at the University involved in research, research training or related research activities to familiarize themselves with these policies and procedures. Copies of 42 CFR 50, Sec. 50.101-105 and 45 CFR Part 689 are available from the Office of Graduate School and Research and the Office of Sponsored Programs upon request.

b. Human Research

It is the policy of the University that no research involving human subjects be undertaken until those research activities have been reviewed and approved according to procedures developed by the Committee on Human Research Subjects of the Research Council.

c. Animal Research

The University adheres to the standards for protecting animal research subjects promulgated by the National Science Foundation, the National Institute of Health, and the U.S. Department of Agriculture. An established Institutional Animal Care and Use Committee of the Research Council shall ensure that the University community adheres to these standards.

2. COMMITTEE ON HUMAN RESEARCH SUBJECTS

Membership

The Committee on Human Research Subjects (CHRS) shall constitute the University's Institutional Review Board (IRB) for human research subjects. The CHRS shall be comprised of at least five (5) members, appointed by the President. The Chair shall be recommended by the Dean of Graduate School and Research to the President, to be appointed for one (1) three (3) year term. The Chair of this committee shall receive a one quarter load allocation per semester. Other CHRS members shall be appointed for two (2) years, renewable and staggered terms. The CHRS shall not consist entirely of men, entirely of women, or entirely of members of one (1) profession. At least one (1) member shall be a person whose primary training and research concerns are in nonscientific areas; for example, lawyers or members of the clergy. At least one (1) member shall be a person who is not otherwise affiliated with the University or part of the immediate family of a person who is affiliated with the University. When research is reviewed involving a category of vulnerable subjects, e.g., prisoners, children, individuals institutionalized as mentally disabled, the CHRS shall include at least one member who has as a primary concern the welfare of these subjects. The Dean of the Graduate School and Research shall serve ex officio, as a non-voting member. An effort will be made to appoint members so that the CHRS will be sufficiently qualified through the experience and expertise of its members, the diversity of their racial and cultural backgrounds, and their sensitivity to community attitudes, so as to be respected for its advice and counsel in safeguarding the rights and welfare of human subjects.



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To avoid conflicts of interest, a CHRS member shall not participate in the CHRS' review of any project in which the member is involved as a researcher or subject.

Functions

It is the responsibility of the University to safeguard the rights and welfare of subjects at risk in any research, development, or related activity in accordance with the Code of Federal Regulations (45 CFR 46) which governs the protection of human subjects and which forms a basis of University policy.

All projects which involve human subjects and which are conducted at or sponsored by the University of Guam, regardless of the absence or presence of support, and regardless of who else may have revised them, must receive prior approval from the Committee on Human Research Subjects (CHRS).

This process of review and approval includes the consideration of the methods to be used in the collecting of data, obtaining informed consent, and protecting of the confidentiality of subjects. Since the "risks" to subjects are affected by these procedures, it is the responsibility of the principal investigator to be fully familiar with the Code of Federal Regulations (45 CFR 46) and with all applicable policies, rules and procedures regarding research at UOG. Guidelines and rationale for the process are available from the Office of Sponsored Programs. A copy of the Federal Regulations 45 CFR 46 is also available from this office. An assurance by the principal investigator that approved procedures will be followed in the conduct of activities involving human subjects is a requirement of the application for CHRS approval process.

The CHRS shall have the authority to suspend or terminate approval of research that is not being conducted in accordance with its requirements or that has been associated with unexpected serious harm to subjects.

The University's CHRS shall assist other Institutional Review Boards (IRBs) on Guam or at other colleges and universities, as requested, and provide joint review for any cooperative research projects covered by the Federal policy and involving more than one institution including the University of Guam. In the conduct of such cooperative research projects, each institutional IRB is responsible for safeguarding the rights and welfare of human subjects and compliance to the Federal Policy. The CHRS may enter into a joint review arrangement, rely upon the review of the other IRB, or make appropriate arrangements to avoid duplication of efforts and oversight.

Procedures

All projects involving research with human subjects, as defined in 45 CFR 46:102(f), require review by the CHRS. When it is not clear whether a project constitutes research as defined in 45 CFR 46:102(f) and, therefore requires review, the investigator should seek assistance from the CHRS or the Director of Office of Sponsored Programs (OSP). A decision will be made which rules that a research project is either **exempt** from review, or that it requires an **expedited** or **full** review under the provisions of 45 CFR 46. In the case of a revision to a previously approved research project involving human subjects,



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investigators have the responsibility to bring this revision to the attention of the CHRS and the same criteria for review will apply.

A completely filled in **Application for Approval of Studies Involving Human Subjects** (available from OSP), accompanied by at least **two** copies of the research abstract/prospectus and methodology, forms for informed consent, the process for protecting confidentiality of subjects, and if applicable, the rationale for **exempt** status, must be submitted to the Office of Sponsored Programs. If it is clear that the proposal involves more than minimal potential risk to human subjects, the Chairperson of the CHRS shall require from the investigator one (1) copy of the entire proposal, less any appended materials not necessary to the understanding of the project, to aid in the review process.

The Director of OSP will forward completed proposals and additional materials as required to the Chair of CHRS. Barring extraordinary circumstances, a maximum of ten (10) working days is required for **expedited** review and a maximum of twenty-eight (28) working days is needed for a **full** review. In a full review, each member of the CHRS will be provided with a copy of the application and all submitted materials; therefore extra copies might be required from the investigator. The investigator may be asked to attend a CHRS meeting to present the proposal, clarify relevant issues, or submit additional materials.

After completion of the review, a memo and/or signed form will be forwarded to the investigator. All applications for review and appended materials will be filed in locked cabinets at the Office of Sponsored Research and kept for at least three (3) years until the project is completed.

The Director of the Office of Sponsored Research shall forward a quarterly report on Committee on Human Research Subjects activities to the Dean of Graduate School & Research.

Definitions: (as provided in 45 CFR 46 with elaboration)

Should a question or conflict arise, the definition as provided in the federal guidelines will prevail. This expanded definition is offered to clarify “generalized research.”

Research: A systematic investigation, i.e., the gathering and analysis of information, designed to develop or contribute to general knowledge, or to solutions to an applied problem that is not specific (a) to teaching a University class within which the data are collected, or (b) to the duties of a University committee whose work directly serves the interests of the faculty, staff or students from whom data are solicited.

Human Subjects: Individuals whose physiologic or behavioral characteristics and responses are the object of study in a research project. Under the federal regulations, human subjects are defined as: living individual(s) about whom an investigator conducting research obtains: (1) data through intervention or interaction with the individual; or (2) identifiable private information.



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3. INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE

The Institutional Animal Care and Use Committee (IACUC) is a subcommittee of Research Council. It reports to the Council and the Dean, Graduate School and Research.

Membership

The Institutional Animal Care and Use Committee (IACUC) shall consist of five (5) persons. Individuals are recommended by the Research Council to the President who appoints the five (5) members. At least one of the members shall be a Doctor of Veterinary Medicine with training or experience in laboratory animal science and medicine. At least one of the members shall be a practicing scientist experienced in research involving animals. At least one member shall be a person whose primary concerns are in a non-scientific area (for example an ethicist, lawyer or member of the clergy) and at least one person shall not be otherwise affiliated with the University nor be the member of the immediate family of a person who is affiliated with the University and who shall provide representation for general community interests in the proper care and treatment of animals. A single member of the Committee may fulfill more than one of the above stated roles. No more than three (3) members of the Committee shall be from the same administrative unit of the University.

Functions

The Committee shall inspect at least semi-annually all vertebrate animal study areas and vertebrate animal facilities of the University, shall review, as part of the inspection, practices involving pain to animals and the condition of animals to ensure compliance with the Animal Welfare Act, 7 U.S.C. §2143 et seq.; 9 C.F.R. 1, §2.31 and the standards of the United States Public Health Service as set forth in the Guide for the Care and Use of Laboratory Animals, and shall do all other things necessary to effectuate its role as the University's Institutional Animal Care and Use Committee as that term is defined by the aforementioned regulations.

Procedures

A quorum shall be required for all formal actions of the Committee. Upon completion of the semi-annual inspection, the Committee shall file with the Office of the Dean, Graduate School and Research a report of the inspection signed by a majority of the Committee members involved in the inspection. The report shall include any findings of violation of the standards promulgated by the Secretary of Agriculture or the Public Health Service, shall include any minority views of the Committee, and shall remain on file for at least three (3) years. If any deficiencies are discovered as a result of the inspection, the Dean and/or Director of the facility shall also be notified and given an opportunity to correct the deficiency. If the deficiency remains after the Dean and/or Director of the facility has been notified of the deficiency and given a reasonable opportunity to correct the same, the Committee shall notify (in writing) the Animal and Plant Health Inspection Service of the U.S. Department of Agriculture, the funding federal agency and the Office of Protection from Research Risks of the National Institutes of Health. The Committee may also review and approve, or withhold approval of those



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sections of Public Health Service applications or proposals related to the care and use of vertebrate animals.

I. INTELLECTUAL PROPERTY

The University of Guam encourages and supports the development of intellectual property. The University Research Council will serve as an advisory body on matters pertaining to University intellectual property.

1. INTELLECTUAL PROPERTY SUBCOMMITTEE

Membership

The Intellectual Property Committee shall consist of twelve (12) members. Six (6) shall be faculty members chosen to reflect a diversity of expertise, appointed to three (3) year staggered terms. Three (3) members shall be appointed by the Vice President, Academic Affairs; and three (3) by the Faculty Council. One (1) additional faculty member shall be appointed to a three (3) year term by the President. The remaining five (5) shall be administrators appointed by the President. The Committee shall elect its Chair.

Functions

The Intellectual Property Committee shall represent and act for the University in intellectual property policy matters subject to the approval of the President of the University.

INTELLECTUAL PROPERTY POLICY

Intellectual Property is defined as any original idea or data subject to competing claims and legal protection. It includes patents, copyrights, trade marks, trade secrets and plant protection certificates.

All members of the University including faculty, research associates, staff, students, graduate assistants and research assistants in any combination of study, research and teaching shall be subject to the provisions of this policy.

Members of the University shall retain the right and responsibility to develop intellectual property, and in every case complete freedom of publication by the creator in both time and scope shall be maintained, unless agreements with outside sponsors provide otherwise. Three (3) separate relationships between the creator and the University are recognized.

Class I

If intellectual property is developed wholly with University support in time, personnel, money, materials, or facilities, said intellectual property is the property of the University and the creator is responsible for disclosing in full to the IPC the nature of the invention and for providing documentation as to those who participated in its development. If the author of a manuscript believes that it contains



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legally protectable material and wishes University assistance in marketing it, a copy of the manuscript should be submitted to the IPC prior to its submission for publication. The IPC may advise deferral of publication to protect intellectual property rights of both the creator and the University, but no prior submission of any manuscript nor any delay of publication shall be imposed by the University.

Class II

If intellectual property is developed under an agreement with an outside sponsor and/or is developed with partial support from the University, the rights with respect to intellectual property created in the course of such work shall be governed by the provisions of that agreement only to the extent the provisions do not conflict with this policy. Unless waived, the University shall have the right to elect whether or not it will retain intellectual property rights for any such invention. Where the University retains intellectual property rights the exercise of those rights will be carried out in accordance with other provisions stated herein, subject to any restrictions imposed by the sponsor.

Class III

If intellectual property is developed without University support or where the University has waived or forfeited its rights to Class I or II intellectual property, all rights belong to the creator. Such intellectual property may be voluntarily submitted for consideration, but the creator is under no obligation to do so.

Class I and II Creator Rights

The University may exercise its right to undertake the registering, patenting, development, and marketing of the intellectual property and shall bear all related costs. The creator shall receive, on an annual basis, 33 1/3% of any royalties or other payments derived directly from the marketing of the intellectual property received by the University after expenses related to the registering, development, patenting, and marketing have been paid. The other two-thirds of the income shall be allocated to the Dean of the college(s), or Director of the Research Unit of the creator(s), for support of research.

Class III Creator Rights

A creator who personally obtains legal protection for his or her intellectual property may nevertheless submit his or her creation to the Committee for consideration of its commercial potential. The Committee and the creator may enter into an agreement whereby the University assists in the marketing of the intellectual property in consideration of the sharing of royalties for such other payments to the University as may be appropriate.

The University shall not enter into any agreement with any outside party which fails to safeguard the rights of the University community members as outlined in this policy.



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In situations where the invention is the product of joint creative effort, the IPC shall, upon consultation with the creator, determine an equitable division of any creator's share payable under this policy.

Procedures

After the disclosure to the IPC of the nature of a creation, the Committee shall, within forty-five (45) business days, advise the creator whether it wishes to take initial steps to register, develop, patent, and market the creation. If the creator agrees, the IPC may choose to only register, develop, and market but not patent intellectual property. Within ninety (90) business days thereafter the IPC shall inform the creator of its decision whether or not to register, develop, patent, market, and otherwise commercially exploit the intellectual property. If the IPC decides not to register, develop, patent, market, and otherwise commercially exploit the intellectual property or if it fails to meet the deadlines outlined here, all intellectual property rights to the intellectual property, save the right of the University to a non-exclusive use of Class I and II intellectual property shall pass to the creator.

The University will promptly make every reasonable effort to promote commercially intellectual property to which the University has acquired rights. To this end the University may employ the services of a qualified intellectual property management organization, business organization experienced and competent in the field of the intellectual property involved, or the University of Guam Foundation with the objective of making available to the public the related processes and products at reasonable prices and of appropriate quality. The University shall be responsible for providing adequate funding, shall provide for the promotional work, and is empowered to enter into negotiations with outside agencies to accomplish this work. If after three years the creator is dissatisfied with or questions the development efforts of the University, he or she may review such dissatisfaction with the IPC. In such cases the Committee shall respond within sixty (60) business days by finding the complaints to be unwarranted, by assuring the creator that corrective steps will be taken or by returning all intellectual property rights to the creator. If the Committee does not meet this deadline, legal rights to the intellectual property, save a non-exclusive use for the University, shall pass to the creator automatically.

Notwithstanding any language contained herein to the contrary, the copyright of all textbooks and scholarly works, including those of pictorial art and music, but excluding computer software other than that produced outside the line of University duty and on the creator's own time and without the use of University facilities, shall be the property of the creator(s). Works specifically commissioned by or through the University, however, will be deemed a work made for hire as defined in 17 U.S.C. § 101.

Professors who create intellectual property and assign the same as required reading for their UOG classes shall assign all royalties earned thereby to the Dean of their college for the support of research.

Notwithstanding any language to the contrary, the time deadlines set forth above may be expanded by the President for the good of the University.



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J. INSTITUTIONAL SAFETY

The University of Guam complies with environmental and physical safety regulations and laboratory standards, and ensures compliance with all local and federal grant requirements as put forth by OSHA, EPA, NIH and other similar agencies. An Institutional and Safety Committee has been established to oversee and guide the University in this compliance.

1. INSTITUTIONAL SAFETY COMMITTEE

Several guidelines call for the Committee to review protocols and standard operating procedures for work involving hazardous materials. The Committee is further required to gather and maintain all local and federal laws and regulations pertinent to the areas of its responsibilities.

Membership

The President shall appoint members of the Institutional Safety Committee. Members shall consist of representatives of the following units: Plant Management, Safety Office, Marine Laboratory, Water Energy Research Institute, College of Agriculture and Life Sciences, College of Arts and Sciences (Divisions of Fine Arts and of Natural Sciences), School of Nursing, and Plant Maintenance. The administrative supervisors of these units will submit nominations for the ISC to the President in the Spring semester prior to the end of each two year term. Certain qualifications for membership are required or recommended by existing federal regulations or guidelines. Nominations must be consistent with these. The Safety Officer will be the Chair of the Committee.

Functions

A separate subcommittee, drawn from the ISC membership and supplemented by advisors from faculty and staff of the University who have expertise in the area in question, will be convened for each of the following areas of concern as need arises:

- 1) Hazardous chemicals
- 2) Environmental and physical safety compliance
 - a) Accident reports
 - b) Walking and working surfaces
 - c) Machinery and machine guarding
 - d) Fire safety
 - e) Building safety
 - f) Asbestos
 - g) Emergency response
- 3) Radiation safety
- 4) Blood borne pathogens
- 5) Recombinant DNA or RNA



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All suggestions, resolutions, and directives issued by the Committee are subject to review by the President. Issues involving research are subject to review by the Dean of Graduate School and Research. Rosters of membership and minutes of meetings will be kept on file by the Safety Office.

K. ISLA, JOURNAL OF MICRONESIAN STUDIES EDITORIAL BOARD

Membership

The Board shall consist of at least five (5) members appointed by the President, upon the recommendation of the Dean, Graduate School and Research. Selection criteria include previous training, research, or publication experience in Micronesian studies, experience in other aspects of scholarly publishing, or experience that is otherwise consonant with the ISLA Editorial Policy. The Dean, GS&R will be an ex-officio member. The ISLA Editorial Board shall nominate and elect an Editor from among its members in the Spring semester of the academic year. The Editor's term of office is two years, beginning in the Fall of the academic year.

Functions

A refereed publication of the University of Guam, ISLA is a multi-disciplinary journal devoted to the publication of articles about the Micronesian region of the Pacific Ocean.

The purposes of ISLA are to serve the interests and concerns of both the specialist and the general reader, to encourage scholarship in the region, to provide a publication forum for the many disciplines now represented in Micronesian research, and to present material that relates directly to the interests of the people who live and work in Micronesia.

L. MICRONESIAN EDUCATOR

Membership

The Executive Advisory Board shall consist of at least five (5) members appointed by the President, upon the recommendation of the Dean, College of Education (COE). The Editor of the Micronesian Educator is appointed by the Dean, COE, in the Spring of the academic year. The Editor's term of office is two (2) years, beginning in the Fall of the academic year.

Functions

The Micronesian Educator is a journal of research and practice about education in Guam and other parts of the Micronesian region. The journal serves as a forum to share current research, theoretical perspectives, and innovative practices in education with particular regional focus.

M. MICRONESICA EDITORIAL BOARD

Membership



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The Board shall consist of at least five (5) members appointed by the President, upon the recommendation of the Dean, Graduate School and Research (GS & R). Selection criteria include previous training, research, or publication experience in the natural sciences of Micronesia, experience in other aspects of scholarly publishing, or experience that is otherwise consonant with the Micronesica Editorial Policy. The Dean, GS&R, will be an ex-officio member. The Micronesica Editorial Board shall nominate and elect an Editor from among its members in the Spring semester of the academic year. The Editor's term of office is two (2) years, beginning in the Fall of the academic year.

Functions

A refereed publication of the University of Guam, Micronesica is a forum for original research in the fields of physical and social anthropology, archeology, linguistics, and ethnology; systematic and logical botany and zoology, marine sciences, and related disciplines concerned primarily with Micronesia and adjacent areas.

N. UNIVERSITY PROMOTION AND TENURE COMMITTEE

To assist the Administration in determining whether an individual Faculty member should be promoted, or granted tenure, or both, there shall be a University Promotion and Tenure Committee. The Committee, as an advisory body, does not promote or tenure Faculty members. It shall only receive, act upon, and make objective recommendations regarding all Faculty requests for promotion or tenure in accordance with the criteria established by the BOR in the CFES and procedures published in the BOR/GFT Agreement.

O. CONTINUING EDUCATION AND OUTREACH PROGRAMS

1. Definition

The Center for Continuing Education and Outreach Programs (CCE-OP) provides delivery and coordination of credit and noncredit courses, distance education, conferences, institutes, workshop and in-service seminars and training courses; courses offered off-island; Individualized Degree Programs (IDP); cooperative field study and study abroad programs; and testing and consulting services. Any college or academic unit wanting to offer a short-term, experimental class or program which does not fit within this definition may do so with the approval of the Vice President, Academic Affairs.

2. Processing

All course offerings falling within the definition of CCE-OP will be processed through the Center for Continuing Education and Outreach Programs with close coordination with the appropriate instructional unit. Student enrollment may occur at the Center or the Registrar's office.

3. Approval of Regular/Special Courses and Instructors

Courses which appear in the Catalog as regular course offerings may be offered through CCE-OP. Course offerings may also be those with -90 and -99 designations. A course offered through CCE-OP



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must receive the approval of the CCE-OP Director and, subsequently, the appropriate academic unit, the college academic affairs committee, and the college Dean. In all cases, course instructors are subject to the same approval process. Courses with -93 and -94 designations must be approved by the Vice President, Academic Affairs.

4. Approval of Non-regular Courses and Instructors

Continuing Education Unit (CEU) courses, workshops, seminars and other courses which have no course numbers or do not appear in the Catalog will be reviewed and approved by the CCE-OP Director. Instructors for such courses must also be approved by the CCE-OP Director. Exceptions to this process may be made by the Vice President, Academic Affairs, as may be necessary to meet requirements of professional organizations.

5. Off-campus Education Service Contracts

Off-campus education service contracts involving CCE-OP approved courses are coordinated by the CCE-OP Director and transmitted to the President via the Vice President, Academic Affairs, for his or her signature. If a course is initiated by an academic unit, the service contract shall also receive the approval of the appropriate Dean. Review by the University attorney may be requested for approval as to form prior to approval by the President.

6. Instructor Evaluation

Within thirty (30) days of the completion of the course, the Director of CCE-OP will provide an instructor evaluation to the appropriate instructional unit for regular catalog and 90 series courses. Unless otherwise specified, instructors of CCE-OP credit courses shall be evaluated with the same student evaluation instruments and procedures used with UOG Faculty.

ARTICLE III

STUDENT POLICIES

A. ADMISSION

Board of Regents Resolution No. 72-04 contains the initial policy guidelines on admission, enrollment, retention and that any changes proposed in the general admissions policies or practices must be submitted to the Board for approval. These are publicized in the respective graduate and undergraduate attendance. The Board of Regents on January 26, 1995, passed Resolution 95-3 which requires catalogs. Probation, suspension, and dismissal policies are also contained in the catalog. Prospective applicants interested in the University of Guam should write to the Office of Admissions and Records, University of Guam, UOG Station, Mangilao, Guam 96923, well in advance of their expected date of enrollment. The admission deadlines are indicated in the calendar and apply to all applicants. Admission deadlines may be adjusted only by direct order of the President.



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1. General Admission Requirements

Completion of the standard "Application for Admission" form accompanied by other attached forms and the standard application fee for the semester are required. Application fees are nonrefundable.

2. Health Clearance

a. Regular Students:

- (1) All new entering students must submit a completed medical history form to the Student Health Office. The student must also submit an Immunization record signed by a nurse or doctor. The University requires returning students to resubmit both forms if the original forms were turned in more than one year before the reapplication.
- (2) All new entering students born in or after 1957 must present written documentation of receiving a vaccination against measles, mumps and rubella (MMR) administered after the individual was one (1) year of age. In the case of measles and rubella, only vaccination dates during or after 1968 are acceptable. Exemptions from these immunization requirements are allowed where medically indicated or if in conflict with religious beliefs.
- (3) All new entering students and returning students who have not enrolled for two (2) regular semesters, must have a PPD (Purified Protein Derivative) skin test to assure they are free of tuberculosis. Students who show a positive PPD result will be referred to the Guam Department of Public Health and Social Services for clearance prior to enrollment. The University reserves the right to require annual PPD testing to those I-20 students (foreign students) who leave Guam for places other than the U.S. before returning to the University.
- (4) All health documents must be submitted prior to registering at the University. Students are encouraged to submit their health documents at the time of application. Exception: Foreign applicants must submit health documents before the I-20 Visa will be issued.

b. Non-degree Students:

Students admitted under Non-degree status must comply with 2-a-(1), 2-a-(2), and 2-a-(3) above.

3. Program Admission Requirements



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Some programs may have requirements beyond General Admission Requirements. These are listed under the program's description.

4. Specific Admission Requirements

In addition to the general admission requirements indicated above, there are specific requirements which relate to the applicant's educational background and, subsequently, to the classification of the student.

5. Regular Student

An applicant seeking admission as a Regular Student must have successfully completed a formal high school education or have passed the General Education Development (GED) Test with a cumulative score of forty-five (45) or higher. Transfer students who have been suspended or dismissed from another post-secondary institution may be admitted on probationary status to the University of Guam upon recommendation by the University Admissions and Registration Committee (URAC).

The following documents must be submitted before the Regular Student can be considered for admission to the University:

- a. For entering freshmen:
Official high school transcripts indicating date of graduation or proof of successful completion of the GED Test.
- b. For transfer students:
Official transcripts from all post-high school educational institutions attended. To be considered "official," transcripts must be sent from the student's former college(s) or university(ies) directly to the Office of Admissions. Transcripts received by the University become the property of the University and will not be given to the student or reproduced under any circumstances. Transfer students who intend to seek a degree at the University of Guam should request that all transcripts be sent to the Office of Admissions well in advance of anticipated enrollment so that an official evaluation of credits can be made. Transfer students whose transcripts are not on file will be required to take the English and Math Placement Tests. Those who miss the exams may still enroll, but are subject to the regulations governing Restricted Students and must register only during open registration or late registration.

6. Special Students

An applicant, eighteen (18) years of age or older, who does not meet the above requirements for admission as a Regular Student, may be admitted to the University as Special Student. General Admission Requirements for the Special Student are the same as those listed for admission as a Regular Student. Special or Regular students who do not possess a high school diploma or GED, are not eligible for federal financial aid.



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The following regulations and restrictions apply to Special Students to the University:

- a. After admission they may enroll in any lower division course for which they are qualified.
- b. They will receive college credit for courses completed as Special Students.
- c. They may not be considered for graduation from any college program until they have been reclassified to Regular Student status.
- d. To be reclassified as Regular Students, Special Students must qualify through one of the following steps:
 - (1) Submit a high school diploma; or
 - (2) Submit satisfactory score on the GED Test; or
 - (3) Complete at least fifteen (15) credit hours with a C or better in each course.

Special Students must think carefully about their educational objectives before they select their first courses. If, for example, their intention is simply to enrich their background or to refresh themselves in a subject area, then their enrollment in such courses will be determined on that basis. If, on the other hand, they anticipate entry into a career program they should seek guidance from their advisor and/or the chair of the particular career program so that the course they select during their initial enrollment as Special Students will prepare them for matriculation into a particular college and a particular program. In short, successful completion of fifteen (15) credit hours, even though qualifying Special Students for reclassification as Regular Students, does not necessarily qualify students for admission into a college for pursuit of a career program.

Once applications are received and evaluated by the Admissions Office, applicants are notified that they have been admitted, or that they must submit documents which have been found to be missing in their original application. No decision can be made regarding admission to the University until all required materials are on file.

7. Non-Degree Students

The University of Guam recognizes that some mature individuals need specific courses for personal enrichment or professional advancement and do not require a degree program. The following option is for such individuals only.

An applicant who has not been a full-time secondary student for at least four (4) years, or who is enrolled in a degree program at another institution, and does not wish to enroll in a degree program at UOG, may apply for admission as a non-degree student. A non-degree student is not required to submit high school or previous college records, or to take placement examinations except for entry into courses in English and mathematics.



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Courses taken by a student in non-degree status will not be accepted toward a degree at this institution. These courses may be taken, at the student's risk, without regard to formal prerequisites. Non-degree students may sign their own registration forms, but are urged to seek the advice of the course instructor. Enrollment is subject to the availability of space and instructor's concurrence. Non-degree students may enroll only as part-time students and may attempt no more than thirty (30) semester hours. Non-degree applicants must submit evidence of vaccination for measles, mumps and rubella, and the results of the tuberculin test (PPD).

Students seeking degrees at other institutions should determine in advance whether such courses will be accepted by their official advisors.

8. English Language Institute (ELI) Students

The University of Guam recognizes that some students need specialized, intensive instruction in the English language in order to successfully complete English-medium course work. The following option is for foreign students who do not meet the minimum TOEFL (Test of English as a Foreign Language) requirement for admission as Regular Students. (See "Admission of Foreign Students" section.)

A foreign student applicant who has not taken the TOEFL, or whose TOEFL score is below 500, may apply for admission as an ELI Student. An ELI student is required to take an English examination for placement into the appropriate proficiency level of the Institute. If the student scores above 500 on the TOEFL, he or she will be given a certification letter and the student may register at the University.

ELI Students receive intensive instruction in small classes. Tuition for ELI classes, therefore, is somewhat higher than for regular classes. For additional information, see "English Language Institute" section of the Undergraduate Catalog.

9. Transfer Credits

All degree level courses completed, along with the grades, will be recorded on the University of Guam transcript with the credits accepted for transfer indicated. The recording procedures will be determined by the Office of Admission and Records and will be planned to provide information for academic advisement as soon as possible.

Credits earned from other institutions are evaluated for transfer on the basis of a minimum of 2.0 (C) and the maximum hours allowed are assigned on this basis. A student's grade-point standing at the University will, at any point in time, be based on all academic work attempted at the University of Guam and at the institution(s) from which the student transferred. As a condition for meeting graduation requirements of the University, students must have the minimum overall GPA prescribed by their college, which in no case is lower than 2.0, and must have a 2.0 (C) average in their required major courses.



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Students requesting evaluation of credits from unaccredited institutions which are not listed in directories such as Accredited Institutions of Post-Secondary Education, must submit a copy of the school catalog (and, if necessary, supportive information from the school's registrar) in order to have their credits evaluated. Credit acceptance will be based on the recommendations of the UOG Department offering similar courses when requested by the Office of Admissions and Records. Furthermore, students must earn thirty (30) semester hours at the University before an evaluation can be made. Lower-division transfer courses that are equated to upper-division courses at UOG do not carry upper-division credits at UOG, even though they may satisfy certain UOG upper-division course requirements.

B. AUDITING OF COURSES

1. Regular Auditor

A Regular or Special student who is regularly enrolled at the University may apply for admission to attend classes without credit as a Regular Auditor. The student must obtain the written permission of the instructor, write "Audit" in the place of "Credit Hours" on the program planning sheet and registration card, and pay a fee equivalent to tuition rate. The auditor's participation in class will be as restricted or as permissive as the instructor shall indicate to the student.

A student may not change a course from "credit" to "audit" status after the first four (4) weeks of a regular semester (or after the first week of a summer session), nor change a course from "audit" to "credit" status after the first three (3) weeks of a regular semester (or after the first week of a summer term).

2. Special Auditor

A person, 18 years of age or older and not currently enrolled in high school, may attend undergraduate courses at the University as a Special Auditor if the person has not been admitted to the University or is not currently enrolled at the University. Since the person is not officially enrolled at the University, he or she is not required to pay application, registration, or other fees, nor is his or her name or the course recorded in the Office of Admissions and Records. The person receives no credit for such courses. He or she is, however, required to pay a fee equivalent to tuition rate. A special auditor may make application to audit a course at any time, provided he or she conforms to the following procedures:

- a. Procures the Special Auditor form from the Registrar's Office;
- b. Secures the signature of the instructor of the course;
- c. Takes the signed form to the Business Office where he will pay the prescribed Special Auditor's fee; and
- d. Presents the Business Office receipt to the Instructor of the course as his or her "admission to the course" slip.



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Note: A Special Auditor, since he or she is not admitted to or registered at the University, may not change his or her status from audit to credit once he or she has paid the Special Auditor Fee.

C. PLACEMENT EXAMINATIONS

1. English

All entering freshmen and all transfer students who have not submitted transcripts showing completion of at least three (3) semester hours of Freshman Composition (or its equivalent) with grades of “C” or better at an accredited U.S. college or university must take the English Placement examinations in reading and in writing prior to registration.

Any student whose English placement test results show deficiencies in one or more of the basic language skills (reading, writing, speech, or aural comprehension) must enroll in the appropriate section or sections of Developmental English either prior to or concurrently with enrollment in other courses at the University. Students may not enroll in 300-400 level courses until they have completed EN111. (NOTE: Some 300-400 level courses are exempt from this policy. Enrollment in a course that is not exempt will result in disenrollment from that course without refund of tuition.)

Any student who is classified as a Restricted Student on the basis of English placement test results is governed and limited in enrollment by the provisions of the Restricted Student Enrollment policy.

Students who do not take the English Placement Tests or who do not submit proof of having completed Freshman Composition at an accredited US. College or university are limited in their enrollment by the provisions of the Restricted Student Enrollment Policy. Such students may not enroll until the open enrollment period. Enrollment under this policy is limited to one (1) semester.

2. Restricted Student Enrollment Policy

Restricted students at the University are limited in the number and kinds of courses in which they may enroll.

3. Definition

A “Restricted Student” is any student who has placed, on the basis of his or her performance on the standard English Placement Tests used by the University, into developmental English Course EN085.

4. Restricted Student Advisement

Restricted students may only be advised by designated advisors from the Division of English and Applied Linguistics.

5. Restricted Student Course List



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Each college has established a list of courses that have been approved for restricted student enrollment. A master course list is kept current by both the Division of English and Applied Linguistics and by the Registrar.

Each semester the English Department prepares a Restricted Course Schedule of the courses from the master list being offered that semester.

A restricted student may only enroll in courses from the Restricted Student Course List.

6. Changes in the Restricted Student Course List

- a. A course may be deleted from the List on the recommendation of the appropriate Dean, after consultation with the instructor(s), and the approval of the Vice President, Academic Affairs.
- b. A course may be added to the list following:
 - (1) Written justification for addition of the course;
 - (2) A readability study, done by the Division of English and Applied Linguistics, of the textbook approved by the course;
 - (3) Approval of the Vice President, Academic Affairs.
- c. A course presently on the list may change textbooks and remain on the list only after a new readability study has been done by the Division of English and Applied Linguistics which determines that the text meets readability requirements. Otherwise the course will be deleted.

7. Mathematics

All entering freshmen and all transfer students who plan to complete a degree or certificate program or to enroll in a mathematics course and who have not completed at least three (3) semester hours of a transferable college level course from an accredited college or university with a grade of C or better must take a Mathematics Placement Examination prior to registration. Students who do not take the Mathematics Placement Test or submit proof of having completed a 100-level or higher mathematics course at an accredited college or university may only enroll in MA085.

D. CORRESPONDENCE

The number of credit hours earned in U.S. Armed Forces Institute (USAFI) and Correspondence Courses which may be applied toward a degree at the University of Guam is restricted only by the following policies:

1. Correspondence credits must have been earned from an accredited college or university;
2. Those USAFI and correspondence courses submitted to the University of Guam as transfer credits cannot be applied toward "major" or "minor" program requirements unless approved by the college or colleges in which the degree program is offered; and



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3. Credit hours from the above sources cannot be substituted for those credit hours to be earned at the University as part of the Residency Requirements of the University of Guam.

E. COLLEGE LEVEL EXAMINATION PROGRAM (CLEP) TESTS

The University of Guam also recognizes and accepts general sections of the College Level Examination Program (CLEP) Tests. For further information contact the Counseling Office or Office of Admissions and Records.

The University of Guam will award credit toward certain General Education requirements to students who take the CLEP General Examinations and whose scores reach or exceed the required minimum. Information regarding the General Education requirements which can be met through CLEP, the minimum required scores, and the amount of credit granted is available at the Office of Admissions and Records.

The CLEP general examination in English will be accepted for the UOG course equivalent (middle column below) if the student scores, reported by ETS) reaches or exceeds the listed percentile ranks:

35th to 49th percentile	EN110	3 credit hours
50th percentile or above	EN110 & 111	6 credit hours

The University of Guam will accept the DANTES subject examinations for the UOG equivalent listed beside it if the student’s score reaches or exceeds the 40th percentile rank for that test as reported by ETS:

Freshman English for EN110	3 credit hours
College Composition for EN111	3 credit hours

Other Subject Examinations will be evaluated individually. Courses can be used to fulfill major areas with department’s approval. The University of Guam will also accept the following CLEP and DANTES Subject Examinations for credit if the student’s score, reported by ETS, reaches or exceeds the listed percentile ranks:

DEFENSE Activities FOR NONTRADITIONAL EDUCATION SUPPORT (DANTES) Examinations

Numbers & Titles	Required Percentile	UOG Equivalent
SB 433 Statistics	50	MA385 Statistics
SA 960 Quality Control I	50	MA385 Statistics
SB 453 Prin. of Economics I	50	EC211 Prin. of Econ (Macro)
SB 454 Prin. of Economics II	50	EC212 Prin. of Econ (Micro)
SA 497 Intro to Law Enforcement	50	LW101 Intro to Criminal Justice
SA 525 Prin of Accounting	50	AC221 Prin. of Financial Accounting
SB 533 Business Law I	50	LW442 Business Law
SB 534 Business Law II	50	LW443 Business Law
SA 539 Prin. of Management	50	MG351 Management of Organizations



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SB 543 Intro to Business	50	MG233 Intro to Business and Case Analysis
SB 544 Personnel Management	50	MG452 Human Resources Management
SA 548 Money and Banking	50	FI311 Money and Banking
SA 549 Marketing	50	MK362 Fundaments of Marketing
CLEP EXAMINATIONS		
Introductory Accounting	50	AC221 and AC222
Business Law	50	LW442a
Intro to Business Management	50	MG351
Introductory Economics I, II	50	EC211 and EC212
Introductory Marketing	50	MK262
Educational Psychology	40	ED300
Human Growth & Development	40	ED201

1. Admission of International (I-20) Students

This school is authorized under Federal Law to enroll non-immigrant foreign students.

Foreign students are those whose entry into and stay in Guam and the United States is prescribed by and subject to the limitations of a Non-Immigrant Visa, including but not limited to F-1, L-1/2 etc.

Students who score 500 or above on the TOEFL may be admitted as Regular Students if they meet all other UOG admission requirements. Students who score below 500 on the TOEFL will be admitted as ELI Students.

Prospective international student applicants interested in the University of Guam should write to the Office of Admissions and Records at least six (6) months before their expected date of enrollment. This is to insure adequate time for the University to receive and evaluate all of the necessary requirements for admission. Refer to the Academic Calendar for admission deadlines or inquire at the Office of Admissions and Records.

Foreign students should observe the following regulations:

- a. Complete the regular student admission requirements listed earlier in this section;
- b. When making application, submit the results of the TOEFL (Test of English as a Foreign Language). Details concerning this examination may be obtained from TOEFL Test, Educational Testing Service, Princeton, New Jersey 08540, USA.
- c. Make adequate financial arrangements for the desired period of enrollment at the University of Guam. Proof of a guaranteed minimum amount of \$1,000 must be submitted for initial entry. No financial assistance is available at the University.
- d. Upon arrival at the University, take the placement tests in English, Speech, Mathematics, and any other required qualifying examinations. (See "Transfer Credit" section.)
- e. Students must have in their possession the I-20 form "Certificate of Eligibility" prior to entry into Guam.



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2. Admission of High School Students

The University provides opportunities for qualified high school students who are within a year of graduation and who are enrolled in local high schools to be admitted and to enroll in certain University classes for college credit, under the following conditions:

- a. A student must have an overall academic grade-point average of at least 3.0 in his or her senior high school courses and reach, on placement examinations used by the University of Guam, such scores that the student will not be required to attend EN085.
- b. A student must have the written approval of his parents or guardian.
- c. A student must have the written recommendation of his or her high school counselor or principal.
- d. A student must complete the regular student admission requirements listed earlier in this section.
- e. A student must supply a copy of his or her current high school class schedule for each term he or she enrolls under this status.
- f. A student must have his or her university course schedule approved by the Student Personnel Services Counselor prior to his or her registration.
- g. A student must follow all University policies related to course prerequisites and enrollment in lower and upper division courses.
- h. High school students are not eligible to take upper division courses.

3. Admission of Senior Citizens

Any person 55 years or older is entitled to free tuition and fees at the University of Guam, provided that they are residents as defined by the University, and provided that they have been admitted to the University. Senior citizens may apply for admission as Regular Students or as Non-Degree Students. Application procedures for Regular Student status and for Non-Degree Student status are listed above. All admission and enrollment requirements apply.

4. Admission of Veterans

All veterans enrolling at the University of Guam for the first time must bring to the Financial Aid Office their original DD214 document, marriage certificate, and birth certificate of each dependent child. Veterans with no prior training under the GI Bill or former VA students who have taken an educational break for more than forty-five (45) days are urged to see the Financial Aid Office at least two months before enrolling.

In addition, all active duty military personnel as well as veterans with more than one year of service are encouraged to visit the Financial Aid Office for information concerning credit granted for military service.



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5. Cancellation of Admission

A student's admission to the University will be canceled if he or she fails to register for the term to which he or she has been admitted. Application files are retained for one year from the date submitted and students whose admissions have been cancelled because of failure to register for the appropriate terms may reapply. If he or she reapplies, he or she must meet the current requirements for admission. Data on file, such as placement examination scores, transcripts, evaluations, and fees may be used if they meet the admission requirements at the time of the new application provided that the new application is submitted within one year of the first application.

6. Re-Admission to the University

Former students who have been away from the University for one semester or more and wish to reenter must complete an "Application for Re-Entry" form which is available from the Records Office. If the student has attended another institution since leaving the University of Guam, he or she must submit an official transcript from each such institution as part of the reapplication process.

7. Determination of Class Levels

Students' class levels are determined on the basis of credit hours earned, as follows:

Freshman: 1 to 30 credits, inclusive.

Sophomore: 31 to 60 credits, inclusive.

Junior: 61 to 90 credits, inclusive.

Senior: 91 credits and above.

8. Student Identification Number

Upon admission to the University each applicant is assigned a randomly selected student identification number. This number is permanent and is used as an identifying account number throughout attendance at the University in order to record necessary data accurately.

F. ACADEMIC REQUIREMENTS

1. Degrees: General Regulations

The University of Guam is authorized to grant baccalaureate and master's degrees. The College of Education is accepted by the Territorial Board of Education as an institution for the preparation of candidates for Teacher Certification in those professional positions within the Territorial Department of Education identified as requiring certification by the Territorial Board of Education.

2. Minimum Grade Point Average Requirement



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As a condition for meeting graduation requirements of the University, students must have the minimum overall GPA prescribed by their college, which in no case is lower than 2.0, and must have a 2.0 (C) average in their required major courses, or a “C” or better in specific courses required for the major if their college so requires.

3. Baccalaureate Degrees

A minimum of one hundred twenty-four (124) credit hours must be completed for the baccalaureate degree and must include forty (40) upper division credits.

The general degree requirements (General Education, a major, and in some cases a minor) listed for the degree must be completed. If a second concurrent major is attempted by the student, courses acceptable for General Education requirements for the first major may be used to satisfy the second major requirements.

4. Academic Evaluation and Application for Degrees

An academic evaluation considers all required courses and credit hours and determines which have been completed and which have not. After successful completion of approximately half of the credit hours required for the Baccalaureate degree at the University of Guam, a student should request a degree requirement evaluation at the Registrar’s Office if he or she wishes to receive the degree at the University of Guam.

Academic evaluation (courses completed, course requirements, and the total credit hours yet to be completed) which is desired at any time prior to the accumulation of sixty (60) credit hours is the responsibility of the students, in conference with their academic advisor and/or their program Chair. Should the students or their advisers discover that their records are incomplete, the Registrar will assist the advisor in bringing the academic records up to date.

Transfer students’ transcripts (record of courses and grades) must be forwarded by the registrar of the institution previously attended directly to the Registrar of the University of Guam. Determination of acceptable courses and credit hours from other institutions and the particular courses which will apply toward the completion of the student’s program will be made by the Registrar of the University of Guam. Course equivalencies will often be determined by the Chair of the department in which the student’s major program is to be completed.

An application for degree must be filed the semester before the student graduates. Should the student fail to file a request for graduation at the Records Office and Records, the necessary steps preparatory to official awarding of the degree will not be taken and the actual awarding of the degree will be delayed.

If a student fails to complete degree requirements, after having filed the Application for Undergraduate Degree, he or she must then submit a new Application for Undergraduate Degree and pay the Graduation Reapplication Fee.



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5. Second Baccalaureate Degree

- a. A second baccalaureate degree may not be attempted until the first baccalaureate degree has been awarded. A student may complete two majors simultaneously, but he will be awarded only one baccalaureate degree under these circumstances.
- b. The student must file with the Office of Admissions and Records a statement of approval by the Dean of the college and the Chair of the department in which he or she wishes to complete the second degree.
- c. Matriculation in a second degree program will be approved only if the student's major for the second degree is taken in a subject matter field other than the one in which he or she was awarded the first degree.
- d. Credit hour requirements for the major leading to the second baccalaureate degree (a) must be those specified in the current catalog and (b) must have been earned after the awarding of the first baccalaureate degree.
 - (1) A minimum of thirty-two (32) credit hours toward the second baccalaureate degree must be completed in residence at the University of Guam.
 - (2) Students holding a baccalaureate degree from other accredited four-year colleges and universities may attempt a second baccalaureate degree at the University of Guam provided they meet the requirements listed above.
 - (3) In some cases, the General Education Requirements are waived when the student is pursuing a second baccalaureate degree.

6. Election of Program Requirements for Graduation

Students will be allowed ten (10) calendar years from the first enrollment at the University of Guam to the date of the certification of completion of degree requirements for the major, to fulfill degree requirements of the catalog in force at the time of entrance.

The student will be required to meet all the requirements of the catalog in force when any of the following occur:

- a. A student returns after not attending the University of Guam for two (2) consecutive regular semesters. (Summer sessions are not regular semesters.)
- b. A student changes majors by filing a Change of Major form.

The ten-year timeline will be dated from the time that any of the above occurs.



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Students may voluntarily change from the catalog in force at the time of their initial admission to the University to the catalog in force at the time they request such a change. The ten-year timeline will be dated from the time of the request.

Students who enter as undeclared majors may choose the catalog in force at the time of their initial admission to the University or the catalog in force at the time they declare a major. The ten-year timeline will be dated either from the time of first admission or from the time a major is declared, whichever one the student chooses.

“Degree requirements” means all courses needed to graduate, including general education requirements, college requirements, and major course requirements.

The faculty of each division shall determine whether any course taken to satisfy General Education requirements may also count toward fulfillment of major and/or minor requirements. Although one course may satisfy both General Education requirements and major / minor requirements, the number of credits granted is only the number of credits for the one course.

Students should be aware that the University of Guam does not guarantee that all courses or all programs (majors) will continue to be offered unchanged during the ten (10) year period permitted to fulfill graduation requirements under a given catalog. In the event of program curricular changes, the Dean of the parent College will provide a transition plan for student movement from the old curriculum to the new. If a major no longer exists, the student either may select another major from the catalog under which his or her timeline was running and must complete the requirements within the time specified for that plan or select a major from the catalog at the time of change with a new timeline established as per this policy.

7. Residence Requirements

In order to receive a degree from the University of Guam, a student must complete at least thirty-two (32) credit hours for the baccalaureate degree in residence at the University of Guam. The residence requirements will not be waived under any circumstances.

A student no longer in residence at the University of Guam may request to be graduated in absentia. No more than sixteen (16) semester hours of the last twenty-eight (28) may be completed in absentia for those seeking a baccalaureate degree.

Diplomas for those graduating in absentia are filed at the Admissions and Records Office. Graduates who wish to have their diplomas mailed to them must pay the postage applicable at the time they file the request.

G. GENERAL EDUCATION COURSE AND AREA REQUIREMENTS

Students who plan to complete a baccalaureate degree at the University of Guam are required to complete the General Education Course and Area Requirements outlined in their applicable catalog. The University’s



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General Education program emphasizes the common need for learning experiences which include an understanding of the fundamentals of major fields of knowledge. The program also provides opportunities for the individual schools and colleges to include, within the specific career programs they offer, further relevant general educational experiences.

1. Advanced Placement

Under the authority given to the Deans of colleges and schools of the University to grant waivers for required courses on the basis of previously acquired competencies, the Deans of the colleges and schools have made provisions for advanced placement through appropriate methods of examination and evaluation of the student.

On the basis of placement test scores and an interview with members of the faculty appointed for this purpose, a student may be placed directly into EN111.

The Mathematics Placement Test, administered to all incoming students, is used to evaluate the student's mathematics proficiency and to determine placement.

For skill courses, such as art studio courses or music studio and applied music courses, waivers may be given based upon evidence of attained skill satisfactory to the department concerned.

Students are reminded that waiver of a course or courses does not imply that credit will be granted or the credit requirement waived. Electives either in the same subject area or in related areas must be taken in lieu of the course waived in order to meet the credit-hour requirement for that major. Waiving of a course does not reduce the number of credit hour required for graduation. Thus, waiver for Advanced Placement is not analogous to "Credit by-Examination."

2. Graduate Courses

Under certain circumstances seniors may take certain 400- or 500- level courses for graduate credit. If the credits are counted toward a baccalaureate degree, they may not also subsequently be counted toward a graduate degree. Please note that no undergraduate student may register for or receive credit for graduate courses except under the following circumstances. Before registering for the course, the student:

- a. Must procure the Graduate Credit Request Form from the Office of the Admissions and Records;
- b. Must complete the form and present it to the Registrar who will certify that the student is a Senior in the semester prior to graduation with a cumulative GPA of 3.00 or better;
- c. Must then obtain the signature of his or her advisor or major department head; and
- d. Must present the Request Form to the Graduate Dean and obtain his or her signature. Grading will be on the same basis as that for graduate students.



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3. Academic Records

The Office of Admissions and Records (also referred to as the Registrar's Office) maintains the official academic records on all students. Grade reports are provided at the end of each term and may be obtained by telephone (TelGrade) or be requested at the Records Office. Prior to presentation to the faculty for vote on the conferring of degrees, the qualifications of degree candidates are checked against the official record. The Admission and Records Office also maintains the official roster of students, academic probation, suspension and dismissal actions, honors, and all other academic records.

4. Course Numbering System

Description of course offerings will be found in the appropriate college sections of the catalog. The course numbering system for the University is explained below.

5. General Class-Level Designations:

- 0-099, non-degree unit;
- 100-199, freshman level;
- 200-299, sophomore level;
- 300-399, junior level;
- 400-499, senior level;
- 500-699, graduate level.

Lower level transfer courses equated to University of Guam upper-level courses do not carry upper-level credits.

800-level courses: The 800 series of courses are post-baccalaureate, professional development courses for teachers. Admission requirements are (1) proof of a bachelor's degree and (2) proof of present employment as a teacher. No undergraduate may take an 800 course. Credit for an 800 course is not applicable to any degree. These courses may not be cross-listed with any other course. They shall appear on a separate transcript labeled "For Professional Development Only."

6. Special Course Designations:

- a. -90 Series: Special Projects. Courses for individual students, including problems, special studies and individual research.
- b. -91 Series: Seminar Courses. Courses in which the burden of research and preparation is on the students, and class activity is discussion oriented.
- c. -92 Series: Practicum Courses. Guided work experience supervised by a qualified professor or project director to whom the student reports at regular intervals.
- d. -93 Series: Workshops. Courses administered by a group of specialists and dealing with various applied aspects of a discipline.



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- e. -94 Series: Special Studies. Special-Category courses usually designed to be offered only once (e.g., a course by a visiting expert or a course designed for a specific group of students).
- f. -95 Series: Thesis. Independent research culminating in a major research paper or project (e.g., Senior Thesis, Master's Thesis).
- g. -98 Series: Internship. A trainee, residency, or intern program in which the student works in a technical or professional area under the supervision of an expert in the field.
- h. -99 Series: Independent Reading. A course of directed readings in a designated field or topic.

7. Conference Course:

A regular course, not listed on the official semester or term class schedule. It is a course in which a person may enroll and study privately with the professor if the justification for such enrollment is approved by the advisor, instructor, division/department Chair and Dean.

8. Enrollment in Special and Conference Courses:

- a. A person who has been accepted for admission to the University of Guam may register for the following special courses up through the ninth week of a regular semester or the third week of the summer terms. Enrollment in these courses requires instructor's consent.

190, 290, 390, 490 - Special Projects
192, 292, 392, 492 - Practicum Courses
199, 299, 399, 499 - Independent Reading

A person who has been accepted for admission to the University of Guam may, with the instructor's consent, enroll in the -98 series, Internship, through the ninth week of a regular semester or the third week of the summer term provided that the course is offered by any college except the College of Education. Internships in the College of Education require prior approval and must be registered for by the end of the drop/add period.

- b. A person who has been accepted for admission to the University of Guam may register for a Conference Course(s) up through the drop/add period. Late registration penalties do not apply.
- c. The necessary application/approval forms may be obtained from the Office of Admissions and Records.
- d. All other rules and regulations apply.

9. Other Course-Number Designations:

Letter symbols appearing immediately after course numbers are to be interpreted as follows:



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- a. Small case letters "a-b" means a two-semester sequence to be taken in order.
- b. When small case letters are separated by a comma instead of a dash (EC 211a, b), these symbols indicate that even though the courses are closely related they need not be taken in the a, b order if conditions make it more expedient to reverse the order.

10. Credit Hours:

Parenthetical figures following the course title indicate the number of credit hours a course carries. In general, each unit represents one hour per week in class and two hours in preparation. Under special circumstances, courses may be offered with reduced unit value per clock hour spent in the classroom. Courses involving laboratory activity or other application normally require additional hours of class attendance.

11. Course Prerequisites:

Except for the University-wide policy requiring completion of EN111 before enrollment in 300/400 level courses, course prerequisites are listed immediately after the course descriptions. If no prerequisite is listed, it may be assumed that no other college-level course in that area is required. It must be reemphasized, however, that the student will, unless granted permission by his or her advisor, take classes within his or her particular class level (freshman, sophomore, junior, or senior). Other prerequisites are usually listed in the course descriptions. Students should check prerequisites before enrolling in a course.

12. English Prerequisite

Students are not permitted to enroll in 300 or 400 level courses until they have completed the EN080, EN110, EN111 series. A few courses are exempt from this policy and are listed in the current University catalog. Enrollment in a course that is not exempt will result in dis-enrollment from that course without refund of tuition.

Students will be held responsible for observance of types and sequences of courses taken and other academic rules and regulations printed in this Catalog or other supplements thereto.

13. Academic Advisement and Declaration of Major

Academic advisement is encouraged for all full-time, part-time and advanced placement (high school) students. The following is a list of the various categories of undergraduate students and their designated advisors:



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- a. Students on English Restriction: Fundamentals of English and Applied Linguistics Faculty.
- b. Undeclared majors who have earned less than sixty (60) credits: Counselors.
- c. All declared majors not covered by any of the above: Academic major advisors.

A student must declare a major by the beginning of the junior year (sixty (60) credits). Any student electing to remain undeclared after sixty (60) credits will be asked to sign a waiver provided by the Admissions and Records Office.

14. Student Class Load

The normal class load for a student is from twelve (12) to eighteen (18) credit hours per regular semester and 6 credit hours per summer term. The University defines a full-time undergraduate student as one who is enrolled for at least 12-credit hours during a regular semester or 6-credit hours during a summer session. A combination of a 3-credit course and a 4-credit laboratory course, for a total of 7 credits, will be considered as a permissible exception to the 6-credit normal class load for a student during the summer terms. If a student has completed less than 60 credit hours, the student may carry up to an additional three (3) semester hours if (1) he or she is making satisfactory progress and (2) he or she has submitted the Request for Class Overload form approved by his/her academic advisor who shall be from the college offering the major. If a student has completed 60 credits or more and is making satisfactory progress, overloads in excess of three hours, with the total credit hours enrollment not to exceed twenty-four (24) hours during regular registration, must be additionally approved by the Dean of the college in which the student is majoring.

This class overload will include Special Projects, Conference Courses, and Off-Campus courses. The student must have accumulated at least 15 credit hours with a grade-point average of 3.00 before he or she will be permitted to enroll beyond the normal class load. Interim courses which are held during semester breaks will be considered on an individual basis.

Credits taken in excess of the 24-hour maximum (10 for summer) or without official authorization will not be granted or recorded as earned credit. Under these conditions the hours for which credit will not be granted will be those with the latest enrollment date and which constituted the overload.

15. Grades, Credits, Grade-Point Average

The University of Guam acknowledges the completion of course work by the recording of specific letter grades, grade-point (quality units) and credit hours.

16. Grades

Grades are given in a course by the instructor as recognition of certain degrees of accomplishment and are to be interpreted as follows: A - Excellent, B - Good, C - Average, P - Passing, D - Barely Passing, F - Failure, I - Incomplete (work is of passing quality but incomplete for good cause), NC - No Credit. The



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letter grades A, B, C, D, and F (and I) must be used in every course unless specified otherwise in the official catalogue course description. Other symbols, assigned by the Office of Admissions and Records, are administrative and do not evaluate academic work: W - Official Withdrawal, UW - Unofficial Withdrawal, CW - Credit Withheld, NG - No Grade Reported.

No grades other than the "I" will be changed on the student's Permanent Record Card except under the following specific conditions:

- a. When certified by the instructor and by the Registrar as a technical or clerical error;
- b. When the decision reached through the completed grievance process as outlined in the Procedure for Solution of Problems of Student Academic Rights specifies that the grade is to be changed (the grievance procedure is to be used in grading problems between the student and the instructor); and
- c. When an appeal for a grade change because of problems related to the recording of administrative symbols that are not actually grades, such as UW, in the Office of Admissions and Records, is approved by the University Registration and Admissions Committee and by the Vice President, Academic Affairs (the appeals procedure of the University Registration and Admissions Committee is to be used in these situations).

Grade change requests or appeals on the basis of additional academic course work submitted after the official issuance to the Registrar of a grade for the course will not be considered.

The official action specifying a grade change under the conditions stated above must be submitted in writing to the Registrar who will complete the necessary revisions of the Permanent Record Card.

An "I" may be given to a student who has failed to complete a small, but important part of the course if the reasons for the Incomplete are justified by the instructor and the Dean. The appropriate Incomplete form must be completed and signed by the Dean before the Incomplete can be assigned to the student. The Incomplete form remains on file in the Dean's Office. To receive credit for a course marked "I," the student must satisfactorily complete the unfinished work by the last day of classes of the following regular semester after the incomplete grade was issued. Should the student fail to complete the specified work to the satisfaction of the instructor, no credit will be recorded and the symbol "I" will be changed to an "F" on his record. No requests for time extension will be accepted.

In exception to the above policy for those courses which do not use the "F" grade, the equivalent noncredit grade will be assigned, and all grades of "Incomplete" must be resolved prior to graduation. If a student who is applying for graduation has an unresolved Incomplete at the time that the Director of Admissions and Records certifies his or her eligibility for graduation, the "I" will be changed to an "F" or other equivalent noncredit grade and used in the final GPA calculation.

17. Grades for Graduating Students



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Once final grades for graduating students have been submitted, no change may be made in the grade except in the case of a clerical error which must be attested to in writing by the instructor to the Director of Admissions and Records.

18. Grade Points

Quality points (for computing averages) are assigned to grades as follows: A-4.00; B-3.00; C-2.00; D-1.00; F-0.00 points.

19. Grade-Point Averages

Averages are computed from the credit hours of all courses for which conventional grades are reported. The average is determined by dividing the total number of grade-points by the total number of credit hours attempted for which a letter grade of A, B, C, D, or F has been assigned.

H. CHANGES IN COURSE SCHEDULE

Within the published "Change-of-Schedule" period following registration, a registered student may, for valid reasons, drop and/or add courses with the prior approval of his academic advisor.

A "Change-of-Schedule" will be accomplished officially on the days and at the times designated by the Office of Admissions and Records. Ordinarily, no course may be added or changed after the above designated date although withdrawal from courses is permitted within the limits indicated under the Withdrawal Policy outlined below.

1. Retaking of Courses

A student who receives a grade of D or below in any University of Guam undergraduate course may repeat the course to raise his or her grade.

If the course is repeated, only the last grade made in the course will be considered in determining the student's grade-point average and for transfer and graduation records. It should be noted that this policy does not apply to grades of "C" or better.

All students are urged to repeat courses (when the course is scheduled) in which they have received a grade of "D" or below (this is particularly important for students who are on probation).

2. Enrollment of Lower Level Course after Completion of Upper Level Course

A student may not take a lower level course after completing a more advanced level course in the same subject area without written permission of the appropriate unit/department.

3. Academic Renewal Policy



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Former University of Guam students whose academic performance resulted in their suspension or dismissal from the University may apply to the University Admissions and Registration Committee (URAC) for readmission to the University with a request that their prior academic record be disregarded. If approved, such students reenter the University with no credits attempted, no credits earned, and no quality points earned. The policy may be evoked by students only once and is applicable only to students enrolled at the UOG and only for UOG credits.

At least three (3) full calendar years must have elapsed since the end of the last semester in which the applicant was enrolled. The applicant may be asked to present adequate evidence that the conditions which caused the prior poor academic performance have changed so that there is a reasonable expectation that the applicant can perform satisfactorily if permitted to resume studies.

The prior academic record remains a part of the person's overall academic history, but none of it is carried forward as part of the person's program. That is, none of the credits earned previously can be used in the student's program after readmission under Academic Renewal. Student's showing competency in any area may be allowed advanced standing (without credit) or waiver of requirements, just as any other student, but will not be permitted credit-by-examination for courses that they enrolled in prior to requesting reentry under Academic Renewal.

I. PROBATION, SUSPENSION, DISMISSAL

If at the end of any given semester a student fails to maintain the minimum grade point average, he or she will be placed on probation. If at the end of the probationary semester he or she has been able to maintain the minimum grade-point average for that semester, he or she will be allowed to enroll again on a probationary status. This probationary enrollment will be removed when the cumulative grade point average reaches the required minimum. If, however, he or she fails to maintain the minimum GPA for the probationary semester, he or she will be suspended.

A student placed on suspension may not enroll for one regular semester. After a lapse of one regular semester, a suspended student may enroll on a probationary status. He or she must then maintain the required minimum GPA each semester until his or her cumulative average reaches the required minimum GPA. Failure to maintain a current minimum required GPA will result in dismissal from the University.

A student dismissed from the University may not be admitted for one full calendar year. In addition, he or she must petition to the University Registration and Admissions Committee for readmission. If his or her petition is approved, he or she will be admitted on a probationary status and must maintain a current minimum required grade-point average or he or she will be dismissed.

A student who has been dismissed a second time may not appeal for readmission until three (3) academic years have passed.

A student on probation, suspension or dismissal is considered as not making satisfactory progress.



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The minimum grade-point requirement is 2.0.

1. Satisfactory Progress

University of Guam considers students to be making satisfactory progress when they are not on Academic Probation, Suspension or Dismissal.

2. Leave of Absence

The University of Guam does not permit student leaves of absence except as described in the Withdrawal Policy.

J. WITHDRAWAL POLICY

1. Admissions Office-Initiated Drop

The Director of Admissions and Records may administratively drop a student from any class for which he or she does not have the prerequisite courses, or exemption from the prerequisites, whether the student enrolls in such a class during the regular registration period or the drop/add period.

2. Student-Initiated Withdrawal

Students may withdraw from a class or classes during the first week of instruction of a regular semester and the first two days of a summer session without anything being recorded on their transcripts. From the second through the eighth week of instruction of a regular semester and from the third day of classes through the third week of a summer term, students may withdraw by filing a withdrawal form in the Office of Admissions and Records.

This form must be signed by the student's advisor. A "W" (indicating an official withdrawal) will be recorded. If students fail to file the withdrawal form, a "UW" (Unofficial Withdrawal) will be recorded. The "UW" will be calculated in the GPA in the same way as an "F."

After the eighth week of instruction of a regular semester and after the third week of a summer session, students may not withdraw from individual courses without submitting a petition to the Office of Admissions and Records, which has been approved by the advisor and the relevant instructor. Students requesting a complete withdrawal from the University must file a withdrawal form available at the Office of Admissions and Records and obtain signatures.

When students leave the University or stop attending a class without carrying out their withdrawal according to this regulation, the administrative mark "UW" will be recorded unless the instructor submits an academic grade.

3. Probation/Suspension for Unofficial Withdrawal



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Students who accumulate three or more unofficial withdrawals (UW), whether in one semester or in subsequent semesters, will be put on probation the following semester. Any “UW” received while on probation will be a violation of that status and result in the penalties prescribed under the probation/suspension policy.

4. Course Waivers

Under circumstances in which the University makes special allowances, or where a student demonstrated satisfactorily that he or she would not materially benefit from a given course because of his or her previous experiences, knowledge, and understanding in that particular subject matter, a course(s) may be “waived” by the University. However, this does not imply that credit will be granted for the course or courses waived. It does indicate that the student granted the privilege is prepared to enroll in a more advanced course in the subject area. Waiving of a course does not reduce the number of credit hours required in a given program. Consequently, the student will be expected to take more advanced courses or electives (either in the same subject area or in related areas) in lieu of the courses waived in order to meet the total minimum requirements in the program. Such waivers must be approved by the Dean of the college in which the courses concerned are listed. This approval must be in writing to the Office of Admissions and Records.

5. Credit by Examination

Credit By Examination may be granted in accordance with the following regulations:

- a. Any person who has not previously enrolled at the University of Guam must have been accepted by the University, following completion of the standard Application For Admission form.
- b. Application for Credit By Examination can be made only during the first nine weeks of a regular semester or the first three (3) weeks of the summer session.
- c. A standard examination will be at least equal in time and intensity to the final examination in the approved course. Upon completion of the Credit By Examination, the prescribed evaluative symbols appropriate for the course and quality points toward the grade point average are to be recorded in the Registrar’s Office.
- d. This examination must be taken during the semester in which the person enrolls for such credit. If the exam is not taken before the end of the semester, the grade of “UW” will be assigned. The student does have the right to make application for the same Credit By Examination if the student has received a “UW.” Retaking a Course and “UW” rules apply.
- e. A person is ineligible for Credit By Examination if he or she has previously or is currently enrolled in the course.
- f. Procedures for requesting and completing individual course Credit By Examination tests are as follows:



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- (1) Certify with the Registrar that the course is one in the credit-by-examination listing and his or her eligibility for earning such credit, and then;
- (2) proceed to the various offices in accordance with the directions given on the Request for Credit By Examination form available in the Office of the Registrar.

Credit-By-Examination Fees: For individual courses, the person will be charged the same tuition fees per credit hour he or she would pay if he or she were registering for the course.

6. Petitioning for Credit

A student denied credit for course work completed at the University or at other accredited colleges and universities may petition the University Registrar for acceptance of such courses for credit. Petitions must be accompanied by approvals of the Chair of the department/division and the Dean of the college in which the course is offered. Petition forms are available in the Registrar's Office.

K. HONOR STUDENTS AND HONOR GRADUATES

1. Honor Students

Full-time undergraduate students who are seeking their first baccalaureate degree and achieve at least a 3.50 GPA for all course work completed during an academic term are listed on the "Dean's List" of their respective college. In order to qualify for the "Dean's List," an undergraduate student must complete at least twelve (12) credit hours that carry letter grades only (i.e., A, B, C, D). In order to qualify for the "President's List," an undergraduate student must complete at least twelve (12) credit hours that carry letter grades only (i.e., A, B, C, D) and have a 4.0 grade point average for that semester.

2. Honor Graduates

Graduating seniors completing their first baccalaureate degree are recognized for academic achievement at commencement ceremonies each year. The appropriate Latin term, below, indicating the degree of achievement, is inscribed on the graduate's diploma and on the commencement program. Transfer students must earn at least half of the total hours required (124) at the University of Guam with letter grades (A, B, C, D) in order to be eligible for honors.

The requirements are:

Summa Cum Laude: 3.90 or higher cumulative grade-point average.

Magna Cum Laude: 3.70 to 3.89 cumulative grade-point average.

Cum Laude: 3.50 to 3.69 cumulative grade-point average.

L. TUITION, FEES, FINANCIAL ASSISTANCE AND REFUNDS



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1. Tuition and Fees

Tuition and other fees at the University of Guam are established by the Board of Regents. A student's registration is complete only when all tuition and fees are paid or when payment arrangements have been made with the Business Office.

2. Resident and Non resident Tuition

On Guam, as in all fifty United States, Tuition for instruction at the publicly supported university is higher for nonresidents than for resident students, Non-immigrant, foreign (alien) students shall be classified as nonresident students.

3. Senior Citizens' Tuition

Any person 55 years or older is entitled to free tuition and fees at the University of Guam, provided that they are residents as defined by Guam Law, and provided that they have been admitted to the University.

4. Financial Assistance

The University of Guam is committed to providing financial assistance programs for attendance at UOG.

5. Refund of Tuition

Refund of Tuition, when warranted, will be made in accordance with a Board of Regents approved refund schedule.

The University of Guam accepts MasterCard, VISA and American Express credit cards.

a. Residency Rules

The considerations used in determining residency appear below. Only duly authorized admissions officers at the University may apply and interpret these qualifications.

- (1) Establishment of a domicile on Guam or in one of the Freely Associated States (the Commonwealth of the Northern Mariana Islands, the Federated States of Micronesia, the Republic of the Marshall Islands, and the Republic of Palau as mandated by 17 GCA Section 16125 (a)) for a period of twelve months or more prior to the beginning of the term for which residency is claimed, or
- (2) Various other indices of residency, e.g. permanent employment on Guam and payment of income taxes to Guam, for a period of twelve months or more prior to



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- the beginning of the term for which residency is claimed, ownership of living quarters on Guam, or
- (3) United States military personnel and their authorized dependents (as defined by the Armed Services) during the period such personnel are stationed in Guam on active duty.

Note: Students who knowingly provide false information or who conceal or refuse to reveal information for the purpose of achieving resident status shall be subject to cancellation of admission to the University.

Note: The burden of proof is upon the student who is making the claim to resident student status.

See the Academic Calendar in the current Undergraduate Catalog for the deadline to submit a "Request for Change from Nonresident to Resident Status." Approved changes of status will become effective the term following the approval; they are not retroactive, and no refunds will be given.

b. Tuition Rates

The Board of Regents sets the tuition rates. Tuition charges are for each credit hour up to a maximum of fifteen (15) during regular semesters and six (6) each for the Summer term. Credit hours taken beyond these maximums are without cost.

Tuition charges (per credit hour) for students are expected to increase by 10% per year. See the current Catalog for the official listing of tuition charges.

c. Fees

At the time of registration, all students must pay fees in the following categories:

- Registration
- Student Services
- Library Services
- Student Activities
- Health Services
- Athletics
- Computer Lab
- Internet Fee

The fees being charged are found in the current catalog and are subject to change by the Board.

If a student's financial obligations have not been met, the transcripts and other official records of the student will not be released by the Registrar, and the student will not be permitted to register



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for further courses. In addition, the student will not be allowed to withdraw from the University until complete payment is made. The University will charge interest of 12% per annum on all debts, including returned checks. Matters relating to the student's financial obligations to the University shall be referred to the Vice President for Administration and Finance.

d. Refund Regulations

Refund of tuition, when warranted, will be made in accordance with the refund schedule below. Tuition refunds will be honored only when the official withdrawal form has been submitted to the Business Office.

<u>Withdrawal</u>	<u>Tuition Refund</u>
For regular (16-week) semester courses within the first week of class	95%
For Saturday or Sunday courses prior to second meeting day	95%
For all courses shorter than 16 weeks prior to second meeting day	95%

If there are multiple class start days for the Summer Term, the refund period for the above schedule will begin on the first day of the first class of the summer term.

Students who wish to make voluntary changes in their course schedules (drop and add/or adjustment of course schedule) after completion of registration, up to and including the final day of the change-of-schedule period, must make changes during the scheduled Drop/Add period. Students who wish to withdraw from all courses prior to the end of the change-of-schedule period should submit the Notification for Course Withdrawal form.

Fees will be refunded only if courses are canceled by the University. Otherwise, fees are not refundable.

Refund checks will be mailed to the student four to six weeks after the student drops a class or withdraws from the University.

e. English Language Institute (ELI) Tuition

The tuition rates for ELI are found in the current catalog and are subject to change by action of the Board of Regents

f. Miscellaneous Charges



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In addition to the fees listed earlier in this section, there are numerous fees attached to specific courses or University services. These fees are listed in the current catalog and are subject to change by action of the Board of Regents

g. Financial Assistance

Students are encouraged to pick up a financial aid handbook for information on the various types of assistance available and eligibility requirements at the Financial Aid Office in the Student Service Center, first floor, room 140.

The Federal Student Financial Assistance Programs are awarded based on financial need and consist of grants, part-time employment, and loans. The Free Application for Federal Student Aid (FAFSA) forms are provided by the U. S. Department of Education and are available in the Financial Aid Office in January of each calendar year. Students must apply each year and are encouraged to file the free application form early, as funds are limited for some programs. Detailed information on the types of federal aid programs are provided in the financial aid handbook, including programs for veterans and their dependents, and ROTC.

The Government of Guam also provides Financial Assistance Programs for undergraduate and graduate studies. The programs consist of the Merit Award for incoming freshmen, Student Loan, Professional/Technical Awards for graduate and professional studies, Dr. Antonio C. Yamashita Guam Educator Corps, Nurses' Training, Pedro "Doc" Sanchez Scholarship for Government of Guam career employees, and other programs. Detailed information on all types of financial assistance programs sponsored by the Government of Guam are in the Financial Aid Handbook.

Other types of financial assistance programs are also available to students. Scholarships and loans are sponsored by private organizations as well as other Micronesian government entities for the residents of their respective islands. Detailed information may be obtained from the Financial Aid Office or from the sponsors of these programs.

Students are advised to visit the Financial Aid Office each term to keep abreast with any changes in funding, application deadlines, and other requirements.

M. STUDENT APPEALS

1. Students have the right to appeal for waivers of academic rules, such as admission requirements; grade recording; academic probation, suspension, and dismissal actions. The committee handling these types of appeals is the University Registration and Admissions Committee.
2. Students also have the right to appeal if they feel that their academic rights, such as being informed of course requirements and being graded fairly, have been violated. The Committee



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handling these second types of appeals is the Student Discipline and Appeals Committee. This Committee also hears cases in which it is alleged that students violated the Code of Student Conduct.

a. Student Appeal Procedures for Waiver of Academic Rules

The University Registration and Admissions Committee is designated to hear students' petitions appealing decisions made in relation to admission requirements, records, registration and academic rules. The Appeal Form and the Request for Transcript of Record form, referred to in these procedures, are available in the Registrar's Office.

Appeal procedures are as follows:

- (1) On the appeal form describe the problem as clearly and completely as possible.
 - a) Tell why the University Registration and Admissions Committee should consider the appeal.
 - b) Give all details that will help the Committee better understand the situation.
 - c) Give your full name, mailing address, academic major, contact phone number, and date.
 - d) If help is needed in completing the Appeal Form, the Office of the Dean of the College in which you are majoring will designate an advisor to help you. The VP of Student Affairs will designate an advisor for undeclared students needing help.
- (2) Complete the Request for Transcript of Record Form.
 - a) Indicate on the form that the transcript is for "URAC - Hearing."
 - b) Unless this is your first request for a transcript, a fee will be charged.
- (3) Attach to the completed forms any documents, records, or recommendations that will help the Committee make a decision .
- (4) Turn the complete appeal packet into the Registrar's Office, Admissions and Records desk.
- (5) URAC appeals are heard at the beginning of each semester and summer session. Special appeal hearings may be scheduled, if necessary.
- (6) Students should attend the URAC hearing to speak to the Committee and explain the problem.



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- (7) Contract the Registrar's Office for the time and room number of the hearing.
- (8) Absent extraordinary circumstances, URAC will make a decision the day of the hearing.
- (9) The decision of URAC is final.

b. Student Academic Appeal/Grievance Procedure

This procedure will be followed when a student would like to resolve a grievance or complaint against a student, faculty member, administrator, or other employee of the University. For the purpose of this procedure, business days are defined as weekdays during the Fall and Spring semesters when classes are in session.

For assistance in determining how to follow these procedures or advice on grievances, contact the Student Life Officer or the SGA. You may be accompanied by a friend (faculty or student) at any stage in this process. At each step of the grievance procedure, both parties to the dispute will be informed of any decisions taken.

At any point in the following procedure, outlined in Steps 1 through 6 below, failure by the dissatisfied party to appeal within the time line shall result in the termination of the grievance and the decision, at the level it is stopped, shall stand.

STEP 1

- 1) A student must attempt problem resolution by conferring with the faculty member or other party within thirty (30) business days after becoming aware of the problem. At this point, both parties shall apprise themselves of their own rights and those of the other party.
In accordance with the University's nondiscrimination and affirmative action policy, students who feel uncomfortable meeting with the faculty member or other party against whom they have a grievance may skip step 1 of the grievance process. Also, a student grievant may be accompanied by a representative at all stages of the grievance process.
- 2) If this conference does not resolve the problem, the person bringing the grievance shall notify the other party in writing within 10 days after the conference that he or she is initiating the grievance procedure and again shall seek to resolve the problem through a second informal conference. If the student skips Step 1 and goes directly to Step 2, the student, within 30 business days after becoming aware of the problem, shall notify the other party in writing that he or she is initiating the grievance procedure.
- 3) If this second conference does not resolve the problem, the procedure shall continue to the next step.



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STEP 2

- 1) The student shall present a written statement, within 10 business days after the second conference, to the appropriate Unit Chair or Director and to the party against whom the student has the grievance. The statement must describe the problem in concrete terms, supply all written evidence pertinent to the problem and state the requested solution.
- 2) In the case of units lacking a Chair or a Director, the grievance shall proceed to Step 3.
- 3) If the faculty member against whom the student has a grievance is a Chair, Director, or higher, the grievance shall proceed to the appropriate higher level.
- 4) The Chair or Director shall facilitate a resolution of the problem.
- 5) If an agreement is reached, the Chair or Director shall put the agreement in writing. This shall be signed by both parties with the Chair or Director as witness. Copies of the agreement shall be given to both parties and the Chair or Director shall retain the original. If the recommendation resolves the problem, the appropriate Dean shall act on the recommendation.
- 6) If no agreement is reached, the Chair or Director shall decide the issue and provide both parties and the appropriate Dean with a written copy of his or her recommendation within 5 business days.
- 7) If this recommendation fails to resolve the problem, the dissatisfied party may continue the grievance procedure by appealing the recommendation to the appropriate Dean within 5 business days from receipt of the Chair or Director's decision.

STEP 3

- 1) The case may be heard by the appropriate Dean alone, unless the Dean or one of the parties to the dispute, requests in writing to the Chair of the University Student Discipline and Appeals Committee that the grievance be heard by that Committee.
- 2) If the Dean hears the case, he or she shall review the chair or Directors recommendations and such other factors as may be known to him or her and, except for extraordinary circumstances, shall notify both parties of his or her decision within 10 business days. If this decision fails to resolve the grievance, the dissatisfied party may continue the grievance procedure.

STEP 4



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- 1) If the dean or one of the parties to the dispute, requests in writing to the Chair of the University Student Discipline and Appeals Committee that the grievance be heard by that Committee, the Committee shall be convened to hear the grievance and to make recommendations to the appropriate Vice President.
- 2) The University Discipline and Appeals Committee shall conduct an investigation according to the procedures below.
- 3) Within 10 business days after receiving written notification, the Chair of the University Student Discipline and Appeals Committee will notify committee members of the upcoming grievance. He or she will also contact both parties of the grievance to set a date for the formal hearing.
- 4) All documents produced for Step 2 and Step 3 shall be given to the University Discipline and Appeals Committee by the appropriate Dean.
- 5) During the formal hearing the grievant and the person against whom the grievance has been brought shall have 15 minutes to present his or her case. Each party may have an additional 30 minutes for testimony by other persons. Each party shall have 10 minutes to respond to the other's position. Committee members may ask questions of either party following the presentation of the case.
- 6) If one party fails to appear, except for absences due to extraordinary circumstances (as determined by the Student Discipline and Appeals Committee), the hearing will nevertheless proceed.
- 7) During the formal hearing, the reliance upon evidence shall be determined by fundamental principles of fair play. Rules of evidence in courts of law shall not, as such, be applied. The hearing is closed to the public to maintain confidentiality of the student and the party against whom the grievance has been brought.
- 8) At the conclusion of the proceedings the University Discipline and Appeals Committee shall meet in closed session to deliberate and formulate its recommendations to the appropriate Vice President.
- 9) With the exception of extraordinary circumstances, the recommendations and the supporting documentation shall be forwarded to the appropriate Vice President with 10 business days with a copy of the recommendations provided to the appropriate Dean.

STEP 5

- 1) The dissatisfied party may appeal the decision of the Student Discipline and Appeals Committee by appealing in writing to the appropriate Vice President.



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- 2) The appropriate Vice President will be the Vice President, Academic Affairs, for academic matters and the Vice President, Student Affairs, is the appropriate Vice President for student affairs matters.
- 3) The appropriate Vice President will review all documentation regarding the case, and except for extraordinary circumstances, make a decision within 15 business days.

STEP 6

- 1) The dissatisfied party may appeal the decision of the Vice President by appealing in writing to the President.
- 2) The President will review all documentation regarding the case, and except for extraordinary circumstances, make a decision within 15 business days.
- 3) The President's decision shall be final.

N. ACADEMIC RIGHTS AND RESPONSIBILITIES OF STUDENTS

1. Academic Rights of Students

Students have the following rights:

- a. To have competent instruction, which shall encompass the following :
 - 1) to be informed of course requirements (which shall include, course content, methodology and grade determination).
 - 2) to engage in free and open inquiry and expression, so long as this does not interfere with the rights of the instructor(s) and other students; and
 - 3) to protect against prejudice and/or capricious academic evaluation.
- b. To have competent advisement,
- c. To have qualified, impartial assistance from the faculty of the support and research units of the University,
- d. To have protection against misuse of original work,



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- e. To be treated in accordance with the University's Statement of Nondiscrimination and Affirmative Action.
- f. To have protection, through orderly procedures, if any of the above rights are violated, and
- g. To be accompanied by a representative at all stages of any grievance procedure.

2. Academic Responsibilities of Students

Students have the obligation to be competent students, which includes the following:

- a. To ascertain course, program and University requirements,
- b. To maintain standards of academic performance established for any course in which they are enrolled.
- c. To exercise their rights with honesty, maturity, and responsibility, and
- d. To not plagiarize, and
- e. To initiate investigative procedures if they believe that their academic rights have been violated.

O. STUDENT GOVERNANCE

A Student Government Association (SGA) has been established to provide students: 1) a forum for organized input on University academic related governance and activities, and 2) the opportunity to conduct University sanctioned social activities and events. The SGA shall fall under the guidance and jurisdiction of the Office of the Vice President, Student Affairs.

P. STUDENT CODE OF CONDUCT

The mission of the University of Guam is to provide higher education programs for the people of Guam and the Western Pacific Island Communities. To fulfill this mission, the University of Guam must provide opportunities for intellectual, emotional, social, and physical growth. University students assume an obligation to act in a manner compatible with the fulfillment of the mission. The University community recognizes its responsibility to provide an atmosphere conducive to growth. With these principles in mind, the University of Guam Student Government Association in conjunction with the Vice President, Student Affairs, establishes the Student Code of Conduct, which is hereby contained in Sections P through U of this article.



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Any questions of interpretation regarding the Student Code shall be referred to the Vice President, Student Affairs, or designee.

The Student Code shall be normally reviewed every year by the Student Government Association in conjunction with the Vice President, Student Affairs, and the University Student Discipline and Appeals Committee.

Q. DEFINITIONS

1. The term University means University of Guam.
2. The term “student” includes all persons taking courses at the University, both full-time and part-time, pursuing undergraduate, graduate, or professional studies and those who attend post-secondary educational institutions other than the University of Guam and who reside in University Residence Halls. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the University are considered “students.”
3. The term “faculty member” means any person hired by the University to conduct teaching, service, or research activities.
4. The term “University official” includes any person employed by the University, performing assigned administrative responsibilities.
5. The term “member of the University community” includes any person who is a student, faculty member, University official or any other person employed by the University.
6. The term “University premises” includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the University (including adjacent streets and sidewalks).
7. The term “organization” means any number of persons who have complied with the formal requirements for University recognition.
8. The term “judicial body” means any person or persons authorized by the President to determine whether a student has violated the Student Code or other regulations and to recommend imposition of sanctions. The “judicial body” for violations of the Student Code is the University Student Discipline and Appeals Committee.
9. The term “judicial advisor” means a University official authorized on a case-by-case basis by the President to impose sanctions upon students found to have violated the Student Code. The President may authorize a judicial advisor to serve simultaneously as a judicial advisor and the



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sole member or one of the members of a judicial body. Nothing shall prevent the President from authorizing the same judicial advisor to impose sanctions in all cases. Unless otherwise noted, the “judicial advisor” of the University is the Vice President, Student Affairs.

10. The term “appellate board” means any person or persons authorized by the President to consider an appeal from a judicial body’s determination that a student has violated the Student Code, other regulations, or from the sanctions imposed by the judicial advisor.
11. The term “shall” is used in the imperative sense.
12. The term “may” is used in the permissive sense.
13. The term “policy” is defined as the written regulations of the University as found in, but not limited to, the Student Handbook, the Student Code, Residence Hall Handbook, Graduate/Undergraduate Catalogs and the University Policy Manual.
14. The term “cheating” includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or (3) the acquisition, without permission, of tests or other academic material belonging to a member of the University faculty or staff.
15. The term “plagiarism” includes, but is not limited, to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.
16. Business day or days are week days during the Fall and Spring semesters when classes are in session.

R. JUDICIAL AUTHORITY

1. The University Student Discipline and Appeals Committee is the judicial body authorized to hear cases alleging violations of the Student Code.
2. The judicial advisor shall determine the composition of judicial bodies and appellate boards, other than the University Student Discipline and Appeals Committee, and determine which judicial body, judicial advisor and appellate board shall be authorized to hear each case.
3. In cases not involving violations of the Student Code, the judicial advisor shall develop policies for the administration of the judicial program and procedural rules for the conduct of hearings which are not inconsistent with provisions of the Student Code.



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4. Decisions made by a judicial body and/or judicial advisor shall be final, pending the normal appeal process.
5. A judicial body may be designated as arbiter of disputes within the student community in cases which do not involve a violation of the Student Code. All parties must agree to arbitration, and to be bound by the decision with no right of appeal.

S. PROSCRIBED CONDUCT

1. Jurisdiction of the University.

Generally, University jurisdiction and discipline shall be limited to conduct which occurs on University premises or which adversely affects the University Community and/or the pursuit of its objectives.

2. Conduct Rules and Regulations

Any student found to have committed the following misconduct is subject to the disciplinary sanctions outlined in section T.2. of this article.

- a. Acts of dishonesty, including but not limited to the following:
 - 1) Cheating, plagiarism, or other forms of academic dishonesty.
 - 2) Furnishing false information to any University official, faculty member or office.
 - 3) Forgery, alteration, or misuse of any University document, record, or instrument of identification.
 - 4) Tampering with the election of any University recognized student organization.
- b. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other university activities, including its public-service functions on- or off-campus, or other authorized non-University activities, when the act occurs on University premises.
- c. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion and/or other conduct which threatens or endangers the health or safety of any person.
- d. Attempted or actual theft of and/or damage to property of the University or property of a member of the University community or other personal or public property.
- e. Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of



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- initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization.
- f. Failure to comply with directions of University officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
 - g. Unauthorized possession, duplication or use of keys to any University premises or unauthorized entry to or use of University premises.
 - h. Violation of published University policies, rules or regulations.
 - i. Violation of federal, state or local law on University premises or at university sponsored or supervised activities.
 - j. Use, possession or distribution of narcotic or other controlled substances except as expressly permitted by law.
 - k. Use, possession or distribution of alcoholic beverages except as expressly permitted by the law and University regulations, or public intoxication.
 - l. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on University premises.
 - m. Participation in a campus demonstration which disrupts the normal operations of the University and infringes on the rights of other members of the University community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.
 - n. Obstruction of the free flow of pedestrian or vehicular traffic on University premises or at University sponsored or supervised functions.
 - o. Conduct which is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on University premises or at functions sponsored or participated by the University.
 - p. Theft or other abuse of computer time, including but not limited to:
 - 1) Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
 - 2) Unauthorized transfer of a file.
 - 3) Unauthorized use of another individual's identification and password.



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- 4) Use of computing facilities to interfere with the work of another student, faculty member or University official.
 - 5) Use of computing facilities to send obscene or abusive messages.
 - 6) Use of computing facilities to interfere with normal operation of the University computing system.
- q. Abuse of the Judicial System, including but not limited to:
- 1) Failure to obey the summons of a judicial body or university official.
 - 2) Falsification, distortion, or misrepresentation of information before a judicial body.
 - 3) Disruption or interference with the orderly conduct of a judicial proceeding.
 - 4) Institution of a judicial proceeding knowingly without cause.
 - 5) Attempting to discourage an individual's proper participation in, or use of, the judicial system.
 - 6) Attempting to influence the impartiality of a member of a judicial body prior to, and/or during the course of, the judicial proceeding.
 - 7) Harassment (verbal or physical) and/or intimidation of a member of a judicial body prior to, during, and/or after a judicial proceeding.
 - 8) Failure to comply with the sanction(s) imposed under the Student Code.
 - 9) Influencing or attempting to influence another person to commit an abuse of the judicial system.

3. Violation of Law and University Discipline

- a. University disciplinary proceedings may be instituted against a student charged with violation of a law which is also a violation of this Student Code. If both alleged violations result from the same factual situation, proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.
- b. When a student is charged by federal, state or local authorities with a violation of law, the University will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also the subject of a proceeding before a judicial body under the Student Code, however, the University may advise off-campus authorities of the existence of the Student Code and of how such matters will be handled internally within the University community. The University will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students and University employees, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.



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T. JUDICIAL POLICIES

1. Charges and Hearings

- a. Any member of the University community may file charges against any student for misconduct. Charges shall be prepared in writing and directed to the judicial advisor responsible for the administration of the University judicial system. Any charge should be submitted as soon as possible after the event takes place, preferably within ten (10) business days.
- b. The judicial advisor may conduct an investigation to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the judicial advisor. Such disposition shall be final and there shall be no subsequent proceedings. If the charges cannot be disposed of by mutual consent, the judicial advisor may later serve in the same matter as the judicial body or a member thereof.
- c. All charges shall be presented to the accused student in written form. A time shall be set for a hearing, not less than five nor more than fifteen (15) business days after the student has been notified. Maximum time limits for scheduling of hearings may be extended at the discretion of the judicial advisor.
- d. Hearings shall be conducted by a judicial body according to the following guidelines:
 - 1) Hearings normally shall be conducted in private. At the request of the accused student, and subject to the discretion of the Chair, a representative of the student press may be admitted, but shall not have the privilege of participating in the hearing.
 - 2) Admission of any person to the hearing shall be at the discretion of the judicial body and/or its judicial advisor.
 - 3) In hearings involving more than one accused student, the Chair of the judicial body may permit the hearings concerning each student to be conducted separately.
 - 4) The complainant and the accused have the right to be assisted by any advisor they choose, at their own expense. The advisor may be an attorney. The complainant and/or the accused is responsible for presenting their own case and, therefore, advisors are not permitted to speak nor to participate directly in any hearing before a judicial body.



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- 5) The complainant, the accused and the judicial body shall have the privilege of presenting witnesses, subject to the right of cross examination by the judicial body.
 - 6) Pertinent records, exhibits and written statements may be accepted as evidence for consideration by a judicial body at the discretion of the Chair.
 - 7) All procedural questions are subject to the final decision of the Chair of the judicial body.
 - 8) After the hearing, the judicial body shall determine (by majority vote if the judicial body consists of more than one person) whether the student has violated each section of the Student Code which the student is charged with violating.
 - 9) The judicial body's determination shall be made on the basis of whether it is more likely than not that the accused student violated the Student Code.
- e. There shall be a single verbatim record, such as a tape recording, of all hearings before a judicial body. The record shall be the property of the University.
- f. Except in the case of a student charged with failing to obey the summons of a judicial body or University official, no student may be found to have violated the Student Code solely because the student failed to appear before a judicial body. In all cases, the evidence in support of the charges shall be presented and considered.

2. Sanctions

- a. The following sanctions may be imposed upon any student found to have violated the Student Code:
 - 1) Warning: A notice in writing to the student that the student is violating or has violated institutional regulations.
 - 2) Probation: A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional regulation(s) during the probationary period.
 - 3) Loss of privileges: Denial of specified privileges for a designated period of time.
 - 4) Fines: Previously established and published fines may be imposed.



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- 5) Restitution: Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.
 - 6) Discretionary Sanctions: Work assignments, service to the University or other related discretionary assignments.
 - 7) Residence Hall Suspension: Separation of the student from the residence halls for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
 - 8) Residence Hall Expulsion: Permanent separation of the student from the residence halls.
 - 9) University Suspension: Separation of the student from the University for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
 - 10) University Expulsion: Permanent separation of the student from the University.
- b. More than one of the sanctions listed above may be imposed for any single violation.
- c. Other than University suspension or expulsion, disciplinary sanctions shall not be made part of the student's permanent academic record, maintained by the Office of Admissions and Records, but shall become part of the student's confidential record, maintained by the Vice President, Student Affairs. Upon graduation, the student's confidential record may be expunged of disciplinary actions, University suspension or University expulsion, upon application to the judicial advisor.
- d. In addition to the penalties outlined in section "a" above, groups or organizations may also face:
- 1) Deactivation;
 - 2) Loss of all privileges, including University recognition, for a specified period of time.
- e. In cases involving violations of the Student Code, members of the judicial body (University Student Discipline and Appeals Committee) shall determine and impose sanctions. In other cases, the judicial advisor is not limited to sanctions recommended by members of the judicial body. Following the hearing, the judicial body and the judicial advisor shall advise the accused and the Vice President, Student Affairs, in writing of its determination and of the sanction(s) imposed, if any.



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- f. In cases involving sanctions that include probation, suspension, and expulsion, the judicial body shall inform, by memorandum, the Offices of the Vice President, Academic Affairs and Admissions and Records.
 - 1) The office of the Vice President, Student Affairs, shall ensure that the imposed sanctions are implemented and observed by the guilty party.
 - 2) If the guilty party fails to satisfy the sanctions imposed by the judicial body, the case may be referred back to the judicial body for further disciplinary action.

3. Interim Suspension

In certain circumstances, the President, or designee, may impose a University or residence-hall suspension prior to the hearing before a judicial body.

- a. Interim suspension may be imposed only: i) to ensure the safety and well-being of members of the University community or preservation of University property; ii) to ensure the student's own physical or emotional safety and well-being; or iii) if the student poses a definite threat of disruption of or interference with the normal operations of the University.
- b. During the interim suspension, students shall be denied access to the residence halls and/or to the campus (including classes) and/or all other University activities or privileges for which the student might otherwise be eligible, as the President or the judicial advisor may determine to be appropriate.
- c. The Offices of the Vice President, Academic Affairs, and Admissions and Records shall be notified in writing of the interim suspension.

4. Appeals

- a. A decision reached by the judicial body or a sanction imposed by the judicial advisor may be appealed by accused students or complainants to an appellate board within five (5) business days of the decision. Such appeals shall be in writing and shall be delivered to the judicial advisor or his or her designee. In cases where the University is the complainant, the University shall have no right of appeal.
- b. Except as required to explain the basis of new evidence, an appeal shall be limited to review of the verbatim record of the initial hearing and supporting documents for one or more of the following purposes:
 - 1) To determine whether the original hearing was conducted fairly in light of the charges and evidence presented, and in conformity with the prescribed procedures giving the complaining party a reasonable opportunity to prepare and present



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evidence that the Student Code was violated, and giving the accused student a reasonable opportunity to prepare and to present a rebuttal of those allegations.

- 2) To determine whether the decision reached regarding the accused student was based on substantial evidence, that is, whether the facts in the case were sufficient to establish that a violation of the Student Code occurred.
 - 3) To determine whether the sanction(s) imposed were appropriate for the violation of the Student Code, which the student was found to have committed.
 - 4) To consider new evidence, sufficient to alter a decision, or other relevant facts not brought out in the original hearing, because such evidence and/or facts were not known to the person appealing at the time of the original hearing.
- c. In considering an appeal, the Appellate Board may recommend to the President: (i) uphold the appeal and reduce or suspend sanctions, (ii) uphold the appeal and increase or impose sanctions, (iii) dismiss the appeal and affirm the original sanction(s).
- d. The decision of the President shall be final.

U. NOTIFICATION OF SANCTIONS

When imposition of any sanction includes restrictions on attendance in class or University-sponsored activities, the Offices of the Vice President, Student Affairs, and of Admissions and Records shall be notified in writing within five (5) business days.

V. STUDENT RIGHT TO KNOW

The University of Guam complies with the U.S. Student Right to Know Act which requires the University to disclose graduation or completion rates annually for the student body in general and athletes in particular.

All current students and prospective students may request from the Office of Admissions and Records general information on graduation rates. "Prospective student" means any person who has contacted the University requesting information concerning admission.

Any potential student who is offered "athletically related student aid" will receive more detailed information concerning graduation or completion rates for the previous year and the average of the last four (4) years. This category of aid encompasses any scholarship, grant, or other financial aid that requires the recipient to participate in intercollegiate athletics.

1. Calculation of Graduation or Completion Rate



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The rate includes students who graduated, completed a program or enrolled in any program of an eligible institution for which the prior program provides substantial preparation (e.g. pre-med students). This must be done within 150 percent of the normal time for graduation or completion in the program.

Students who leave school to serve in the armed forces, on official church missions, or with a recognized foreign aid service of the federal government may be excluded from the statistics.

W. RELEASE OF INFORMATION AND STUDENT ACCESS TO RECORDS

The University of Guam complies with statutes and regulations of the Family Educational Rights and Privacy Act of 1974 pertaining to the confidentiality of a student's personal and academic records in its possession and the student's right of access thereto.

The University of Guam is authorized under the provisions of the Family Educational Rights and Privacy Act of 1974 to release public directory information concerning students. Directory information includes the student's name, address, telephone listing, date and place of birth, major field of study, class schedule, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student. The above designated information is subject to release by the University at any time unless it has received prior written objection from the student specifying information which the student requests not to be released.

Students wishing to restrict release of Directory Information must file a Request to Prevent Disclosure of Directory Information form at the Office of Admissions and Records. This form must be filed within two weeks after the first day of instruction of a regular semester and within one week after the first day of instruction of summer sessions. The notification to prevent disclosure of Directory Information is effective only for the one term for which the student is registering.

X. ATHLETIC ACTIVITIES

The University of Guam encourages intercollegiate athletics and other athletic activities. An Intercollegiate Athletic Council shall be established to promote such activities. Only students enrolled in the University of Guam may participate as members of the University's athletic teams.

1. Intercollegiate Athletic Council

The goals of the Intercollegiate Athletic Council are to promote intercollegiate athletics and other athletic events on the island and in the region, to promote individual athletes and their training programs, and to promote sportsmanship and harmony among island athletes.

a. Membership



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The Council shall be composed of nine (9) members appointed by the President for a term of two years and subject to confirmation by the Board of Regents. The Student Body Association shall recommend three students from the student community and the President shall appoint one member from that list.

Any member may be reappointed to serve upon the expiration of his or her term. A vacancy shall be filled only for the duration of the unexpired term. No member of the Council shall be removed except for cause and such removal shall be initiated by the Council. A majority vote of the Council membership is required for removal.

b. Election of Officers.

At the annual meeting in August of every odd year, the Council shall elect by ballot the following officers to serve for two years starting September 1, after their election:

- Chair
- Vice Chair
- Secretary

Y. STUDENT COUNSELING SERVICES

Student counseling services shall be established to provide friendly, caring, informative and confidential services for the students of UOG that support the academic and student development mission of the University.

The counselors and staff, under the direction of the Coordinator of the Counseling unit, strive to help students accomplish their academic, personal, and career development goals. Counseling Services is committed to diversity and is dedicated to serving all students and values respect for, and appreciation of, individual and group differences.

1. Counseling Services

The counselors seek to assist students with a wide range of personal concerns and problems. The goal of counseling is to help the students develop the personal awareness and skills necessary to overcome problems, to grow and develop in a way that will allow them to maximize their educational opportunities at UOG. Professional services are offered to help students cope with personal problems or learning difficulties that are obstacles in gaining maximum benefit from their educational experiences.



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Individual counseling is offered to assist students in resolving issues that cause emotional distress and interfere with personal goals and academic attainment. Counseling is provided to help students bring about positive changes in their lives. Group counseling is provided to afford the opportunity to work together with peers to deal more effectively with personal concerns. Group counseling focuses on effective personal and social skills and the resolution of personal concerns.

Recognizing the importance of prevention and education, Counseling services seeks to provide the opportunity for students to maintain a drug-free learning environment through substance abuse counseling, prevention and education.

The Board of Regents mandates through this policy that students of the University of Guam be provided appropriate guidance and counseling relevant to their college career, professional and vocational aptitudes, and personal adjustment. The President and administrative staff shall establish a systematic plan to ensure that all students are afforded suitable guidance and counseling services throughout their undergraduate years at the University, particularly during the early stages of their collegiate career.

2. Academic Advisement

Academic advisement is an integral part of the educational process and academic goal attainment. It helps students to understand the demands and skills associated with their educational aspirations in order to make immediate and long range educational plans. Counseling Services provides academic advisement to all students whose major is undeclared. Counselors must sign course selections for undeclared majors. Any such student who needs help with academic and advisement is encouraged to seek assistance from the counselors.

University students are adults who bear the responsibility for shaping their education and career preparation. Many students at the University of Guam, however, are “first generation” University students and are not familiar with such things as general education requirements, pre- and co-requisite courses, core courses and tracks within a major program. It is also true that all undergraduate and graduate students can benefit from regular conversations with academic faculty about their course choices, their progress in a major field of study, and their approach to completion of their degree.

Therefore, the University strongly urges that all students solicit academic advisement from a member of the academic faculty before registering for each new semester’s courses. All faculty post on their office doors the times when they are available to students for such conversations. They may also provide sign-up sheets for scheduled appointments. The University’s goal is to have every faculty computer communicate with our registration software so that students are able to register in their advisor’s office.



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Personal and career counseling is provided by the counseling staff, who are part of the Office of Student Affairs. These services are free and available by appointment or on a drop-in basis.

3. Testing

The University of Guam serves as the Testing Center for the Western Pacific and provides testing services to students, faculty, and residents of the region. Testing can provide information to help one improve academic performance, select a major or a career, enter a school program, be certified in an area of expertise, or take a required national standardized test.

4. Liaison with high schools

The staff of Counseling Services maintain contact with assigned high school counselors and students to coordinate the visit of the University administration and members of the Recruitment Team at least once a year. This is done in conjunction with the administration of the UOG Placement Test in English and Math levels. The counselors are also to assist the schools in accessing any needed services for their students. They likewise participate in the New Student Orientation for incoming freshmen and transfer students in the fall semester.

5. Students with Disabilities

The ADA Coordinator provides services for students with disabilities. The mission of the Persons With Disabilities Services Office (PWDSO) is to ensure that qualified individuals with disabilities have equal access and nondiscriminatory access to all benefits, privileges, opportunities and obligations provided by the University of Guam and to ensure a process for the University's full compliance with the Americans with Disabilities Act of 1990, as amended, and Section 504 of the Rehabilitation Act of 1973, as amended, taking into account the regional, economic and multicultural diversity of the University.

6. Student Health Services

Student Health Services offers outpatient services to UOG students and offers basic preventative treatment and educational services to all students and addresses any problems related to physical health. Still, students are encouraged to enroll in a more comprehensive health insurance for themselves and/or their dependents.

The Student Health Center is staffed by two full time nurses: a Registered Nurse and a Licensed Practical Nurse. A physician is available at designated hours. A medical clearance is needed for all enrolling students providing a record of immunization against Measles, Rubella, and German Measles along with a recent tuberculin skin test. All questions about medical clearance and health concerns should be address to the Student Health Clinic. All health files are confidential.

The following is a list of the services offered:



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- Emergency care
- Out patient for both acute and chronic problems
- Referrals to specialist
- Physical examinations for school entry (limited shots available)
- Contraception, education, counseling
- Information on sexually transmitted diseases
- TB skin testing (any day except Thursday)
- Measles, Mumps, Rubella immunizations
- Tetanus Immunizations
- Hepatitis B Series (for Nursing Students only)
- Basic over-the-counter medications
- Prescription medications ordered by clinic physician if medication is available in the clinic pharmacy.
- Limited orthopedic supplies such as splints, ace bandages, and crutches
- Nutrition counseling
- Health education on various health issues available through Allied Health Center for Health Promotion.
- Training and experience for students interested in the health professions

If services you require are not listed, please inquire at the clinic.

Z. RESERVE OFFICERS TRAINING CORPS

The University of Guam Army ROTC program provides college-educated officers for the active Army, Army National Guard, and US Army Reserve. The program is designed to complement the students' civilian goal of acquiring a baccalaureate degree in a course of study of their choosing. Special objectives of the program include developing students leadership potential, providing the opportunity for managerial experience and development of self-confidence, and improving communication skills. In addition to the traditional four-year program, advanced placement may be available for transfer students, students with military experience, and other students who missed ROTC during their first two years of college.

Some Military Science courses may be taken as electives by any University student. The program is open to both men and women. All ROTC courses are tuition free, and all books, uniforms and materials are furnished. Scholarships are also available.

Specific requirements for enrollment in Military Science courses are detailed under the College of Business and Public Administration in the University catalog.

AA. STUDENT PRESS



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I. Student Publications

The student newspaper, Triton's Call, provides opportunities for students to acquire experience in various phases of journalism, such as writing, editing, photography, layout, production, and advertising under the guidance of a faculty advisor.

BB. VETERANS AFFAIRS

The University of Guam accepts veterans and their spouses/dependents and active duty members (tuition and fees only) under Educational Assistance Programs established by the Federal Government. Authorization for training according to federal laws obtained from the Veterans Administration through its regional office in Honolulu, Hawaii. The program is administered by the Office of Veterans Affairs at the Financial Aid Office.

In order to comply with VA regulations, the University requires that all veterans report to the Office of the Veterans Affairs 30 days prior to the first week of classes and apply in writing their intention to attend classes for a specified term/semester.

Veterans must declare a major with the VA and must take those courses specified in their degree program. Those veterans taking courses not pertaining to their degree program will not be paid for those courses. Veterans are urged to see their college advisor to determine what course is specified in their degree program. Notify VA counselor for any repeat courses you plan to take, or change of major.

Education benefits to an eligible veteran or person for courses for which the assigned grades are not used in computing graduation requirements such as audited course and non-punitive grades (W, UW and NC) must be repaid or justified.

All recipients who drop/add or withdraw from course(s) must report to the Veterans Affairs Office, so that an amended certification can be initiated and reported. Any veteran or dependent of a veteran failing to report may automatically be terminated for VA benefits purposes.

Veterans who are on a half time or more basis are entitled to the Tutorial Assistance Program also administered by the Office of Veterans Affairs.

FAO Recipients under the following Veterans Program: VEAP Chapter 32), Montgomery GI Bill (Chapters 30 and 1606), Vocational Rehabilitation (Chapter 31), Survivors and Dependents Educational Assistance (Chapter 35), and are enrolled at least 3/4 time are eligible to apply for the Veterans Work-Study Program. Work-Study is non-taxable.

Veterans and their dependents that have been suspended or dismissed by the University must contact the Financial Aid Office to be reinstated under the G.I. Bill.

CC. STUDENT ORGANIZATIONS



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The University of Guam is committed to ensuring an enriching student life on campus by (1) providing an atmosphere conducive to mutual understanding and respect among the diverse ethnic and multicultural composition of students and (2) promoting professional interests of students. Students are therefore encouraged to form organizations that further this commitment. With these principles in mind, the University of Guam Student Government Association, in conjunction with the Student Life Officer, shall develop guidelines and procedures that seek to support the existence of student organizations, and activities.

1. Student Organization Policies & Procedures

To be officially recognized and maintained as a UOG Student Organization (SO), the following policies and procedures must be adhered to.

- a. All SOs must update their membership under the Student Government Association (SGA) by the last week of September during Fall semester of each academic year. This is done through the Student Life Officer who provides the “Student Organization Application for Recognition” form for new and returning SOs. New SOs are encouraged and may be formed at any time.
- b. All new and returning SOs must submit the completed Student Organization Application for Recognition form to the Student Life Officer for processing. SOs will be notified of the decision on their application within two weeks after submission. Recognized SOs will be provided with a mail box at the SGA Office as soon as the application is approved.
- c. A current Financial Status Report is required at the time the SO submits its application for consideration and at the end of the academic year.
- d. The SO President/Chair or representative(s), must attend all student organization executive meetings called by the Student Life Officer. In addition, a SO representative(s) must be appointed to attend all meetings of the SGA Council. SGA will provide all SOs with a meeting schedule in October.
- e. Each SO must have at least one active faculty advisor. Advisor(s) must be notified at least three (3) days prior to SO meetings. Minutes must be provided to the Advisor(s) and the Student Life Officer no later than ten (10) school days after the meeting. Meeting minutes should contain the following:
 - (1) Date, time and location
 - (2) Members present and absent and guests
 - (3) Treasurer’s Report
 - (4) Content of Meeting



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- f. A constitution is required of all student organizations. However, if the SO is returning, only an amended constitution is required. The constitution must be concise, professionally written and legible. A guide called "Drafting a Constitution" is available at the Student Life Office.
- g. The Student Organization Activity Permit form must be completed for all SO activities planned (except for regular meetings), and submitted to the Student Life Officer for clearance at least two weeks before the date of the activity. A SO may request use of parts of the Student Center (i.e., Cafeteria, Rotunda, etc.) for an activity by completing the Authorization for Use of Facility. Permission for the use or sale of alcohol may be requested from the Vice President, Student Affairs.
- h. A copy of all correspondence executed in the name of the SO must be submitted to the Student Life Officer. The SO must also submit financial statements and financial reports to the Student Life Officer on a regular basis.
- i. SOs requesting funding must submit a budget proposal, a constitution, and a financial status report to the SGA Finance Committee which will forward the proposal to the SGA Senate for action. The budget should show an itemization of how the funds will be used. Expenditures of SGA awarded funds will be through the UOG purchase order process (Business Office).

A student organization that is awarded funds by SGA must deposit all monies under its name into a Business Office account. SGA fund transactions may be initiated only after the student organization establishes an account in the Business Office.
- j. All SGA and SO requests and correspondence sent to the various administrative units of UOG should be routed through the Student Life Officer.

2. Guidelines For Faculty Advisors

Student organizations are required to select club advisor(s) every Fall semester in compliance with University policy when they renew their organizations or start one. Selecting faculty advisors can be a hard task. At times, students select faculty members who may not necessarily be the desirable advisor(s) for their particular club.

When choosing an advisor student organizations should look for faculty who possess some of the following characteristics. These are hard to measure, however, students are encouraged to make subjective evaluations.

Positive Characteristics:

Dedication

Stamina



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Enthusiasm	Genuine interest
Insight	Liking for people
Vitality	Integrity
Patience	Initiative
Sense of humor	Leadership
Confidence	Good listener
Sensitivity	Knowledgeable about groups

3. Roles and Functions of Advisor

- a. Insure that meetings occur and projects get accomplished
- b. Motivate students to get involved
- c. Demonstrate leadership skills
- d. Guide students through processes of decision making
- e. Teach parliamentary procedures
- f. Advise proper protocol

4. Do's For Advisors

- a. Learn and understand own motives for becoming an advisor
- b. Set some personal goals to accomplish with organization
- c. Know the organization's goals and objectives
- d. Refine skills in counseling and guidance
- e. Listen to and respect students' point of view
- f. Know when to step back and when to offer direction
- g. Let students learn from mistakes
- h. Give constructive criticism
- i. Become knowledgeable in communication skills and public relations
- j. Let students handle the activity
- k. Focus on students' interest
- l. Be encouraging
- m. Make suggestions
- n. Guide
- o. Devote extra time and resources if necessary
- p. Be aware of impact of being a role model

5. Don'ts For Advisors

- a. Use organization for personal benefits
- b. Think you know what is best for students
- c. Dictate
- d. Be unreasonably demanding
- e. Be prescribing



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Before accepting advisory positions for clubs, faculty members are encouraged to familiarize themselves with these qualities. Upon recognizing the roles and responsibilities, they then can agree to be the organization's advisor.

6. Waiver of Liability

There shall be a waiver of liability form releasing and discharging the University of Guam, its agents, servants, and employees and all other acting on its behalf, from all claims, demands, or other actions for any damages to person or property arising out of student participation in voluntary University activities, including but not limited to, field trips, athletic activities, and University-sponsored off-island trips.

The Waiver is available in the University Counsel's Office. For additional information, contact that office.

DD. Student Housing & Residence Life Policy. (Revised 5/22/00)

1. Off-Campus Housing

The University has no off-campus housing facilities. Students choosing to live off-campus will be governed by the laws of the Territory of Guam.

2. On-Campus Housing

The University of Guam housing program is planned and organized to support the formal instruction and educational programs of the University. It provides a living-learning environment to a large number of University students who might not otherwise have such an opportunity. The students also have an excellent opportunity to associate with people of different backgrounds, interests, ideas, experiences, and purposes.

Students are assigned to the Residence Halls and rooms in accordance with the University's policy of nondiscrimination and affirmative action. All student residents and their guests shall abide by Local and Federal statutes, all University rules and regulations, and all Residence Hall rules and regulations. A Residence Hall Handbook which details the policies, procedures, rules, and regulations governing students who live on campus will be provided to all students living in the Residence Halls.

The Residence Halls can accommodate residents with disabilities and the Student Housing Office will make reasonable accommodations for the needs of persons with disabilities. Students are encouraged to alert the Housing Office of their special needs as early as possible so that any adjustments that are required may be made.

3. Student Housing & Residence Life Staff



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The University provides Student Housing & Residence Life staff to implement the University's Student Housing & Residence Life policies and to handle the administration of the Residence Halls. The Director of Housing is responsible for developing procedures for the efficient administration of the Residence Halls. The Director is also responsible for drafting Residence Hall rules and regulations which are to be approved by the Vice President, Student Affairs, and the President. The Director may assign some Residence Life staff members to live in the Residence Halls in order to perform their various programming and supervisory duties.

4. Residence Hall Application Requirements

- a. Applicants must be current in all UOG accounts.
- b. Applicants must be eighteen years or older. Any applicant who has not reached eighteen years of age must have a written authorization, which must be notarized, from parents or guardians granting permission to live in the residence halls.
- c. Applicants for full-semester residence must be registered students of the University of Guam or Guam Community College, or must have some academic affiliation with the University of Guam (e.g., visiting professors or scholars doing research).
- d. Applicants who are new students must provide a copy of the letter of acceptance from the respective Registrar and a copy of an I-20 or I-94 form, if applicable. Returning students must show their class schedule or registration form as proof of enrollment.
- e. When space is available, residents' guests and other persons affiliated with the University may be accommodated for short periods of time.
- f. When it can be arranged so that the academic environment of the Residence Halls is not unduly disturbed, the Director may rent blocks of rooms to groups (e.g., summer camp or conference attendees) that wish to rent rooms during semester breaks, during the summer semester, and when space is otherwise available after the priority registration deadline.

5. Room Assignment Priorities

Room assignments will be made for applicants who register by the priority registration deadline according to the following *order of assignment priorities*. After the priority registration deadline, applications will be processed on a first-come-first serve basis for any rooms that remain available.

Order of Assignment Priorities:

I. Full-semester contracts:

- UOG - Full-time students & live-in Residence Life staff
- UOG - Part-time students & visiting scholars
- GCC - Full-time student
- GCC - Part-time student

II. Short-term contracts (guests and groups)



6. Room Rent Charges and Rates

FULL-SEMESTER RATES (for residents who reside in non-air-conditioned dormitory rooms *for the whole semester contract period*):

- Full-semester Double Occupancy \$7.50 per night
- Full-semester *Provisional* Single Occupancy \$11.25 per night
- Full-semester Single Occupancy (Private room) \$15.00 per night

Clarifications:

Double Occupancy is when a resident shares a room with a roommate.

Provisional Single Occupancy (given on a limited, space-available basis) is when a resident takes a private room but is willing to accept a roommate should there be an applicant who wants to move into the Residence Halls for whom there is otherwise no room available. If a resident with *provisional* single occupancy eventually receives a roommate, the resident receives a refund of any money paid above the full-semester double occupancy rate for the days that he has a roommate. For example, if a resident in a private room that is not air-conditioned receives a roommate for the last 10 days of the semester, he will receive a refund of \$37.50 (\$11.25/day - \$7.50/day = \$3.75/day x 10 days = \$37.50).

Single occupancy is when a resident is guaranteed a private room for the whole semester contract period.

DAILY RATES (for residents who reside in a standard, non-air-conditioned dormitory room for any term shorter than the whole semester contract period, or the whole inter-session contract period, or the whole summer contract period):

- Daily Double Occupancy Rate \$15.00 per night
- Daily Single Occupancy Rate \$22.50 per night

AIR-CONDITIONING SURCHARGE:

There is an **air-conditioning surcharge** of three dollars (\$3.00) per room, per night for those dormitory rooms that have air-conditioning. This surcharge will be divided evenly between two roommates in double occupancy rooms.

GUEST STUDIO RATES (with private bathrooms, includes air-conditioning; these rooms are in very short supply):

- Full-semester Double Occupancy Rate \$11.00 per night
- Full-semester Single Occupancy Rate \$16.50 per night
- Daily Double Occupancy Rate \$20.00 per night
- Daily Single Occupancy Rate \$30.00 per night



RESIDENCE HALL GOVERNING COUNCIL (RHGC) FEE:

There will be a \$10.00 RHGC fee added to the bill of each resident or guest for each contract period (i.e., each semester for full-semester residents, each short-term contract period for guests). This money will be deposited into a fund to be used at the discretion of the Residence Hall Governing Council, within the limits set by the Residence Hall Governing Council Constitution and University of Guam Policy.

7. Conditions of Residence

- a. Full payment in advance is required.
- b. Recipients of Financial Aid and those who are unable to pay their whole rent in advance due to extenuating circumstances may, at the discretion of the Housing Officer, make payment arrangements with the Housing Officer.
- c. **RESERVATION/SECURITY DEPOSIT:** The Student Housing Office requires a Reservation Deposit of one hundred dollars (\$100.00) to reserve a room in the dormitories. This Reservation Deposit automatically becomes a Security Deposit when residency begins, and will be held by the University until residency is terminated. This deposit is refundable only if:
 - The student checks out in accordance with proper procedures.
 - No penalties are assessed for damages by the Housing Office.
 - The terminating resident has fully paid his or her room rent.
 - The deposit refund is claimed within one year of the student's exit from the residence halls.
- d. **CANCELLATION FEE:** The dormitory cancellation fee is fifty dollars (\$50.00). This cancellation fee will be charged to an applicant when the Student Housing Office receives **written notice** of the applicant's cancellation **before** (but not including) the first day of the contract period (usually the Saturday before classes begin).
- e. **VERIFICATION OF A RESERVATION:** When a resident will not be able to take possession of his room by the first day of the contract period, to hold his reservation, he must **verify** his intention to stay in the Residence Halls in writing with the Housing Office **before** (but not including) the first day of the contract period. After a prospective resident verifies his intention to stay in the Residence Halls, a room will be held for him for up to two (2) weeks from the beginning of the contract period, or until he officially cancels his reservation.

After a student verifies his reservation, he will be considered as having taken occupancy of his room as of the first day of the contract period, unless he subsequently cancels his reservation in writing before the first day of the contract period. Consequently, by verifying his reservation, a prospective resident becomes subject to the *Charge Schedule By Week (or any part thereof) After Occupancy* (below), even if he never physically occupies a room in the Residence Halls.



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f. **NULLIFICATION FEE:** If an applicant fails to *verify* or to *cancel* a reservation in writing with the Student Housing Office **before** the first day of the contract period, and does not arrive at the Residence Halls **on** the first day of the contract period, the student's reservation will be nullified and the **WHOLE DEPOSIT** of one hundred dollars (\$100.00) will be forfeited and the room may be reassigned. Thereafter, if the student wants to rent a room, he must re-apply and pay a new deposit.

If a resident cancels his reservation after he has checked in, he will be charged the Nullification Fee in addition to any other charges owed according to the *Charge Schedule By Week (or any part thereof) After Occupancy* (below).

g. The Student Housing and Residence Life Office reserves the right to make room assignments and roommate assignments. It may also change these assignments when the Housing Officer deems it necessary.

8. Charge Schedule By Week (or any part thereof) After Occupancy or Verification of Reservation

a. After occupancy of a room in the Residence Halls is taken or after *verification* of a reservation (see previous section) has been made, a resident will be charged rent according to the following schedule:

Charge Schedule:

	Percent Of Full-Semester Rent Charged
First Week of the Contract Period	10 percent
Second Week of the Contract Period	20 percent
Third Week of the Contract Period	30 percent
Fourth Week of the Contract Period	40 percent
After Fourth Week of the Contract Period	100 percent
 <u>Summer Semester:</u>	
Within 1st through 3rd day of classes	10 percent
Within 4th to 5th day of classes	20 percent
Within 6th to 10 th day of classes	30 percent
After the 10th day of classes	100 percent

Note: The charge schedule is based upon the student(s) being formally released from the Residence Hall Contract. Unauthorized "Move-Outs" (without formal release from the Contract) shall be charged the full semester's rent.



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Refunds will be prorated and granted to students after the fourth week for a death in the immediate family (death certificate is required).

9. Checking into the Residence Halls

Applicants with a reservation for University housing must report to the Student Housing Office on the first day of the contract period (or, if an applicant has verified his reservation, on the verified check-in date) to sign a Residence Hall Contract, for issuance of a bill for room rent payment, and to receive a room assignment. The bill must be paid at the Business Office. (If the check-in date is on a weekend, the bill must be paid before the end of the first Business Day after check-in.) A Residence Life staff member will accompany the new resident to his assigned room where the resident must fill-in a *Room Inspection Check-list*, which must be signed by the resident and the Residence Life staff member and returned to the Student Housing Office.

10. Checking Out of the Residence Halls

Residents must make arrangements with the Student Housing Office for checking-out of the Residence Halls according to established check-out procedures no later than the last day of the contract period. Residents are responsible for cleaning their room before they check-out. The condition of a resident's room upon check-out must conform to the condition described in the *Room Inspection Check-list* signed by the resident. The condition of the resident's room will be inspected by Residence Life staff upon checking out. Charges will be assessed to a resident for cleaning and repairs of the resident's room that must be performed by Housing staff. Residents must return their keys to the Housing Office at check-out. Residents who fail to return their keys will be charged for replacement of the lock(s) and keys. Residents who fail to check-out properly will be checked-out administratively and will be assessed a \$50.00 improper check-out penalty.

12. Administrative Check Out

Administrative Check Out is a process by which the Housing Office evicts a resident from the Residence Halls. Causes for eviction are:

- Failure to pay room rent according to schedule.
- Failure to make proper arrangement with the Housing Office for payment of room rent.
- Violation of University or Residence Hall rules and regulations.
- Suspension or expulsion from the University.
- Termination of student status (i.e., dropping out of all classes).
- Failure to check-out at the end of the contract period.

Administrative Check Out Procedure

Any possessions remaining in the room at the time of an Administrative Check Out will be inventoried, packed in a properly labeled container, and stored by the Housing Office. There will be a penalty charge for the



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removal of the possessions, for the cleaning of the room, and for failure to return the room key, as well as for any damage done to the room. Any possessions left in the room will be held in storage by the Housing Office until rent and other assessments are paid. Possessions must be claimed within one year, after which the Housing Office will determine appropriate disposition.

13. Entry to Rooms

Entry to students' rooms shall be in conformance with the University's Administrative Search Policy.

14. Resident Code of Conduct

The mission of the University of Guam is to provide higher education programs for the people of Guam and the Western Pacific island communities. Whenever individuals gather together in association, they assume an obligation to act in a manner compatible with the mission of the association and for the common good. Certain rules have been established for the well-being of the University's Residence Hall community. Consequently, residents are expected to abide by the *Residence Hall Rules* and all University policies, rules, and regulations.

15. Disciplinary Procedures

- a. Preliminary Hearing with Housing Officer: Within 10 business days of the filing of a complaint or incident report, the Housing Officer will notify and conduct a preliminary hearing with the resident involved. The resident will be informed of the nature of the charge. The resident being charged will be accorded "due process" throughout the hearing procedure. If the resident pleads "guilty," the Housing Officer shall impose a reasonable sanction, which may include a reprimand, warning, "community service" with the Housing Office, probation, or eviction. If the resident pleads "not guilty," he will be referred to the Resident Housing Disciplinary Committee (RHDC).
- b. The RHDC will consist of one faculty member and one administrator appointed by the Vice President, Student Affairs and three student residents appointed by the Housing Officer. Within two (2) business days after receipt of a referral, the RHDC shall notify the resident of the scheduled hearing and shall, absent extraordinary circumstances, conduct it within ten (10) business days. The Committee's written recommendation will be submitted to the Housing Officer for action. If the alleged misconduct also involved a violation of the Code of Student



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Conduct, the RHDC may refer the case to the University's Committee for Student Discipline and Appeals.

16. Solicitations and Sales

Solicitations and sales are not permitted in University housing either by students or non-students except with written authorization from the Housing Officer. Such authorization will be given only after a written request has been submitted and reviewed. Students may not act as agents for business firms which entail solicitations or receiving of business offers or goods on University property. Residence Hall telephones may not be used for business purposes of any nature whatsoever.

17. The Residence Hall Governing Council (RHGC)

The Residence Hall Governing Council of UOG is established in order to promote a harmonious, productive relationship among the residents, the administrators, and the University of Guam students. This council is governed by elected officers. The purpose of the dorm government is to promote the best interests of all residents in social, educational, and recreational activities.

18. Parking

Limited parking areas are available for residents who own motor vehicles. Parking in the Student Housing parking lots will be restricted to those residents and Housing staff who register their motor vehicles with the Housing Office. A *Temporary Parking Pass* may be obtained at the Student Housing Office during normal office hours (Monday-Friday, 8:00 A.M. to 5:00 P.M.) by guests of residents and those who have legitimate business at the Residence Halls.

Registration requirements are:

- Guam driver's license
- Certificate of Ownership (Registration Certificate)
- Insurance policy

Registration applications may be obtained at the Housing Office. Decals will be issued upon completion of registration. These decals are to be removed from the vehicles upon termination of residency. Those without decals will be asked to park outside the Residence Hall premises. **ABSOLUTELY NO MOTOR VEHICLES ARE ALLOWED ON THE GRASS AREAS AROUND THE RESIDENCE HALLS.** This prohibition includes mopeds, motorcycles and scooters. Bicycles are to be parked in the bicycle racks.

19. Additional Information

Additional information about Student Housing and Residence Life may be obtained from:

Housing Officer
Student Housing Office
UOG Station



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Mangilao, Guam 96923

or call (671) 735-2260 Monday through Friday 8:00 a.m. to 5:00 p.m. You may also fax messages to 734-6811.

Students are advised to check with the Student Housing Office to learn about all the Housing procedures, rules, and regulations and to obtain a Residence Hall Application.

A Resident under ADMINISTRATIVE CHECK-OUT status with an outstanding balance on refrigerator rental will AUTOMATICALLY FORFEIT his or her Refrigerator Deposit of \$20.00.

Refunds will be prorated and be granted to students after the fourth week for the following:

- a) Graduation
- b) Death in immediate family (death certificate is required)
- c) Other damages to furnishings or fixtures.
- d) Room not cleaned.
- e) Balcony not cleaned.
- f) Trash not removed.
- g) Possessions not removed.
- h) Key not returned.

EE. ACADEMIC YEAR RESIDENCE HALL CONTRACT (Revised 5/22/00)

The undersigned, who agrees to be a registered student, hereinafter called the “Student,” and the University of Guam hereinafter called the University hereby enter into this Residence Hall Contract upon the following terms and conditions:

1. Services

The University will provide the Student a residence in the University of Guam residence hall at the University during the term of the Contract, except in cases where a temporary assignment may be necessary.

The University will furnish the Student the use of a single bed, chest of drawers, desk and chair, and closet space.

Residents will be issued a room key for their use only. Keys may not be shared or lent out to other students. Residents are required to carry a room key at all times. There is a \$5.00 fee charged to students locked out of their room.

2. Residence Assignments

The University agrees to assign accommodations only after the Student has (1) completed a housing application, (2) endorsed the Contract and (3) submitted the prepayment or verification of aid (when applicable) in accordance with the instructions contained herein, (4) paid a \$50.00 reservation/damage deposit.



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Subject to the availability of space, the University will make every effort to assign accommodations according to student preferences, but the University will not guarantee assignment to a particular building, type of accommodation, specific roommate, or single room. Returning residents who wish to change their room, may do so in accordance with the established rule for the housing lottery.

Transfer from one room to another within or between halls shall be predicated upon the space available, date and time of request, and the necessity of the request to transfer. New residents will be assigned space on the basis of the date the housing contract and deposit have been received.

The University reserves the right to change or cancel assignments in the interests of order, health, safety or discipline with appropriate written notice.

3. Occupancy

The Student agrees that the duration of this Contract is for the entire academic year or appropriate portion thereof; at the University of Guam including Thanksgiving and spring vacations. However the Student may be requested to temporarily occupy other than regularly assigned facilities during these vacation periods.

The Student will not be allowed to occupy a room prior to official opening date or after the official closing date except under the following circumstances:

Graduating seniors remaining on campus for commencement activities;

By special, written permission from the Director of Housing or an authorized designee of that office.

4. Use of Facilities

The University will when necessary:

Require students to move to other accommodations in order to vacate a building, floor, wing or patio;

Change room assignments when vacancies occur in a double room. If directed by the University, the remaining resident must consolidate with another resident. Refusal by the remaining resident to consolidate will result in an increased rate for single occupancy.

Control the use of rooms, with medical direction, in the event of an epidemic.

Inspect all rooms, in the presence of the resident whenever possible, for purposes of inventory, fire protection, sanitation, safety, maintenance and rule enforcement, in accordance with the University's search and entry policy.

5. Responsibility for Damage and Loss



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The Student's signature on the check-in form establishes the Student's acceptance of the condition of the room and contents at the time of occupancy and, therefore, becomes the standard for the condition of the room and contents, at the termination of occupancy.

The Student specifically agrees to be liable for damage or other loss incurred to the building, room, furniture and equipment which is not the result of ordinary wear and tear. Damage within the student rooms is the responsibility of the students assigned. Damages that occur to public areas (e.g. restrooms, lounges, study rooms, etc.) that are not attributable or chargeable to a specific individual or group shall be equally shared by the residents of the living area or residence hall where those damages occur. The Student agrees to pay such damages to the University upon demand.

The student resident must check out in accordance with circulated check-out procedures. Failure to do so will result in an improper check-out charge. In addition, the student will be assessed charges for failure to turn in a key and/or for cleaning and damages necessary at termination.

6. University Liability

The University shall assume no responsibility for the theft, destruction or loss of money, valuables or other personal property belonging to, or in the custody of the Student for any cause whatsoever, whether such losses occur in student rooms, storage rooms, public areas, elsewhere in the hall, or in baggage related to shipment or storage. The Student is encouraged to carry personal property insurance.

7. Assignment of Contract

This Contract is not transferable and may not be assigned by the Student.

8. Guests

During the academic year, guests may be accommodated on a space-available basis and only when registered with the Housing Office. Student residents will be responsible for the payment of all charges related to the presence of guests in the residence hall, and for insuring that their guests comply with residence hall rules and regulations.

9. Search and Entry

The Student specifically agrees to be bound by the Administrative Search Policy of the University as it now exists or as it may be hereafter amended during the term of this Contract. The University's Search and Entry Policy is found in the current University Policy Manual.

10. University and Residence Hall Regulations

The Student shall observe all University and residence hall regulations. Failure to do so may result in eviction from the residence halls. Disciplinary action may also be taken by the University in accordance with established rules and regulations.



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In the event the University, for proper cause, decides to revoke this contract and has made a reasonable effort to contact the Student and the Student is not available to receive the notice of revocation of Contract, the notice of revocation may be posted on the door to the Student's room.

The University, by giving reasonable notice, may revoke this Contract and require the Student to leave a residence hall for one or more of the following causes:

Improper use and/or possession of alcoholic beverages;

Use, possession and/or sale of narcotics and dangerous drugs as defined by local, state and federal laws;

Gambling: Participating in illegal gambling activities in University-owned or controlled property or at a function identified with the University;

Possession of firearms, BB guns, pellet guns, fireworks, firecrackers or dangerous chemicals;
Possession of dangerous weapons, hunting arrows, or potentially injurious war souvenirs;

Participation in unauthorized group activities (riots and raids) or illegal entry;
Disorderly, vicious or immoral conduct (indecent exposure) in or near the residence halls;

Possession or harboring of dogs, cats, birds, snakes or other animals;

Misuse, abuse, theft or destruction of residence hall property;

Use of cooking appliances;

The use and/or possession of unauthorized heat-producing appliances or devices (e.g., clothes dryers, sun lamps, electric blankets, electric heaters, gas stoves, etc.);

Refrigerators in excess of four (4) cubic feet;

The use of their rooms or facilities of the building for commercial purposes or in association with commercial vendors, without permission from the Director of Housing;

Sales, solicitation or advertising unless authorized by the Director of Housing or a designee of that office;

The installation or placement of any equipment, materials, etc. outside of the room which may be deemed unsightly, dangerous, or otherwise undesirable by Housing officials (e.g., outside aerials, clotheslines, bicycles, and items left on balcony area);

The repair or storage of motor vehicles in housing areas either in or out-of-doors, except in designated areas;

The unauthorized possession, use or sale of keys to University facilities;



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Visitation by non-residents in restricted areas other than during regularly approved and scheduled visitation periods;

Hosting unauthorized guest(s);

Behavior in the residence halls over a period of time indicating that the Student is not able to adjust to residence hall community living;

Interference with fire controls;

Interference with members of staff, etc., as stated in the "Residence Halls Handbook";

Any violation of University disciplinary rules;

Unauthorized or illegal use of telephones (e.g., charging unauthorized calls to any University number);

Violation of quiet hours.

11. Payment

Rental charges are due and payable at the University's Business Office in conjunction with other charges (i.e. tuition fees, etc.). Deferred payments must be arranged through the University's Business Office.

12. Residence Hall Association

Signing this contract constitutes agreement to accept membership in the Residence Halls Governing Council of the hall to which the resident is assigned and to all responsibilities of such membership.

13. Information Disclosure

Residents must inform the University Housing Office in writing if they do not want their room location or telephone number disclosed.

14. Termination of Contract

Definition of Terms:

Termination: As used herein, termination refers to the discontinuance of the contractual relationship between the Student and the University. Termination occurs after occupancy and only then when either approved by the University at the Student's request or initiated by the University for reasons set forth below.

Cancellation: Under the contractual agreement the student may cancel his or her application for housing if done so, in writing prior to occupancy and subject to the other provisions contained herein.



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Occupancy: The Student receives a hall assignment, appears at the assigned hall, and is issued a key to a specified room. Actual physical occupancy of the room by the Student and/or the Student's possessions are not necessary to constitute occupancy.

Eviction: The Student's contract shall be terminated and the Student shall be required to vacate the assigned room for violation(s) of the provision of the Contract.

Improper Check-Out: Failure on the part of the Student to properly vacate (i.e. be inventoried out by a staff member and turn in the key). Improper checkouts carry a financial penalty plus the charge for a lock change if the key is not returned on time.

The University may terminate this Contract and take possession of any room at any time for violation of any of the provisions herein or where it is in the interest of the University and the Student. This Contract is automatically canceled if the Student's enrollment is officially terminated through withdrawal from the University or dismissal. In addition, the Student may elect to terminate this Contract in the event of marriage. The University may require proof of marriage prior to granting a refund. The charge schedule is set forth in paragraph 15.0 below.

Involuntary withdrawal from the University through disciplinary suspension or dismissal and eviction from the residence halls for violation of any provisions of this Contract shall not entitle the Student to a refund.

Applications for refunds after occupancy shall be made through the Housing Office; however, such applications shall not be processed until arrangements for final check-out are complete.

Should this Contract be terminated, the Student agrees to vacate the residence hall within two (2) hours unless special permission, in writing, has been obtained from the Director of Housing or a designee of that office.

Until all sums due and owing under this Contract are fully paid, the Student may not register for future course work at the University or receive transcripts, diplomas, or degrees.

Should the Student default in complying with any provision herein, the University may, at its election, terminate this Contract, retain all payments made hereunder, or in the alternative, it may seek any other remedy in law or in equity which it may elect, including, but not limited to specific performance of this Contract and damages.

The Student agrees to pay all reasonable costs, attorney's fees and expenses that shall be made or incurred by the University in enforcing this Contract.

The rates, dates, refund or other policies set forth in this contract supersede rates, dates, refund and other policies as they may appear in other documents.

Completion and delivery of this contract by the Student does not constitute acceptance by the University. This contract is approved and accepted by the University only when signed by the Director of Housing at the appropriate space contained herein.



15. Charges Before Occupancy

If the Student cancels in writing more than 30 days prior to the opening of the residence halls for the next semester, the Student shall be charged \$10.00 and refunded \$40.00. Failure to meet this time requirement will result in forfeiture of the full deposit.

No show: One who does not communicate in writing an intent to cancel 30 days before classes begin and does not claim the assigned space (space is forfeited) shall be charged \$50.00 and refunded \$0.

16. Charge Schedule By Week (or any part thereof) After Occupancy

NOTE: The charge schedule is based upon the Student’s being formally released from the Contract. Unauthorized “Move-Outs” (without formal release from the Contract) shall be charged the full semester’s rent.

Charges:	Percent Of Total Semester Rent Charged
First Week of Classes	10%
Second Week of Classes	20%
Third Week of Classes	30%
Fourth Week of Classes	40%
Fifth Week of Classes	100%
Sixth Week of Classes	100%
Seventh Week of Classes	100%
Eighth Week of Classes	100%
After Eighth Week of Classes	100%

17. Residents’ Bill of Rights

Residents shall strive to ensure the following:

The right to have personal privacy in the room;

The right to read and study without interference, unreasonable noise, and other distractions;

- The right to sleep without undue disturbances;
- The right to live in a clean environment;
- The right to have full access to one’s room and facilities;
- The right to host guests, under the provisions of the Residence Hall Contract, with the understanding that the guest will honor the other resident’s rights;
- The right of redress of grievances;
- The right to be free of fear of physical or emotional harm;
- The right of safe and secure living areas to be maintained by the students, residents, and University staff;
- The right to actively participate in residence hall government.

FF. RESIDENCE HALL ROOM ENTRY AND SEARCH (Revised 5/20/05)

1. Administrative Room Entry and Search Procedure



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The purpose of this procedure is to inform resident students and University staff of the limitations upon authority of University employees to enter, or to grant to other persons permission to enter, residence hall rooms under the control of the University during the period of occupancy by students. University officials and employees are not permitted to enter or to search student residences during the period of occupancy except in accord with these procedures.

2. Definitions

- a. Student Residence: The residence hall room occupied by a student or students, and owned by the University.
- b. Period of Occupancy: The period of time during which a student has been permitted to reside in a student residence by written agreement with University, specifically excluding designated University holidays or between semester breaks during which the residence hall is officially closed and not available for residency by students.

3. Entry and Search by Consent of the Student

- a. Any authorized University employee may enter a student residence if a student who is a resident gives voluntary consent. The student's consent must be freely given and must not be based on coercion or threats by the University, and must not be occasioned by a student's fear of reprisal for failure to give consent.
- b. The intrusion by the employee must be limited to the scope of the consent given by the student; for example, if the student consents to entry by the employee, the employee is not entitled to search the student's belongings without obtaining further consent to do so.
- c. Any student who is a resident of the room may consent to entry by the authorized University employee and to the search of that student's personal belongings. However, no student may consent to the search of another student's closets, locker, suitcases, or other areas under the primary control of another student. Whenever a student's area or belongings are searched by consent, a "consent to search form" is to be completed by the staff member making the search and signed by the student(s) whose belongings are to be searched.

4. Entry Without Consent in a Health or Safety Emergency

The Director of Residence Halls, Vice President, Student Affairs, or anyone specifically designated by the Housing Office may enter a student's room without consent when that person has a reasonable cause to believe that such entry is necessary on an emergency basis to protect the health or safety of persons or to make emergency repairs to University facilities to avoid damage to University or student property. A work order request made by a student constitutes consent to enter the room.

5. Entry for Routine Inspections

The Student Housing Officer or designee may enter student rooms without student consent to conduct general and routine inspections for health, safety, and building maintenance purposes. Such inspections may be conducted only after the University has posted a notice indicating the purpose of inspection and stating the inspection will take place no sooner than 24 and no later than 72 hours after the notice is



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posted. During the indicated time period, the employee authorized to conduct the inspection may not enter the room without first knocking on the door and announcing the purpose for entry.

6. Entry Without Consent on Suspicion of Violation of University Regulations or Federal or Territorial Law

- a. Where federal, territorial, or local law enforcement officers, including campus security, are involved in an investigation of possible violation of territorial or federal law, any search of a student residence shall be conducted only by such law enforcement officers and only in accord with legal standards applicable to police searches of private residences, and no University employee or agent other than a University security officer is authorized to conduct a search of a student residence in connection with such investigation. The University security officer will strive to contact a student affairs professional before such a search is conducted. University officials may, however, cooperate with the law enforcement officers executing a search authorized by an appropriate federal or territorial officer.
- b. If a University employee (other than a University campus security officer) or student has reason to believe that a search of a particular room will yield evidence of violation of a University regulation by a particular student, that employee or student should contact the Director of Residence Halls. If the Director of Residence Halls, after hearing the employee's or student's statements, believes that a search of a particular student residence may produce evidence of a violation of University regulations, or evidence of the identity of a person committing such a violation, the Director of Residence Halls may apply to the Vice President, Student Affairs (or if the Vice President, Student Affairs is unavailable, to the Vice President, Administration and Finance) for an administrative search warrant. If granted the search will be conducted with a student affairs professional and a University security officer present. The Vice President, Student Affairs or Vice President, Administration and Finance, shall sign the student residence search warrant only if there is reasonable cause to believe that the item(s) described in the application and related to the commission of a violation is located as described in the application and that it is in the best interest of the University and its students to conduct an administrative search. Evidence found in the administrative search that indicates a violation of University policy may be used for internal University action. In the event that evidence is found that may indicate a violation of Federal or Territorial law (for example illegal drugs or firearms), law enforcement officials may be contacted.

ARTICLE IV

ADMINISTRATIVE POLICIES

A. RECRUITMENT AND APPOINTMENT

1. SELECTION OF ADMINISTRATORS

SEARCH COMMITTEES



Approved by the Board of Regents February 17, 2000

Search Committees for the positions set forth below shall be formed as follows:

For President:

As determined by the Charter.

For Vice Presidents, Executive Assistant, Public Affairs, HRO Director, Athletic Director, EEO Officer, Development Officer, PD&E Director, Associate, and Assistant Vice Presidents:

Five (5) members appointed by the President of whom at least three (3) will be non-administrators.

For Deans, Associate and Assistant Deans:

Five (5) members, to include two members-at-large appointed by the Vice President, Academic Affairs, and approved by the President; and three (3) members appointed by the Vice President, Academic Affairs, and approved by the President from a list of at least five (5) provided by the faculty through the Academic Affairs Committees of the college, school or unit headed by a Dean in which there is vacancy.

For Registrar, Comptroller, Director of CCE-OP, and Director of the Computer Center:

Five (5) members appointed by the appropriate Vice President and approved by the President of whom at least two (2) shall be faculty members.

For all other Administrators as approved by the Board of Regents:

The appropriate Vice President shall determine the appropriate number and composition.

a. Procedures

(1) When initiated

The process of initiating a Search Committee shall begin as soon as possible after it is known. The initial meeting of the Search Committee shall be convened by the appointing Administrator. The Committee shall elect a Chair from among its membership. It shall be the responsibility of the Chair to consult with the Human Resources Office to assure that all appropriate policies and procedures are carried out, all deadlines met and to act as liaison to the Human Resources Office. The Chair shall ensure that all members of the Committee are familiar with EEO regulations.

(2) Criteria

Criteria, in addition to those required by law or by the Board of Regents, may be established by the Committee with the approval of the appointing Administrator and the President, except in Presidential searches as previously noted. All criteria shall be in



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writing, shall be reviewed by the EEO Officer and shall be provided to all applicants along with salary ranges and terms of service.

(3) Advertising

It is the responsibility of the Search Committee Chair, in coordination with the Human Resources Office, to ensure that the position is advertised both locally and off-island in a timely manner. The advertisement shall specify a reasonable closing date for application and a description of required information to be submitted. Applicants must submit an up-to-date resume or curriculum vitae, official graduate degree transcripts sent directly from the awarding institution and unofficial copies of all undergraduate degrees, names of referees to be contacted and other material as required by the Search Committee.

(4) Interviews

The most qualified applicants for administrative positions shall be interviewed by the Committee or its representative(s). Applicants may be interviewed in person or via telephone or other mechanical means. An EEO Officer shall be present for all official interviews and shall approve all questions to be asked of interviewees prior to the interview. Committee members conducting fact-finding off-island interviews should be briefed by the EEO Officer prior to the interview, should ascertain that their interview content also conforms to EEO guidelines, and must inform the interviewee of the official nature of such interviews.

(5) Final Report

Within six (6) months of the initial meeting of the Committee, a final report of the Search Committee shall be submitted by the Chair to the appointing Administrator, except in the case of a Presidential Search Committee in which procedures are determined by Territorial Statute. The appropriate administrator shall in turn forward the report and the Administrator's recommendation within five (5) business days to the President via the appropriate Vice President. This report shall include application materials of three applicants determined by the Committee to be the most qualified candidates for the position, and the Committee's listing of the strengths and weaknesses of each candidate. Fewer names may be submitted if fewer than three have applied or are qualified. If the Committee finds that no applicants were sufficiently qualified for the position, they may recommend that the search be reopened or extended, specifying new deadlines. If the Committee has not reached consensus on hiring recommendations, minority reports may be appended and duly considered. In the event none of the candidates are acceptable, or if none accept the position, the Committee will resume its search under new timelines. It shall be the responsibility of the Chair to notify all candidates of their status at different stages of the search.

The Directors of the Research unit will normally be selected from among the faculty of the unit on a triennial basis by majority vote of the faculty. This does not preclude the unit from hiring a Director from outside its own faculty if the majority of the faculty are in favor of such action.



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(6) Selection of Research Director

The Director of each Research unit will normally be selected from among the faculty of the unit on a triennial basis by majority vote of the faculty. This does not preclude the unit from hiring a Director from outside its own faculty if the majority of the faculty are in favor of such action.

(7) Files and Correspondence

All correspondence, files and materials related to the candidates will be sent directly to, and stored in, the Human Resources Office. The Human Resources Office will provide meeting space and immediate access to all search materials to all members of the Committee. The Human Resources Office will monitor the search process to assure that all timelines are met and that all necessary correspondence is effected in a timely fashion.

b. Appointment of Administrators

The Board shall appoint the President. The President, on the recommendations of appropriate administrators and guided by the recommendations of Search Committees, shall appoint administrators, such as may be necessary to fulfill the mission and purposes of the University.

c. Type of Appointments

(1) Full-time Administrative Appointments

Appointments to all administrative positions shall be based on the individual's academic and professional attainments.

Candidates for academic administrative positions at the associate Dean's/Director's level and above should have an earned doctorate, and should have demonstrated major accomplishments in the areas of instruction, research, or services sufficiently great to merit an academic rank at the senior professional level.

Candidates for all academic administrative positions must have at least an earned master's degree and should have demonstrated major endeavors sufficiently great to merit an academic rank at the junior professional level.

Candidates for non-academic administrative positions should have at least an earned master's degree; however, individuals without a master's degree may be appointed at the discretion of the President if they have gained superior professional skills via special training and/or experience. All administrators serve at the pleasure of the President and shall be compensated in accordance with the administrative salary schedule established by the Board of Regents. The President serves at the pleasure of the Board of Regents and shall be compensated as established by the Board of Regents.



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A person selected for an administrative position from outside of the University of Guam can be placed in one of three categories:

- (a) administrator appointed without concurrent faculty rank;
- (b) administrator appointed with concurrent faculty rank, without faculty retreat entitlement;
- (c) administrator appointed with concurrent faculty rank, with retreat entitlement.

The placement in any of the above categories will depend on a combination of the following criteria:

- (a) the academic credentials, teaching and research experience of the candidate;
- (b) the extent to which the administrative appointment requires prior university teaching and research experience;
- (c) the projected availability of an appropriate faculty position at the termination of the candidate's administrative assignment.

If the Search Committee for an administrator's position wants to recommend faculty rank with or without retreat rights, it must request a recommendation from the appropriate unit of the university. The request must be submitted by the Search Committee to the division/department Chair of the unit in which faculty status is sought. The request will be evaluated by the division/department Chair and faculty, by the Dean and the Vice President, Academic Affairs, with the University President making the final recommendation to the Board of Regents. In determining rank, the current Faculty Hiring Schedule shall be followed.

Current holders of administrative positions who have not been given concurrent rank at the time of hiring can request a review to determine the appropriateness of their being granted concurrent rank with or without retreat rights. The request must be submitted through the immediate supervisor to the division/department Chair of the unit in which he or she seeks faculty status. The request will be evaluated by the division/department Chair and faculty, by the Dean and the Vice President, Academic Affairs, with the University President making the final recommendation to the Board of Regents. The criteria listed above, and the current Faculty Hiring Schedule, will be applied in considering a current administrator's faculty status review.

d. Appointment of Faculty to Administrative Positions

A person who is appointed to an administrative position, and who is a current faculty member of the University, shall retain his or her faculty rank during the time that he or she serves in the administrative capacity to which he or she is appointed. The only exception will be a case where discontinuation of faculty status is one of the agreed upon conditions of the administrative appointment.



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Upon completion of the administrative service period, a person who is terminated for reasons other than "cause" shall have retreat rights to faculty status, in a capacity mutually acceptable to the individual and to the institution's management. Upon completion of his or her administrative service and return to faculty position, the faculty member will receive the number of step increases in the salary received prior to the administrative appointment that would have been received over the period of time the faculty member has served as administrator.

A person who has served in a full-time administrative capacity shall have the right to request and obtain an extension of the time within which tenure must be obtained. This is in recognition of the fact that in his or her administrative capacity a person may not have had sufficient opportunity to engage significantly in endeavors required for tenure eligibility. The time extension granted will not exceed the time spent as an administrator.

e. Appointment in an Acting Administrative Capacity

- (1) A faculty member who accepts an administrative position in an acting capacity retains his or her status as a faculty member and shall continue to be paid a salary at the same rate that was received prior to such acting appointment, for one year only.

If the appointment extends beyond thirty (30) calendar days, a nine-month faculty member so appointed shall begin to be paid at the salary level of the administrative position that is equal to the first quartile (Q1) of the Administrative Salary Scale or the sum of his or her equivalent twelve-month faculty salary, and may accrue prorated annual leave. A twelve-month faculty member, whose appointment extends beyond thirty (30) calendar days, shall begin to be paid at the salary level of the administrative position that is equal to the first quartile (Q1) of the Administrative Salary Scale or the sum of his or her twelve-month salary plus a two-increment salary increase, whichever is greater and will continue to accrue annual leave.

Upon termination of the acting appointment, the faculty member shall reassume his or her faculty position and the salary thereof.

- (2) An administrator who accepts a higher administrative position in an acting capacity shall continue to be paid a salary at the same rate that was received prior to such acting appointment. If the appointment extends beyond thirty (30) calendar days, the administrator so appointed shall begin to be paid at the salary level of the administrative position that is equal to the first quartile (Q1) of the Administrative Salary Scale or the sum of his or her administrative twelve-month salary plus a two-increment salary increase, whichever is greater, and will continue to accrue annual leave.

2. GENERAL RESPONSIBILITIES



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All administrators play important roles in the initiation, formulation and enforcement of University policies promulgated by the Board of Regents. Administrators are expected to monitor the implementation of policies affecting their respective areas of responsibility and to recommend modifications or deletions in order to improve operational efficiency and services, fiscal management, and community relations of the University.

Individually, administrators are accountable for the proper performance of duties required of their position and in accordance with established institutional policies and statutory requirements.

Notwithstanding the difference in their individual roles, they should recognize that collegial and professional discourse is essential not only for harmonious administrative relationships within the University organization, but also for an orderly attainment of the goals and missions of the University and for the solution of administrative problems.

3. WORKLOAD

a. Faculty Load

The work load and working conditions are defined in the current BOR / GFT Agreement.

b. Non-Teaching Faculty Load

The workload for non-teaching faculty and administrators is essentially equivalent to a forty (40) hour work week. It must be recognized, however, that the responsibilities and duties of these employees vary considerably from area to area. Therefore, the duties for non-teaching faculty shall be determined by the Dean and the department involved subject to the approval of the Vice President, Academic Affairs.

B. COMMON POLICIES TO ADMINISTRATORS, FACULTY AND STAFF

1. Responsibilities of All Faculty and Administrators

Membership in the academic profession and appointment to the University of Guam carry special professional commitments and responsibilities to students, the academic profession, the University and the community. The University recognizes these commitments and responsibilities and provides for them herein as an integral and essential part of the policies and procedures governing academic employment. The University understands that insistence on high standards for the professorships is necessary for maintenance of the University of Guam as an institution of quality dedicated to the discovery and transmission of knowledge. Moreover, the University recognizes that the professional employee has obligations that derive from common membership in the community of scholars and that collegiality is fundamental to the existence of a community of scholars and teachers.

2. Commitment to Truth

The professional employee, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognizes the special responsibilities of a professional employee: 1) to seek and state the



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truth as the professional employee sees it, 2) to develop and improve his or her scholarly competence, 3) to accept the obligation to exercise self-discipline and critical judgment in using, extending and transmitting knowledge, 4) to practice intellectual honesty, and 5) to prevent subsidiary interests from hampering or compromising the exercise of his or her freedom of inquiry.

3. Commitment to the University

As a member of the University, the professional employee 1) seeks above all to be an effective teacher and scholar, 2) abides by the stated principles, policies, rules, regulations and procedures of the University of Guam but maintains the right to criticize and seek revisions, 3) recognizes the obligation to maintain competence in his or her profession, and 4) consults with supervisors to assist in determining the amount and character of work done outside the University with due regard to paramount responsibilities to the University.

When considering interruption or termination of service, the professional employee 1) recognizes the effect of this decision upon the program of the University, gives due notice of his or her intentions, and makes every reasonable effort to prevent or minimize disruption and to provide for orderly transition, 2) regards his or her appointment as a pledge to be honored both in spirit and in fact in a manner consistent with the highest ideals of professional service, and 3) believes that sound professional relationships with governing authorities are built upon personal integrity, dignity and mutual respect.

The professional employee discourages practice in the profession by unqualified persons or by those who have failed to maintain competence in the profession.

In fulfilling obligations to professional employment practices, the professional employee:

- a. Gives a reasonable notice to the University of any change in availability of service.
- b. Adheres to the terms of his or her appointment to the University.
- c. Conducts professional business through channels approved and established for the conduct of University business.
- d. Delegates assigned tasks only to qualified personnel.
- e. Permits no commercial exploitation of his or her professional position.

4. Commitment to the Community

As a member of the island community, the professional employee has the rights and obligations of any other citizen of the Island as provided by the law and measures the urgency of these obligations in the light of responsibilities to his or her areas of academic competence, to students, to the profession and to the University. As a citizen engaged in a profession that depends upon freedom for its health and integrity, the professional employee has a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom for the University.

The professional employee shares with all other citizens the responsibility for the development of sound public policy and assumes full political and citizenship responsibilities consistent with the laws of the



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Island and the policies of the University. He or she bears particular responsibility for the development of policy relating to the extension of educational opportunities for all and for interpreting educational programs and policies to the public.

In fulfilling obligations to the community and the public, the professional employee:

- a. Represents accurately the University or any of its parts, and takes adequate precautions to distinguish between personal views and those of the University, knowing that the general public often does not recognize the distinction.
- b. Respects a colleague's rights to exercise political and citizenship privileges and responsibilities.
- c. Refrains from using institutional privileges for private gain or for promotion of political candidates or partisan political activities.
- d. Accepts no gratuities, gifts, or favors that might impair or appear to impair professional judgment, and offers no favors, services or things of value to obtain special advantage.
- e. Claims competence only in areas where he or she is qualified.

5. Commitment to the Student

The professional employee encourages the free pursuit of learning by students and demonstrates the best scholarly standards of the discipline by 1) respecting the student as an individual and adhering to a proper role in order to assure that the evaluations of students reflect their true merit, 2) respecting the confidential nature of the relationship between professional employee and student, 3) avoiding any exploitation of students for private advantage, and 4) acknowledging a professional employee's duty to assist students and to protect their academic freedom.

The professional employee measures personal success by the progress of each student toward realization of the student's potential as a worthy and effective citizen. The professional employee, therefore, endeavors to stimulate the spirit of inquiry, the attainment of knowledge and understanding, and the thoughtful formulation of worthy goals.

In fulfilling these obligations to the student, the professional employee:

- a. Encourages independent action in the pursuit of learning and access to varying points of view.
- b. Adopts a balanced viewpoint in the presentation of subject matter for which he or she bears responsibility.
- c. Conducts professional duties in such a way that the student is not exposed to unnecessary embarrassment or disparagement.
- d. Honors the University's commitment to non-discrimination and affirmative action.



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- e. Keeps in confidence information that has been obtained in the course or professional service, unless disclosure serves worthy professional purposes or is required by law.
- f. Tutors for remuneration students assigned to his or her classes only when authorized by the Dean.

6. Commitment to Colleagues and the Profession

As a colleague and a member of the profession, the professional employee has obligations that derive from common membership in the community of scholars and teachers. A professional employee is committed to the extension of knowledge in his or her discipline through personal endeavors. In the exchange of criticism and ideas, the professional employee shows due respect for the opinions of others, strives for objectivity in professional judgment of colleagues, and accepts an equal share of responsibilities for the academic operation and governance of the University. The professional employee exerts every effort to raise professional standards to improve his or her service and to promote a climate in which the exercise of professional judgment is encouraged.

In fulfilling his or her obligations to the profession, the professional employee:

- a. Accords just and equitable treatment to all members of the profession in the exercise of their professional rights and responsibilities.
- b. Withholds and safeguards confidential information acquired about colleagues in the course of employment.
- c. Participates in a professional inquiry when requested by an appropriate professional association or group, unless such participation would constitute conflict of interest.
- d. Provides upon the request of an aggrieved party, a written statement of specific reasons for recommendations that lead to the denial of salary increment, to significant changes in employment, or to termination of employment.
- e. Represents honestly his or her professional qualifications or background.

7. Commitment to Assessment

The University of Guam is committed to the assessment of all the academic, administrative and co-curricular services, which it provides for its stakeholders. Assessment denotes the continuous collection of data concerning the effectiveness of services in achieving their stated short-term and long-term goals. This commitment to assessment also applies to research, outreach projects and auxiliary services. The University accepts the responsibility for clarifying and communicating the University's goals and for using its resources to enable stakeholders to achieve their goals. When assessment reveals that goals are not being met or are no longer meeting stakeholders' needs with reasonable success, improvements will be made in the way the University prioritizes and provides those services so as to increase to acceptable levels their effectiveness and value to its stakeholders.

8. Special Responsibilities of Administrators



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All administrators play important roles in the initiation, formulation and enforcement of University policies promulgated by the Board of Regents. Administrators are expected to monitor implementation of policies affecting their respective areas of responsibility and to recommend modifications or deletions in order to improve operational efficiency and services, fiscal management and community relations of the University.

9. Individual Rights and Responsibilities

Each member of the University faculty and the administration, including staff, has the responsibility to abide by the Government of Guam statutes, and the Board of Regents' policies, rules, regulations and procedures issued for the governance of the University of Guam. In addition, each member of the faculty and administration, including staff, has the responsibility to abide by the policies, rules, regulations and procedures issued by the President of the University of Guam governing faculty activities provided that such policies, regulations and procedures are not inconsistent with the statutes of the Government of Guam and/or with the policies, rules and regulations and procedures of the Board of Regents.

Each member of the University faculty and the administration, including staff, shall be guaranteed freedom of expression, freedom of association, freedom of publication, right of privacy and of security in one's possessions and freedom from unreasonable search and seizure. No official of the University or body hereof may infringe upon these guarantees.

No individual or group may infringe upon the academic freedom of faculty members or administrators.

No member of the University faculty or of the administration, including staff, may be deprived of rights and privileges within the University without due process.

No member of the University faculty or of the administration, including staff, may be denied his or her just right, privilege, position or status in violation of the University's policy on non-discrimination and affirmative action.

Each member of the University faculty and the administration, including staff, has the right to petition for redress of grievances in accordance with established procedures for such petition.

The Promotion and Tenure Committee, President, and Board shall consider in all decisions regarding promotion and tenure the professional commitments and responsibilities that faculty and administrators should strive to meet. These commitments and responsibilities are integral and essential parts of the policies, procedures, and criteria that govern all aspects of academic employment, including promotion and tenure. Finally, in evaluating the qualifications of faculty members who may be eligible for promotion and or tenure, primary consideration must be given to the several principal endeavors of instruction; creative/scholarly activity or research; extension and community activities; university and community services; library, academic, and research support; and counseling center academic support.

NOTE: Professional employee refers to an administrator or to each member of the faculty. Non-renewal of contract is not a termination under these rules and regulations. Termination is for cause and for failure to acquire tenure.



C. EMPLOYMENT

1. Nepotism

It is the policy of the University of Guam to seek the best-qualified applicants for positions and to further the careers of those employed regardless of whether they have relatives already employed at the University. The basic criteria for appointment and retention are appropriate qualifications and professional development. Family relationships shall constitute neither an advantage nor a deterrent to appointment and retention at the University, provided the individual meets and fulfills the appropriate appointment and professional development standards.

Family relationships referred to in this policy are defined as parents, spouse, children and their spouses, siblings, and their spouses and their children. The University follows Government of Guam law, which prohibits the spouse of the "single point of hire," i.e., the University President, from being employed at the same agency.

No two persons of the same family may hold positions in which one of them is directly responsible for recommendations or decisions involving the other in such matters as initial appointment, retention, promotion, tenure, salary, leave of absence, or any other job related function of a supervisory or evaluative nature. In cases where this conflict develops, the subordinate family member will be assigned to another supervisor at the appropriate level for all recommendation, decisions, or evaluations.

No member of the Board of Regents shall be employed in any position under the jurisdiction of the Board. No member of a Regent's family shall be employed at the University unless the employee's hiring was recommended by a Search Committee or through the employee's inclusion on the Eligibility List as established by the Human Resources Office.

2. Conflicts of Interest

The following groups may not enter into procurement contracts with the University unless the contracts have been awarded through an open and public process that includes prior public notice and subsequent public disclosure of all proposals considered and contracts awarded.

- a. Employees of the University or members of their families as defined herein.
- b. Business associates of University employees.
- c. Business entities in which Board of Regent members, employees, employees' families, or business associates of employees have a ten percent or greater interest.

Exceptions to this policy may be made only with the written permission of the President. No exceptions may be made for University personnel involved in the procurement process. These employees are governed by the Ethics Regulations of the University Procurement Policy.

3. Extramural Employment and Self-Employment



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It is the Policy of the University that extramural employment and self-employment may be authorized unless such employment interferes with or jeopardizes the full and efficient performance of the duties and responsibilities of the University employee or when the nature of the employment is such that it constitutes a conflict of interest.

Outside employment and self-employment shall not involve work, which because of its nature or obligations may adversely affect the performance of the employee's duties with the University.

No university personnel, equipment, supplies, materials, or facilities shall be used in connection with any outside employment or self-employment.

Information regarding outside employment or self-employment shall be reported annually to the appropriate Vice President through the appropriate Dean, Director, or Supervisor, on a prescribed form. Other information governing extramural employment and self-employment may be found in the BOR/GFT Agreement currently in effect.

4. Leaves

Leave shall be approved or disapproved by the appropriate administrator. It shall be the policy of the University to permit the taking of leave to avoid loss or forfeiture of leave. However, leave may be denied when the services of the employee are required.

- a. Sabbatical Leave - It is the policy of the Board of Regents to restrict the number of employees on sabbatical leave if to do otherwise would adversely affect university programs, administrative units, the instructional needs of students, or the financial condition of the University.
- b. Leave Under The Family and Medical Leave Act - An employee of the University of Guam is eligible for a Family and Medical Leave Act (FMLA) leave. The provisions of the policy are intended to comply with the Family and Medical Leave Act of 1993, and any terms used from the FMLA will be as defined in the Act. To the extent that the University's regulations are ambiguous or contradict the Act or U.S. Department of Labor regulations, the language of the Act or regulations will prevail.

D. TYPES OF LEAVE

1. Annual Leave With Pay

- a. All unclassified calendar year employees who are entitled to earn annual leave with pay under the University's Policies shall accrue 26 days of paid annual leave per year irrespective of the number of years of continuous service in their respective positions at the University of Guam.



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- b. No annual leave in excess of 480 hours may be carried forward from one fiscal year to the next. Provided, however, that up to 100 hours beyond the 480 shall be automatically credited to the employee's sick leave balance.
- c. The President of the University of Guam shall be exempt from the policies regarding Annual Leave with Pay, thus, providing the Board of Regents flexibility in the awarded amount and the disposition of accrued Annual Leave with Pay benefits that can be offered to the President.
- d. Requests for annual leave shall be submitted on the prescribed form and approved at least 48 hours in advance of the requested leave.
- e. It shall be the policy of the University to permit the taking of annual leave to avoid loss or forfeiture of leave. However, leave may be denied when the services of the employee are required.
- f. Payment of lump sum salary for unused accrued annual leave shall be authorized for either of the following reasons:
 - (1) When an employee is separated from the University or when a nine-month employee who had become a twelve-month employee reverts to nine-month status; and in lieu of being granted annual leave earned, he or she shall be given a lump sum payment for any accrued and unused annual leave as of the date of separation. In computing such lump sum payment, "leave on leave" shall not be allowed.
 - (2) At the request of an employee who has been authorized annual leave, a lump sum advance payment may be made for the period of leave authorized provided that the leave period shall be not less than ten consecutive days (i.e., one full pay period). If the employee returns to work status prior to the expiration of the leave period for which he or she received lump sum payment in advance, he or she shall reimburse the University for any portion of such period which shall not have expired and he or she shall be credited with leave for future use.

2. Leave Without Pay

Leave without pay for not more than one academic year for faculty members on academic year appointment and not more than one calendar year for administrators or faculty members on a calendar year appointment may be granted for valid reasons.

The period of leave taken without pay (except educational leave) shall not count for the purpose of salary increments and for the service time required toward promotion and tenure unless specifically approved in advance in writing by the Vice President for Academic Affairs. Leave without pay may not be denied for:

- a. Disabled veterans, if necessary for medical treatment.



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- b. Members of Reserve Components of the U.S. or Territorial Armed forces, if necessary to perform military training duties.

3. Sick Leave

Regular full-time employees shall accrue sick leave with pay at the rate of four hours each biweekly period in which they are on pay status.

Annual leave earned in excess of 480 hours up to 100 hours is also automatically credited to sick leave.

Unused sick leave may be accumulated and carried over to succeeding leave years without limitation but is not convertible to cash at any time.

Non-tenure track full-time employees whose appointments are for less than one academic year do not earn sick leave with pay, unless authorized by the appropriate administrator.

Normally sick leave taken by faculty shall not require a physician's certification. In specific cases where a supervisor believes that an employee's pattern of sick leave indicates a possible misuse of leave, the supervisor may require the faculty member to provide a physician's certification of illness. In such cases, the supervisor shall give the employee prior notice, in writing, that such certification will be subsequently required.

Falsification of an illness report shall be considered sufficient cause for disciplinary action, including dismissal.

In appropriate circumstances, sick leave with pay may be granted in advance of earning such leave. However, if an employee is separated from the University without having earned all of the sick leave allowed and taken, the University shall, in addition to any other rights which it may exercise, deduct from any money due him or her at the time of separation an amount equal to his or her salary for the period of unearned sick leave allowed and taken.

Sick leave with pay is allowed whenever:

- a. The employee is compelled to be absent from duty on account of physical or mental illness; injury; mental health examination, counseling or treatment; pregnancy; childbirth; medical, dental or optical examination or treatment; or because of quarantine due to his own or another's illness.
- b. The employee is compelled to be absent from duty to provide health care for a member of the employee's immediate family as a result of serious illness or injury and the employee has exhausted all annual leave and compensatory time available.

4. Emergency Leave

Emergency leave with pay may be authorized for the convenience of an employee in an emergency situation involving the illness or death of the employee's parent, spouse, child, brother or sister. Emergency leave shall be for not more than five (5) business days. For the purpose of this section, travel time shall not be included in the computation of off-island emergency leave. In extraordinary



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circumstances, emergency leave may also be granted for an emergency situation involving the illness or death of someone other than the employee's parent, spouse, child, brother or sister when approved by the appropriate administrator. University employees may extend emergency leave by choosing to use either accrued annually sick leave or leave without pay.

5. Jury Duty Leave

An employee who has been summoned for jury duty shall submit a jury duty leave request. Upon completion of jury service, the employee shall submit a signed attendance certificate from the Clerk of Court, showing the time devoted to the jury service, and he or she shall pay to the University a sum equal to the fees (excluding allowance for mileage and subsistence) allowed him or her for jury service during the pay period concerned.

Jury Duty Leave shall normally be paid but if the employee fails to submit the certificate of attendance or to pay the University the jury service fees received, the jury duty leave shall be charged as annual leave.

If the employee is not entitled to annual leave or has no such leave accrued, the jury duty leave shall be charged as leave without pay.

6. Parental Leave

Employees who become parents by reason of birth, adoption, or official foster placement shall be entitled to leave of twenty (20) business days encompassing the date of childbirth, adoption, or official foster placement.

7. Educational Leave

A regular faculty member or administrator who has served the University for at least three (3) years may be granted a one-year educational leave without pay, for the specific purpose of pursuing education at an accredited university, and subject to the following:

a. Procedure

A faculty member shall apply to his or her unit Chair who shall make a recommendation to the College Academic Affairs Committee and to the Dean/Director. The application for educational leave shall be made on the prescribed form. The College Academic Affairs Committee shall make its recommendation to the Dean/Director. All leaves favorably endorsed by the Committee and the Dean/Director shall be forwarded to the Vice President, Academic Affairs, for action.

b. Length of Educational Leave

Educational leave shall normally not exceed one (1) calendar year. Requests for extension of the leave shall be made to the unit Chair and shall be approved by the Dean or Director and the Vice President, Academic Affairs. No extension beyond one additional year shall be granted.

c. Obligation of the Participant



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The participant shall provide the unit Chair, the Dean or Director and the Vice President, Academic Affairs, periodic academic reports. A participant shall agree to be employed at the University for a period of one (1) academic year for each semester of educational leave taken.

d. Leaves for Administrators

Administrators shall apply for Educational Leave through their supervisor and the appropriate vice president shall approve the leave.

The participant is responsible for the cost of training, living expenses and transportation and the granting of educational leave does not in any way obligate the University to provide any kind of financial assistance.

Faculty members and administrators who have been granted educational leave will not be eligible for sabbatical leave for a period of two years subsequent to their return to the University after educational leave.

8. Sabbatical Leave

A sabbatical leave is intended for the mutual benefit of the University and the person granted leave. Generally, the recognized purpose of a sabbatical leave is to enable a tenured faculty member, or administrator, time to reflect on his or her past and future contributions to the University. Sabbatical leave may also be granted to enable faculty to undertake research, writing, teaching, creative activities or graduate/post-doctorate studies related to his or her professional development in a discipline or specialization so that she or he may serve the University more effectively. Several sabbatical leave options are available.

A sabbatical leave is not granted automatically. Each request will include a detailed proposal of sabbatical activity and expected benefits.

It is the responsibility of the faculty member to provide the Dean/Director with addresses for correspondence and a timetable for specific accomplishments throughout the sabbatical period sufficient to enable the Dean/Director to ensure that appropriate development activities are in progress.

Sabbatical leave may be authorized for an eligible member of the faculty or an administrator in accordance with the following criteria, procedure, and conditions:

a. Eligibility

Administrators and tenured faculty are eligible for a sabbatical leave after six (6) years of consecutive full-time employment with the University. Application may be made during the sixth year for a sabbatical during the seventh year.

b. Criteria

Length of creditable service and an approved plan of appropriate professional development.



c. Procedure

The employee shall apply to the Chair/Director, who shall make a recommendation to the College Academic Affairs Committee and the Dean or Director. All leaves favorably endorsed by each level of review shall be forwarded to the Vice President, Academic Affairs, for action. Administrators shall apply for Sabbatical Leave through their supervisor and the appropriate vice president shall approve the leave.

d. Conditions

Sabbatical leave options and terms for faculty or administrators on academic year appointment (9 month) shall be one semester at no reduction in salary, or for one academic year (two consecutive assignments) at 66.666 percent of his or her regular pay. For those whose primary assignment is not teaching, sabbatical leaves of one semester or less may be granted at no reduction in pay or between pre-semester and 9 months at 66.666 percent of his or her regular salary. Employees choosing sabbatical leaves of shorter duration will forfeit the unused portion.

For administrators and faculty on 12 month appointments, the options and terms of the sabbatical leave shall be six to twelve (6-12) consecutive months at 66.666 percent of his or her regular pay or zero to six (0-6) months at no reduction in regular salary. Employees choosing sabbatical leaves of shorter duration than the maximum under either salary option will forfeit the unused portion.

In those cases when members of the faculty and administration are on sabbatical leave and receiving 66.666 percent of their regular pay, the first lien on the remaining 33.333 percent of the salary is to be the employee's fringe benefits; the second lien is to be contractual or administrative replacement costs.

While on sabbatical leave, the employee shall not engage in gainful employment unless approved by the appropriate Vice President.

It is the obligation of the applicant to engage in appropriate professional development activities and to make a detailed report in writing, which details the work done and accomplishments realized during the sabbatical leave, and to submit all supporting products to the Chair, the Dean/Director, and the appropriate Vice President within twenty (20) business days after returning to full-time duty with the University of Guam.

It is also the obligation of the employee to return to regular duties at the University for at least one year upon completion of the sabbatical leave, or to return the salary received on sabbatical in a proportionate amount.

9. Administrative Leave

Administrative leave is granted for:



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- a. An authorized absence from the employee's regular place of employment while engaged in an official assignment for or on behalf of the University.
- b. A parent, not otherwise prohibited from such contact with his or her child by order of a court, for up to four hours every two pay periods to meet with a teacher or other school official concerning the employee's child's performance or behavior or to volunteer parental-involvement time at their child's school

10. Government Service Leave

Leave without pay for one academic year for faculty members on an academic year appointment and one calendar year for administrators or faculty members on a calendar year appointment may be granted for temporary service to Government agencies. Extensions may be granted upon request but the maximum total leave may not exceed two years.

Such service is recognized as part of the service mission of the University. Leave may not be granted, however, if it would jeopardize on-going programs of the University or create undue hardships for students.

The period of leave shall count for the purpose of salary increments but not for the service time required toward promotion and tenure.

Employees shall submit the request to the appropriate Chair or administrator, or in the case of administrators, to the appropriate Vice President with adequate notice prior to the date of departure. Once the leave has been granted the University shall have no re-employment obligations during the period of the requested leave if the employee is unable to complete the term of assignment. A final report, which describes the accomplishments and experience gained, shall be submitted to the appropriate Vice President within thirty (20) business days after the employee's return to the University.

11. Professional Development Leave

Under exceptional circumstances, the appropriate Vice President, after consultation with the appropriate Dean and faculty, may authorize extended leave without pay up to two years for employees to participate in research, lecture, or professional development programs which serve the best interest of the University and which utilize outside sources of funds for salary. Professional Development Leave is distinct from Educational Leave. The period of leave taken shall count for the purpose of salary increment, after appropriate documents are submitted and an evaluation has been done, and for the service time required for promotion and tenure eligibility.

Employees shall submit the request to their department/unit Chair, the Dean or Director and the Vice President for Academic Affairs, or, in the case of administrators, to the appropriate Vice President, no later than six months prior to the date of departure. Once the leave has been approved the University shall have no obligation to re-employ the faculty member on leave during the period of the requested leave if the employee is unable to complete the term of assignment. A final report, which describes the accomplishments and experience gained, shall be submitted to the appropriate Vice President within thirty (30) business days after the employee returns to the University.



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12. Leave Under the Family and Medical Leave Act

- a. An employee of the University of Guam is eligible for a FMLA leave if he or she has been an employee for at least twelve (12) months and has worked at least 1250 hours during the twelve (12) month period immediately preceding the leave at a worksite where there are at least 50 employees within a 75-mile radius.
- b. Subject to the requirements described in this policy, an eligible employee may request and will be granted up to twelve (12) work weeks of unpaid FMLA leave during any twelve (12) month period for one or more of the following events:
 - (1) The birth and first year care of a child;
 - (2) The placement of a child for adoption or foster care in the employee's home;
 - (3) The care of the employee's spouse, child or parent with a serious health condition; or
 - (4) The employee's serious health condition which renders him or her unable to perform the functions of the employee's position.
- c. For purposes of calculating the amount of FMLA leave an eligible employee can take, the term "during any twelve (12) month period" means a rolling twelve (12) month period measured backward from the date requested leave will be used.
- d. The taking of a FMLA leave shall not result in the loss of any employment benefit accrued prior to the date on which the leave commenced; provided, however, that nothing shall entitle any employee who returns from leave to the accrual of any seniority or employment benefits during the period of the leave or, except as provided below, to any right, benefit or position to which the employee would have been entitled had the employee not taken the leave.
- e. An employee who takes an FMLA leave for the intended purpose of the leave shall be entitled, on return from the leave, to be restored to the position of employment held when the leave commenced or an equivalent position with equivalent employment benefits, pay and other terms and conditions of employment.
- f. At the election of the employee, during the period of an FMLA leave any group health plan as defined by the FMLA will be maintained for the duration of such leave and at the level and under the conditions coverage would have been provided if the employee had continued in employment for the duration of the leave. During an FMLA leave, the employee will be responsible for paying his or her share of the premium. While on an unpaid FMLA leave, the employee will be responsible for paying this part of the premium on regular paydays. The University may recover the premiums it paid for maintaining coverage for the employee under such group health plan during the period of an FMLA leave if the employee fails to return to work for reasons other than the continuation or onset of a serious health condition entitling the member to leave under paragraphs 2.c. or 2.d. above, or other circumstances beyond the employee's control. Certification of inability to return to work as specified and allowed by the FMLA may be required.



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- g. An employee must substitute any accrued annual leave and any paid parental leave where applicable for any unpaid FMLA leave. Upon exhaustion of the accrued annual leave, the remainder of any FMLA leave will be unpaid (except as provided in paragraph 8 below). In no case will the combination of (a) unpaid leave and (b) accrued annual leave time used for an FMLA purpose exceed twelve (12) work weeks in any twelve (12) month period.
- h. An employee must also substitute accrued sick leave for FMLA leave due to the employee's own serious health condition or in order to care for his or her child, spouse or parent with a serious health condition. Upon exhaustion of the sick leave, any portion of the remaining twelve (12) work weeks of leave shall be unpaid.
- i. FMLA leave for the birth/care of a child or for the placement of a child for adoption or foster care must be taken within the twelve (12) month period which starts on the date of such birth or placement. Regardless of when such leave begins, it will end no later than the end of the twelve (12) month period. For example, an employee who requests a leave at the start of the twelfth month (following the birth or placement) is entitled to only one (1) month of unpaid leave. Unless specifically permitted, FMLA leave for these purposes cannot be taken on an intermittent or reduced leave schedule.
- j. If both spouses are employed by the University they are limited to a combined total of twelve (12) work weeks of FMLA leave during any twelve (12) month period for the birth/care of their child or placement of a child in their home for adoption or foster care. However, each employee may use up to twelve (12) work weeks of FMLA leave during any twelve (12) month period to care for her/his child, spouse or parent who is suffering from a serious health condition, or if the leave is necessitated by the employee's own serious health condition.
- k. An eligible employee who foresees that she or he will require a leave for the birth/care of a child or for adoption or foster care placement, must notify the Chair/Director or other appropriate supervisor in writing not less than thirty (30) calendar days in advance of the start date of the leave. If not foreseeable, the employee must provide as much written notice as is practicable under the circumstances, generally within two (2) business days of learning of the need for leave.
- l. An employee who foresees the need for a leave of absence due to planned medical treatment for herself or himself or for her or his spouse, child or parent, should notify the Chair/Director or other appropriate supervisor in writing as early as possible so that the absence can be scheduled at a time least disruptive to the University's operations. Such notice should be at least thirty (30) calendar days in advance of the start of leave, unless impractical, in which case the employee must provide the written notice as early as circumstances permit, generally within two (2) business days of learning of the need for leave.
- m. If the requested leave is to care for a spouse, child or parent who has a serious health condition, the employee will be required to file with the Chair/Director or other



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appropriate supervisor in a timely manner a health care provider's statement that the employee is needed to care for the son, daughter, spouse, or parent and an estimate of the amount of time that the employee is needed for such care.

- n. If the requested leave is because of a serious health condition of the employee which renders her or him unable to perform the functions of her or his position, the employee may be required to file with the Chair/Director or other appropriate supervisor the health care provider's statement as allowed by the FMLA.
- o. Subject to the limitations and certifications allowed by the FMLA, only leaves taken under paragraphs 2.c. or 2.d. above may be taken intermittently or on a reduced leave schedule when medically necessary, provided a qualified health care provider certifies the expected duration and schedule of such leave and provided further that where such leave is foreseeable based upon planned medical treatment. The employee may be required to transfer temporarily to an available alternative position for which the employee is qualified and that has equivalent pay and benefits and better accommodates recurring periods of leave than the employee's regular position.
- p. An employee on an approved leave under this policy must report to the Chair/Director or other appropriate supervisor at least every thirty (30) calendar days regarding his or her status and intent to return to work upon conclusion of the leave. An employee may also be required to submit a fitness-for-duty certification before returning to work.
- q. In any case where there is reason to doubt the validity of the health care provider's statement or certification for leaves taken under sections 2.c or 2.d. above, the University may, at its expense, require second and third opinions, as specified by the FMLA, to resolve the issue.
- r. The provisions of this policy are intended to comply with the Family and Medical Leave Act of 1993, and any terms used from the FMLA will be as defined in the Act. To the extent that this policy is ambiguous or contradicts the Act or U.S. Department of Labor regulations, the language of the Act or regulations will prevail.

13. Notice to Employees Requesting Family or Medical Leave

The Family and Medical Leave Act of 1993 (FMLA) requires the University to provide employees who request FMLA leave with a written notice spelling out the employee's specific expectations and obligations and explaining the consequences of failure to meet these obligations. Set forth above is the University of Guam's FMLA policy. Employees may also obtain from the Human Resources Office a copy of the U.S. Department of Labor's FMLA Fact Sheet.

- a. If the requested leave is for any of the purposes described in paragraph 2 of the policy set forth above, the leave taken will be counted against the entitlement of up to twelve (12) work weeks of FMLA leave during any twelve (12) month period.
- b. If the requested leave is for purposes described in paragraph 2.c. or 2.d. of the Policy set forth above, the employee must submit to the Personnel Services Division a certification



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from a qualified health care provider containing the information described in either paragraph 13 or 14 of the Policy set forth above.

- c. The employee is required to substitute paid leave for FMLA leave under conditions described in paragraphs 7 and 8 of the policy set forth above.
- d. If the employee elects to continue health benefits during the period of FMLA leave, the employee must continue to pay his or her share of the premiums. The requirements for the payment of such premiums are described in paragraph 6 of the policy set forth above.
- e. If the leave is for the employee's own serious health condition, the employee may be required to submit a fitness-for-duty certification before returning to work.
- f. Upon returning from an FMLA leave, an employee will be restored to the position of employment held when the leave commenced or an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment.
- g. If the employee fails to return to work following FMLA leave for reasons other than the commencement or continuation of a serious health condition entitling the employee to leave under paragraphs 2.c. or 2.d. of the attached Policy, or for other circumstances beyond the employee's control (as described in FMLA regulations), the University may recover the premiums it paid for maintaining health benefits coverage for the employee during the leave period.

14. Procedures For Applying for Leave

For the following types of leaves, employees shall file a leave request form with their department/unit Chair or other immediate supervisor who will in turn submit it to the Dean or Director for approval.

parental leave
emergency leave
jury duty
military leave without pay
Family Medical Leave
annual leave
advanced sick leave
administrative leave

Absent extraordinary circumstances, leave requests shall be submitted at least forty eight hours in advance and Family Medical Leave requests shall be submitted twenty (20) business days in advance.

For the following types of leaves, employees shall file a leave request form with their unit Chair or other immediate supervisor who will in turn submit it to the Dean or Director and the appropriate Vice President for approval. These leaves also require an agreement, designating leave conditions, to be approved by the appropriate vice president.

leave without pay



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sabbatical leave
educational leave
government service leave
professional development leave

The Human Resources Office shall file copies of all approved leave requests pertaining to the above conditions.

15. Official Holidays

The University observes those official holidays designated by the Government of Guam and applicable Federal statutes or proclaimed by the Governor. Such holidays are non-work days with pay for regular employees and for eligible temporary full-time employees as defined in these rules and regulations.

16. Retirement

Retirement benefits for employees of the University of Guam shall be in accordance with the statutes, rules, regulations and policies governing such benefits for employees of the Government of Guam, and pursuant to the provisions of Section 16115 of Public Law 19-40.

17. Insurance Benefits

At their option, regular full-time University employees may enroll in group life, medical and dental insurance programs of the Government of Guam, subject to the rules, regulations and policies governing such programs. Workman's Compensation insurance covers all regular employees pursuant to the provisions of Section 11845 of the Higher Education Act of 1976 (Public Law 13-194).

18. New Administrator/Faculty Benefits

- a. Moving Expenses - if the applicant does not reside on Guam, the University shall provide travel expenses for the applicant and the applicant's spouse (as defined by Guam Law) and children under the age of 18 by the least expensive and most direct air route from the point of hire and shall provide compensation for moving household goods to Guam by the least expensive carrier up to 3,500 pounds for a family and 1,750 pounds for an applicant without dependents.

The applicant may request that the University make travel arrangements prior to the applicant's departure from the point of hire or the applicant may be reimbursed for travel after his or her arrival on Guam. Arrangements for shipment of household goods will be made by the University whenever feasible to take advantage of government shipping rates. Compensation for shipment of household goods from points of hire outside the continental U.S. and Alaska will be based on the government rate then in effect for shipment of goods between Boston and Guam or actual cost, whichever is less. Prepayment of shipping costs is authorized for applicants whose point of hire is outside the continental U.S. and Alaska.



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- b. Hotel and Car Rental - This Policy is intended to encourage faculty and administrators to arrive one week before their official reporting date so that they can find housing and transportation before they have official responsibilities. The University will provide ten days of hotel accommodations and rental of a car for all new full-time faculty and administrators recruited from off-island if they arrive at least one week prior to their official reporting date. If they are unable to arrive one week prior to their reporting date the University will reduce this benefit accordingly.

However, a minimum of one week's benefit regardless of arrival date will be provided. Hotel and car rental reservations will be made by the University. Selection of hotel and car rental agency will also be made by the University.

19. Retrenchment, Layoffs and Recall of Faculty (See current BOR / GFT Agreement

E. GRIEVANCE PROCEDURES FOR NON-CLASSIFIED NON-FACULTY EMPLOYEES

1. Right to Present Grievance

A grievance for this purpose is defined as a complaint by an employee governed by these policies that there has been a violation of any of the provisions of these rules or the established policies of the Board.

2. Informal Resolution

Employees are encouraged to seek informal resolution of grievances and absent extraordinary circumstances, employees shall discuss their grievance with the appropriate administrator prior to filing a formal grievance.

3. Time Limit for Presenting Grievance

An employee may submit a formal grievance to the appropriate administrator at any time after becoming aware of any grievable matter but not later than twenty (20) business days after the date the employee became aware of or reasonably should have become aware of the matter being grieved. If a grievance is not submitted on or before the expiration of the time period, the employee shall forfeit the right to pursue that grievance. Grievances alleging a violation of the University's nondiscrimination and affirmative action policies shall not be subject to the 20-day time limit, but may be brought within the time permitted by law for pursuing discrimination complaints with governmental bodies.

4. Form of Grievance

A grievance shall be in writing and shall set forth a statement of the action grieved, the specific term or provision of the University policy(ies) or practice(s) violated and the specific remedy sought.

The grievance shall be filed with the Administrator of the Division of the University in which the employee works. If the grievance is against that Administrator, the grievance shall be filed with the



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administrator's supervisor. The Administrator shall have a copy of the grievance made and sent to the appropriate University personnel administrator.

Grievances against the President shall be filed with the Board of Regents who shall consider the grievance through an ad hoc procedure.

5. Grievance Levels

Step 1

Absent extraordinary circumstances, the Administrator with whom the grievance has been filed shall, within ten (10) business days, conduct a formal conference with the grievant and the person grieved against, permitting them to provide any necessary information relevant to the grievance. Absent extraordinary circumstances, the Dean or Director shall render a written decision within ten (10) business days of the conference.

Step 2

If not satisfied with the results of Step 1, the grievant may, within five business days, appeal to the supervisor of the administrator with whom the grievance was filed. If that supervisor is the President, the process moves to Step 3.

Absent extraordinary circumstances, the Vice President shall hold a hearing within fifteen (15) business days of receipt of the appeal or grievance and, absent extraordinary circumstances, shall render a written decision within ten (10) business days of such hearing. The hearing shall be open or closed at the discretion of the supervisor upon consideration of the wishes of the grievant and other interested persons and the person grieved against. The grievant shall be afforded the opportunity to testify, to call witnesses and to introduce documentary evidence. The grievant and the administrative officer representing the opposing view shall have the right to cross-examine all witnesses.

Step 3

If not satisfied with the results of Step 2, the grievant may file an appeal with the President within five business days of the receipt of the Step 2 decision.

Absent extraordinary circumstances, the President shall, within five business days, refer the grievance to the Non-Classified Employee Adjudication Committee (NCEAC).

The NCEAC shall consist of three persons chosen from a standing panel appointed annually by the President. The standing panel shall consist of twelve University employees representing administrators, and other non-classified employees. The Committee shall be formed to hear the grievance as follows: one person from the panel shall be appointed by the President, one person from the panel shall be appointed by the grievant and the third person from the panel shall be chosen by the first two. Any member of the panel, whose term of appointment has expired, shall nevertheless continue to serve on any committee to which he or she has been appointed until completion of the hearing and the rendering of a decision thereon.



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The Step 3 hearing shall be held as soon as practicable and normally within twenty (20) business days of referral of the grievance to the NCEAC by the President. The hearing shall be open or closed at the discretion of the Committee upon consideration of the express desires of the grievant and other interested parties. The grievant and the person grieved against shall have the right to call witnesses, to testify and to present relevant documentary evidence. The grievant and the appropriate person representing the opposing view will have the right to cross-examine all witnesses. A tape recording of the proceedings shall be made and a copy shall be given at cost to the grievant. Following the hearing, the Committee shall, absent extraordinary circumstances, render a report and recommendation to the President within twenty (20) business days following the hearing. The report shall contain specific findings of fact and recommendations. Upon consideration of the report and recommendation, the President shall render a decision in writing and communicate the same to all interested parties. The President's decision shall be final.

6. Special Procedures for Grievances Alleging Discrimination, Including Sexual Harassment

All grievances alleging discrimination, including sexual harassment, shall be referred to the EEO/AA officer, and handled according to the policies and procedures for these complaints.

F. PERSONNEL RECORDS

Information on faculty members personnel files may be found in the BOR/GFT Agreement currently in effect.

Information on classified employees personnel records may be found in the Government of Guam Employees Personnel Rules and Regulations as administered by the Civil Service Commission.

Additional information on staff employees may be found in the Plant Maintenance and Custodial Employees Agreement.

Information on administrator's personnel files may be obtained from the Human Resources Office.

G. DRUG FREE WORKPLACE

In support and compliance with the U.S. Omnibus Drug Initiative Act of 1988, the following is the University's policy for maintaining a drug-free workplace:

1. The distribution, manufacture, sale, or unauthorized use or possession of controlled substances in the workplace is prohibited. Each employee shall comply with this prohibition. A poster stating this policy will be prominently displayed on bulletin boards throughout the campus and other designated areas.
2. There is established a drug-free awareness program for employees. The program includes, but is not limited to education, prevention, intervention, and referral for treatment.
3. Within five (5) calendar days, an employee shall inform the respective Vice President about any drug conviction resulting from a violation occurring at the workplace. The Vice President shall



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inform the President no later than five (5) calendar days after receiving information of a conviction from the employee.

4. The President shall notify the appropriate federal agency or office about employee drug convictions no later than five (5) business days after receiving information thereof.
5. Any drug conviction of an employee resulting from violation at the workplace may be cause for adverse action or mandatory referral and satisfactory participation in a drug abuse assistance or rehabilitation program.
6. Appeal of the adverse action or sanction shall follow the grievance procedures contained in the University Policy Manual and appropriate Collective Bargaining Agreement.
7. Each employee shall be provided a copy of this policy.

H. UNIVERSITY PROPERTY

It is the responsibility of all employees to report promptly any damage to or loss of University property under their custody or care to their Dean/Director, who shall submit the report to the Business Office.

I. EMPLOYEE USE OF UNIVERSITY MAIL SERVICE

The University's mail service is primarily for official University business, and no University funds shall be expended for personal mail. The use of the University mail service for personal mail imposes no responsibility on the University for damage or loss of mail.

J. POLITICAL ACTIVITIES

Pursuant to P.L. 19-40 (University of Guam Charter), which confirms the University of Guam as the public island University, political activities by faculty, administrators, and other unclassified employees of the University of Guam shall be governed by the laws of the Government of Guam "Mini-Hatch Act" (P.L. 12-233), as amended. [Public Law 12-233 (Mini-Hatch Act) was enacted on December 30, 1988 and acknowledged by the Board of Regents on January 19, 1989.]

K. SALARY INCREMENTS

With the approval of the appropriate administrator, full-time employees as defined in this Policy Manual may be granted a salary increment based on the step or range of the salary level of their positions for satisfactory performance of their duties during the service period under review.

If the employee fails to submit the corroborative materials required for his or her increment review within seventy-five (75) business days of the date the increment is due to begin, the increment shall be forfeited. If the administrator fails to submit the completed forms to the Human Resources Office within ninety (90) business days of the date the increment is due to begin, the increment shall become automatic.



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Salary increments shall normally become effective for nine-month employees at the beginning of the semester following the review. Also, upon promotion, these employees shall receive a one-step salary increment in addition to any other regular salary increment for which they are eligible.

Salary increments shall normally become effective for twelve-month employees on the day following completion of the service period under review. Also, upon promotion, these employees shall receive a one-step salary increment in addition to any other regular salary increment for which they are eligible.

An increment step increase, in addition to regular salary increments, may be granted for exceptional or outstanding services at the discretion of the President.

Employees on educational leave or sabbatical leave are eligible for salary increments after completion of the required service period provided they submit documentary evidence of their satisfactory performance during the entire service period under review.

Summer sessions and interim employment periods shall not normally count as part of a service record for nine-month faculty.

L. COMPENSATION

The Board of Regents shall set the policies governing the duties, conditions of employment, compensation, salary and emoluments of all employees (except for Government of Guam classified employees).

ARTICLE V

FACULTY POLICIES

A. FACULTY EMPLOYMENT

Refer to current BOR/GFT Agreement

1. Faculty Recruitment and Appointment

The University of Guam is a Land-Grant Institution committed to teaching, research and public service. It is committed to providing its students with the highest quality education possible and the community with the maximum public service possible with the resources at its command. This commitment will fall short of fulfillment without the concomitant commitment of a competent and dedicated staff. The selection of quality academic personnel is, therefore, of utmost importance and is the joint responsibility of the faculty and the administration. This responsibility should be judiciously exercised and should be consistent with the need for excellence which students in particular, and the public in general, demand in higher education.

Recruitment announcements may be made off-island and on-island, concurrently. Such advertisements on behalf of the University are to be made with the approval of the President or his or her designee.

2. General Rules and Regulations

Only the President may offer employment and make a salary commitment.



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All tenure-track full-time faculty appointees shall be given an initial three-year contract.

Off-island appointees shall receive relocation expenses in accordance with the current policy.

After the initial three-year tenure-track contract, faculty members granted continuing employment may be terminated only for cause or for denial of tenure.

No faculty member may apply for a position of a higher rank without going through the promotion process, except as may be provided in the BOR/GFT Agreement currently in effect.

Failure to be granted tenure by the end of the sixth year of full-time, tenure-track employment shall result in termination at the end of the seventh year.

The University may reopen advertisements for positions if fewer than three qualified candidates apply.

No alumnus of the University of Guam shall be employed in an academic position prior to the expiration of at least five (5) years from the date the alumnus received a graduate degree from the University of Guam. Moreover, any such person, in order to be considered for appointment, must, during the five-year period, acquire relevant professional experience in higher education at another institution in the field of his or her academic specialization; or obtain a second master's degree or a terminal degree at an accredited institution other than the University of Guam. Exceptions may be made by the President in the case of any applicant with extraordinary qualifications whose service is critically needed.

Salary for initial appointments shall be in accordance with the hiring schedule approved by the Board of Regents. Years of experience as listed in the Faculty Hiring Schedule define eligibility, not entitlement.

Whenever a regular member of the faculty is appointed to a calendar year administrative or research position, the salary for that position shall be in an amount set by the salary schedule approved by the Board of Regents.

All appointments and assignments authorized herein shall be contingent upon the availability of funds.

The Administration reserves the right to notify faculty members, if done prior to their initial employment, that they are minimally qualified for the position. Such faculty members may be required to have a plan of self-development and to fulfill the terms thereof in order to have subsequent renewal of employment.

The formal offering of the contract shall be made by the President of the University and shall contain the salary commitment and rank determined by consultation with the Vice President, Academic Affairs, Dean/Director and the unit involved.

3. Tenure Track Full-Time Faculty Appointments

Tenure track full-time appointments to the academic ranks of Assistant Instructor, Instructor, Assistant Professor, Associate Professor and Professor and the positions of Extension Agent I, II, III, IV, and Extension Specialist shall be based on the individual's educational attainment, training, relevant



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teaching, research and professional experience, and quantity and quality of productivity, particularly in higher education.

Preference shall be given to persons who have earned a terminal degree. Except as otherwise provided in these rules and regulations, the master's degree shall be a minimum requirement.

Regular, full-time faculty members shall be compensated in accordance with the salary schedule established by the Board of Regents.

The Master's degree is the appropriate (minimum) degree for hiring at the Instructor/Extension Agent II ranks and the terminal degree is the appropriate (minimum) degree for hiring at the assistant professor and higher ranks. The Bachelor's degree is the appropriate (minimum) degree for hiring at the Assistant Instructor/Extension Agent I level.

4. Non-tenure-track Full-time or Part-time Faculty Appointments

Qualified persons may be given non-tenure track appointments. No non-tenure track appointment should be construed as assurance of, or as carrying with it the prospect of regular appointment or of continued employment with the University. Part-time instructors shall at no time be given more than a 50 percent teaching load as determined by the appropriate load formula. Part-time appointees are not entitled to personnel benefits and other privileges normally accorded regular faculty members and are not eligible for committee membership.

Non-tenure track faculty are evaluated and may apply for promotion in accordance with the procedures for regular faculty. Non-tenure track faculty may not apply for or be granted tenure, nor shall the years served by counted as probationary service for tenure unless otherwise agreed to in the initial tenure-track contract.

See the BOR/GFT Agreement regarding recommendation of part-time Faculty by the Unit.

5. Adjunct Faculty Appointments

Adjunct appointees are non-tenure track, part-time faculty. Their appointments shall be for a period of not more than one academic year.

The salary of adjunct appointees paid by the University shall be at the salary level and step in the academic rank to which they are appointed. If paid by an outside agency, it shall be at the level determined by the funding source and approved by the University. Faculty teaching through CCE-OP shall be paid by CCE-OP rates.

The college or unit to which an adjunct appointee is assigned shall regularly evaluate the appointee's teaching, research or professional service, using the same criteria as is used for evaluating regular faculty members. Such evaluation shall be considered in determining renewal of employment.

Adjunct appointees are not eligible for promotion or tenure.



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Adjunct appointees are not entitled to personnel benefits unless funding is provided by outside sources; nor to other privileges and benefits accorded regular faculty members.

Time served under an adjunct appointment shall not subsequently count toward tenure or be considered for promotion purposes. Neither shall such appointment be construed as assurance of, or as carrying with it, the prospect of eventual regular appointment.

Adjunct appointees are not eligible for elected committee membership.

The University will provide office space or clerical help when available.

6. Visiting Professor

A scholar on leave from another institution and whose qualifications are exceptionally suitable for the special instructional needs of the University, may be appointed a Visiting Professor in his or her rank for a period of not more than one academic year.

The salary of a visiting Professor shall not be more than the Visiting Professor's salary at his or her home institution. The Visiting Professor shall not be eligible for retirement, leave benefits and life insurance coverage, but may participate in the University's group medical and dental insurance plans.

7. Exchange Professorship

The President is authorized to negotiate exchange professorship agreements with other accredited institutions for the purpose of enhancing mutual staff/faculty professional development.

The terms and conditions of such agreements shall be subject to the approval of the Board of Regents.

8. Endowed (Chair) Professorship

Appointment to an endowed professorship is a distinct honor extended only to an outstanding scholar with a terminal degree or equivalent whose compensation (salary, fringe benefits, etc.) has been funded by the donor of the endowment.

The appointment is to be made by the Board of Regents, upon the recommendation of the President, with the advice of the appropriate Dean and shall be only for a period specified by the donor or as may be limited by the amount of the endowment.

9. Research Affiliate

The title of Research Affiliate may be given by the President to a person engaged in the planning, conduct, and/or supervision of individual or term research at the University, and who has professional competence as evidenced by relevant professional experience in the field or discipline of the research project.



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A Research Affiliate is not an employee of the University and will not, therefore, be entitled to compensation or employee benefits.

10. Research Associate

The title of Research Associate may be given to a person engaged in individual or team research funded by external sources.

A Research Associate shall have a minimum of a master's degree in his or her specialty area. The wage or salary will depend on relevant experience and academic credentials, and shall be a matter of negotiation.

A Research Associate does not hold faculty status, but shall be eligible for personnel benefits if budgeted in the grant proposal or obtained from other external funding source.

11. Research/Extension/Teaching/Technical Assistant

The title of Research or Extension or Teaching or Technical Assistant may be given to an individual engaged in assisting in research, extension or service projects or assisting in instruction funded by either local or external sources. The hourly wage shall be comparable to the most current wages paid for similar type of employment.

An assistant does not hold faculty status, but may be eligible for personnel benefits if funds are budgeted.

12. Clinical Associate for College of Nursing and Health Sciences

This is an uncompensated honorary position, which includes some privileges and some responsibilities. A candidate for this position must meet the qualifications of one of the regular positions within the Division of Nursing. A person with less than a B.S. degree in Nursing may be appointed as a Clinical Associate with the approval of the President.

A Clinical Associate must be working in some cooperative way with one or more of the nursing faculty in the offering of a nursing course, but not as an employed teacher.

A Clinical Associate is not an employee of the University and will not be entitled to compensation or employee benefits.

In lieu of salary and other regular employee benefits, a Clinical Associate may be granted permission to use University facilities such as the Library and the Nursing Auto-Tutorial Center and may attend special programs.

B. HIRING PROCEDURES

(Refer to the current BOR / GFT Agreement regarding hiring procedures.)

1. Hiring of Tenure Track Faculty



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- a. The Dean, after approval by the Vice President, Academic Affairs, shall inform the unit faculty in the discipline involved or the unit Director that a position is vacant and that recruitment should begin. Absent extraordinary circumstances, the Dean shall convene a search committee for new positions no later than the Spring Semester. For other vacancies, the search committee shall be convened as soon as possible. All budgeted positions shall be deemed certified for hiring purposes.
- b. Procedures for establishing search committees can be found in the BOR/GFT agreement.
- c. The Dean shall establish a budget for each search committee that shall provide for the cost of phone calls, postage, advertising, and to defray interview travel as available and appropriate.
- d. The Dean shall convene the first meeting of the appointed search committee. The committee will elect a Chair and then undertake the following tasks:
 - (1) Position description, including qualifications, duties, salary range, and terms of service. Criteria, in addition to those required by the Board of Regents, may be established by the committee with the approval of the Dean and Vice President, Academic Affairs. All criteria shall be in writing and shall be provided to all applicants along with salary ranges and terms of service.
 - (2) Determining methods, placement and scheduling of advertising and pertinent copy. It is the responsibility of the Search Committee Chair, in coordination with the Human Resources Office, to assure that the position is advertised both locally and off-island in a timely manner. The advertisement shall specify a reasonable closing date for application and a description of required information to be submitted. Applicants must submit an up-to-date resume or curriculum vitae, official graduate degree transcripts sent directly from the awarding institution and unofficial copies of all undergraduate degrees, names of referees to be contacted and other material as required by the search committee.
 - (3) Determining a regular schedule of meetings and setting target dates for accomplishing the various phases of its work.
- e. All correspondence, files and materials related to the candidates will be sent directly to, and stored in, the Human Resources Office. The Human Resources Office shall maintain a continuous and separate log for each search. The Human Resources Office will provide meeting space and immediate access to all search materials to all members of the committee. The Human Resources Office will monitor the search process to assure that all timelines are met and that all necessary correspondence is effected in a timely manner.
- f. The most qualified applicants for positions shall be interviewed by the committee or its representatives. Rating criteria for selecting among applicants, in addition to those required by the Board of Regents, may be established by the search committee members with the approval of the Dean. Applicants may be interviewed in person or via telephone or other mechanical means with interview content conforming to permissible Equal Employment Opportunity guidelines. An EEO officer shall be present for all official interviews. Committee members conducting off-island interviews should be briefed by



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the EEO Officer prior to the interview, should ascertain that their interview content also conforms to EEO guidelines, and must inform the interviewee of the unofficial nature of such interviews.

- g. Absent extraordinary circumstances, within six (6) months of the initial meeting of the committee, a final report of the search committee shall be submitted by the Chair to the Dean via the Director when applicable. This report shall include copies of the application materials from the three most highly ranked applicants for the position, with a listing of the strengths and weaknesses of the three candidates, the committee's rank order and recommendations for hiring, including recommended academic rank and salary step to be offered. Fewer names may be submitted if fewer than three have applied or are qualified. If the committee has not reached consensus on hiring recommendations, minority reports may be appended and duly considered. In the event none of the candidates are acceptable to the committee, or if none accept the position, the committee will resume its search under a new six-month timeline. The Dean shall review and forward the report along with his or her own recommendation within five (5) business days to the Vice President, Academic Affairs.
- h. If the Vice President, Academic Affairs, concurs with the recommendation for hiring, notification of concurrence shall be transmitted to the Dean within five (5) business days of the receipt of the recommendation. The Chair of the search committee, after being informed of rank and salary by the Dean, shall communicate that information to the applicant. The Dean shall then initiate and sign a UG-1 (Personnel Action Form) which shall be sent to the President via the Human Resources Office, which shall complete the standard contract. A copy of the signed contract shall also be sent to the Business Office and the appropriate Vice President. The President's signature on the UG-1 and standard contract constitutes authorization for hiring.
- i. In the event none of the three candidates are acceptable to the administration, or if none of the candidates accept the position, the committee shall resume its search under a new six-month timeline.
- j. The President shall forward the signed UG-1 and completed standard contract to the Human Resources Office. The Human Resources Office shall place a copy in the applicant's file and shall send another copy together with a packet of employment information to the applicant for signature and return. The applicant must sign and return the contract to the Human Resources Office postmarked no later than seven (7) calendar days and immediately notify the Chair of the acceptance by fax, telephone or telecommunication means. The Chair is responsible for notifying all candidates of their status at different stages of the search. The contract will be declared null and void if the applicant delays returning the signed contract beyond the deadline. At its discretion, the University may approve an extension of the time limit. The Chair of the search committee shall be kept informed about the status of this process and, in concert with the Dean, shall communicate with the applicant as necessary to facilitate the successful completion of this process.



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- k. Upon arrival of the new faculty member, the UG-1 is signed by the faculty member and a representative of the Human Resources Office and submitted to the Payroll Office. The signature of the Human Resources Office representative signifies that all initial processing is complete.

2. Hiring of Non-tenure Track Faculty for Terms of Service of One-Three Years:

Procedures for hiring in this category will follow the guidelines established for Tenure Track Faculty with the following exceptions:

- a. By action of the Vice President, Academic Affairs, upon recommendation of the appropriate Dean, any aspect of the search process for non-tenure track faculty may be waived or altered to benefit the University's hiring needs, while maintaining conformance to the BOR/GFT Agreement.
- b. Travel arrangements: Absent extraordinary circumstances, faculty hired in non-tenure track positions for one (1) year are not given travel or moving expense compensation. Faculty hired in non-tenure track positions for two (2) years shall be compensated for travel expenses for the applicant and the applicant's spouse and children under the age of 18 from the point of hire by the least expensive air route. Faculty hired in non-tenure track positions for three (3) years will be entitled to compensation for travel and moving expenses at the same rate as faculty hired in tenure track positions.

3. Hiring of Non-tenure Track Faculty For Terms of Service Less Than One Year:

- a. The appropriate Dean, after consultation with the appropriate faculty unit, shall recommend a name, rank and salary schedule step to the Vice President, Academic Affairs.
- b. Upon approval by the Vice President, Academic Affairs, of the recommended person, their recommended rank and step, the Dean shall submit a completed UG-1 to the President via the Human Resources Office. A copy shall also be sent to the Business Office, and the appropriate Vice President. The Dean shall at the same time request that the Human Resources Office provide the candidate with a packet of employment information.
- c. Upon the new faculty member's arrival on campus, the UG-1 shall be signed by the faculty member and a representative of the Human Resources Office and submitted to the Payroll Office. The signature of the Human Resources Office representative signifies that all initial processing is complete.

4. Guidelines for New Faculty Sponsorship

- a. The hiring college/program Dean/Director will work with the appropriate unit to identify an appropriate sponsor for the new recruit. Care needs to be taken in the selection of this "sponsor" i.e., choose someone who will "sell" the island of Guam and the University of Guam.
- b. The "sponsor's" mailing address and phone number will be provided to the new faculty member by the Dean after the employment agreement has been signed.



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- c. Once the prospective recruit has made a decision to join the faculty, the “sponsor” assists by inquiring about housing needs, meeting the new faculty at the airport, and showing the new faculty around the island and around the campus. Basic information such as where to go shopping, information on the bus system, clinics, how to sign up for utilities, and where to buy a car can be incorporated into this friendly introduction to Guam by a “sponsor”. For local hires, the system can be modified to focus more on getting acquainted with the university community, who’s who in the college, with operating procedures, etc.
- d. See New Administrator/Faculty Benefits for more information on benefits offered to these new employees.

5. Renewal of Employment for Tenure-Track Faculty

Requests for reappointment shall be made to the appropriate Administrator. The appropriate Administrator will remind Faculty members of the need to apply for reappointment, but the ultimate responsibility for requesting reappointment rests with the Faculty member. Faculty reappointment evaluations will be completed in the fourth consecutive semester of service.

- a. Faculty hired in August on three-year tenure-track contractual appointments, must request reappointment by January 30 of the fourth consecutive semester of their contract period.
- b. Faculty hired in January on three-year tenure-track contractual appointments, must request reappointment by August 30 of the fourth consecutive semester of their contract period.

After appropriate evaluation, recommendations for renewal of appointment shall be forwarded to the President via the Vice President, Academic Affairs and unit Dean.

6. Renewal of Employment for Non-Tenure Track Faculty

Policies and procedures for renewal of employment for Non-tenure Track Faculty are found in the BOR/GFT Agreement.

7. General Responsibilities

A description of the Faculty’s general responsibilities can be found in the BOR/GFT Agreement.

8. Workload and Working Conditions

A description of the Faculty load can be found in the BOR/GFT Agreement.

9. Evaluation, Promotion and Tenure

The faculty and the administration of the University of Guam agree that successfully fulfilling the University's mission depends on maintaining and developing a faculty of high quality. Faculty evaluation is an essential part of that process. A Comprehensive Faculty Evaluation System, shall be in place for use in the process of faculty evaluation, promotion and tenure. Additional information on faculty evaluation, promotion and tenure can be found in the BOR/GFT Agreement.



10. Comprehensive Faculty Evaluation System

The Comprehensive Faculty Evaluation System set forth below has been developed by the Faculty Evaluation Committee utilizing information provided by those who will be directly affected by its use — the faculty. It is important to underscore the fact that this evaluation process is a tool, and like all other tools does not have a life apart from the people who use it. The data generated by the evaluation process requires soundly reasoned interpretation within a framework of basic fairness and professionalism. This system will provide a consistent conceptual framework for all types of faculty evaluations.

11. Purpose and Application

One of the reasons for the existence of an evaluation process is to assist individual faculty members in assessing their professional performance. Another is to provide a clear picture of a faculty member's performance based on a variety of information evaluated by a number of people.

The information given by the measuring system will be used for three purposes: 1) It will help identify effective faculty characteristics and practices; 2) It will identify faculty areas of performance which may need improvement or further examination; 3) It will assist the University in developing a written, long-range plan for addressing faculty development and remediation needs, and in making decisions about retention, promotion, tenure, salary increment, and meritorious bonuses.

When an area of performance is identified as deficient, it is the obligation of the appropriate administrator and the faculty member to develop and implement a written plan for improvement. The faculty member is expected to work energetically toward improvement and the administrator is expected to provide the necessary guidance, counseling, and support. Adverse actions will not be taken against any faculty member in relation to academic performance without an adequate opportunity for improvement (at least one year following the first notification of deficiency).

All faculty evaluations, including but not limited to increments, renewal of employment, promotion, tenure, and post-tenure reviews shall be conducted by the process outlined in this document.

12. Basic Assumptions

- a. Faculty members are professionals who desire to perform well. Thus, the evaluation system is formative in nature and should be viewed as a positive experience for all concerned. Anxiety about the instrument should be kept to a minimum.
- b. Evaluation cannot be separated from faculty development. If faculty members are to maintain, as well as improve performance, they may expect assistance from the administration of the University.
- c. Individual faculty members are most effective in contributing to the mission of the University when they are able to specialize to some extent. Consequently, teaching, creative/scholarly activity and research, service, and other roles are not necessarily co-equal for individual faculty members. Therefore, the evaluation process recognizes the



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multiple roles of individual faculty members by reflecting differing responsibilities. The individual faculty member, the faculty work unit, and the appropriate administrator will consult to determine the particular roles which will be evaluated and what weight each role will carry in the total evaluation process. The agreed-upon weights, noted as percentages, will be specified in writing and will form the framework within which evaluation takes place.

- d. While the faculty evaluation process will be used uniformly throughout the University, it is not centralized to the extent that specific concerns and goals of each of the colleges and divisions cannot be effectively reflected in the instrument.
- e. It is recognized that any instrument of evaluation must be subject to modification, adjustment, and perhaps major change. The Faculty Evaluation Committee will continue to monitor and recommend improvements.
- f. Approved instruments must be used to elicit routine student evaluations of teaching in all UOG credit-bearing courses. These evaluations will be used as one of several elements of evidence in this comprehensive faculty evaluation system and should be looked at over time for each faculty member. Different evaluation instruments may be used for workshops or non-credit courses and instruction.
- g. Collegiality is essential to the effective and efficient operation of the University. As a colleague and a member of the profession, the professional employee has obligations that derive from common membership in the community of scholars and teachers. Collegiality is the ability to work amicably with one's associates. In the exchange of criticism and ideas, the professional employee shows due respect for the opinions of others, strives for objectivity in professional judgment of colleagues, and accepts an equal share of responsibilities for the academic operation and governance of the University.

The faculty member promotes a climate in which the exercise of professional judgment is encouraged. The faculty member recognizes that academic freedom brings with it academic responsibility. For information and details concerning responsibilities in this area refer to Policies Common to Administrators, Faculty and Staff, General Rights and Responsibilities of this manual. Therefore, the faculty member accepts the obligation to exercise self-discipline and critical judgment in using, extending, and transmitting knowledge, and to practice intellectual honesty. All of this is a part of collegiality.

When evaluating any of the faculty roles, collegiality will also be considered in relation to that role.

C. CRITERIA FOR ROLES

1. Instruction

In judging the effectiveness of teaching, the reviewers should consider such points as the following: command of the subject; competence in oral and written communication; continuous growth in



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academic field; ability to organize material and to present it with force and logic; the linking of course objectives to student evaluation techniques; capacity to awaken in students an awareness of the relationship of the subject to other fields of knowledge; grasp of general education objectives; sensitivity to and ability to interact effectively with students from diverse cultural backgrounds; ability to foster critical thinking skills in students; spirit and enthusiasm which vitalize learning; ability to provide student assignments which are relevant and which allow students to apply their knowledge; ability to facilitate progressive improvement in student class work; ability to arouse curiosity in the beginning student and to stimulate advanced students to creative work; personal and professional attributes which advance teaching and demonstrate concern for students; skill and amount of participation in the general guidance and advising of students; and ability to lead and to assist students in extra-curricular activities.

The reviewers should pay due attention to the variety of demands required by the types of teaching called for in various disciplines and at various levels, and should judge the total performance with proper reference to assigned teaching responsibilities. The reviewer should clearly indicate the sources of evidence on which the appraisal of teaching performance has been based. It is the responsibility of the reviewers to submit an evaluation, accompanied by evidence from a number of sources, concerning the teaching effectiveness at lower-division, upper-division, and graduate levels of instruction, as appropriate.

The basic areas of instruction that may be evaluated are: 1) Course design and curriculum or program development; 2) Instructional delivery; 3) Content expertise; 4) Student and student club assistance and advisement. Certain elements or combinations of elements should be chosen for each area to provide evidence of accomplishments. Any particular element should be used only once and should receive a reasonable weighting in the total evaluation. An over-reliance on any one element is to be avoided.

No single set of satisfactory criteria can be described; however, significant elements of evidence of teaching effectiveness are listed in this Comprehensive Faculty Evaluation System.

In judging the effectiveness of teaching, classroom visitations or other suitable observations are encouraged. Classroom visitations or other suitable observations must be coordinated between the faculty member and the evaluator.

A faculty member may not use the same activities, materials, or evidence to fulfill both this role and other roles.

2. Creative/Scholarly Activity or Research

Evidence of creative/scholarly activity or research shall include but not be limited to scientific and experimental activities; reports or proposals as a result of the collection of data; scholarly investigation, interpretation or analysis; translations; the popular exposition of scientific or technical knowledge; the development of materials for training professional or paraprofessional staff; directing academic projects; writing and administering grants; participation in professional meetings and conferences; the development of classroom-specific techniques and materials; creative production in the arts and in other areas as listed in the Comprehensive Faculty Evaluation System. The results of such scholarship shall be written and disseminated to or produced and exhibited before professional colleagues.



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Reviewers shall seek evidence of consistent productive and creative activity in the candidate's scholarship or original productions. Publications should be evaluated upon quality of publication and their value to the constituents. Publications and other accomplishments should be evaluated, not merely enumerated. Works which are formally reviewed or assessed by professionals in the field are to be valued over those which are not. Presentations at professional organizations and service as an officer or on a board should be valued over attendance at meetings. Account should be taken of the type and quality of activity normally expected in the candidate's field.

When published work, grant writing, or the creative activity is the product of joint effort, each author of the work shall make a written statement, when possible, concerning the contributions of other authors. It is the responsibility of the appropriate administrative supervisor to assess as clearly as possible the role of each contributor to the joint effort.

Textbooks, reports, circulars, and similar materials, or contributions by candidates in the professional school faculties to professional literature or to the advancement of professional practice or to professional education, may be put forward as creative or scholarly work for the purposes of this evaluation system. In such matters as developing new courses, performing research for teaching, etc., the applicant should present concrete evidence such as written texts, expanded syllabi, bibliographies, outlines, research reports and similar original material. Any materials or reports developed should have been disseminated to professionals and be permanently available to other professionals.

Concrete evidence of creation and/or performance is required in the areas of the visual arts (e.g., publicly exhibited paintings, ceramics, sculptures), music and dance (composition and public performance), drama (writing, performance, design, or direction), and literature (publication or readings). This will be judged by professionals competent in the respective field. Evidence of professional peer evaluation should be presented by the candidate.

In evaluating a candidate's qualifications in creative/scholarly activity or research the reviewers should exercise reasonable judgment and flexibility. The following guidelines should be used in making evaluations of artistic or creative work: 1) When the strong point of the creative activity lies in the scholarly research involved, the research should be demonstrably equal in quality to the type of research published in academic publications; 2) When the creative activity is a cooperative venture, the procedure for evaluating joint work should be followed.

Inevitably there will be cases in which the value of a creative or scholarly work cannot be measured by objective standards. In these cases, professional judgment and fairness must be the measure, subject to due process and review. Creative/scholarly activity or research outside one's field cannot be used exclusively to satisfy the requirements in this role.

The basic areas of creative/scholarly activity or research that may be evaluated are: 1) Normative, empirical, and applied research including classroom or extension research; 2) Creative activity; 3) General scholarship; and 4) Professional activities.

A faculty member may not use the same activities, materials, or evidence to fulfill both this role and other roles.

3. Extension and Community Activities



Note: This may be a primary role for CALS, CCE-OP Faculty or other with assigned responsibilities in these areas.

An extension or community role encompasses a broad range of educational activities. Successful extension or community teaching will include the ability to organize material, to make it interesting, and to present it at a level appropriate to the audience.

Faculty should show an ability to use a variety of teaching methods and materials. Handouts used should be accurate, clear, and easy to read. Audio-visual materials used should be at the appropriate level for the audience and contribute to learning objectives. The extension faculty member should have a good command of the subject matter.

Evidence of extension activity effectiveness will vary depending upon the program objectives. In some programs evidence of success may lie in the quality of the problem solution and the degree to which individuals, groups, and communities develop problem-solving skills. In other programs, effectiveness will be measured by the degree to which the clients have mastered the content or desired competencies. In still others, effectiveness will be gauged by the number of persons reached, the amount of information distributed, the accuracy of the information, and measurable changes in attitude and behavior.

Criteria for success in directing or coordinating programs or projects will include completion of the activity schedule in a timely manner. The faculty member should show evidence of progress toward or completion of objectives as well as adherence to budget for the programs or projects.

Working with volunteers is often a part of an extension faculty member's job. The faculty member should be able to motivate and manage volunteer activities to the advantage of both the institution and the volunteer. Overall volunteer satisfaction, degree of volunteer accomplishment, and the type and number of volunteers are possible measures of success. Other extension activities may include interagency coordination or service on government or community boards, committees, and commissions. Accomplishments may be documented by activity reports and evaluations by peers and public representatives.

The basic areas of Extension and Community Activities that may be evaluated are: 1) non-credit bearing community instruction, including instructional design and curriculum or program development, instructional delivery, content expertise, and instructional coordination or conferences; 2) community publications; 3) direction or coordination of extension programs or projects; 4) interagency coordination; 5) recruitment and coordination of volunteers; and 6) service on government or community boards, committees, and commissions.

A faculty member may not use the same activities, materials, or evidence to fulfill both this role and other roles.

4. University and Community Service

Faculty are expected to contribute service both to the University and to the island and regional communities.



5. University Service

All full-time faculty members are expected to participate in the operation of the University in such ways as formulating, revising, and enforcing policies. Recognition should be given to those faculty members who actively participate in governance of the University, the college, or the work unit. Similarly, faculty members' contributions to faculty or student welfare should be recognized.

Possible criteria for evaluating performance in University service are:

- a. Regular attendance at and a substantial role in scheduled meetings.
- b. Election, appointment, or voluntary service as an officer, representative, or advisor of a group.
- c. Effective participation in group discussions.
- d. Imaginative recommendations and suggestions.
- e. Support and completion of specific projects.

Service on committees at the University, the College, or the unit level shall be documented by reports, records, and evaluations. Service to faculty and to students shall also be documented, as well as special assignments to service.

In evaluating candidates' performance within these University service areas, the reviewer should exercise reasonable judgment. Service on a particular committee may be more demanding of time and effort than service on another committee. Special consideration should be given to candidates who are elected by their colleagues to positions of responsibility. Reviewers must be flexible in applying criteria to each candidate's endeavors; however, high standards for service activities shall be maintained.

The basic areas of university service that may be evaluated include: 1) University, college, or unit committees; 2) Responsibilities as Unit Chair; 3) Mentoring; 4) University policy and procedure development; 5) Special assignments; 6) Student recruitment; or 7) Assistance with proposal development or grant writing.

6. Community Service

Faculty leadership and service by members of the faculty to community service programs, to various individuals, to cooperative programs with other institutions, and to agencies or units of business, industry and government are recognized as community service.

The primary, and therefore most valued, community service activities shall be those in which the candidate uses his or her professional expertise to the benefit of the community. Appropriate weight should be given in the evaluation of such service when it contributes to one of the University's community or public service programs.

Voluntary non-profit activities beyond the faculty member's regular duties at the University (and which are not detrimental to them) also deserve recognition when these activities constitute an exceptional contribution to the well-being of the community as a whole. These non-professionally-oriented



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activities, however, cannot be used exclusively to satisfy the requirement for service in promotion and tenure decisions.

The basic areas of community service that may be evaluated include: 1) Instructional design and curriculum or program development for non-credit-bearing instruction; 2) Instructional delivery for non-credit-bearing instruction; 3) Content expertise; 4) Coordination or conferences involving non-credit-bearing instruction; 5) Public surveys and questionnaires; 6) Service on government or community boards, committees, or commissions; 7) Nonpolitical community fundraising; and 8) Other community involvement such as competitions, coaching, or performances.

A faculty member may not use the same activities, materials or evidence to fulfill both this role and other roles.

7. Library Academic and Research Support

Providing library service to the University community and the region, for the primary missions of the University of Guam involves multi-faceted duties and skills. The evaluation should document positive characteristics such as approachability, flexibility, and consistent willingness to provide assistance and specific instructions to new and experienced users. Librarians need to be able to deal with and prioritize multiple assignments and reference queries. The quality of response will sometimes result in users returning to request a librarian by name. Evidence of such requests reflects positively on individual librarians. Performance of reference and technical service librarians reflects the library's role within the context of the University's mission. Such performance requires a practical and multidisciplinary bibliographic knowledge at a professional level.

Quality work as librarians is also demonstrated by effectively organizing material for storage and retrieval, engaging in collegial and cooperative relations both within the unit and the University community, increasing public awareness of the library's resources and services, and developing and improving interlibrary networks.

The basic areas of library academic and research support that may be evaluated include: 1) Direct services and support of library users; 2) Collection development and acquisition work; archival management; and serials control; 3) Arranging library displays; 4) Library automation; 5) Review and maintenance of optical information products; 6) Media design, production, and coordination.

8. Staff Development and Training and Staff Supervision.

A faculty member may not use the same activities, materials, or evidence to fulfill both this role and other roles.

9. Counseling Center Academic Support

Successful counseling encompasses a variety of educational activities. The proportion of time that counselors give to any of these activities may vary according to their professional specialization and the assignments given to them by the Director of Counseling and Career Planning Services. Some of these activities are difficult to evaluate, given their confidential nature. When conducting personal counseling for individuals and groups, reports giving the number of counseling sessions and the number of students



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or groups served may be all that counselors can provide. Clinical supervision reports and recommendations from qualified counselors or therapists are another form of evidence. Still another may be in the form of expressed student satisfaction for career planning, academic advising, personal counseling and communication, crisis intervention, or supervision of peer counselors.

Counselors may act as liaison between the University and middle or high schools, as well as engage in community service and outreach programs. Criteria for evaluation of this work might include the amount and nature of the work done, the satisfaction shown by the schools or others reached, and the counselor's skill in dealing with these varied groups professionally.

Many times counselors provide supervision for special projects or programs, or give professional consultation to various groups or agencies on island. Number of programs and consultations, and program success and client satisfaction are criteria that may be used to evaluate these areas. Quality work as a counselor is demonstrated by communicating clearly; relating effectively to a variety of people, personalities, and groups both within and outside the University; completing reports on time; protecting the confidentiality of clients; improving student counseling services; and conforming to professional codes of conduct regarding the use of educational and psychological testing instruments.

Another type of service involves the administration of standardized tests under agreements with major testing corporations. Activity and financial reports, as well as peer and supervisor observation and quality control reports may be used to evaluate the handling and use of tests on these occasions.

The basic areas of Counseling Center academic support that may be evaluated include: 1) Career, academic, and personal counseling and advising; 2) Supervision and coordination of peer counselors; 3) School or college liaison; 4) Testing services; 5) Student assessments.

A faculty member may not use the same activities, materials, or evidence to fulfill both this role and other roles.

10. Assigning Values to Roles

In determining the roles they will carry out for the evaluation period, faculty may choose among instruction; creative/scholarly activity or research; extension and community activities; university and community service; library academic and research support; or Counseling Center academic support. Each faculty member must be evaluated in at least three roles with a minimum of 5% in creative/scholarly activity or research, and service. Creative/scholarly activities or research or the service endeavor will be primary roles for some faculty. When a role is agreed to, the University will do its best to provide the faculty member with adequate time and support to carry out that role.

The primary evaluation must be in the area of the faculty member's primary role.

Areas identified as needing improvement will constitute at least one of the roles to be evaluated. The combination of evaluation percentages will total 100%.

FIG. 1
ROLE

PERCENTAGE



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1) Primary	50%	80%
2) Other	5%	45%
3) Other	5%	45%
4) Other	0%	40%

11. Peer Review Process

Faculty members may be reviewed once every year until their renewal of employment takes effect. After receiving reappointment they shall be reviewed at least once every three years. However, a peer review may be requested by the faculty member at any time. Peer review criteria shall be the same as the promotion and tenure criteria, taking into consideration the length of time in service. Evaluation by a Renewal of Employment Screening Committee or by the Promotion and Tenure Committee will count as a peer review, except that the Renewal of Employment Screening Committee will also take into consideration programmatic needs in making their recommendations. Peer Review Committee composition and procedures are found in the BOR/GFT Agreement.

12. Promotion and Tenure

A faculty member may be considered for promotion or tenure only by self-application. Promotion and tenure procedures are specified in the BOR/GFT Agreement. The UOG Comprehensive Faculty Evaluation System approved by the Board of Regents shall provide a framework for promotion and tenure decisions. Annual performance evaluations by the appropriate administrative supervisor of the College and the evaluations by peer review committees shall constitute important evidence of the quality of a faculty member's performance. Under no circumstances will a faculty member be granted promotion or tenure without clear documentation of excellent performance in his or her primary role.

13. Minimum Criteria for Promotion

- a. Promotion to Instructor or Extension Agent II
 - (1) A masters degree.
 - (2) Time in rank at the University of Guam as specified in the BOR/GFT Agreement.
 - (3) Major accomplishments in the candidate's primary role and at least satisfactory accomplishments in all other roles for which he or she has been evaluated.

- b. Promotion to Assistant Professor or Extension Agent III
 - (1) Appropriate degree.
 - (2) Time in rank as specified in the BOR/GFT Agreement.
 - (3) Major accomplishments in the candidate's primary role and at least satisfactory accomplishments in all other roles for which he or she has been evaluated.
 - (4) The weight of the evaluation assigned to Creative/Scholarly Activity or Research must be a minimum of 10% when averaged over the previous three years or since the last promotion at UOG.

- c. Promotion to Associate Professor or Extension Agent IV



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- (1) A terminal degree as defined by the University Academic Affairs Committee and approved by the Vice President, Academic Affairs, is required of applicants appointed to a faculty position after April 30, 1995.
 - (2) Time in rank as specified in the BOR/GFT Agreement.
 - (3) Excellent accomplishments in all roles for which the candidate has received percentage evaluation allocations since employment or the last promotion at UOG, whichever was most recent. The evaluation of the roles will carry the average percentage weights agreed to with the appropriate administrative supervisor since employment.
 - (4) The weight of the evaluation assigned to Creative/Scholarly Activity or Research must be a minimum of 15% when averaged over the previous three years or since the last promotion at UOG.
- d. Promotion to Professor or Extension Specialist
- (1) Appropriate terminal degree.
 - (2) Time in rank as specified in the BOR/GFT Agreement.
 - (3) Excellent accomplishments in all roles for which the candidate has received percentage evaluation allocations since employment or the last promotion at the University, whichever was most recent.
 - (4) The weight of the evaluation assigned to Creative/Scholarly Activity or Research must be a minimum of 25% when averaged over the previous three years or since the last promotion at UOG.

14. Minimum Criteria for Tenure

- a. Rank of Assistant Professor or Extension Agent III.
- b. Time in rank as specified in the BOR/GFT Agreement.
- c. Excellent accomplishments in the candidate's primary and secondary or service roles.
- d. At least 50% of the tenure evaluation will be based on the primary role, at least 15% will be based on the service role, and at least 25% will be based on the creative/scholarly activity research role. The candidate shall indicate to the Promotion and Tenure Committee how the 100% evaluation will be distributed among the several roles including at least the minimum above.
- e. Faculty with tenure track, re-employment status and administrators appointed with faculty rank and retreat rights to faculty status shall be granted tenure when promoted to professor if they have fulfilled their required probationary years at the University of Guam. Otherwise, tenure will be dealt with separately.

15. The Faculty Evaluation Process

STEP 1

Individual faculty shall determine their preferences for role assignments as well as individual development plans for the evaluation period. A yearly evaluation period will be used for new faculty prior to renewal of employment. Faculty on re-employment status and tenured faculty members in the junior ranks will be formally evaluated by their appropriate administrative supervisor at least once every



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three years. These faculty may still be evaluated annually if they so request. Senior tenured faculty members will be formally evaluated at least once every three years unless a longer period is agreed to by both the faculty member and the appropriate administrative supervisor.

For increment purposes progress toward the agreed-upon evaluation plan will be assessed annually or triennially as appropriate.

STEP 2

In order to establish the relationship of individual plans to unit goals and priorities, individual faculty shall notify their Unit Chair and unit colleagues of their individual preferences for role assignments.

STEP 3

Individual faculty shall meet with the appropriate administrative supervisor to:

- a. Review individual preference for role assignment evaluations and individual development plan.
- b. Determine the scope of the assigned duties that will be evaluated.
- c. Determine assigned duty roles which are to be subject to evaluation and what will be used as evidence of accomplishment. Elements may be chosen from the list of possibilities; others may be used if agreed to by the faculty member and appropriate administrative supervisor. An over-reliance on any one element should be avoided.
- d. Assign an evaluation percentage to each role.
- e. Determine who (e.g., peers, students, division chair) will evaluate the activities carried out as part of the faculty member's assigned duty roles.
- f. Prepare these agreements in writing with copies retained by the appropriate administrative supervisor, the faculty member, and the unit.

STEP 4

If the faculty member and the Dean cannot reach agreement on the above, the faculty member may appeal to the Vice President, Academic Affairs. The Vice President, Academic Affairs, shall meet with the Dean and the faculty member and try to resolve the appeal. If this is not successful, the faculty member may attach any objections to the original plan and this will be noted at any future evaluations, but the Vice President, Academic Affairs' decision shall be final.

STEP 5

It is the responsibility of the faculty member to develop an individual portfolio of evidence to support a claim of successful fulfillment of each evaluation element. This should be a continuous process throughout the evaluation period. This portfolio should include a self-evaluation. The faculty member collects evidence and evaluations from peers, clients or service recipients.

STEP 6



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At the request of the faculty member, the Dean, Director, Associate Dean, or Unit Chair, faculty role evaluations may be periodically reviewed and modified as necessary to reflect changing roles, assignments or values. If such a request is made by other than the faculty member, the faculty member and appropriate administrative supervisor must agree to the role evaluation changes. Any role evaluation changes not agreed to by the faculty member and the appropriate administrative supervisor may not be incorporated into the faculty member's evaluation until Steps 1 through 4 have been completed.

STEP 7

The faculty member forwards the portfolio to their unit. The Chair, with other members of the Unit, conducts a review of the Faculty Evaluation packages submitted by Unit faculty members and report to the appropriate administrator the Unit's recommendations with an accompanying rationale. The full-time faculty of the Unit shall decide on the procedures for conducting the review of the faculty evaluation packages.

STEP 8

The appropriate administrative supervisor shall receive the student evaluations and any peer reviews for the faculty member to complete the faculty member's file. The student evaluation summaries will be given to the faculty member. The appropriate administrative supervisor shall evaluate the evidence in support of each category as "at least" satisfactory or in need of improvement. A narrative shall accompany the administrative supervisor's evaluation detailing areas of strength and identifying any deficiencies. For purposes of later promotion and tenure decisions, areas of major or excellent accomplishments should be noted, and the standards used for this appraisal cited. Specific steps to be taken to remedy any identified deficiency must be included. The final paragraph will provide an overall evaluation weight according to the percentage assigned to each role evaluation.

STEP 9

The faculty member and appropriate administrative supervisor meet to review and discuss the evaluation, ratings, portfolio, and the supervisor's recommendations.

STEP 10

The same appeal process as in STEP 4 is available at this point.

STEP 11

The faculty member meets with the appropriate administrative supervisor to develop evaluation priorities for the next cycle by repeating STEP 1 through 4. Should there be areas identified as needing improvement, these must be reflected in the list of assigned roles for evaluation during the subsequent cycle and a specific development plan must be stated. STEP 9 and STEP 11 may be done at the same meeting.

A. INSTRUCTION

College Credit and CEUs



ACTIVITIES

POSSIBLE ELEMENTS OF EVIDENCE

- 1. Course Design and Curriculum or Program Development
 - (Syllabi or new course outlines)
 - (handouts)
 - (assignments)
 - (lab exercises)
 - (practicum experiences)
 - (script)
 - (selection of AV support materials)
 - (exams)
 - (newly developed curriculums or programs)
- 2. Instructional Delivery
 - (Peer reports and documentation from faculty observations)
 - (Student evaluations of the courses)
 - (Critiques or reviews of student assignments or activities)
 - (Videotapes of teaching)
 - (Field activity evaluation survey)
 - (Feedback from graduates)
 - (Letters of support)
 - (Examples of student work and related instructor feedback to Self-evaluation)
 - (Student evaluations of practicum supervision)
 - (Practicum evaluations by cooperating department or agency)
 - (Student evaluation of faculty performance as chair or Member of graduate committee)
 - (Committee members' evaluations of faculty performance as Chair or member of graduate committee)
 - (Completed thesis or other materials)
- 3. Content Expertise
 - (Lecture notes)
 - (Instructor developed supplemental material)
 - (Peer reports and documentation from faculty observations)
 - (Publications or other scholarly contributions related to course content)
- 4. Student Assistance and Advisement,
 - (Report on advisement activity, and accomplishments)
 - (Student reports on value of advisement, assistance outside of classroom or student club assistance)
 - (Honors conferred - may be applied to any of the Instructional activities)

A faculty member may not use the same activities, materials, or evidence to fulfill both this role and other roles.

B. CREATIVE/SCHOLARLY ACTIVITY OR RESEARCH

ACTIVITIES

POSSIBLE ELEMENTS OF EVIDENCE



1. Nonnative, Empirical, and Applied Research, including Classroom or Extension Research (Not necessarily published but disseminated to professionals and permanently available to other professionals). Classroom research may include experimenting with and analyzing teaching techniques, activities, student learning, and student outcomes.
 - (Refereed articles)
 - (Non-refereed articles)
 - (Books and monographs)
 - (Technical reports, occasional papers, bulletins)
 - (Chapter in conference proceedings)
 - (Articles, monographs, or books submitted)
 - (Published bibliographies)
 - (Published abstracts)
 - (Funded or unfunded grant proposals)
 - (Citations by other scholars or researchers)
 - (Unpublished manuscripts and working papers)
 - (Reports of research in progress)
 - (Field and research notes)
 - (Documentation on data collection instruments or Equipment)

2. Creative Activity
 - (Photographs, slides, or videotapes produced)
 - (Photographs, slides, or videotapes documenting production of:
 - showings
 - exhibits
 - plays
 - musicals
 - recitals
 - art shows
 - play scripts
 - T.V. shows or guest appearances)
 - (Music scores)
 - (Novels)
 - (Short stories)
 - (Magazine articles)
 - (Poems)
 - (Book length nonfiction)
 - (Substantial collection of journalistic writing)
 - (Computer programs)

3. General Scholarship
 - (Journals edited; copy of journal)
 - (Conference proceedings edited; copy of proceedings)
 - (Copy of publications edited or reviewed, evidence of (Review or editing contribution)
 - (Non research conference papers or electronically recorded)
 - (Presentations - e.g., keynote address)



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- (Non research scholarly publications:
 - book reviews
 - refereed articles
 - non-refereed articles
 - books and monographs
 - reports or occasional papers
 - chapter in conference proceedings
 - articles, monographs, or books
- submitted
 - published bibliographies
 - published abstracts
 - maps
 - atlases
 - audio tapes, videotapes, films,
 - slide presentations
 - funded or unfunded grant proposals)

- 4. Professional Activities (Advanced scholarly development; evidenced by:
 - transcript of further coursework
 - certificate, conferred credential, or license
 - evidence of program accomplishment or completion
 - (Conference papers or electronically recorded presentations)
 - (Membership in professional organizations; officer, board or committee membership, workshop or meeting organizer)
 - Supporting testimonials
 - Citations by other scholars or researchers
 - Peer or client evaluations of work
 - Evaluation reports, reviews, or audits
 - Documents showing continued funding for grants
 - Certificates or awards

A faculty member may not use the same activities, materials, or evidence to fulfill both this role and other roles.

C. EXTENSION AND COMMUNITY ACTIVITIES

ACTIVITIES	POSSIBLE ELEMENTS OF EVIDENCE
-------------------	--------------------------------------

- | | |
|---|--|
| 1. Community Instruction | (non-credit bearing) |
| A. Instructional Design and Curriculum or Program Development | (Syllabi or course/workshop outlines)
(Handouts)
(Assignments or culminating experiences)
(Lab exercises)
(Selection of AV support materials)
(Exams)
(Participant evaluation procedures)
(Participant evaluations) |



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- (Documentation of material selection and development)
(Examples of proposals for new or changed curriculums or programs)
(Reports or assessment information on newly developed curriculums or programs)
- B. Instructional Delivery (Peer reports and documentation from faculty observations)
(Participant evaluations of instruction)
(Critiques or reviews of participant assignments or activities)

(Videotapes of instruction)
(Field activity evaluation survey)
(Feedback from participants)
(Letter of support)
(Examples of participant work and related instructor feedback to participants)
(Self-evaluation)
(External evaluations of impact)
(Questionnaires)
(Surveys)
- C. Content Expertise (Instructional notes)
(Instructor developed supplemental material)
(Peer reports and documentation from faculty observations)
(Evidence of publications or other scholarly contributions)
(Related to instructional content)
1. Instructional Coordination or Conferences (Reports of coordination or conference activities)
(Participant or peer evaluation)
2. Community Publications (Newspaper articles or newsletters)
(Annual or special reports)
(Teletips; pamphlets or brochures)
(Radio or television programs or scripts)
3. Direction or Coordination of Programs or Projects (Program or project plan and evaluation)
(Participant, client, or peer evaluation, feedback or comments)
(Financial reports and reports of income generated)
4. Public speaking or Coordination of Public Displays (Client letters of feedback or appreciation)
(Peer evaluations)
5. Interagency Coordination (Reports of coordination activities)
(Evaluation from other agencies)



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- 6. Recruitment and Coordination of Volunteers (Report of volunteer recruitment and coordination activities)
(Evaluation by volunteers)
(Evaluation of volunteers' activities)
- 7. Service on Government or Community Boards, Committees, and Commissions (Report of activities)
(Evaluation from community or government representatives)
(Or other members)
(Evaluation by peers or public)
- 8. Conducting Surveys (Survey instrument)
(Survey summary report)
(Evaluation from other agency(s) if survey conducted for them)
- 9. Conference Presentations (Reports)
(Technical reports)
(Refereed journal articles)
(Non refereed journal articles)
(Honors conferred-may be applied to any of the extension)
(And community activities)

A faculty member may not use the same activities, materials, or evidence to fulfill both this role and other roles.

D. UNIVERSITY AND COMMUNITY SERVICE

ACTIVITIES

POSSIBLE ELEMENTS OF EVIDENCE

1. University Service

- A. **University Committees** (UAAC, Promotion and Tenure, other standing committees, Faculty Council, Faculty Union, search committees, Research Council, Graduate Council, peer evaluation)
(Evaluation by chair or members)
(Report of committee activities and faculty member's Responsibilities)
(Reports produced or recommendations made)
(Evaluation by membership)
(Record of attendance)
(Contracts negotiated)
(Accomplishments)
- B. **College Committees** (college, unit, ad hoc, search committees, peer evaluation, other)
(Evaluation by chair or members)
(Report of committee activities and faculty member's responsibilities)
(Reports produced or recommendations made)
(Record of attendance)



- C. Unit Chair schedules) (Unit’s progress; reports of new and continued activities; (Budgets developed and approved during term) (Reports and minutes of unit meetings) (Evaluation by Unit members)
- D. **Mentoring** (Evaluation by person mentored) (Evaluation by Dean)
- E. **University Policy and Procedure Development** (Report of policy or procedures developed)
- F. **Special Assignments** (Report of activities and faculty member’s responsibilities or findings)
- G. **Student Recruitment and results)** (Report of activities and faculty member’s responsibilities (Evaluation by Dean of Student Affairs or other recruiters)
- H. **Assistance with Proposal Development and Grant Writing** (Evaluation or report from principal writer)
- I. **Advisor to College or University activity or club** (Evaluation by members) (Reports of activities and accomplishments)
- J. **Community Service – (non-credit bearing) Instruction**
- K. **Instructional Design and Curriculum or Program Development** (Syllabi or course workshop outlines) (Handouts) (Assignments or culminating experiences) (Lab exercises) (Selection of AV support materials) (Exams) (Participant evaluation procedures) (Participant evaluations) (Documentation of material selection and development) (Examples of proposals for new or changed curricula or programs) (Reports or assessment information on newly developed curricula or programs)
- L. **Instructional Delivery** (Peer reports and documentation from faculty observations) (Participant evaluations of instruction)



activities)
 (Critiques or reviews of participant assignments or
 activities)
 (Videotapes of instruction)
 (Field activity evaluation survey)
 (Feedback from participants)
 (Letters of support)
 (Examples of participant work and related instructor
 feedback to participants)
 (Self-evaluation)
 (External evaluations of impact)

M. Content Expertise (Instructional notes)
 (Instructor developed supplemental material)
 (Peer reports and documentation from faculty
 observations)
 (Evidence of publications or other scholarly
 contributions related to instructional content)

N. Instructional Coordination (Reports of coordination or conference activities)
 or Conferences (Participant or peer evaluation)

2. Community Service - Other

A. Public Surveys and Questionnaires (Reports and summaries)
 (place major survey research with research endeavor) (Survey or questionnaire instruments)
 (Evaluation by clients)

B. Service on Government or Community Boards, or Commissions (Report of activities)
 representatives or other members (Evaluation from community or government Committees,
 (Evaluation by peers or public)

C. Nonpolitical Community Fundraising (Report of activities)
 (Evaluation from community representatives)

D. Other Community Involvement In or Outside of Field of Expertise (Report of activities)
 (Examples: coaching; organizing competitions such as spelling bees, academic challenge bowl; debates; public performances; assisting with camps, clubs, guest teaching in public and private schools, etc.)
 (Honors conferred - may be applied to any of the service activities.)



A faculty member may not use the same activities, materials, or evidence to fulfill both this role and other roles.

E. LIBRARY - ACADEMIC AND RESEARCH SUPPORT

ACTIVITIES

POSSIBLE ELEMENTS OF EVIDENCE

- | | |
|---|---|
| 1. Direct Services and Support | (Report of activities of Library Users)
(Evaluation from user groups, peers, or supervisor(s))
(examples: reference assistance; manual or electronic searches; identification of resources; conference support; technical processing; training and support for electronic mail; interlibrary loan assistance; library tours; reserve service; bibliographic instruction; classroom instruction assistance; library orientation; guest lectures) |
| 2. Collection Development and Acquisition Work; Archival Management; Serials Control | (Report of activities)
(Collection development statistics)
(Evaluation from user groups, peers, or supervisors) |
| 3. Arranging Library Displays | (Reports and photographs of work done)
(Evaluation from user groups, peers, or supervisors) |
| 4. Library Automation
(analysis of automated systems; coordination within unit, UOG, and region) | (Report of activities)
(Evaluation by user groups, peers, or supervisors) |
| 5. Review and Maintenance of Optical Information Products | (Report of activities)
(Evaluation by user groups, peers, or supervisors) |
| 6. Media Design, Production, and Coordination | (Report of activities)
(Portfolio presentation of media)
(Evaluation by user groups, peers, or supervisors) |
| 7. Staff Development and Training; Staff Supervision | (Report of activities)
(Outlines of training presentations)
(Evaluation by staff trained or supervised, peers, or supervisors) |
| 8. Bibliographic instruction, | (Syllabi or outlines) |



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Classroom instruction assistance, (Handouts)
 Library orientation, Guest lecturer (Assignments)
 (Selection of A.V. support materials)
 (Participant evaluations)
 (Documentation of material selection and
 development)
 (Peer evaluations)
 (Honors conferred - may be applied to any of the
 library academic and research support activities)

A faculty member may not use the same activities, materials, or evidence to fulfill both this role and other roles.

F. COUNSELING CENTER - ACADEMIC SUPPORT

ACTIVITIES	POSSIBLE ELEMENTS OF EVIDENCE
1. Career, Academic, and Personal Counseling and Advising supervisors)	(Report of activities) (Student or client comments) (Clinical supervision reports, evaluations, and recommendations from clinically qualified peers or (Report of instruments or questionnaires)
2. Supervision and Coordination of Peer Counselors	(Report of activities) (Student, peer, or supervisor evaluations)
3. School or College Liaison	(Report of activities) (School, college, peer, or supervisor evaluations)
4. Testing Services	(Report of activities) (Financial reports) (Examinee, peer, or supervisor evaluations)
5. Student Assessments	(Report of activities and findings) (Student, peer, or supervisor evaluations)
6. Other activities such as direction of drug and alcohol programs, workshops, other outreach programs	(Report of activities) (Attendance rosters) (Evaluation by participants, peers, or supervisor) (Publications or handouts) (Honors conferred - may be applied to any counseling center - academic support activities)

A faculty member may not use the same activities, materials, or evidence to fulfill both this role and other roles.



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G. FACULTY RELATIONS

It is a policy of the University of Guam that all University faculty shall have the right to form, join and assist any employee organization, or to refrain from such activity, without interference, restraint, coercion or discrimination and without fear of penalty and reprisal.

It is a policy of the University of Guam that no management official or employee organization representative shall seek to influence any employee with respect to employee rights granted in this policy.

It is a policy of the University of Guam that designated management officials shall consult with representatives of recognized employee organizations and should, as a matter of good employee relations, encourage such groups to express themselves concerning the development and implementation of personnel policies and programs affecting working conditions. This policy recognizes that effective communication between employee organizations and management develops respect and creates good will, that employees may express their collective views more freely through an employee organization than individually, and that discussion of mutual problems is of advantage to both employee and management.

1. Right of Organization

University faculty shall have the right to form, join, assist and participate in the management of employee organizations of their own choice, to act as organizational representatives, or to refrain from any such activity, without interference, restraint, coercion or discrimination, and without fear of penalty or reprisal. The above notwithstanding, employees shall not participate in the management of an organization, or act as an organization representative, where such activity would result in a conflict of interest or otherwise be incompatible with law or with the employee's official duties.

2. Right of Presentation

University of Guam faculty shall have the right to be represented by employee organizations when exclusive recognition has been granted to such organizations for purposes of consultations and negotiations with University officials concerning terms and conditions of their employment not otherwise fixed by law and in the settlement of grievances and disputes.

In the absence of exclusive recognition of an employee organization, University of Guam officials shall consult with otherwise qualified employee organizations when requested, or on their own initiative, regarding the formulation and implementation of personnel policies and practices and matters affecting working conditions which are of concern to the organization's membership.

Advisory groups or councils of employees established in the University of Guam are not employee organizations for the purpose of this rule. No such group or council will be organized for the purpose of dealing with negotiable items for employees in any unit in which an employee organization has been accorded exclusive recognition.

Nothing in this rule or in any agreement entered into under its provisions shall restrict the University or its officials in situations of emergency from taking any action necessary to carry out the University's missions.



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The Board of Regents or their designee will, upon the specific request of an employee organization granted exclusive recognition, negotiate a written agreement which contains as a minimum the following.

1. Identification of the specific unit for which exclusive recognition is granted.
2. A statement of the mutual rights and obligations of the employee organization and management and its designated representatives under the provisions of this policy.
3. Clauses specifying policies and working conditions in the employee unit which have been agreed to by the employee organization and the Board of Regents or their designee, which policies and working conditions shall be limited to matters over which the Board of Regents exercises discretion.

Such written agreement as may be negotiated by and between an employee organization and Board of Regents or their designee shall not take effect until approved by the employee organization and the BOR.

H. QUALIFICATION OF EMPLOYEE ORGANIZATION

Qualifications of employee organizations. As a prerequisite for securing and retaining exclusive recognition under the provisions of this section, an employee organization must subscribe to the following standards, either by adoption by the organization itself or by the national, international, or federation of organizations with which it affiliates:

1. the prohibition of business or financial interests on the part of organization officers and agents which conflict with their duty to the organization and its members;
2. the maintenance of fiscal integrity in the conduct of the organization's internal affairs;
3. the maintenance of democratic procedures and practices within the organization to provide fair and equal treatment of individual members.

F. EXCLUSIVE RECOGNITION

1. Exclusive Recognition of Employee Organizations

University of Guam management officials shall recognize a qualified employee organization as the exclusive representative of the University of Guam faculty when determination is made that the organization has a membership of not less than ten percent of the total number of the faculty, and has been designated as their exclusive representative by a majority of the faculty, except that such recognition shall not preclude:

- a. any University of Guam faculty, regardless of employee organization membership, from consulting with appropriate University of Guam officials on matters of personal concern to such employee, or from choosing his or her own representative in a grievance or appellate procedure; and



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- b. consultations between University of Guam officials and other lawful special interest groups or associations, on policies or matters of concern to University of Guam faculty, provided that, such consultations shall not result in actions inconsistent with the recognition of an exclusive representative of the University of Guam faculty.

2. Exclusive Recognition

- a. The BOR shall have sole power to grant to an employee organization recognition as the exclusive bargaining agent for the University of Guam faculty.
- b. An employee organization which desires exclusive recognition for the University of Guam faculty must address a petition to the President. Such petition shall be accompanied by evidence that the petitioning employee organization has:
 - (1) Majority membership of the faculty; or
 - (2) A minimum of at least 10 percent membership and a sufficient number of authorization cards to indicate at least 50 percent of the faculty desire the petitioning organization to be the exclusive bargaining agent; or
 - (3) A total of at least 20 percent membership of the faculty to justify an election.
- c. Final determination of majority status is the responsibility of the President. An election shall not be held if otherwise satisfactory evidence exists that a majority of the University of Guam faculty either belong to the employee organization seeking exclusive bargaining recognition or have indicated in writing that they desire to be represented by the organization.
- d. Authorization cards submitted by an employee organization shall be valid only when signed within one year from the date of filing by faculty. The one-year time limit on authorization cards shall cease to run during any proceeding under this rule. Authorization cards may be used only for representation purposes.

G. ELECTIONS

- 1. The President shall order and conduct a secret ballot election to determine what, if any, employee organization shall be granted recognition as exclusive bargaining agent for the faculty when:
 - a. A valid petition is filed by one or more employee organizations provided, however, that no employee organization may file an initial petition for recognition more often than once every twelve months.
 - b. A valid petition is filed pursuant to Certification of Election Results, Notification of Exclusive Recognition and Appeal of Election Results regarding challenging the right of an employee organization currently recognized as exclusive bargaining agent to continue in that status, provided, however, that no such petition shall be entertained during the first twelve months of the employee organization's status as exclusive bargaining agent.



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- c. The President determines that because of conflicting claims made by employee organizations seeking recognition as exclusive bargaining agent an election would be a fair way to resolve the conflict.
 - d. A valid petition questioning the majority status of the exclusive bargaining agent is filed at any time during the period of recognition by at least 20 percent of the faculty.
2. Upon determining that an election is necessary, the President shall:
- a. Order an election held within a reasonable period of time.
 - b. Cause to be published in a newspaper of general circulation within the Territory for three consecutive weeks before the election is held. Such notice shall identify the appropriate unit which shall be the subject of the election and contain a sample ballot showing the election options that shall be available to the faculty. Such notice shall state the time, date and place where the balloting shall be conducted. Copies of such notice shall also be posted on the bulletin boards of the University.
 - c. Prepare a list of eligible voters based upon current employee records. No supervisory personnel shall be permitted to vote, nor shall supervisory personnel be included in calculating the total number of persons within the University faculty. Such list of eligible voters shall be provided at least seven calendar days prior to the election to each employee organization which shall be represented on the ballot. Such list of eligible voters shall be posted on the bulletin boards of the University.
 - d. Prepare a ballot which shall indicate the election options that shall be available to the eligible voters. A block will be provided on each ballot for any employee to indicate that he does not wish to be represented by any employee organization listed.
 - e. Take such other actions as the President determines necessary for the conduct of the election.
3. Upon receiving notification that an election shall be held and in which it shall be involved, an employee organization may:
- a. Submit to the President in writing not less than seventy-two (72) hours before the election a list of persons who shall be authorized to represent the employee organization as poll watchers during the election. No employee organization shall have more than two persons at a time on duty at a given polling place. If an employee organization fails to submit a list of authorized poll watchers, the President may, in his or her discretion, permit the employee organization to have one poll watcher present at each polling place.
 - b. Challenge at any time before or at the election the eligibility of any person the President has declared to be or omitted as an eligible voter.
 - (1) In the case of a challenge made at least 24 hours before an election, the President shall issue a written opinion answering the challenge. A copy of the opinion shall



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be delivered to each employee organization which shall be represented on the ballot, and additional copies shall be posted on the University of Guam bulletin boards.

- (2) In the case of a challenge made after the 24-hour deadline provided for above, the individual whose right to vote has been denied by the President or challenged by an employee organization shall be permitted to vote, provided, however, that his or her ballot shall be sealed in a special envelope and held by the President until he or she shall issue a written opinion answering the challenge.
4. No election shall be necessary when a proper petition is filed, after the first year of exclusive recognition, by a majority of the employees in the bargaining unit requesting the BOR withdrawal of exclusive recognition previously granted an employee organization. After receipt of such petition, the President shall investigate the matter and make appropriate recommendations to the BOR.

H. Certification of Election Results, Notification of Exclusive

1. Recognition and Appeal of Election Results

- a. Immediately upon the conclusion of an election, the President shall cause a tally of the election results to be made. Each employee organization which was represented on the ballot shall be permitted by the President to have no more than four representatives present to observe the tally. Such representatives shall not, however, be permitted to assist in the making of the tally in any way.

After the required tally has been made, the President shall certify the election results in writing to the BOR and to each employee organization which was represented on the ballot. Such certification shall also be published at least once in a newspaper of general circulation in the Territory of Guam and be posted on the bulletin boards of the University.

If the certified election results indicate an employee organization received a majority of the votes cast, the President shall notify the employee organization in writing that it has been granted exclusive recognition for the University faculty. If the certified election results indicate no employee organization received a majority of the votes cast and at least two employee organizations were seeking recognition as exclusive bargaining agent, then the President shall conduct a run-off election after eliminating any ballot choice which received less than 15 percent of the total vote cast.

If the certified election results indicate that in an election in which the ballot choices were limited to only one employee organization or no organization, and the employee organization failed to obtain a majority, the results shall be conclusive, unless the employee organization shall have some valid matter for appeal, and the President shall take no further action after certifying the election results as provided above.



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- b. If recognition of an employee organization as an exclusive bargaining agent is obtained by non-elective process as provided for by Exclusive Recognition part 3, the President shall notify the employee organization to be recognized in the same fashion as provided above.

In the event an employee organization challenges the certified election results, it may file its objections in writing with the Arbitration panel as found in the procedures for settling collective bargaining disputes, as approved by the Board of Regents on 30 March 1989 and amended on 14 November 1989. The Arbitration panel shall within 20 business days issue a written opinion stating their decision on the appeal. In the event the Arbitration panel sustains the appeal, they may order that the challenged election be held void and that a new election be held.

2. Duration of Recognition

- a. Exclusive recognition granted to an employee organization shall continue for a minimum period of one year without further proof of majority status, provided, however, the President may request the BOR to withdraw recognition upon obtaining evidence that the employee organization has engaged in an unfair labor practice or violated the provisions of this policy. The BOR shall have sole discretion to determine if exclusive recognition of an employee organization shall be withdrawn.
- b. After the first year of exclusive recognition if no collective bargaining agreement has been negotiated, an employee organization's status as exclusive representative may be reviewed by the BOR or challenged by another employee organization upon a showing that at least 20 percent of the unit desires a new determination. In such case an election shall be held as provided for herein.
- c. If an agreement has been negotiated during the period of exclusive recognition, the employee organization's status as exclusive bargaining agent shall not be subject to challenge more than ninety (90) days nor less than sixty (60) days before the expiration date of the agreement then in force.
- d. If reorganization or other changes in the structure of the unit result in major changes in the composition of the unit for which exclusive recognition was granted, the President or any employee organization may initiate action for reconsideration of the designation of majority representation or scope of the unit.

3. Disputes

Settlement of disputes will follow Procedures for Settling Collective Bargaining Disputes, as approved by the Board of Regents on 30 March 1989 and amended on 14 November 1989

I. Unfair Labor Practices

The provisions of this section apply to all University of Guam management officials and to all employee organizations accorded exclusive recognition to represent University faculty under this Policy.



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1. Management officials are prohibited from:
 - a. restraining, coercing, or interfering with the exercise of the rights assured to University faculty by the terms of this policy;
 - b. dominating, sponsoring, controlling, or otherwise assisting employee organizations, except that routine services and facilities may be furnished impartially to such organization consistent with other provisions of this policy;
 - c. discriminating against University faculty in regard to hiring, tenure or any term or condition of employment to encourage or discourage membership in any employee organization;
 - d. disciplining or otherwise discriminating against any University faculty for legitimate activities in representing an employee organization or participating in procedures implementing this policy;
 - e. refusing to grant exclusive recognition to a qualified employee organization for the University faculty;
 - f. refusing to consult or negotiate with an employee organization accorded exclusive recognition on matters within the scope of this policy and implementing rules and regulations.

2. Employee organizations are prohibited from:
 - a. restraining, coercing or interfering with the exercise of the rights assured to University faculty by the terms of this policy;
 - b. attempting to cause management officials to coerce any University faculty in the exercise of his or her rights under this policy;
 - c. disciplining or otherwise discriminating against any University faculty member of the organization as reprisal for, or for the purpose of obstructing, discharge of the employee's official duties at the University;
 - d. engaging in, or inducing University faculty to engage in any strike, work stoppage, slow down, or picketing against the University;
 - e. discriminating against any University faculty in violation of the University's policy of nondiscrimination and affirmative action;
 - f. denying membership to any University faculty in the exclusive recognition unit, except for failure to meet reasonable standards of the employee organization uniformly applied to all other members.



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Any charge of unfair labor practice shall be filed in writing with the Board of Regents and the Board shall take such action as it determines necessary to ascertain the truth of the allegation. Upon completion of its investigation, the BOR shall forward its findings in writing to the President and the employee organization representative. If the decision is not appealed by either party within twenty-one (21) calendar days, the decision will be carried out by the appropriate party.

The Dispute Panel, upon determining that an unfair labor practice has occurred, may recommend such disciplinary action as is authorized by this and other applicable statutes. This decision may be appealed through the dispute resolution process approved by the Board of Regents on 30 March 1989 and amended on 14 November 1989.

J. Management Rights and Responsibilities

University management officials shall retain the right and responsibility, in accordance with applicable law and regulations, to (a) maintain efficient operations and direct faculty, (b) hire, promote, transfer and assign faculty, (c) suspend, demote, discharge, or take other disciplinary action against faculty for just cause, and (d) determine the methods, organization, and assignment of personnel for the conduct of operations, including necessary actions in emergency situations. University management retains as well all rights and responsibilities that are historically and traditionally reserved to management.

K. Employee Organization (Union) Rights and Responsibilities

An employee organization which has been recognized as exclusive representative of the University faculty, under provisions of this Policy, shall be responsible for representing the interests of all faculty without discrimination and without regard to organization membership, and shall be entitled to:

1. request conferences with management officials concerning personnel policies and practices affecting working conditions of faculty; and
2. negotiate written agreements with appropriate officials reflecting bilateral determination of specific terms and conditions of employment, subject to paramount law and regulations; and
3. represent individual faculty in grievance or appellate administrative procedures, with the consent of the employee involved, and to be represented and heard at any conference with an employee or his personal representative on grievances of other matters affecting employment conditions; and
4. retain exclusive representation status as long as qualified under criteria of this Policy, and for a period of not less than twelve months from date of initial recognition without challenge by another employee organization; and
5. receive payroll deductions for membership dues voluntarily allotted by faculty members, but not including initiation fees, special assessments, back dues, fines and similar charges against such employee members, subject to recovery of reasonable costs by the University from the employee organization for providing such service.



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L. SERVICES TO EMPLOYEE ORGANIZATION

Solicitation of memberships, collection of membership dues, or other internal organization business may be conducted only during non-duty hours of the employees involved. This does not preclude reasonable University services to employee organizations, such as provision of bulletin boards and space for organization meetings on non-duty hours. Consultations and negotiations between University officials and employee organization representatives shall be conducted during regular duty hours of the faculty involved, subject to reasonable rules concerning the duration of such meetings and the number of employees participating in consultations and negotiations.

1. Miscellaneous Provisions

- a. It shall be the mutual responsibility of BOR or their designees and employee organization representatives to negotiate in good faith with the objective of reaching an agreement by diligent and serious exchange of information and views, and by avoiding unnecessarily protracted negotiations.
- b. Should an impasse develop in negotiations, the dispute may be submitted to a third party acceptable to both parties for mediation.
- c. Any member of the employee organization granted recognition as an exclusive bargaining agent may authorize the President to make periodic payroll deductions for membership dues. The cost of making such deduction shall be a charge against such organization, provided, however, the same shall not exceed 2 1/2 per cent of the amount deducted.
- d. The University shall keep records of meetings held between its management officials and employee organizations as mutually agreed to. Such records shall indicate the date of a meeting, the persons in attendance and the subject and nature of the discussion held. Where formal minutes are prepared, a draft shall be made available to the employee organization for review prior to final preparation.
- e. The BOR may delegate authority to the President to carry out the objectives of these rules and regulations.
- f. If any of the above provisions shall at any time be held to be contrary to law by a court, or be repealed or be amended by law, such provision shall be void and inoperative. The remaining provisions shall continue in effect.
- g. All proceedings pending and all rights and liabilities existing, acquired or incurred at the time these rules and regulations take effect are hereby saved and may be consummated according to the law in force when they were commenced. These rules and regulations shall not to be construed to effect any action pending or begun before the effective date of this policy. These rules and regulations do fully supersede and replace previous rules and regulations.



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- h. Notwithstanding anything included in these rules and regulations, the parties may submit a dispute through the dispute resolution process approved by the Board of Regents on 30 March 1989 and amended on 14 November 1989.

2. Collective Bargaining Disputes

Collective bargaining disputes include: refusal of one party to bargain, scope of negotiations (items that will be negotiated), and impasse during bargaining. The University has no obligation to bargain regarding criteria (other than timelines) and standards to be used for the appointment, promotion, evaluation and tenure of academic employees.

3. Procedures for Settling Collective Bargaining Disputes

The Board of Regents hereby adopts the following procedure for the resolution of collective bargaining disputes.

- a. If the University and the exclusive representative have reached a dispute in collective bargaining negotiations, the parties shall submit to the Director of the Department of Labor, Government of Guam, and to each other, written statements clearly and concisely outlining the issues in dispute together with a certificate as to the good faith of the statements.
- b. Upon request of either party, or upon its own motion, the Director of the Department of Labor, Government of Guam, shall submit the unresolved issues to a mediator selected from the list of potential mediators submitted by each party. Each party shall submit three names of potential mediators known in the community as being impartial to both labor and industry. The specific mediator shall be determined by the parties alternately striking names from the list with the last remaining name being the mediator.
- c. The mediator shall be chosen within ten days after being requested by either party. The mediator shall have fourteen days after his appointment in which to achieve a voluntary resolution of the disputed issue.
- d. If no voluntary resolution is achieved within the time provided, or if the mediator declares earlier than the expiration of the time provided that a voluntary resolution is not likely, then the remaining issues in dispute shall be submitted to an arbitration panel for discussion which shall be final and binding on the parties. The parties may mutually agree to submit the dispute to the final and binding decision of an arbitration panel prior to the appointment of the mediator, and if so agreeing, shall promptly select an arbitration panel.
- e. An arbitration panel shall be selected promptly, consisting of three members. One member shall be appointed by the University, one member shall be appointed by the exclusive representative, and the third shall be selected by the other two members. If any member is not appointed, or the third member is not agreed to, within ten calendar days after the matter has been submitted to an arbitration panel, then either of the parties may



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request either the American Arbitration Association or the FMCS to provide the names of a possible arbitrator (or arbitrators) necessary to complete the panel.

- f. The arbitration panel shall, within ten days after its complete empanelment, commence to hear the issues in dispute by taking whatever actions it deems necessary to clearly investigate, hear, determine, and decide the disputed issues. The arbitration panel shall have the power to subpoena witnesses and documents and administer oaths. On or before thirty days after the date of its formation, unless otherwise agreed to by the parties, the arbitration panel shall deliver its decision in writing to the parties. The arbitration panel's decision shall be final and binding on both parties to the dispute and the parties shall immediately take whatever action is necessary to carry out and effectuate the decisions.
- g. The cost of mediation and arbitration shall be borne equally between the University and the exclusive representative.
- h. The University and the exclusive representative may enter into a written agreement setting forth an arbitration procedure which procedure may be followed in lieu of the procedure set forth above.

M. FACULTY TRAVEL GRANTS

Faculty Travel Grants to attend Scholarly Meetings

1. Scholarly Meetings

For the purpose of the award of Travel Grants, scholarly meetings, conferences, workshops or symposia are regional, national or international meetings.

2. Policy

a.. Presentation.

Grant will be limited to no more than 75% of the cost of (1) airfare, (2) per diem at prevailing University rate, and (3) registration fees, not to exceed \$2,100.00 per faculty member within one fiscal year (October 1 to September 30). In order to share the benefits of conference travel, faculty members in this category are required, within 60 calendar days of their return from travel, to make a symposium presentation announced to the university community.

b. Attendance.

Grant will be limited to no more than 50% of the cost of (1) airfare, (2) per diem at prevailing University rate, and (3) registration fees, not to exceed \$1,050.00 per faculty member within one fiscal year. In order to share the benefits of conference travel, faculty members in this category are required, within 60 calendar days of their return from travel, to make a symposium presentation announced to the university community.



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- c. Relevant sections of the BOR/GFT Agreement, Article IX of the Personnel Rules and Regulations Faculty/Administrators, and Article VI, Section A.5 of the Administrative Manual will apply.
- d. Faculty members who submit applications under both II.A and II.B above may receive grants not to exceed \$2,100.00 within one fiscal year.

3. Eligibility

Faculty who are employed in tenure-track or other regular full-term positions at the University of Guam and who will remain with the University for at least five months after their return from the meeting.

4. Procedures

Faculty members interested in seeking travel support are asked to forward the Travel Grant Application Form to the Vice President, Academic Affairs, via the Unit Chair (if applicable), Director (if applicable), and Dean in accordance with the time lines in Guidelines V.B.

Exception to the time line can be made by the Vice President, Academic Affairs, when tardiness is deemed beyond the control of the applicant.

- a. Attach the following items to the Travel Grant Application Form:
 - (1) Information regarding the conference and its format. A conference announcement or brochure, including agenda or program (if available) will suffice here.
 - (2) Anticipated budget. On the travel authorization form, provide cost of economy airfare, per diem and registration fee. If applying to other sources for funding support, indicate break down of funding allocated from each source to item expenditure.
 - (3) Supporting statements. A statement from the applicant shall be included indicating the relevance of the participation in or attendance at the scholarly meeting to the mission of the University. Additional statements from the Unit Chair (if applicable), Director (if applicable) and from the Dean shall be included indicating the significance of the travel to the unit, the discipline and the applicant's professional development. Copies of these statements will be provided to the applicant.
 - (4) Financial/In kind Commitments from Other Sources. The University encourages and will not penalize (i.e., decrease funding level of Travel Grant) applicants who receive funding from other sources; include a description of other applications, their deadlines and expected decision dates; UOG FTG application may be amended, if other support is not approved; however, it shall not provide duplicate funds for airfare, per diem, and registration fee



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- b. The following additional items will accompany the Travel Grant Application Form for those who plan to make formal presentation:
 - (1) Documentation of Proposal Submission, Invitation or Acceptance. Copies of initial correspondence with the inviting or accepting parties, with clear indication whether or not funds are to be provided. For proposal submissions not yet accepted, grants may be provisionally approved, but funding will be contingent upon documented acceptance.
 - (2) Information as to Your Particular Role In the Scholarly Meeting. Nature of your particular contribution, its length, the session(s) and the significance of the presentation/exhibition to the meeting and to your own program.
 - (3) Documentation of Presentation. The abstract, paper or other comparable information.
 - c. Upon approval by the Vice President, Academic Affairs, the applicant will be requested to complete and sign the regular Travel Request and Authorization form (TA).
 - d. A comprehensive Travel Report appended to the complete Travel Clearance form must be submitted to the Travel Coordinator within two weeks after completion of the trip. The report will include (1) all applicable receipts if supplemental funds are being requested not to exceed the ceiling); (2) documentation of sources and amounts of supplemental funds received and (3) a copy of the applicant's symposium presentation announcement. Copies of the trip report will be transmitted to the Unit Chair (if applicable), Director (if applicable), Dean, and Vice President, Academic Affairs.
 - e. Travel Grant recipients who fail to comply with any portion of these guidelines will be ineligible to receive additional travel grants.
 - f. Exceptions to these procedural guidelines (Section IV) may be made by the Vice President, Academic Affairs, in extenuating circumstances.

5. Criteria and Procedures for Award of Travel Grants

- a. Priorities of Award of Travel Grants:
 - (1) Proposals will be ranked according to their direct demonstrable relevance to the University mission, with (a) being the highest.
 - (a) Relevance to the University as a whole
 - (b) Relevance to a specific college
 - (c) Relevance to a specific unit
 - (d) Relevance to a specific program
 - (e) Relevance to a specific course



- b. Proposals for presentation will receive 85% of the total allocation of funds. These will be ranked first according to the level of participation with “a” being the highest.
 - (1) Plenary speaker (invited)
 - (2) Conference organizer, proceedings editor, or invited paper or address
 - (3) Multiple participation at a conference (refereed paper presentation, symposia, etc.), or workshop leader
 - (4) Submitted and accepted refereed paper, address, or single participation at a conference (panel, symposium speaker)
 - (5) Session chair (moderator), or non-refereed presentation
- c. Proposals for conference or workshop attendance without formal presentation will receive 15% of the total allocation of funds.

6. Timeline and Funds Allocation

Application deadline	Period of travel	Distribution of budget	% allocated for presentations attendance	
1 October	1 April-June 30	25%	85%	15%
January 1	1 July 1-Sept 30	25%	85%	15%
April 1	Oct 1-Dec 31	25%	85%	15%
July 1	Jan 1-Mar 31	25%	85%	15%

Funds not expended will roll over into the next quarter in the same category. If an applicant does not use funds awarded, the next alternate will be chosen within the deadline period.

Deadline is the date by which the Vice President, Academic Affairs, must receive the application.



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ARTICLE VI

POLICIES COMMON TO ADMINISTRATORS, FACULTY, STAFF AND STUDENTS

A. CRIME AWARENESS AND CAMPUS SECURITY

The University complies with the Crime Awareness and Campus Security Act of 1990 and provides information relating to crime statistics and security measures to prospective students, matriculated students and employees.

The cooperation and involvement of University students, faculty and employees themselves in a campus safety program is absolutely necessary. University students, faculty, and employees must assume responsibility for their own personal safety and the security of their personal belongings by taking simple, common sense precautions.

University students, faculty and employees have access to academic, recreational and administrative facilities on campus.

The general public can attend cultural and recreational events on campus, with access limited to facilities in which these events are held.

The University will ensure that the campus is adequately lighted.

The University's Campus Security Office submits monthly Uniform Crime Reports to the Guam Police Department. Crime statistics for the most recent one-year period, which reflect the incidents reported to the Guam Police Department, are available on request from the Safety Office. Pursuant to the Act, the University annually publishes and distributes to students, employees, and to prospective students and employees who request it a report containing crime statistics together with the information set forth below.

B. CAMPUS SECURITY ACT ANNUAL REPORT

1. Security Policies and Procedures

The University does not currently request information from faculty applicants concerning involvement in criminal offenses. Applicants for support staff and campus security positions are required to divulge that information.

Access to residence halls, however, is limited to students and their guests, according to University procedure (see Residence Hall Handbook). Access to the residence halls by University employees is on an as-needed basis and incorporates strict key control procedures.

2. Campus Security Office

Campus safety and security are coordinated by the Campus Security Office, which has fully trained security officers on duty at all times. These officers undergo continuing training to upgrade their skills. They are trained in first aid and cardio-pulmonary resuscitation (CPR). Campus security officers conduct foot and vehicular patrols of the campus and residence hall areas.



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On campus, security officers enforce all regulations and laws both of the University and the Territory of Guam. The Campus Security Office also works very closely with the Guam Police Department to assist them with incidents that may occur on campus. Campus security officers enforce all laws regulating the consumption of alcohol, the use of controlled substances and weapons. Alcohol is not permitted in public places and illegal drugs are not permitted on campus. Firearms and dangerous weapons of any type are not permitted on campus or in the residence halls. Intentional use, possession or sale of firearms or other dangerous weapons is strictly forbidden. Members of the University community should also be aware of the University policies concerning substance abuse and on maintaining a drug-free workplace, both of which may be found in the University Policy Manual.

Criminal actions and other emergencies on campus should be reported directly to the Campus Security Office. Upon receipt of the call, Campus Security Officers are dispatched immediately to the site of the complaint and have the authority to detain individuals, if necessary. Security officers prepare and submit incident reports to the Guam Police Department.

Information on safety and security must be provided to students and employees regularly through seminars, films, bulletins, crime alerts, posters, brochures or University and student newspapers.

3. Plant Maintenance and Safety

The Plant Maintenance Division maintains the University buildings and grounds with a concern for safety and security. Division personnel inspect campus facilities regularly, promptly make repairs affecting safety and security, and respond immediately to reports of potential safety and security hazards, such as broken windows and locks.

Any questions and concerns about security services or personnel should be brought directly to the Safety Office.

4. Security In the Residence Halls

The University of Guam has co-ed residence halls, each with 24-hour inter-visitation. There is no on-campus housing for married students. All students have the opportunity to request changes in room assignments, which are accommodated as quickly as possible based upon available facilities. Off-campus housing includes apartments, individual homes and individual rooms in private homes. The University does not provide supervision for off-campus housing.

The professional head resident and resident assistants, who all are members of the University residence life staff, live in the residence halls and are on call 24 hours a day. All resident life staff members undergo thorough training in enforcing residence hall security.

As part of its responsibility for residence hall security, the residence life staff participates in lectures and seminars about campus security conducted by University administrators, the Campus Security Office, the Safety Officer, and the Guam Police Department and the Guam Fire Department.

Overnight guests in the residence halls are not permitted.

5. The Students' Responsibility



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For example, room doors should be locked at night and when the room is unoccupied. Valuable items such as stereos, cameras and television sets should be marked with engraving instruments. Bicycles should be secured with a sturdy lock. Students with cars must park them in their assigned area and should keep their vehicles locked at all times. Valuables should be locked in the trunk.

Auto liability insurance is required on Guam by public law. Parking spots at the residence halls will not be awarded unless proof of liability insurance is provided.

Student residents are encouraged to look into obtaining renter's insurance from a local insurance company. Students should report any suspicious looking individuals whom they feel do not belong in their residence hall or report any unusual incidents in and around the residence halls to the residence life staff or to the Campus Security Office.

Further information about campus safety can be obtained from the Vice President, Student Affairs; the Vice President, Administration and Finance; or the Campus Security Office.

6. Prevention of Sex Offenses

The incidence of sex offenses on campus is very slight and the University makes an effort to maintain that environment. The Vice President, Student Affairs in conjunction with the Student Government Association sponsor educational programs to promote student awareness of sex offenses, including date rape.

When a sex offense occurs, students should contact the Campus Security Office, the Counseling, Career Planning and Health Services Center, the Vice President, Student Affairs, or the Student Life Officer. Students reporting sex offenses shall be advised of the importance of preserving evidence for the proof of a criminal offense and that they may prosecute the alleged offender either through the criminal process, the University disciplinary procedure or both. The on-campus person to whom the student reports the offense shall offer to assist the student in notifying law enforcement authorities.

Students may obtain on-campus assistance at the Student Health Services Center and at the Counseling, Career Planning and Health Services Center. These offices shall also make appropriate referrals to off-campus services.

In appropriate circumstances the University will change a student victim's academic or living situation if the requested change can be reasonably accommodated.

Of course, sex offenses violate the University code of student conduct and persons found guilty of sex offenses face severe sanctions including dismissal from the University. The student Code of Conduct outlines the rights and responsibilities of both the accuser and the accused. Both shall be advised of any outcome of any student disciplinary proceeding.

7. Reporting of Crime Statistics



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In order to ensure complete reporting of criminal offenses every employee in the University to whom crimes are reported shall immediately report the same (anonymously if requested by the victim) to the Campus Security Office.

Pursuant to federal law, the criminal offenses of murder, rape (so classified prior to August 1, 1992 and as sex offenses, forcible and non-forcible after that date), robbery, aggravated assault, burglary, motor-vehicle theft and statistics regarding the above offenses which manifest evidence of prejudice based on race, religion, sexual orientation or ethnicity are to be reported separately from arrests (as opposed to simple allegations of criminal offenses) for liquor law violations, drug-abuse violations, weapons possessions and statistics regarding the above offenses and arrests which manifest evidence of prejudiced based on race, religion, sexual orientation or ethnicity.

Further information about campus safety may be obtained from the Vice President, Administration and Financ, or the Campus Security Office. Refer to the Security Office for the latest calendar year reports.

C. FIREARMS ON CAMPUS

No individual shall be permitted to possess firearms on the University campus, except under the following circumstances: 1) Law enforcement officers, during on-duty status, 2) University security guards with the approval of the President, and 3) Members of the ROTC training program, when so required by a provision of the ROTC training program, Department of Army Pamphlet 710-2-1.

D. SUBSTANCE ABUSE

The University of Guam is committed to standards of conduct that clearly prohibit the unlawful possession, use, or distribution of drugs and alcohol by students and employees on the property of the University or as any part of this University's activities. The University will impose sanctions on students and employees consistent with Guam and Federal laws and consistent with the Code of Student Conduct, the Student Disciplinary Hearings Procedure, the Personnel Rules and Regulations (Classified Services Employees), the Agreement Between the University of Guam Board of Regents and Faculty Union, Guam Federation of Teachers, Local 1581, and the Agreement Between the University of Guam Board of Regents and Guam Federation of Teachers, Local 1581: Maintenance and Custodial Employees. These sanctions will include penalties up to and including expulsion or termination of contract and referral for prosecution for violations of the University's standards of conduct.

The following materials will be distributed to each student and employee:

1. a description of the applicable legal sanctions under Territorial and Federal Law for unlawful possession, use, or distribution of illicit drugs and alcohol.
2. a description of the health risks associated with the use of illicit drugs and the use of alcohol.
3. a description of drug and alcohol counseling, treatment, and rehabilitation programs that are available on Guam to students and employees.

The University will conduct at least a biennial review of the University's Substance Abuse Program (a) to determine its effectiveness and implement changes if they are needed, and (b) to ensure that the sanctions are consistently enforced. The Wellness Committee is charged with this review.



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E. LEGAL SANCTIONS FOR UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS AND ALCOHOL

Listed here are some of the legal sanctions attached by the Territory of Guam to the violation of its laws about drug and alcohol abuse. This list does not cover all the violations, but does include the ones in which college students are perhaps more likely to be involved. The sanctions (fines and imprisonment) depend on the category under which the offense falls.

- Possession of less than one ounce of marijuana (\$100 fine).
- Violations: (Fines up to \$500).
- Public intoxication if there have not been two previous convictions within a period of one (1) year.
- Petty Misdemeanors: (Fines up to \$500 and sixty (60) days in jail).
- Public intoxication if there have been two previous convictions within a period of one (1) year.
- For a person under 18 to go into a bar (unless it is a public eating place).
- Selling alcoholic beverages to a person under 18
- Possession of more than an ounce of marijuana.
- For a person under 18 to use a false ID to purchase alcoholic beverages.
- Consuming alcoholic beverages on a public highway or road.
- Third Degree Felony (First Offense: 0-3 years in jail; repeat offense: 0-5 years).
- Driving while under the influence of alcohol or drugs or both, and, in that condition, causing bodily injury to anyone else.
- Knowingly and intentionally possessing a controlled substance, i.e. an illegal drug, if the drug involved is not marijuana.
- Second Degree Felony: (First offense: 1-8 years in jail; repeat offense: 3-10 years), or
- First Degree Felony: (First offense: 3-15 years in jail, repeat offense: 5-20 years).
- Any person who knowingly and intentionally manufactures, delivers or possesses with intent to sell a controlled substance is guilty of a first degree, second degree or a third degree felony. This depends on how dangerous the drug in question is: the government lists five different "Schedules" of drugs.
- Possession with intent to distribute, manufacture or deliver a controlled substance is also a violation of federal law. The types and range of penalties are too complex to list in detail.

Normally, federal authorities concentrate on more serious offenses and will leave prosecution of less serious offenses to local authorities.

F. SMOKING

As a public institution, the University of Guam complies with Local and Federal statutes regulating smoking in public places.

The goal of this policy is to support the rights of nonsmokers and to enable smoke free environments to be established for those people who wish to have them in their areas of work while at the same time acknowledging the rights of smokers. Maintaining harmonious working relationships with each other and respecting each other's rights requires a cooperative approach to creating satisfactory solutions to differences in regard to smoking.

The physical structure of work spaces at the University of Guam varies to a considerable extent throughout the campus and work spaces are occupied by a work force which inevitably changes. Largely because of these structural variations, a smoking policy which enables employees of the university an opportunity to



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satisfactorily work out their own unique nonsmoking and smoking environments within their work areas seems to offer the best solution to protecting the rights of both nonsmokers and smokers. The Deans/Directors of respective units or colleges are responsible for insuring that satisfactory arrangements are made. This may even require new office assignments, arranging for a nonsmoking or smoking lounge, etc. This policy is written with the understanding that nonsmokers should not have to submit themselves to the smoke from smokers. Deans/Directors should keep this in mind when making satisfactory arrangements in the workplace.

Students have the right to request that faculty not smoke while they are conferring with faculty in their offices. Faculty and staff should ask visitor's permission to smoke. Student rights in this regard shall be expressed in relevant publications including the University of Guam catalog. Faculty/staff visiting faculty/staff in their offices, of course, have the same right.

The following areas on campus will be considered non-smoking areas:

1. Any public service areas where the clientele of the University of Guam is being served. This includes, but is not restricted to, the service desks in the Registrar's Office (including the fee counter), the Post Office counter, the Cafeteria counter, the R.F.K. Memorial Library circulation counter, the Computer Center service counter, the Financial Aid counter and the Counseling Office.
2. Classrooms.
3. Any public area of the R.F.K. Memorial Library.
4. The Field House.
5. Computer Labs.
6. Science and Health Science Bldg.
7. Fine Arts Auditorium.
8. MARC Library.
9. Any Conference Room.
10. The Bookstore.
11. Student Health Center.
12. Rotunda.
13. Restrooms.
14. Cafeteria.

Smoking will be allowed in the following areas:

1. Parking lots and the grounds around buildings.
2. Walkways outside of classrooms in Building A and the Student Services Center.
3. Passageways in buildings.
4. A private enclosed office occupied exclusively by one or more smokers.
5. Private dorm rooms.

Secured ashtrays shall be placed outside of all buildings and the maintenance department shall be responsible for posting clearly visible "No Smoking" signs where appropriate in accordance with this policy. In order for this policy to be implemented smoothly and maintained, the cooperation of the University community is expected and appreciated.

G. BULLETIN BOARD USE



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University students, faculty and employees have access to designated bulletin boards on campus. All bills, flyers and posters shall be posted ONLY on bulletin boards provided by the University.

It shall be the responsibility of individuals and organizations who post such documents to remove them on a timely basis. Administrative units will have bulletin boards assigned to them for monitoring. The heads of these units will periodically remove and discard posted documents that are dated or are posted in such a manner as to be unsightly (i.e. documents poorly stapled). Responsibility for the content shall lie in the hands of those posting the handbill. Documents posted elsewhere will be removed and discarded without notice.

Monitoring Assignments

Building A Bulletin Boards	CBPA Dean or Designate
Student Services Center Bulletin Boards (Downstairs & North Stairway)	Registrar
Student Services Center Bulletin Boards (Upstairs G South Stairway)	Registrar
Fine Arts Building	CAS Dean or Designate
RFK Library	LR Dean or Designate
Field House	Field House Manager
Science Building	CAS Dean or Designate
Health Science Building	CNHS Dean or Designate
Dorm I	VP, Admin. & Finance or Designate
Student Center	Vice President for Student Affairs or Designate
Dean's Circle	Administrator of House as Appropriate
Marine Lab	Director Marine Lab
Administration Building	VP, Admin. & Finance or Designate
MARC	Director, MARC
Computer Center	Director, Computer Center
EC Building	CAS Dean or Designate
HSS Building	CAS Dean or Designate

H. SEXUAL HARASSMENT AND COMPLAINT

It is the policy of the University of Guam that all employees and students should be able to enjoy an institutional environment free from all forms of discrimination, including sexual harassment.

1. Introduction

Effective November 10, 1980, the Equal Employment Opportunity Commission issued the Final Amendment to Guidelines on Discrimination because of Sex, adding 1604.11 Sexual Harassment.

The University of Guam Policy of Nondiscrimination and Affirmative Action was approved by the President and the Board of Regents on May 20, 1988, and the administrative framework for ensuring compliance with federal and local laws governing nondiscrimination and affirmative action was established in this executive policy. This policy extends the existing administrative framework to include compliance with the EEOC Amendment and Guidelines issued by the Office of Civil Rights, U.S. Department of Education.

2. Objectives



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- a. To provide positive system-wide executive support to implement the amendment on sexual harassment.
- b. To charge all administrators with the responsibility and authority to implement the amendment on sexual harassment.

3. Definitions

The University accepts the Equal Employment Opportunity Commission's definition of sexual harassment with modifications to include students: unwelcome sexual advance, request for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; or academic standing.
- b. Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual; or
- c. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or of creating an intimidating, hostile or offensive working or learning environment.

No one, neither female nor male, should be subjected to sexual harassment. Sexual harassment will not be tolerated and will result in disciplinary action.

Each employee and student has an ethical responsibility to maintain the institution free of sexual harassment. This duty includes informing employees, applicants, and students of this policy, and assuring them that they are not to endure insulting, degrading or expletive sexual treatment. On the other hand, false accusations, motivated by revenge or a desire to harass, will also not be tolerated and will result in disciplinary action. Generally, the corrective action should reflect the severity of the conduct.

Sexual harassment may or may not include offering benefits in exchange for sexual favors or reprisals after a negative response to sexual advances. These behaviors certainly constitute sexual harassment but other behaviors may also constitute sexual harassment. Should any question regarding the definition of sexual harassment arise, the EEO Officer should be consulted for clarification.

As soon as possible, but no later than sixty (60) days after the sexual harassment occurred, the complainant (either employee, applicant, or student) must file her/his complaint. If both the complainant and the alleged harasser agree, timelines may be extended in writing. At any step of the procedure, the complainant or the alleged harasser may have a representative or her/his choice. Also, if the complainant wishes to withdraw her/his complaint at any step of the procedure, she/he signs attachment "A." Her/his signature releases the University of Guam or its agents from all claims related to the sexual harassment charges.

4. Procedure

Step 1 - Informal Step



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The complainant (individual alleging sexual harassment) will report the incident to the Equal Employment Opportunity (EEO) Officer or an appropriate counselor. If reported to a counselor, the counselor will forward the complaint to the EEO Officer within three (3) days. The EEO Officer will then proceed with the investigation within two (2) days after receiving notification of the complaint. If reported directly to the EEO Officer, he/she will meet with the complainant to discuss allegations and to insure that the complaint deals with allegation of sexual harassment. At any meetings with the EEO Officer or counselor the complainant may bring another person along for support. If the complaint is determined to be a sexual harassment complaint, the complainant can authorize the EEO Officer to conduct an informal investigation of the incident by signing an informal complaint form (Attachment B). Before the complainant signs the informal complaint form, the process is completely confidential and provides the complainant with information and counseling. By signing the informal complaint form the complainant authorizes the initiation of an informal investigation. The EEO Officer then will inform the alleged harasser that an informal investigation is taking place.

Strictest confidence shall be observed by all parties involved. Once the investigation begins, the complainant must understand that due process requires that witnesses or parties involved may be questioned and this may result in naming the complainant or the alleged harasser. A Disclosure of Information Consent Form (Attachment C) must be completed within two (2) days of the complaint.

The EEO Officer shall have ten (10) days to conduct an informal investigation and submit findings of the investigation to the parties involved. The findings shall not become part of the personnel file of the complainant or the alleged harasser. The only copy on file shall be in the EEO office as required by federal EEO regulations.

If the alleged problem can be resolved at this level, efforts should be taken by the EEO Officer to do so. If the matter remains unresolved, then the EEO Officer will recommended that a formal complaint be filed.

Step 2 - Formal Step

A formal complaint must be filed in writing in the EEO Office using the prescribed form (Attachment D) within five (5) days after the informal investigation has been completed. Within two (2) days after the written complaint has been filed, the President and the alleged harasser shall be informed. The alleged harasser shall have ten (10) days from the receipt of notice to refute the allegation(s) in writing. If the alleged harasser fails to answer within those ten (10) days, the complaint will be deemed admitted and the alleged harasser shall forfeit the right to answer. The EEO Officer will forward the formal complaint to the Sexual Harassment Hearing Committee.

Step 3 - Sexual Harassment Hearing Committee (SHHC) or the Committee

The EEO Officer initiates the establishment of the SHHC at the time the President and the alleged harasser are notified.



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Composition of the Committee: The Committee shall consist of one person selected by the accused, one person selected by the complainant, and a third person as follows:

- If a student is accused, the third person will be the Vice President, Student Affairs.
- If a faculty member or an academic administrator, other than the Vice President, Academic Affairs, is accused the third person will be the Vice President, Academic Affairs.
- If a staff member or non-academic administrator, other than the HRO Manager is accused, the third person will be the HRO Manager.
- If the Vice President, Academic Affairs, or the HRO Manager is accused, the third person will be one of the other Vice Presidents.
- If the President is accused, the Board of Regents will name a third person from the campus community.

The role of the person when they were accused will determine which of the committee compositions are used. If a student is also an employee of the University it will depend on whether they were accused in their student role or whether they were accused in their employee role.

Upon receipt of the formal sexual harassment charges, the Sexual Harassment Hearing Committee (SHHC) shall give immediate written notice to all parties involved. The SHHC shall conduct the hearing in the following manner:

- a. The SHHC shall determine the time and place of hearing within five (5) days of receipt of the formal complaint. All parties involved shall be given immediate, written notice of the hearing time and place. If either the complainant or the alleged harasser wants the hearing closed, it will be closed. Otherwise, the hearing shall be open.
- b. The SHHC shall first hear the complainant and her/his witnesses. Next, the SHHC shall hear the alleged harasser and her/his witnesses. Summation by each side then follows in the same order.
- c. Within fifteen (15) days, the SHHC shall render a written decision regarding the outcome of the complaint and the relief to be granted.
- d. If a decision of harassment is found, the matter will be forwarded to the appropriate administrator to initiate appropriate corrective action or penalties. No one, neither female nor male, should be subjected to sexual harassment. Sexual harassment will not be tolerated and will result in disciplinary action.
- e. If the Committee receives a complaint deemed admitted because of failure to answer, the Committee will recommend the relief to be granted.

Step 4 - The Appeal

The complainant or accused is entitled to appeal a sexual harassment complaint decision by the Committee or the recommended relief to be granted. In presenting an appeal, a complainant or accused shall:

- a. Be assured freedom from restraint, interference, coercion or reprisal.
- b. Have the right to be accompanied, represented, and advised by one representative of her or his own choosing (including legal counsel).



5. Record keeping

The SHHC shall keep a written record of its procedures and hearings. All testimony presented and copies of all documents submitted to the SHCC shall be summarized.

If the committee has not acted or fails to act within the time limit, the complaint shall be forwarded to the President. The President then holds a hearing following the same procedures for handling an appeal.

6. Form of Appeal

An appeal shall be in writing; shall set forth clearly the basis of the appeal; and shall state only the relevant issues. A complainant or accused may submit an appeal to the President within ten (10) days after the date the decision of the Committee is received.

7. Appeal Procedures

The President shall determine the time and place of hearing, but in no case beyond fifteen (15) days from the receipt of the appellant's statement. Notice of the hearing shall be delivered to the complainant and the accused at least five (5) days in advance of the hearing. The complainant and the accused shall decide if the hearing will be an open or closed session. If either party wishes the hearing to be closed, it shall be closed. The President shall issue a written decision within five (5) days. The decision is final unless the complainant appeals externally to the Equal Employment Opportunity Commission (EEOC) or to a court a law.

8. Arbitration

Only in the case where the Committee has not acted, the President shall hold a hearing following the procedures outlined in Step 4.

9. Appeal Procedure

The President's decision may be appealed within five (5) days following receipt of the President's written decision.

The complainant or the accused provides written notice to the President (or the designee) requesting the settlement of the complaint by a local arbitrator. The complaint shall be settled by arbitration in accordance with the Voluntary Labor Arbitration Rules of the American Arbitration Association (Attachment F).

The President and the party requesting an Arbitration must mutually agree on a local Arbitrator within ten (10) days after the request for arbitration is submitted. The Arbitrator will notify all parties concerned regarding the hearing date, time and location within five (5) days following her/his selection by the President and the party requesting the Arbitrator. Each party will pay the cost of presenting its own case and the cost of any transcript that it requests. The Arbitrator shall decide if the hearing will be



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open or closed after consulting with both parties. The Arbitrator shall consider only alleged charges presented, i.e., no additional charges shall be added to the initial one(s) submitted.

The Arbitrator will hear all parties involved and their witnesses. Following the conclusion of the hearing, the Arbitrator submits a written decision within ten (10) days. If the oral hearing is waived, then the Arbitrator has twenty (20) days from the date statements and proofs were received to submit the written decisions.

The decision of the Arbitrator shall be final and binding. There shall be no internal appeal of the Arbitrator's decision by either party. However, externally the complainant or the accused may appeal to the Equal Employment Opportunity Commission or the a court of law. The fees of the Arbitrator and other necessary general costs that the Arbitrator Incas shall be split evenly by the University and the party requesting arbitration.

Records regarding a sexual harassment charge are not released to the public. These records will be maintained by the EEO Office for a period of five (5) years from the date of resolution and will not be opened except in the event of legal action or repeat behavior.

The University of Guam affirms the principle that its students, faculty and staff should have the right to study and work in a University community free from gender discrimination in the form of sexual harassment.

Sexual harassment is defined to include unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Such conduct is discrimination prohibited by University policy as well as territorial and federal law when the behavior is directed to an individual because of his or her gender and (1) submission to such conduct is made either explicitly or implicitly a term or condition of instruction, employment or otherwise full participation in University life; (2) submission to or rejection of such conduct is considered in evaluating a person's academic work or job performance or (3) such conduct has the purpose or effect of unreasonably interfering with a person's academic or job performance or creating a sexually intimidating, hostile, or offensive working or educational environment. This definition will be interpreted and applied by the University consistent with accepted standards of mature behavior, academic freedom and freedom of expression.

Sexual harassment in any situation is reprehensible; it is particularly damaging when it erodes the educational dependence and trust between students and faculty. When the authority and power inherent in faculty/student relationships is abused in this way, there is potentially great damage to the individual student, to the faculty member and to the academic integrity and educational climate of the University.

All persons who feel that they may have been victims of or witness to sexual harassment are encouraged to seek redress promptly through the established informal and formal procedures of the University.

They may file a grievance in accordance with the grievance procedure for non-classified employees set forth in the University Policy Manual.

They may file a grievance in accordance with the relevant collective bargaining agreement.

They may file a grievance through the University student judicial system.



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They may seek redress by bringing the matter to the attention of any supervisor and, upon failing to obtain a satisfactory resolution, by appealing up the administrative hierarchy of the University.

Within any chosen procedure, one may skip any step of the process for an appropriate reason. For example, if a person believes they have been sexually harassed by their supervisor they need not lodge their grievance with that supervisor. Instead, they may file their complaint with the supervisor's superior or with another person in the chain of command.

Complaints about sexual harassment will be responded to promptly and equitably. Both the complainant and the alleged harasser may have an adviser from the University community present during any formal or informal procedure, and confidentiality will be respected in both informal and formal procedures, insofar as is possible. Retaliation against individuals bringing complaints of sexual harassment constitutes a violation of University policy as well as territorial and federal law. An individual found guilty of sexual harassment or retaliation or any individual who files a false claim of harassment shall be subject to disciplinary action for violation of University policy, consistent with existing procedures.

Individuals seeking redress or information concerning sexual harassment may consult with any of the following offices or individuals for advice and assistance.

Office of the President
The E.E.O./A.A. Officer
Counseling Services
Vice President for Student Affairs
Director of Health Services
University Counselors.

The E.E.O/A.A. Office has institutional responsibility for monitoring the University's compliance with applicable federal laws prohibiting discrimination in the form of sexual harassment. Any individual who feels that their sexual harassment complaint did not receive a prompt and equitable response should contact the E.E.O./A.A. office immediately. Other University officials receiving complaints of sexual harassment should, absent extraordinary circumstances, report the same to the E.E.O./A.A. office so that effective monitoring of sexual harassment incidents can take place.

Students and employees shall retain their right to seek redress for alleged sexual harassment by filing a complaint with responsible federal and territorial civil rights agencies.

I. CONSENSUAL RELATIONSHIPS

The University of Guam discourages consenting amorous or sexual relationships between members of the University Community when one person has the power or authority over the other.

For purposes of this section, the terms "faculty" or "faculty member" shall mean all those who teach at the University, and shall include adjuncts, teaching assistants, both graduate and undergraduate, and other instructional, service, and research personnel.



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Student respect for and trust in faculty, administrators or staff greatly restricts their freedom to reject amorous or sexual advances. The power of faculty, administrators, or staff to give or withhold rewards, such as praise, grades and recommendations, further limits the extent to which an amorous or sexual relationship between faculty, administrators or staff and student can be considered consensual.

There are similar problems with an apparently consenting relationship between a supervisor and a subordinate. Even if a subordinate student or employee does not object to participation in an amorous or sexual relationship, this does not mean that the individual welcomes the relationship.

Moreover, a third party may claim that the participant in a consenting relationship received preferential treatment and may file a complaint of sex discrimination against the faculty member or supervisor. Amorous or sexual relationships that may result in complaints of sexual harassment and sexual favoritism and that create a conflict of interest include, but are not limited to, those between:

1. a. A faculty member and;
b. A student who is enrolled in the faculty member's course, or;
c. A student who is in a program for which a course taught by the faculty member is a requirement, or;
d. A student who is an advisee of the faculty member, or;
e. a student whose academic work is being supervised by the faculty member;
2. A faculty, administrator, or staff member and a student if the faculty, administrator, or staff member is in a position to evaluate or otherwise influence the student's education, employment, housing, or participation in any University activity;
3. A supervisor and subordinate employee;
4. An administrator and a faculty member in a unit under that administrator's direction;
5. An administrator and staff member in a unit under that administrator's direction;
6. A faculty member and staff member in the same unit;
7. A tenured faculty member and an untenured faculty member if the tenured person participates in peer recommendations about the untenured person.

If a faculty member, administrator, or staff member becomes amorously or sexually involved with a subordinate student or employee, that faculty, administrator or staff member must remove himself or herself from any decisions affecting the other person as soon as practicable. The faculty or staff member shall arrange with his or her supervisor to appropriately transfer such responsibility. Failure to do so is cause for disciplinary action as outlined in this Policy Manual.

J. NONDISCRIMINATION AND AFFIRMATIVE ACTION

Pursuant to the philosophy of the University of Guam, its Board of Regents and its administration, the University does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age (except as permitted by law) or U.S. military veteran, marital or citizenship status. This nondiscrimination policy encompasses the operation of the University's educational programs and activities, including admissions policies, scholarship and loan programs, athletic and other University-administered programs. It also encompasses the employment of University for goods and services.

The University's policy of nondiscrimination is consistent with Title IX of the Educational Amendments of 1972, Title VI of the Civil Rights Act 1964, Title VII of the Civil Rights Act 1964, Executive Order 11246, the



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Equal Pay Act, the Age Discrimination in Employment Act, the Americans with disabilities Act, Section 504 of the Rehabilitation Acts of 1973, Section 503 of the Rehabilitation Act of 1973, Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974, and the Immigration Reform and Control Act of 1986; Governor's Executive Orders No. 76-9 and 78-24 and Guam Public Laws 13-172, 14-28, 14-46, 15-17, 16-23, & 19-40.

Pursuant to the philosophy of the University of Guam, its Board of Regents and its administration and pursuant to certain of the above enumerated statutes, the University is committed to taking affirmative action to employ and advance in employment qualified women and minorities, disabled persons (including qualified special disabled veterans), and veterans of the Vietnam Era.

K. NONDISCRIMINATION ON THE BASIS OF DISABILITY

It shall be the policy of the University of Guam to ensure that no otherwise qualified person shall, solely by reason of disability, be denied access to, participation; in, or the benefits of, any program or activity operated by the university. Each qualified person shall receive the accommodations needed to ensure equal access to educational opportunities, programs and activities in the most integrated setting appropriate in accordance with Section 504 of the Vocational Rehabilitation Act of 1973, as amended and the Americans with Disabilities Act of 1990.

1. Purpose

The Policy describes institutional guidelines of accommodating persons with disabilities, in accordance with the Vocational Rehabilitation Act of 1973 (P.L. 93-112), as amended (P.L. 93-516 and P.L. 95-602), and the Americans with Disabilities Act of 1990 (LP 101-336). The Acts extend the rights of citizens with disabilities, prohibiting discrimination in employment, public services, public accommodations, and the communications. Under Title II of the ADA, entities within local movement were charged with conducting a self-evaluation of policies and procedures relating to services and support for persons with disabilities by January 26, 1992. The University of Guam falls within this category.

It shall be the policy of the University of Guam to ensure that no otherwise qualified person shall, solely by reason of disability, be denied access to, participation; in, or the benefits of, any program or activity operated by the university. Each qualified person shall receive the accommodations needed to ensure equal access to educational opportunities, programs and activities in the most integrated setting appropriate in accordance with Section 504 of the Vocational Rehabilitation/ Act of 1973, as amended and the Americans with Disabilities Act of 1990.

2. Guidelines for Policy Implementation

The President of the University of Guam (UOG) shall establish and appoint an Advisory Committee to provide information and recommendations relating to the needs and concerns of persons with disabilities.

The President shall identify a person to serve as a coordinator of accommodations for students with disabilities, to act as a resource person and as a liaison to other funding agencies.



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All college Deans and program/project Directors shall identify an individual or office to coordinate and advocate for the needs of qualified applicants and students with disabilities.

In collaboration with the ADA Coordinator, each college and program/project shall have or develop the following:

- a. Procedures by which a student or applicant may disclose the presence of a disabling condition and request the accommodations or auxiliary aids he/she believes are requisite for obtaining equal access to, participating in, or benefiting from UOG programs and activities when necessary;
- b. Procedures by which confirmation of the student's disability and assessment of the appropriateness of the requested accommodations or auxiliary aids will be made;
- c. Procedures by which approved accommodations or auxiliary aids can be arranged or obtained;
- d. Procedures by which the provision of interim funding for auxiliary aids may be considered while the student's application is being reviewed by the Department of Vocational Rehabilitation, Government of Guam or any other appropriate federal or local agencies;
- e. Procedures by which denied request may be appealed.

The ADA Coordinator shall have or establish such record keeping procedures as are necessary to document institutional responses to requests for accommodation and auxiliary aids and shall document the enrollment of students with disabilities receiving accommodations or auxiliary aids and report to the President annually on their nature and extent. Data from these reports will be used for project future funding requirements and shall be kept confidentially.

Each college and program/project shall provide appropriate academic adjustments and accommodations to qualified students with disabilities to ensure access to educational opportunities, programs and activities in the most integrated setting.

Each college and program/project shall provide access to regular in service training for faculty and staff to develop fuller awareness and understanding of the needs of students with disabilities.

3. Students with Disabilities

Each student shall be expected to make timely and appropriate disclosure and requests (at least 4 to 8 weeks in advance of a course, workshop, program, or activity for which accommodation is requested), and to engage in appropriate and responsible levels of self-help in obtaining and arranging for accommodations or auxiliary aids, including applying for funding for specialized support services from the Department of Vocational Rehabilitation or any other appropriate agencies of the Government of Guam or the States Federal government.



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Each student may be required to submit medical or other diagnostic documentation of disability and limitations and may be required to participate in such additional evaluation of limitations as may appropriately be required prior to receiving requested accommodations. Any such additional evaluation shall be at no cost to the student.

Each student shall first seek the funding through the Department of Vocational Rehabilitation for the specialized support services such as transportation to the institution, tuition, textbooks, hearing aids, and other individually prescribed devices.

4. Guidelines for Policy Implementation - Program Accessibility

a. General

Qualified persons may not be denied the benefits of or be excluded from participation in any university program or activity because university facilities are inaccessible to, or unusable by, persons with disabilities.

b. Existing Facilities

Each program or activity should be operated so that, when reviewed in its entirety, it is readily accessible to qualified persons with disabilities, through means such as

- Redesign of equipment/facility after individual case review
- Providing appropriate signage
- Reassignment of classes, staff, or services to accessible buildings
- Delivery of health, advisory and support services at accessible sites.

Providing one or two accessible outside entries to a building makes entrance to the building itself accessible; it is not required that every outside entry be accessible. Structural changes in existing facilities are not required where other methods provide program accessibility.

Priority should be given to methods that offer programs or activities to persons with disabilities in the most integrated setting appropriate. Evacuation procedures should be developed by each college and program/project for persons with disabilities.

If sufficient relocation of classes, programs or activities is not possible using existing facilities, structural alterations to ensure program accessibility should be made. Students may not be excluded from a specifically requested course offering, program or other activity because it is not offered in an accessible location. Every section of a specifically requested course or program, however, need not be made accessible.

Remodeling and new construction projects must be consistent with the federal guidelines as established under the Uniform Federal Accessibility Standards and/or any other appropriate and applicable federal and state code.

c. Off-Campus Programming



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Since UOG has extension classes as well as other outreach programs, it frequently holds classes, programs and activities in private facilities. Contractual or lease agreements should reflect efforts to ensure accessibility. It is the responsibility of the prospective enrollee to make known the need for any special accommodations or auxiliary needs. All registration forms should provide a place for the applicant to identify special needs (e.g., physical accessibility, interpreter, large print) so that notification takes place before the enrollment deadline and facilitates the needed accommodations.

5. Guidelines for Policy Implementation — Educational Programs and Activities

a. Recruitment, Admissions and Registration

Qualified persons may not on the basis of disability be denied admission to, enrollment in, or participation in university programs and activities, or be discriminated against in admission or recruitment.

b. Admissions or Enrollment

- (1) The number or proportion of persons with disabilities who will be admitted or enrolled may not be limited solely on the basis of disability.
- (2) Before admissions/placement tests are selected and administered, assure that:
 - (a) tests are selected and administered so as best to ensure that the test results reflect the applicant's aptitude or achievement level, or whatever other factor the test purports to measure, rather than reflecting the applicant's disability (except where those skills are the factors that the test purports to measure).
 - (b) those tests designed for persons with a disability are available as regularly and as timely a manner as are other admission tests. It is the responsibility of the individual taking the test to make special needs known before the specific test registration deadline.
 - (c) tests are administered in facilities that, on the whole, are accessibly to persons with disabilities.
- (3) Inquiries as to whether applicants for admission /registration are disabled may not be made except for purposes of providing appropriate accommodation. It is the responsibility of the enrollee to make special needs known at least six (6) weeks in advance of a course, workshop, program or activity for which accommodation is sought. Confidential post-admission inquiries regarding disabilities that may require accommodations are permissible.

6. Treatment of Students and Participants in University Programs and Activities



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In implementing the policy to ensure access to extra-curricular or educational programs or activities offered by the University, all programs and activities will be conducted in the most integrated setting appropriate. Programs not wholly operated by the university that require student participation in education activities or internships (for example, in connection with student teaching assignment) should assure that these activities, as whole, provide an equal opportunity for the participation of qualified persons with disabilities.

Non-discriminatory insurance plans and health should be provided to qualified students with disabilities. A Student Health Center must provide the same types and levels of service for all students, non-disabled and disabled. In addition, the Student Health Center should be prepared to provide students with disabilities with information about where specialized health services may be obtained if the services are not provided at the Center.

7. Academic Requirements

Academic requirements should be modified as necessary to ensure that they do not discriminate against qualified applicants or students with disabilities. These modifications should not affect the substance of the educational programs or compromise educational standard, nor should they intrude upon legitimate academic freedom. Modifications may include changes in the length of time permitted for the completion of degree requirements (including credit load), substitution of specific courses required for the completion of degrees, adaptation of the manner in which specific courses are conducted. For example, a campus may permit an otherwise qualified student who is deaf to request a program change that would substitute an appropriate history, international education, literature in translation, or cultural studies class for a foreign language requirement.

Academic requirements that are essential to programs of instruction (e.g., a Chamorro language major or minor) or to any directly related to licensing requirement (e.g., licensing for nursing) are not regarded as discriminatory.

8. Program Examinations and Evaluations

Examinations or other procedures for evaluating students' academic achievement should be adapted to permit evaluating the achievements of students who have a disability. The results of the evaluation must represent the students' achievements in the program or activity, rather than reflecting the students' disability. It is the student's responsibility to request test accommodation at enrollment time or at the beginning of the program/course according to the procedures outlined by the institution. Testing accommodations may include but need not be limited to:

- Enlarged materials
- Oral test
- Taped test
- Extended time
- Reader
- Environment free of distractions
- Preferential seating (front, etc.)
- Alternate format (black/white copy)



- Writer
- Computer-assisted
- Braille material

9. Academic Support Services

No qualified student or participant in a university program or activity should be denied the benefits or, or be excluded from participation in, or be otherwise discriminated against because of the absence of educational support services. Some student services are available through the offices of the Vice President, Academic Affairs; the Vice President, Student Affairs; or centers or persons designated to provide them for all students. These may include such services as academic and career advising, counseling, and remedial or tutorial programs. All students can avail themselves of these services when need. In addition, accommodations and educational auxiliary aids should be available for qualified students with disabilities; They include, but need not be limited to:

- Special parking
- Registration assistance
- Referral to appropriate on- or off-campus resources, services, or agencies
- Reader services
- Note taking services
- Interpreter services for the deaf, including assistance in arranging DVR-funded interpreter
- Arrangements for specialized auxiliary aids, including tapes and braille materials
- Assistance in finding needed attendants
- Supplemental orientation
- Mobility assistance referrals

As long as no qualified person with a disability is excluded from a program because of the lack of an appropriate service, such support need not be on hand at all times. It is the responsibility of the individual to request the necessary accommodation or auxiliary aid at least 6 weeks before classes, programs or activities begin. If a different time period is needed to arrange accommodations, this will be stated in admission/registration materials.

Prohibitions against the use of tape recorders or brailers in classrooms, or dog guides in campus buildings, or other rules that have the effect of limiting the participation of qualified students in education programs and activities may not be imposed.

Students or participants in university programs and activities may be required to sign an agreement that they will not release tape recordings or transcriptions of lectures or otherwise hinder the ability of a professor to obtain copyright.

10. Physical Education, Athletics, and Similar Activities

Institution may not discriminate on the basis of disability in physical education, athletics and similar programs and activities. Qualified disabled students or participants in university programs and activities should be provided with an equal opportunity to participate in physical education courses,



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intercollegiate and intramural athletics or other similar activities. For example, a student in a wheelchair could not be denied the opportunity to enroll in a regular archery course, nor a deaf student be excluded from participating in a bowling course or game.

Students who cannot participate in regularly offered physical education courses or who cannot compete in athletic programs due to disability may be offered physical education and athletic courses that are separate or different, provided that the programs and activities are operated in the most integrated setting appropriate. If accommodation is not possible in a required course, a procedure for obtaining a substitution should be available.

11. Housing

If the University provides on-campus housing/food services for non-disabled students, comparable, convenient and accessible on-campus housing/food service should be provided at the same cost to students with disabilities.

If a listing of off-campus housing is provided to any University office, it should identify units that are accessible.

12. Financial Aid

The University may not provide less financial assistance to students with disabilities than is provided to non-disabled students, limit their eligibility for assistance, or otherwise discriminate against them. Financial aid awards should recognize the special needs of students with disabilities, including the possible need for reducing credit loads or extending the time allowed to complete graduation requirements. The University may not assist any entity or person that provides financial aid to any students in a manner that discriminates against qualified students on the basis of disability.

The University may administer financial aids which are established under wills, or other legal instruments that require awards to be made on the basis of factors that discriminate only if the overall effect of the financial assistance is not discriminatory on the basis of disability.

13. Student Employment

Employment through University programs should not discriminate against qualified students solely on the basis of disability.

14. Advising, Counseling and Placement Services

Personal, academic, or career counseling, guidance and placement services should be provided in an accessible setting without discrimination on the basis of disability.

Institution should ensure that qualified students with disabilities are not counseled/advised toward more restrictive career objectives than are non-disabled students with similar interests and abilities. This does not preclude factual information about licensing and certification requirements that may present obstacles to disabled persons in their pursuit of particular careers.



15. Social Organizations

Before providing official recognition or significant assistance to student organizations, assurances should be received that the organization does not permit actions prohibited by these guidelines.

16. Guidelines for Policy Implementation — Funding for Auxiliary Aids

In addition to providing accommodations needed to ensure equal access to educational opportunities by disabled students, the University is responsible, under 34 C.F.R. 104.44, for ensuring, that no disabled student is denied benefits or excluded from participation in a program because of the absence of auxiliary aids. “Auxiliary aids” include such items as taped texts, interpreters or other effective methods of making orally delivered materials available to students with hearing impairments, readers in libraries for students with visual impairments, classroom equipment adapted for use by students with manual impairments, and other similar services and actions.

While funding for accommodations to ensure equal access (to educational opportunities) is provided by the institution through the usual budget process, the funding for auxiliary aids is primarily the responsibility of the territory’s vocational rehabilitation agency. This often occurs when a student goes on to graduate school, or seeks a second baccalaureate degree. In such cases, the primary responsibility for ensuring that the student is provided with auxiliary aids shifts to the institution.

Current data are most likely inadequate for making accurate projections of the institutional costs of providing auxiliary aids in those instances where vocation rehabilitation support is unavailable. As a result, the University may occasionally encounter situations in which there is a responsibility to provide auxiliary aids, but the budget is insufficient for this purpose. To resolve this problem, the University will maintain records of the numbers of persons requiring auxiliary aids, given and associated costs. Accumulation of these data will enable the University to budget appropriately for anticipated needs.

17. Definition of “learning disabled”

“Specific learning disability” means a disorder in one of more of the basic psychological processes involved in understanding or in using language, spoken or written, which may manifest itself as an imperfect ability to listen, think, speak, read, write, spell, or to do mathematical calculations. The term includes such conditions as perceptual disabilities, brain injury, minimal brain dysfunction, dyslexia, and developmental aphasia. The term does not include children having learning problems which are primarily the result of visual, hearing or motor handicaps, or mental retardation, or emotional disturbance or of environmental, cultural or economic disadvantage. [34 C.F.R. S 300 S (b) (9)]

18. Source of information

- a. Section 504, of the Vocational Rehabilitation Act of 1973, as amended.
- b. The Americans with Disabilities Act of 1990

L. FACULTY AND STAFF DEVELOPMENT FUND



Approved by the Board of Regents February 17, 2000

On September 16, 1993, the Board of Regents approved Resolution 93-17 which established the Faculty and Staff Development Fund. This fund provides \$30,000 to be expended for the Faculty Development Program and \$13,000 to be expended for the Staff Development Fund.

M. APPROVAL OF POLICY, PROCEDURE, AND ORGANIZATIONAL STRUCTURE

The President shall review, and make recommendations regarding, all proposed policies, procedures, and changes to the organization structure at the University of Guam. The President's recommendation regarding these policies, procedures and organizational changes of the University shall be forwarded to the Board of Regents for their approval.



Approved by the Board of Regents February 17, 2000

ARTICLE VII

OPERATIONAL POLICIES

A. **ROLES AND RESPONSIBILITIES OF THE BOARD OF REGENTS, THE CHIEF EXECUTIVE OFFICER AND THE UNIVERSITY ADMINISTRATORS**

1. Board of Regents

The governance, control and operation of the University of Guam is vested in the Board of Regents pursuant to the University of Guam Charter, PL 19-40 as amended.

The Board shall establish policies, rules and regulations for the governance of the University of Guam.

It shall be the responsibility of the President and all other administrators to implement and enforce policies promulgated by the Board. University administrators are accountable for the proper performance of duties required of their position in accordance with established institutional policies and statutory requirements.

The flow of authority and responsibilities follows the University organizational plan. Primary authority and responsibility for the internal operation rests with the President. Ultimate authority rests with the Board of Regents.

Roles and Responsibilities of University Administrators

All administrators should protect the integrity of the university and enhance the image of the institution.

2. The President

The President is the chief executive officer and spokesman of the University and serves at the Board's pleasure. The primary functions are to seek sources of local, regional and national funding for the support of the institution and to promote the teaching, research and service mission of the University. The President's major responsibilities are:

- a. To ensure that the University abides by the statutes of Guam and the Board of Regents' policies, rules, regulations, and procedures issued for the operation of the University.
- b. To inform the Regents of the activities, problems, and needs of the University.
- c. To present and defend the annual University budget to the Board.
- d. To ensure that the University meets the standards requisite for accreditation.
- e. To approve the hiring of all classified and unclassified personnel for the University.
- f. To delegate responsibilities and commensurate authority to appropriate personnel and evaluate their performance.



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3. Vice President, Academic Affairs

The Vice President, Academic Affairs, under the administrative direction and guidance of the President, will pursue effectively the academic missions of the University of Guam, and is able to interact with leaders and members in the community-at large.

Major duties and responsibilities shall include, but not limited to the following:

- To supervise programs in the areas of curriculum, instruction, research, library services, continuing education, and the computer center;
- To coordinate and develop the academic budget;
- To review and implement academic policies and regulations;
- To delegate responsibilities and authority appropriate;
- To direct and encourage curriculum development, faculty development and academic innovation; and
- To perform other related duties as assigned.

4. Vice President, Student Affairs

The Vice President, Student Affairs, serves as the chief student affairs officer whose primary function is to provide leadership and direction in all matters relating to student services, student development and student activities. The Vice President, Student Affairs, shall oversee the operations of Admissions and Records, Americans with Disabilities Act Services, Student Counseling, Student Health Services, Financial Aid Office, Student Housing, Student Life Office, Career Placement Office, TRIO Program, and the International Student Center. The Vice President reports directly to the President.

Major duties and responsibilities shall include, but not limited to the following:

- To promote and develop the intellectual, academic, social, physical, economic, psychological and emotional well-being of students;
- To direct and coordinate student programs;
- To develop and implement student personnel policy and programs;
- To evaluate and address issues concerning student personnel policy and programs;
- To act as a representative in eliciting feedback and cooperation from student organizations;
- To prepare budget and direct appropriation of student services and respective units;
- To prepare reports and statistics relating to student enrollment, financial assistance, health services, etc.;
- To supervise and oversee the operations relating to Student Admission, Student Records, ADA Services, Student Counseling, Student Health Services, Financial Aid, Student Housing, Student Life, Career Placement, TRIO Programs, and the International Student Center Program;
- To serve on the President's Advisory Council and other appropriate committees; and
- To carry out other related duties as assigned.

5. Vice President, Administration and Finance

The Vice President, Administration and Finance, serves as the chief administrative officer whose primary function is to provide leadership and direction in all matters relating to physical plant and maintenance, related



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support services, safety and security services, and business affairs of the University. The Vice President, Administration and Finance, shall oversee the comptroller's office, payroll office, facilities and utilities department, safety and security office, and auxiliary services. The Vice President reports directly to the President.

Major duties and responsibilities shall include, but not limited to the following:

- To manage/direct all facets of human resources needs and requirements of all units under administration and finance, including staffing, training and development, performance evaluations, etc.;
- To ensure a high standard of fiscal administration control;
- To ensure an annual audit;
- To ensure the proper and timely payment of university payroll;
- To provide leadership to Facilities and Utilities including all areas of physical plant management and maintenance;
- To ensure that all safety regulations are adhered to by working closely with the campus safety officers and OSHA;
- To manage the security unit of the University;
- To supervise all auxiliary units including the Bookstore, Child Care Center, Food Services, and Post Office;
- To advise the President on all matters related to administration and finance;
- To serve on the President's Advisory Council and other appropriate committees;
- To assist the Board of Regents and the President as needed in defending the University Budget;
- To exercise good judgment and professional discretion when handling sensitive and confidential information; and
- To perform other related duties as assigned.

6. University Legal Counsel

The University Legal Counsel serves as the chief legal officer of the University whose primary function is to advise the President and other officers on a wide range of legal matters. The University Legal Counsel will be responsible for reviewing and drafting legal documents, and monitoring relevant federal and local statutes, administrative regulations and court decisions. The University Legal Counsel reports directly to the President, University of Guam.

Major duties and responsibilities shall include, but not limited to the following:

- To advise the President and other officers on a wide range of legal matters;
- To represent the University before courts and administrative tribunals;
- To assist in the conduct of internal University administrative processes;
- To supervise outside counsel;
- To review and draft contracts and university policies;
- To advise on legal obligations and compliance with the myriad federal and local laws affecting higher education;
- To represent the University when dealing with vendors, citizens' groups and other entities having legal business with the University; and
- To perform other related duties as assigned.



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7. Director of Development/Alumni Affairs

The Director of Development/Alumni Affairs serves as the chief fundraising director of the University, and reports directly to the President. The Director has the responsibility for planning, developing and administering programs that will stimulate and cultivate financial support and advancement for the University.

Major duties and responsibilities shall include, but not limited to the following:

- To develop and implement strategies for fundraising and definition of program components;
- To plan, coordinate and implement public relations programs;
- To coordinate the activities of units and agencies involved in the capital improvement projects, both physical and financial;
- To project future institutional, as well as physical needs of the University;
- To supervise activities related to placement and alumni relations;
- To represent the University in soliciting funds and/or other forms of material benefits from all available sources;
- To act as a liaison with departments, agencies, and associations relating to development/alumni activities;
- To keep President apprised of all important developments and alumni activities;
- To prepare reports and statistics relating to development/alumni activities;
- To serve on the President's Advisory Council and other appropriate committees; and
- To carry out other related duties as assigned.

8. Comptroller

Under the general administrative direction of the Vice President, Administration and Finance, the Comptroller is the university's financial officer responsible for overseeing the daily operation and management of the accounting, procurement, and collections section. The Comptroller works with wide latitude in the exercise of independent judgment and action in providing relevant financial data necessary for budgetary and final decisions.

Major duties and responsibilities shall include, but not limited to the following:

- To plan, organize, develop, coordinate, implement, and direct the daily operation of the university's accounting, procurement, and collections section;
- To establish and maintain liaison with management to ascertain their needs for accounting data, to insure that those needs are being met for as far as is feasible, to encourage their greater use of accounting data in the management process, to ascertain changes made or to be made in the management process, to ascertain changes made or to be made in the operating programs which will affect accounting, procurement and collections, to determine possible explanation for trends noted in accounting data, to develop and supply financial data for these and other purposes;
- To supply such data as cash flow, cash forecasts, revenue projection and expenditure estimates, and other similar accounting data;
- To serves as financial advisor to the President;
- To participate in decision-making sessions with management, and makes suggestions and recommendations which effectively contribute to the decision and/or policy-making process;



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- To supervise the preparation of monthly financial statements showing assets and liabilities and fund balances of various funds within the University of Guam;
- To establish standards, procedures, and techniques for the university's accounting system and preparation of financial statements and other reports as necessary;
- To conduct continuing review of all accounting operations to effect improvements in accordance with current accounting practices; and
- To perform other related duties as assigned.

9. Director of Planning, Evaluation, and Research

The Director of Planning, Evaluation and Research, is a senior administrative officer reporting directly to the President. The Director is responsible for the institution's strategic planning activities and the coordination of planning processes with budget development, information and decision support services, and assessment activities. Central to this role is linking institutional resources with the academic mission of the institution.

Major duties and responsibilities shall include, but not limited to the following:

- To coordinate and implement an institutional strategic planning process that includes relevant links to planning activities in all areas of the university (academic, student affairs, university relations, and finance and administration);
- To oversee the development of institutional budget requests and allocation plans based on institutional goals and objectives in accord with Board of Regents guidelines and policies;
- To promote and enable the achievement of university goals and objectives through clear, aligned, and effective strategies;
- To develop innovative and relevant budget requests and allocation plans;
- To transform and integrate decision support services and assessment processes;
- To clarify, collect, analyze and report on critical success factors or key performance measures for the university;
- To recommend resource reallocations consistent with strategic plans and program review outcomes;
- To provide internal consulting and facilitation services to other academic and administrative support officers;
- To coordinate various special projects (e.g., accreditation, self-study);
- To coordinate the MIS programs for the institutions;
- To serve on the President's Advisory Council and other appropriate committees; and
- To perform other related duties as assigned.

10. Director of Human Resources

The Director of Human Resources is responsible for providing support for the administration of personnel related matters to faculty, staff, administrators, and students. This support will be provided through a variety of programs, activities, policies and functions including but not limited to employment processes, classification and pay, employee-management relations, employee records maintenance, employee benefits, training and development, performance appraisals, employee assistance program, and drug-alcohol prevention program. The Director of Human Resources reports directly to the President.

Major duties and responsibilities shall include, but not limited to the following:



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- To administer the personnel systems and programs including recruitment, examination and placement, test development, position classification and wage, training, employee grievance procedures, performance appraisals, employee-management relations, personnel records and related personnel services;
- To evaluate operational and develops and modifies plans, and procedures;
- To confer with top management and employees regarding general and specific personnel needs and problems;
- To develop and direct the implementation of approved personnel programs and procedures;
- To recommend action to resolve problems;
- To participate in management decisions;
- To prepare budget;
- To promote understanding of the objectives and methods of the merit systems among agency officials, employees and the general public;
- To serve on the President's Advisory Council and other appropriate committees; and
- To perform other related duties as assigned.

11. Athletics and Field House Director

The Athletics and Field House Director is responsible for the administration and supervision of the UOG Athletics Programs as well as the maintenance and operations of the Field House facility. The Athletics and Field house Director reports to the President.

Major duties and responsibilities shall include, but not limited to the following:

- To schedule and coordinate all athletic sports programs for the University of Guam;
- To generate revenue to support the operation of the Athletic Department;
- To assist the Interscholastic Athletic Council in the selection of Athletic Coaches;
- To order and maintain athletic equipment;
- To represent and promote the University Athletic program on campus and in the community;
- To schedule and coordinate all activities within the Field House;
- To generate revenue to support the operations and maintenance of the facility;
- To represent and promote the Field House on campus and in the community;
- To serve on the President's Advisory Council and other appropriate committees; and
- To perform other related duties as assigned.

12. Public Affairs Officer

The Public Affairs Officer is the chief information officer and public relations coordinator of the University, and reports to the President

Major duties and responsibilities shall include, but not limited to the following:

- To formulate, implement and evaluate information/public relation policy, programs and procedures;
- To provide information and to interpret for the public the teaching, research and service missions of the University;
- To facilitate and coordinate the publication of promotional and informational materials prepared by specific units of the University;



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- To facilitate internal communication by preparing and distributing newsletters, news, press releases and memoranda;
- To promote and enhance the image of the University; and
- To perform other related duties as assigned.

13. Manager of Facilities and Utilities

The Manager of Facilities and Utilities is the administrative manager whose primary responsibility is to provide leadership and direction in all matters relating to physical and related support services of the University. The Manager also coordinates, oversees, and supervises all maintenance of facilities activities. Supervision is exercised over subordinate maintenance staff. He or she reports to the Vice President, Administration and Finance.

Major duties and responsibilities shall include, but not limited to the following:

- To supervise and oversee operations in the areas of plant management and maintenance;
- To coordinate and develop Facilities and Utilities budget of the University;
- To review and act on administrative policies and regulations recommended by immediate subordinates;
- To supervise the maintenance and repair of buildings, grounds and equipment;
- To plan, coordinate and supervise projects involving facilities;
- To coordinate all capital improvement projects involving facilities;
- To recommend modifications to the physical plant, the installation of utilities and related requirements according to building codes and regulations;
- To develop and implement action plans for systems maintenance of University facilities;
- To plan, assign, supervise and coordinate the maintenance crew engaged in the repair and maintenance of buildings, grounds and equipment;
- To plan, and develop long-term maintenance programs;
- To prepare estimates on time, material and labor costs;
- To determine adequacy of existing sites and facilities and makes recommendations for needed improvements;
- To direct and supervise engineering projects as required; and
- To perform other related duties as assigned.

14. Registrar

Under the general administrative direction of the Vice President, Student Affairs, the Registrar is responsible for the overall administration of student admission and registration of the University. Work is reviewed through inspection, conferences, and submission of reports. The Registrar supervises and oversees training of subordinate employees, and other employees assigned admission and registration functions.

Major duties and responsibilities shall include, but not limited to the following:

- To supervise and coordinate training for admissions and records staff;
- To supervise the establishment, maintenance, and upkeep of permanent and official student records for university graduates and undergraduates;
- To admit and register students according to the approved policies and procedures;



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- To plan, prepare, and recommend budget for University admission and records functions;
- To provide timely reports on enrollment, records, and admissions for relevant parties as defined by the Vice President, Student Affairs;
- To supervise or participate in supervision of class schedules for completeness, transcript processing, student record evaluation, degree audits, changes in student programs, catalog revision, evaluation of student transcripts, student advisement, and perform related policy making, advisory, or supervisory work as needed;
- To arrange conferences with management on matters pertaining to records and admissions;
- Certify the completion of studies for all candidates for degrees; and
- To perform other related duties as assigned.

15. Director, Center for Continuing Education and Outreach Programs

The Director, Center for Continuing Education and Outreach Programs, under the general direction of the Vice President, Academic Affairs, works with wide latitude in administering the various outreach and extension programs of the University. The Director is responsible for overseeing the operations of the English Language Institute, Developmental Programs, ISLA Center for the Arts, Outreach Programs, and the Planetarium Unit.

Major duties and responsibilities shall include, but not limited to the following:

- To prepare, justify, and monitor the program budget including personnel salaries, services and program costs to ensure the continuing operation of the Center and its Units;
- To prepare reports and statistical data;
- To monitor and assure program compliance with all relevant external and internal rules, policies and procedures;
- To recruit, schedule and assign faculty to all academic and non-academic program continuing education and outreach programs and undertakes evaluative analysis of the outcome;
- To provide credit granting courses to supplement the regular academic schedule;
- To provide enrichment, non-credit educational offerings for life-long learning;
- To manage conferences, institute programs, and testing services that meet the needs of the community;
- To manage a satellite and high frequency (HF) facility used to broadcast distance education courses throughout the Micronesian region;
- To exercise independent judgment and action in administering current programs while discovering and meeting the needs for new programs;
- To provide and/or coordinate training;
- To manage the University's delivery system for programs outside the normal time frame and format its colleges (e.g., courses offered off-island and during semester breaks, workshops, seminars, conferences);
- To serve as a channel for creativity, providing a means by which the University may reach out to the public to fulfill a wide variety of educational needs; and
- To perform other related duties as assigned.

16. Director of International Studies

One of the main reasons for establishing this position is to attract a larger number of students from other countries (especially East Asian countries) who can afford to pay the higher off-island tuition rates. It is



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expected that under the leadership of the Director, it will be possible to generate surplus funds above and beyond the actual costs for delivering programs and services through the International Student Center. The Director will be responsible for managing the recruitment process and facilitating placement of international students in university programs as both degree and non-degree candidates. The Director will also actively promote and assist in coordinating extracurricular activities designed to provide both domestic and international students with educational enrichment activities that enhance their individual learning and lead to greater global understanding. Additional responsibilities will involve identifying and securing external financial support needed to provide faculty, staff and administrators with international oriented professional development opportunities. The Director will report directly to the Vice President, Student Affairs.

Major duties and responsibilities shall include, but not limited to the following:

- To manage the recruitment, placement and retention of international students;
- To implement an effective marketing strategy for recruiting and retaining students from Japan, Korea, Taiwan and other East Asian countries;
- To assist designated administrative personnel and departmental faculty in carrying out the following tasks as needed: a) assessment of academic credentials for students wishing to be admitted to the University in general and/or particular programs within the University, b) issuance of University documentation needed to secure a student entry visa into the United States, c) preparation of required reports for submission to the U.S. Immigration and Naturalization Service, and d) initial orientation and settling in assistance to students (i.e. airport pick-up, housing arrangements, bank accounts, transportation, insurance, host families, etc.);
- To monitor international student progress during their stay at the University (i.e. conduct surveys and focus group sessions as well as conducting individual interviews with both the students themselves as well as their faculty advisors);
- To develop an efficient set of administrative procedures for communicating with parents regarding the well-being of their sons and daughters while attending the University;
- To chair the University-wide International Affairs Task Force and serve as the main "Point-of-Contact" for matters relating to international affairs within the University;
- To provide staff support in implementing taskforce recommendations regarding ways to more appropriately internationalize curriculum offerings at the University;
- To represent the University at appropriate international meetings related to International student affairs;
- To work in close collaboration with other faculty and student committees, assist in conducting extracurricular activities (i.e. special lectures, exhibits, study abroad trips, etc.) which are designed further establish an international dimension to the educational experience that students have while pursuing formal academic programs at the University;
- To provide assistance to faculty and staff in pursuing their professional development goals;
- To prepare and circulate a newsletter on a regular basis, which highlights international conferences, faculty exchange and research opportunities as well as consulting possibilities within the East Asian region;
- To consult with and assist interested faculty members in preparing grant applications seeking support for international activities;
- To serve in a liaison capacity, assisting faculty members and departmental units wishing to establish collaborative relationships with counterparts in East Asia and other regions;
- To encourage and provide advice to faculty wanting to publish in international journals and other referred publications;



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- To implement a strategy for promoting UOG as a viable institution for faculty members from institutions of higher education from throughout the Asian region to come for sabbatical leave; and
- To perform other related duties as assigned.

17. Financial Aid Director

Under the general administrative direction of the Vice President, Student Affairs, the Financial Aid Director supervises an office staff consisting of a Technical Assistant Program Coordinator; Administrative Assistant, Administrative Aide, Secretary, and many College Work Study (CWS) employees. This position involves planning, directing and evaluating a comprehensive financial aid delivery system. The individual will be responsible for all federal, state, private, veterans' and institutional student financial aid programs. The position provides a wide variety of financial aid services to the students at the University. The individual must be able to work with a diverse group of students with diversified cultural and educational backgrounds.

Major duties and responsibilities shall include, but not limited to the following:

- To be responsible for administering the following federal student aid programs: Pell Grant, Supplemental Opportunity Grant, Federal Work Study, and Stafford Student Loan;
- To be responsible for coordinating the government of Guam Student Financial Assistance Programs privately sponsored local scholarship programs;
- To coordinate with other university offices, the local community, and the Western Pacific region is of great importance to the smooth functioning of the Financial Aid Office and requires effective management skills and techniques;
- To establish policies and procedures for the equitable and timely distribution of funds to students, in conjunction with the administration and staff;
- To keep abreast of the rapidly changing federal regulations which affect these programs and revise the policies and procedures so that they will conform with the changes in regulations;
- To meet with representatives of these areas to maintain open lines of communication and provide information in an efficient and timely manner;
- To have primary responsibility for the general completion and submission of Fiscal Operations Report and Application for Funding. To complete this report requires that all fund balances and expenditures of funds be reconciled between the Financial Aid and Comptroller's Offices. Inaccurate or erroneous completion of this document can result in the loss of this document can result in the loss of substantial amounts of money that would have gone to University students;
- To also counsel students of budgeting of funds, availability of financial aid, how to apply for financial aid, and other related subjects;
- To meet with civic organizations, parents' groups, and the media to discuss the availability of financial aid; and
- To perform other related duties as assigned.

18. Auxiliary Services Director

The Auxiliary Services Director, under the general direction of the Vice President, Administration and Finance, works by overseeing and coordinating the operations of the Bookstore, Post Office, Food Services and Child Care Center and related functions.

Major duties and responsibilities shall include, but not limited to the following:



- To negotiate all concession contracts to maximize auxiliary revenue and services;
- To coordinate formulation of each unit's policies and procedures;
- To supervise, and coordinate necessary training;
- To prepare budgetary reports and maintain cost records and data;
- To prepare correspondence and other reports;
- To establish and maintain standard business practices including procurement, sales, credit and inventory;
- To generate revenue to support each unit's operations on a self-sustaining basis; and
- To perform other related duties as assigned.

19. Student Housing Manager/Residence Halls Director

The Student Housing Manager/Residence Hall Director, under the general administrative direction of the Vice President, Student Affairs, is responsible for overseeing and coordinating the daily operation and management of the university's housing program for residents students.

Major duties and responsibilities shall include, but are not limited to the following:

- To plan, organize and direct the overall operations of Student Housing Office;
- To propose for consideration and adoption of University policies and procedures relative to residence hall living in accordance with University rules and regulations and the laws of the Territory of Guam;
- To direct the maintenance of room reservations;
- To investigate grievances or complaints of residents and addresses the same accordingly;
- To coordinate with the University's Student Health Services and Counseling and Career Planning Office programs dealing with family planning, alcohol and drug abuse and other related matters;
- To refer students in need of counseling to the Counseling and Career Planning Office, as appropriate;
- To prepare budgetary reports and maintain proper bookkeeping and accounting of the revenues and expenditures of the Student Housing Office;
- To coordinate with the maintenance department in maintaining cleanliness of the housing facilities;
- To maintain and implement a program of recreational activities for the residents;
- To recruit and train resident assistants on a regular basis in order to augment the necessary personnel needed to provide better living conditions for the residents;
- To prepare correspondence and other reports;
- To work with the university's security office to provide the necessary security of residents and University properties, real and personal;
- To assist in the planning and implementation of a program of recreational activities which contribute to resident status' intellectual, personal and social development;
- To insure that on-campus housing accommodations are safe and meet health standards; and
- To perform other related duties as assigned.

20. Executive Assistant to the President

The Executive Assistant to the President is a member of the President's Advisory Council and works closely with the President in the coordination of institutional research, strategic planning and other initiatives of college-wide importance. The Executive Assistant is also the protocol officer of the University and reports



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directly to the President. Some major responsibilities include: to serve as the President's aide; to coordinate the proper flow of information to the University community concerning Presidential actions and decisions; to attend to routine needs of the Board of Regents and other specific tasks assigned to the President by the Board; and to coordinate the planning and development of the budget for the needs of the Office of the President.

The position of Executive Assistant to the President also requires significant involvement with the Board of Regents including staffing committees and coordinating Board meetings. The Executive Assistant must have an understanding of the issues that confront higher education, exhibit a high degree of creativity in developing planning strategies, in problem identification and in problem solving. The Executive Assistant must possess strong organizational skills, excellent writing skills and strong interpersonal skills and have demonstrated ability to deal with highly sensitive and confidential issues. Major duties and responsibilities shall include:

- Act as a primary advisor to the President of the University of Guam as a member of the President's Advisory Council. Provide recommendations for decision making at all levels using a collective approach and consideration of the best interest of the University.
- To establish the UOG Press Office as the main source of duplicating service and to begin aligning resources to develop it into a publication office.
- Work with various members of the university community to coordinate and identify academic, research and support needs.
- Supervise the operations of the Executive Office support staff to ensure that optimal service and productivity is being realized.
- Supervise the preparation, maintenance and ensure the accountability of the Executive Office budget.
- Prepare all speeches and develop correspondence for the President.
- Represent the President at various on-campus, off-campus and off-island meetings, conferences, functions and events.
- Participate in various committees both on-campus and off-campus in the capacity as Executive Assistant and/or as a representative of the President.
- Perform as the University's ombudsperson.
- Ensure that proper protocol is exercised in all university functions and events.

21. Deans

Deans are the administrative officers of their respective colleges or programs. Their primary function is to provide leadership, direction and to serve as the official representatives of their units as appropriate in the area of responsibility. They report to the Vice President, Academic Affairs, for the general administration, supervision, and operation of their units.

Major duties and responsibilities shall include, but not limited to the following:

- To plan and evaluate their unit's programs and activities;
- To coordinate the development of the budget and to prepare the unit's annual budget requests;
- To monitor budget expenditures to ensure that the integrity of funds is maintained;
- To review all personnel actions and to make recommendations concerning employment of faculty and staff positions based on personnel evaluation;



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- To develop policies, procedures, and organizational structures in consultation with the Vice President, Academic Affairs, the appropriate Academic Affairs Committee, and with the concurrence of the President;
- To make workload assignments and transfer or reassignment of positions;
- To determine all aspects of the Fall, Intercession, Spring, Summer or special course schedules of their respective colleges.
- To recommend the expansion, or reduction of positions with consultation of the Vice President, Academic Affairs, and approval of the President;
- To prepare annual reports as required or requested; and
- To perform other related duties as assigned.

22. Associate and Assistant Deans

Associate and Assistant Deans carry out assignments given them by their Deans and serve as Acting Dean in the absence of the Dean.

23. Indemnification

Any employee or former employee who at any time is threatened to be or is made a party to any threatened, pending or completed action, suit, or proceeding, whether civil, criminal, administrative or investigative (other than an action by or in the right of the Board of Regents) by reason of the fact that he or she is or was a member of the Board of Regents or an officer, employee or agent of the Board of Regents and/or the University of Guam shall be indemnified against expenses, including attorneys' fees, judgments, fines and amounts paid in settlement. No indemnification shall be provided, however, unless the act or omission giving rise to the action, suit, or proceeding, was within the scope of the employee's employment, unless the employee or former employee has been determined by the Board of Regents to have acted in good faith and without fraud or malice, and unless the employee promptly advises the Board in writing upon being served with any summons, complaint, process, notice, demand or pleading. Moreover, no indemnification shall be made in connection with any criminal proceeding in which the employee or former employee shall have been adjudged guilty or entered a plea of nolo contendere unless and only to the extent that the court in which such proceeding was brought shall determine upon application that, despite the adjudication of guilt, in view of all the circumstances of the case, such person is entitled to indemnity for such expenses or fines as the court may deem proper. Any such finding by the court shall be advisory only and shall not be binding on the Board of Regents.

No indemnification shall be provided for attorneys' fees or other expenses not specifically approved in writing in advance by the Board of Regents. The Board reserves the right to provide legal counsel for the benefit of any employee, staff or agent of the Board of Regents or former employee and to negotiate, settle or otherwise manage the defense of any action, suit, or proceeding on the employee or former employee's behalf. If any employee or former employee fails to completely cooperate with the Board of Regents or its representatives the employee or former employee shall forfeit any right to indemnification.

B. OFFICIAL LANGUAGES

The English and Chamorro languages are, by law, the official languages of the Island of Guam. However, in order to ensure full and effective communications, both on-campus and off-campus, it is the policy of the Board of Regents that all official correspondence, minutes of committee meetings, reports and similar documents shall be in English with Chamorro translations available upon request.



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This policy does not apply to instructional materials or to the use of non-English languages by a recognized organization whose members prefer to communicate among themselves in their native language. The use of non-English languages for unofficial purposes is therefore encouraged.

C. PROCUREMENT

The University of Guam follows the Government of Guam's Procurement Guidelines and has been delegated authority to establish procurement policies specific to the University.

1. General Procurement Policies

The following are policy statements governing the procurement management within the University of Guam:

- a. Simplify, clarify, and modernize the regulations governing procurement actions;
- b. Allow for the continual development of sound procurement policies and practices;
- c. Provide for the increased public confidence in the procedures followed in the University procurement;
- d. Ensure fair and equitable treatment of all persons who deal with the University;
- e. Provide for increased economy in procurement activities and maximize to the fullest extent practicable the purchasing value of University funds;
- f. Foster effective broad-based competition within the free enterprise system;
- g. Provide safeguards for the maintenance of a procurement system of quality and integrity; and
- h. Provide for public access to all aspects of procurement consistent with the "sealed bid" procedures and the integrity of the procurement process.

2. Sheltered or Disabled Persons (GCA Section 5001(d))

The University of Guam shall to the extent practicable, purchase supplies and services offered by non-profit corporations employing sheltered or disabled workers or a Government of Guam entity employing sheltered or disabled workers if the supply or service is available within the period required by the University. Purchases shall be made based on the financial prices offered by such firms.

3. Planned Procurement (Public Law 18-44)

All procurement of supplies and services shall, where possible, be made sufficiently in advance of need for delivery or performance to promote maximum competition and good management of resources. Publication of bids and requests for proposals shall not be manipulated so as to place potential bidders at an unnecessary competitive disadvantage. Lower price bids are generally preferable to shorter delivery or performance bids.



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Delivery time will normally be considered as a factor in making an award to a responsive bidder only if its average delivery time bid is at least ten percent (10%) shorter than the average delivery time of a lower priced responsible bidder and if the price offered by the bidder offering the faster delivery or performance does not exceed one hundred five percent (105%) of the lower priced bidder.

4. Procurement and Use of Biodegradable, Reusable, Recyclable, or Recycled Products (Public Law 21-22)

For the procurement of goods or supplies, when practicable, emphasis shall be placed on the purchase of products that are biodegradable, reusable, recyclable, recycled, or any combination thereof.

5. Local Procurement Preference(GSA Section 1-104/GCA SECTION 5008)

All procurement of supplies and services shall normally be made from among businesses licensed to do business on Guam and that maintain an office or other facility on Guam, whenever said business that is willing to be a contractor is:

- a. A licensed bona fide manufacturing business that adds at least twenty-five percent (25%) of the value of an item, not to include administrative overhead, using workers who are U.S. citizens or lawfully admitted permanent residents or nationals of the United States, or persons who are lawfully admitted to the United States to work, based on their former citizenship in the Trust Territory of the Pacific Islands;
- b. A business that regularly carries an inventory for regular immediate sale of at least fifty percent (50%) of the items or supplies to be procured;
- c. A business that has a bona fide retail or wholesale business location that regularly carries an inventory on Guam of a value of at least one half of the value of the bid or one hundred fifty thousand dollars (\$150,000), whichever is less, of supplies and items of a similar nature to those being sought; or
- d. A service business actually in business, doing a substantial portion of its business of Guam, and hiring at least ninety-five percent (95%) U.S. citizens, lawfully admitted permanent residents or nationals of the United States, or persons who are lawfully admitted to the United States to work, based on their citizenship in any of the nations previously comprising the Trust Territory of the Pacific Islands.

Procurement of supplies and services from off-Guam normally will be made if no local agent for such supplies or services may be found on Guam or if the total cost F.O.B. job-site, unloaded, of procurement from off-island is not greater than eighty-five percent (85%) of the total cost of F.O.B. job-site, unloaded, of the same supplies or services when procured from a local source. Justification for off-island procurement must be submitted in writing to the President or his or her designee.

6. Requirement of Good Faith and Non-Discrimination (GSA Section 1-105)

These regulations require all parties involved in the negotiation, performance, or administration of the University's procurement contracts to act in good faith. All parties shall also conform to the University's



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statement of Non-Discrimination and Affirmative Action in the negotiation, performance, or administration of the University's procurement contracts.

7. Selection of Contract Types (GSA Section 3-501.03)

The selection of an appropriate contract type depends on factors such as the nature of supplies, services, or construction to be procured, the uncertainties which may be involved in contract performance, and the extent to which the University or the contractor is to assume the risk of the cost of performance of the contract. Contract types differ in the degree of responsibility assumed by the contractor.

The objective when selecting a contract type is to obtain the best value in needed supplies, services, or construction in the time required and at the lowest cost to the University.

8. Architect-Engineer and Land Surveying Services (GSA 5-501)

It is the policy of the University to:

- a. Give public notice of all requirements for architectural engineering and land surveying services; and
- b. Negotiate contracts for such services on the basis of demonstrated competence and qualification for the type of service required, at fair and reasonable prices.

9. Supply Management (GSA 8-201)

It is the University's supply management policy to:

- a. Prevent waste;
- b. Continue to use utilization of supplies; and
- c. Obtain a fair return of value upon disposal of supplies.

Sound inspection, testing, warehousing, and inventory practice are called for, and effective means of transferring and disposing of property must be employed.

10. Ethics in Public Contracting (GSA 11-201)

Public employment is a public trust. It is the policy of the University to promote and balance the objective of protecting University integrity and the objective of facilitating the recruitment and retention of personnel needed by the University. This policy shall be implemented by prescribing essential standards of ethical conduct without creating unnecessary obstacles to entering University service.

UOG employees shall discharge their duties impartially so as to assure fair competitive access to University procurement by responsible contractors. Moreover, they shall conduct themselves in such a manner so as to foster public confidence in the integrity of the University procurement organization.



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To achieve the purpose of this policy, it is essential that those doing business with the University also observe the ethical standards prescribed.

D. AFFIRMATIVE ACTION PROGRAM OUTLINE

The University follows federal and local guidelines for its Affirmative Action programs. Copies of the University booklet, Affirmative Action Program, are available from the Office of Operations and Support Services and from the Equal Employment Opportunities Officer, who is responsible for implementing the policies and updating the Affirmative Action booklet. The Affirmative Action booklet include statements on Nondiscrimination and Affirmative Action, Sexual Harassment, Aids, and Procedures for Internal/External Dissemination.

E. TOLL CALLS

All official university business conducted through long distance telephone calls shall be done through phone accounts with the approved long distance provider. These accounts are authorized by the Dean or Director and issued by the accounting office. Personal calls shall be made from UOG phones only with personal accounts obtained by employees. Employees may not charge personal phone calls to the UOG account.

F. TRAVEL

It is the declared policy of the University that all travel must be performed either for the direct benefit of the University or to fulfill a real and legitimate obligation of the university. With this purpose in mind, all departments shall exercise prudence in sponsoring off-island travel for seasonal, temporary, probationary, or retiring employees. In such instances, a narrative must accompany the travel request, and authorization must be submitted to the President.

1. General

All persons traveling for the University should provide themselves with enough money to pay all current expenses of traveling. They shall exercise the same care in incurring expenses that a prudent person would if traveling on personal business.

2. Definitions

The term "traveler" means the person who is traveling for the University.

The term "business days" means days during which the University of Guam is open for business.

The term "foreign countries" means those countries other than the U.S. and the Commonwealth of the Northern Mariana Islands (CNMI), Federated States of Micronesia (FSM), Republic of Palau (RP), and the Republic of Marshall Islands (RMI).

The term "baggage" means University property, private property to be used exclusively for official business, and wearing apparel needed by the traveler for the journey.

The term "per diem allowance" means a daily flat rate of payment in lieu of actual lodging and meal expenses.



3. Cost Sharing

The traveler and person authorizing the travel may make a cost sharing agreement as to the travel costs.

The University of Guam may make cost-sharing agreements with other institutions.

If a cost-sharing agreement is made, the traveler must submit documentation of the costs to be paid by the University.

Example: There is only \$700 budgeted for travel in a grant. The traveler may agree to assume all costs above \$700. Upon return he or she would submit documentation of at least \$700.

4. Types of Travel Authorization

The following types of travel are authorized:

- a. Travel on Official University Business. The Chairman of the Board of Regents shall authorize this type of travel for members and staff of the Board, and the President. The President shall authorize any other travel. Any requests not duly authorized via an approved Travel Authorization prior to the commencement of travel will be charged to the individual traveler.
- b. Travel incident to Recruitment of Persons who are Recruited on Off-Island Hire Basis.
- c. Travel incident to Recruitment of Resident Citizens. A person who has received a payment from the Student Financial Assistance Fund within twelve (12) months of his or her first workday at the University is not entitled to recruitment travel funds (airfare, per diem or shipment of household goods).

5. Allowable Expenditures

- a. Allowable expenditures shall include all charges for:
 - (1) Meals (see below).
 - (2) Lodgings.
 - (3) Reasonable tips to waiters, porters, baggage men, bellboys, hotel maids, dining room stewards.
 - (4) Laundry, cleaning and pressing of clothing.
 - (5) Excess baggage charges.
 - (6) Telephone, Fax, Telex or Other Service.
 - (7) Miscellaneous Expenses.
 - (8) Transportation.

The term "lodgings" does not include accommodations on airplanes, ships or trains.

The following are examples of costs that are not allowable:



- (1) Flight insurance.
- (2) Repairs to home while traveling.
- (3) Reading materials unrelated to official business.
- (4) Video or cable charges at hotels.
- (5) Clothing.
- (6) Alcoholic beverages.
- (7) Athletic room fees connected with the hotel.

b. Travel Days Between Official Business.

It may be wise for the University to send a traveler to two conferences or meetings. If there are open days between the meetings, the traveler and the person authorizing the travel should discuss whether the days in between will be considered annual leave or workdays, and whether they will be considered travel days for the purpose of per diem. The decisions on such a matter should be recorded on the travel authorization or a separate memo.

c. Meals.

A traveler may either charge three meals a day at a restaurant or buy food at a grocery store. Grocery store purchases may not exceed \$25 per day.

6. Per Diem

a. Per Diem in Lieu of Allowable Expenditure

A person may request the per diem rate times the travel days without submitting documentation of the costs for meals and lodgings for the travel period. Example: A traveler travels five days to Chicago. He or she may request a per diem of \$750 (5 x \$150). He or she does not have to submit any receipts for meals or lodgings. If he or she incurred other expenses on the list of Allowable Expenses, such as car rental or laundry, he or she should submit receipts for such expenses.

The traveler may use only one method (per diem or actual) for the entire trip. That is, he or she may not claim per diem on certain days of the trip and actual on other days of the same trip.

b. Per Diem Rates

The per diem rates shall be as follows:

- (1) Hawaii, San Francisco, New York, and Washington, D. C. areas and Japan; \$175 per day.
- (2) All of Micronesia and the Commonwealth of the Northern Mariana Islands; \$125 per day.
- (3) All other areas; \$150 per day.

c. Travel Day



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The traveler will be entitled to the per diem rate for each travel day of official travel. No more than two days of per diem or expenses for traveling may be claimed before the beginning of official business.

To determine the number of travel days in a trip, one counts the number of midnights that the traveler is on travel status. Travel status begins one hour before scheduled takeoff at the airport and ends one hour after touchdown. All time is counted as Guam time.

Example: A person leaves Guam at 6:00 p.m. on March 1 and returns to Guam at 4:00 p.m. on March 5. The trip has four travel days: March 1, 2, 3, and 4.

If a traveler goes on annual leave during the trip, his or her travel days end at the time of the end of business. The traveler is entitled to actual hotel and meal expense during a layover in his or her travel back to Guam.

d. Trips of Less than One Day

If a trip is less than one day, the traveler is entitled to all allowable expenditures as listed in Allowable Expenses. However, the traveler is not entitled to per diem.

Example: A traveler goes to Saipan in the morning and returns that evening. The traveler is entitled to allowable expenditures but not to per diem.

e. Airline Delays

If a person begins their travel without a confirmed return flight and is not able to return as planned, the travel status ends on the date of expected return.

Example: A traveler begins traveling on a Sunday while on stand-by to return home on Friday. If the traveler is not able to get on the Friday flight, he or she is not on travel status while waiting for the next available flight.

7. Salary and Use of Leave While Traveling

a. Salary While on Travel Status

The traveler shall be on administrative leave and receive regular salary during the authorized travel time.

b. Reporting Leave Use

If the traveler becomes sick during the trip or uses other types of leave while on travel status, the traveler must attach a copy of the approved leave form to the travel clearance. Upon returning to Guam, the traveler must show the exact hour of departure from and return to duty station.

c. Leave as a Result of Illness or Injury



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Whenever a traveler takes sick leave because of illness or injury not due to his or her own misconduct, the prescribed per diem shall continue for periods not to exceed ten days. The approved leave form shall accompany the travel clearance.

8. Baggage

a. Excess Baggage

Baggage in excess of the weight or of size greater than carried free by transportation companies will be classed as excess baggage. Claims for reimbursement for excess baggage charges will be allowed if excess baggage was authorized at the time the travel was authorized. All charges for excess baggage must be supported by receipts showing the weight of the baggage.

b. Transfer of Baggage

Necessary charges for the transfer of baggage will be allowed.

c. Storage of Baggage

Charges for the storage of baggage will be allowed when it is shown that such storage was solely on account of official business.

d. Checking Baggage

Charges for the checking of baggage will be allowed.

9. Telephone, Fax, Telex or Other Services

a. Local Calls

Charges for local telephone calls on official business are allowable. The travel clearance shall show the number of such calls, total amount expended, and that the calls were on official business.

b. Long Distance Calls

Charges for long distance telephone calls on official business are allowable provided the traveler furnishes a statement showing the name of the party called, the points between which services were rendered, the date and time, the amount paid on each call, and that the calls were on official business.

c. Personal Calls

If the traveler is to be gone for one week, the traveler may call to Guam and be reimbursed up to \$25. The traveler earns one personal call for each week that he or she is on travel status.

10. Miscellaneous Expenses



a. Definition

Charges for the following expenses will be allowed when incurred for official business and authorized or approved by the official who authorized the travel:

- (1) Stenographic or typewriting services,
- (2) Rental of word processing machines,
- (3) Clerical assistance,
- (4) Guides,
- (5) Interpreters,
- (6) Packers,
- (7) Drivers of vehicles or boats,
- (8) Storage of property,
- (9) Hire of room,
- (10) Conversion of currency,
- (11) Check cashing charges,
- (12) Travelers checks,
- (13) Entertainment expenses,
- (14) Passport fees,
- (15) Small supplies,
- (16) Other expenses.

b. Method of Payment

Where cash payment is made for expenses listed in Allowable Expenditures, reimbursement for the charges actually made may be allowed if the travel clearance is supported by receipts showing the quantity, unit, and unit price. If cash payment is not made, the account should be approved by the traveler, certified by the official who rendered the service, and forwarded to the Business Office.

The account must show the dates of service, quantity, unit and unit price, and such other particulars as may be needed for a clear understanding of the charge. If a University voucher is not used, care should be taken that such account is submitted in duplicate, the original of which shall bear the approval of the traveler and the following certification by the vendor who rendered the service: "I certify that the foregoing account is correct and just and that payment therefore has not been received."

c. Hire of Room for Official Use

When necessary to engage a room at a hotel or other place in order to transact official business, a separate charge therefore will be allowed when authorized or approved by the official who authorized the travel.

d. Conversion of Currency

Commissions for conversion of currency in foreign countries may be allowed.



e. Check Cashing Charges

Charges covering exchange fees for cashing University checks or drafts issued in reimbursement of expenses incurred for travel in foreign countries may be allowed. Exchange fees incurred in cashing checks or drafts issued in payment of salary or in cashing traveler's checks will not be allowed.

f. Traveler's Checks

When a traveler is traveling in a foreign country, charges for the issuing and cashing of traveler's checks are allowable. Traveler's check charges may be allowed in other circumstances as approved by the Vice President, Administration and Finance.

g. Entertainment Expense

Expenses for entertainment must be specifically authorized on the travel authorization. Paying for someone else's meal while discussing official business is considered entertainment. See Receipts Required for additional reporting required of entertainment expenses.

h. Passport Fees

When required for travel, fees in connection with the issuance of passports and visas, costs of photographs for passports and visas, costs of birth certificate, and charges for inoculation are allowable.

i. Small Supplies

The costs of supplies used during the travel period are allowed if they meet one of the following criteria:

- (1) Perishable supplies.
- (2) Supplies that were not known to be needed at the time of the start of the travel.
- (3) Supplies that replace supplies that become inoperable during the travel.

j. Other Expenses

Miscellaneous expenditures, when necessarily incurred by the traveler in connection with the transaction of official business, are allowable when approved by the official who authorized the travel.

11. Receipts Required

- a. Receipts must support all expenditures which exceed fifteen dollars (\$15), except for food and lodging if per diem is claimed.



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- b. Entertainment expenses necessarily incurred while on travel status must be justified in writing stating:
- (1) Date of entertainment.
 - (2) Specific purpose of entertainment or nature of business benefit derived or expected to be derived.
 - (3) Specific names and occupations of those persons entertained.

The justification must be accompanied by supporting receipts indicating the amount of expenditures and the name and address of facility used for entertainment. Such an expense is reimbursable only if directly in connection with the transaction of official business for the University.

12. Travel Advance

- a. Advance of Funds

The traveler may request an advance of 80% of the authorized per diem and 100% of the conference fees and other miscellaneous allowances. Advances to travelers are considered by the University as a receivable until the account is settled in a travel clearance. The Business Office will arrange with the travel agency to pay for the airline ticket. If the traveler wishes to buy his or her own ticket, they should indicate this on the travel authorization and request reimbursement in the travel clearance.

- b. Release of Check

Unless otherwise notified by the Office of the Vice President, Administration and Finance, the traveler may pick up the check three days before the travel begins. In extraordinary circumstances, the Vice President, Administration and Finance, may release the check earlier.

- c. Recovery of Advances

The traveler must file the travel clearance within ten (10) days of returning from travel. In the event the advance exceeds the amount claimed in the travel clearance amount, the traveler shall refund the excess at the time the travel clearance is submitted.

In the event of cancellation or indefinite postponement of authorized travel, the traveler shall notify the Business Office and return any advances that may have been made. If the advance is not returned within ten (10) days, the Vice President, Administration and Finance, may initiate actions described in the next paragraph.

The Vice President, Administration and Finance, shall initiate recovery of any outstanding advances not fully recovered by deductions from travel clearance or voluntary refunds by the traveler within ten (10) days following the completion of the travel by set-off of salary due, retirement credit, or otherwise, from the person to whom advanced or his or her estate by



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deduction from any amount due the traveler from the University or the Government of Guam or by such other legal method of recovery as may be necessary.

13. Traveler's Transportation

This transportation includes all necessary official travel on airlines, buses, streetcars, taxicabs, and other usual means of conveyance.

All travelers shall travel by economy class with the lowest fare airline. The President may allow a different class of travel for health or official business reasons. The Vice President, Administration and Finance, may allow other than the lowest fare airline to reduce travel time.

The usual taxicab fares are allowable from home to the air terminal and back home. If a traveler drives from his or her home to the terminal and back home, he or she may be reimbursed at the IRS-approved mileage allowance which presently is \$.245 per mile. Parking fees at the airport are allowable.

All travel must be by a usually traveled route. Traveling to the U. S. mainland by going through Japan is considered a usually traveled route. Travel by other routes is allowable only if the authorizing official specifically permits such a route.

If a person travels by an indirect route for his or her convenience, he or she will bear the extra expense; reimbursement for expenses will cover only such charges as would have been incurred by a usually-traveled route.

The rental of automobiles, taxicabs, and other special conveyances is allowable if previously authorized.

Other allowable costs for taxicabs include transportation between places of lodgings or business, and where meals are eaten. Rental of an automobile must have the authorizing official's explicit approval on the travel authorization prior to the commencement of travel. Upon claiming this expense, the traveler must attach a copy of the car rental agreement with supporting receipts to the travel clearance. Without prior approval, the expense will be disallowed even though sufficient documentation to cover the expenses is provided.

The traveler should ask for collision and liability insurance for the rental car.

14. Travel Authorization

a. Preparation

The travel request shall be prepared by the requesting department and delivered to the Business Office at least ten days prior to the travel date.

b. Itinerary

The traveler shall attach an itinerary to his or her travel authorization.

15. Travel Clearance



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a. Memorandum of Expenditures

All persons authorized to travel on business for the University should keep a memorandum of expenditures properly chargeable to the University.

Each item should be noted as to the time and date the expense occurred. This information will be a great help to the traveler in preparing the travel clearance.

b. Clearing Travel Advances

The traveler has two options when submitting the travel clearance.

(1) He or she may claim the standard per diem rate for the number of days of authorized travel plus expenses other than lodging and meals; or

(2) He or she may claim the total amount of the allowable expenditures.

All claims for the reimbursement of travel expenses shall be submitted on the travel clearance form, and must be itemized and stated in accordance with these regulations.

c. Receipts

Receipts are required for all claimed expenditures over \$15, except for food and lodging if per diem is claimed.

d. Erasures and Alterations

Erasures and alterations in totals on travel clearances must be initialed by the person who makes the clearance, and alterations in the totals on receipts must be initialed by the person who signed the receipt.

e. Indirect Route Travel

The supporting papers of a travel clearance in which the traveler took an indirect route should set forth the details of the expenses actually incurred, the hour of departure from the post of duty, and the hour of arrival at place of duty.

f. Suspension of Charges

Items in a travel clearance not stated in accordance with these regulations, or not properly supported by receipts where required, will be suspended. The Business Office will notify the traveler of such action.

g. Foreign Currency



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Persons traveling in foreign countries should report their expenditure by item, in the foreign currency. The total expenditure in foreign currency must be converted into United States dollars at the rate or rates at which the foreign currency was obtained. Every time money is converted, the traveler should obtain a receipt of the commission charged.

h. Trip Report

A trip report detailing the activities of the trip shall be attached to the travel clearance. The trip report should be addressed to the person who authorized the travel and a copy should be attached to the travel clearance form.

i. Preparation

The travel clearance must be submitted to the Business Office within ten (10) business days after the traveler returns home.

16. Extension of Travel Time

The extension of official travel for the University requires prior approval by the person authorizing the travel.

17. Discounts Available

Many hotels and car rental companies give discounts to government or University employees. Please ask about discounts when checking in. You will need proof that you are an employee of University of Guam. Most companies will accept a UOG identification card which you can get at the RFK Library. You should also bring along a copy of your travel authorization in case you must prove that you are on travel status.

18. Frequent Flyer Programs

All University personnel enrolled in any travel bank or frequent flyer airline program while traveling on University funds shall be entitled to the benefits earned for his or her own personal use. University personnel earning such travel bank mileage may use said benefits for his or her own personal travel.

19. Summary

The purpose of this policy is to ensure that the traveler will neither make nor lose money while traveling on University business.

In order to travel and ensure proper reimbursement, a person should request permission to travel on a travel authorization. These forms are in the offices of those administrators noted above who authorize University employees to travel. When the travel is complete, the traveler should report his or her travel expenses on the travel clearance form which also should be in the administrator's office.



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If you have questions on this policy, please call the Vice President, Administration and Finance, at Ext. 2944/2373.

G. RISK MANAGEMENT

It is the University of Guam's policy to create and maintain a formal program of risk management. This program will include activities to identify the risks of loss to which the University's assets are exposed; determine the economic impact of various losses of such assets; and develop and manage policies, plans and programs to prevent losses from occurring and to reduce the losses that do occur.

1. Risk Management Committee

The Risk Management Program is to be managed by a Risk Management committee that will report to the President, and then to the Board of Regents through the Budget and Finance Committee.

a. Membership

Vice President, Administration and Finance, who shall be the Chair,
Field House Manager,
Fine Arts Auditorium Manager,
Plant Manager,
Director of Operations and Support Services,
A Representative of the College of Arts and Science,
A Representative of the Marine Lab, and;
A Representative of the Office of Student Affairs.

b. Functions

- (1) Develop inter-departmental lines of communication to enhance the information gathering and decision monitoring of the program;
- (2) Utilize University employees and outside consultants to assess the risks of loss to which the University is exposed;
- (3) Consult with University departmental management and outside sources, as required, to determine the economic impact of various loss scenarios;
- (4) Develop an economic philosophy as to the elimination, retention or transfer of risks;
- (5) Define protective measures and standards for the elimination or minimizing of those risks of loss discovered as a result of the evaluation of existing exposures;
- (6) Develop a program for reducing the risks of loss should they occur;
- (7) Design and implement record keeping and monitoring systems to enable program managers to determine the effectiveness of selected loss prevention and loss reduction measures, and to aid in the accumulation of accurate data upon which to base alternate solutions;
- (8) Prepare a manual setting forth the University's risk management philosophy; the authorities and responsibilities of the program's administrators; and,
- (9) Define a unified, structured approach for the risk management process to be followed by all departments.



H. OCCUPATIONAL SAFETY

1. Accident Reports

- a. It is imperative that supervisors and staff report all near-misses, unsafe practices, conditions, delayed treatment cases, and accidents that did or could, under slightly different circumstances, potentially result in serious injury or damage. In fashioning reports it is important to note:
 - (1) Timing, distances or sequence.
 - (2) Temperature, pressure, static, moisture, wind, sand, sun.
 - (3) Materials, compatibility, corrosion, wear, conductivity, strength.
 - (4) Personnel, height, weight, sex, age, experience strength, training, or habits.
 - (5) Equipment, operating characteristics, location, controls.
- b. These “high potential” reports will help to avoid accidents.
- c. Worker’s Compensation and Student Accident Reports must be filed immediately along with all other pertinent information to be used for accident prevention purposes.

2. Walking and Working Surfaces

- a. General
 - (1) The work area shall be kept clean and neat at all times.
 - (2) Materials and waste shall be stored neatly, covered as required, and removed regularly.
 - (3) Floors shall be cleaned regularly, and all spills shall be cleaned up immediately.
 - (4) Materials and equipment shall not be stored in aisles or corridors.
- b. Floor and Wall Openings
 - (1) All openings shall be properly guarded. When guards are removed, a person must be assigned to watch the opening.
 - (2) All stairs and handrails shall be maintained in good condition.
- c. Portable Wood Ladders
 - (1) Only Type I or II shall be in use (Type I - Industrial 3 to 20 feet; Type II - Commercial 3 to 12 feet.)
 - (2) Ladders shall be inspected before each use, and defective ladders shall not be used.
 - (3) Ladders shall be stored in proper locations, on racks and not subjected to dropping, jarring or misuse.
 - (4) Ladders shall be properly supported in use, and not placed in front of doors unless door is blocked open, locked, or guarded.
 - (5) Tops of stepladders shall not be used as steps.
- d. Portable Metal Ladders



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- (1) Only Type I or II shall be in use (Type I - Industrial 3 to 20 feet; Type II - Commercial 3 to 12 feet.)
- (2) Metal ladders shall not be used for electrical work or in close proximity to energized electrical circuits.

e. Fixed Metal Ladders

Any plans for installation of fixed metal ladders must be cleared through the Operations and Support Services Department.

f. Scaffolding

- (1) Scaffolds shall be erected by competent and experienced personnel.
- (2) Lifebelts and lines shall be worn as required.
- (3) Scaffolds shall be properly protected so that people are not permitted to walk underneath them.
- (4) Makeshift scaffolds shall not be used for any purpose.

3. Personal Protective Equipment

a. Eye and Face Protection

- (1) Protective eye and face equipment shall be required where there is a reasonable probability of injury that can be prevented by such equipment.
- (2) Suitable eye protectors are required where machines or operations present the hazard of flying objects, glare, liquids, injurious radiation, or a combination of these hazards.

b. Head Protection

Helmets must be worn for those who require protection from impact and penetration from falling and flying objects and from electrical shock and burns.

c. Ear Protection

A sound level survey shall be conducted by the Operations and Support Department whenever it is suspected that excessive noise levels are present at a work site and appropriate ear protection shall be issued and worn whenever necessary.

d. Respiratory Protection

- (1) As much as possible, all operations involving toxic air contaminants should be confined to fume hoods, following the guides posted on the hoods.
- (2) Installation of new or additional fume hoods or other local exhaust systems must be approved by the Operations and Support Services Department prior to procurement and installation.



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(3) When hoods are not available or impracticable, the Operations and Support Services Department should be consulted for the proper protective equipment.

e. Foot Protection

Employees should consult the Operations and Support Services Department if they feel there is a need for safety shoes in their area.

f. Other Protective Equipment

Other protective equipment such as gloves, aprons, arm protectors, etc. may be required. Employees should consult with the Safety Office if they feel there may be a need in their work area.

g. Machinery and Machine Guarding

(1) All machinery shall have necessary guards and the guards must be kept in place.

(2) Generally, all machinery and fixed tools require all frames to be grounded; 3 wire power cords; and guarding of nipoints, point of operation and exposed power transmission apparatus (drive belts, gears, rotating parts).

(3) All fans and fan blades shall have adequate guards, regardless of height from the floor.

(4) Assistance should be requested from the Operations and Support Services Department in designing proper and adequate guards.

h. Electrical

(1) All current carrying parts and connections must be enclosed or insulated to prevent contact by persons or tools. This applies to experimental and temporary set-ups as well as permanent installations.

(2) Employees shall work only on de-energized circuits. Even if the current is not sufficient to cause harmful electrical shock, it may result in physical injuries from reflex actions caused by contact.

(3) Employees should never make themselves part of an electrical circuit.

(4) Employees must lock out any circuit on which they are working in such a manner that only they may energize the circuit when they are finished.

(5) All high voltage (greater than 440V) equipment must be clearly marked as such, stating the maximum voltage level in bold print.

(6) Procedures shall be established for handling an unexpected power failure, and an uncontrolled start-up when power is restored.



- (7) Appropriate special equipment shall be used for apparatus used in wet areas or where flammable gases or vapors may be present.
- (8) Generally, all fixed and portable equipment requires grounding, except double insulated equipment.
- (9) Employees shall be trained how to remove someone from an electrical circuit.

i. Flammable Liquids

- (1) The types and quantities of flammable liquids used in operations shall be checked to insure compliance with the following tables:

4. Maximum Allowable Size of Containers & Portable Tanks (Flammable Liquids)

Container Type	Class IA	Class IB	Class IC
Glass or approved Plastic	1 pt	1 qt	1 gal
Metal (Other than D.O.T. drums)	1 gal	5 gal	5 gal
Safety Cans	2 gal	5 gal	5 gal
Metal Drums	60 gal	60 gal	60 gal

5. Maximum Allowable Size of Containers & Portable Tanks (Combustible Liquids)

Container Type	Class II	Class III
Glass or approved Plastic	1 gal	1 gal
Metal (Other than D.O.T. drums)	5 gal	5 gal
Safety Cans	5 gal	5 gal
Metal Drums	60 gal	60 gal

6. Classes of Flammable Liquids

- Class IA - Flashpoint below 73° F, boiling point below 100° F
- Class IB - Flashpoint below 73° F, boiling point above 100° F
- Class IC - Flashpoint at or above 73° F and below 100° F
- Class II - Flashpoint at or above 100° F and below 140° F
- Class III - (Combustible Liquid) - Flashpoint at or above 140° F and below 200° F

- a.
 - (1) Safety cans shall be used for storage and transportation.
 - (2) Sources of ignition shall be eliminated while using flammable solvents.
 - (3) The substitution of non-flammable materials shall be considered whenever possible.
- b. Only proper equipment shall be used for dispensing flammable liquids
- c. Inside storage rooms shall be provided with an exhaust system to the outside designed to provide at least six complete changes of air per hour.
- d. Aisles must be at least 3 feet wide and stored flammable liquids may not interfere with or block any exit or stairway.



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7. Gases

- a. Employees should not attempt to identify cylinder contents by the color of the cylinders.
 - (1) The supplier's label is the only reliable means of identification. Cylinder colors are used only for gross sorting at the filling plant.
 - (2) If the cylinder is not labeled, it should be returned to the supplier.
- b. All cylinders, full or empty, must be firmly supported at all times.
 - (1) They must be secured to a bench, wall or other solid support.
 - (2) Acetylene cylinders must always be used in an upright position.
 - (3) The valve protection cap must be kept on the cylinder except when it is actually in use.
 - (4) Cylinders must always be firmly fastened when being transported.
- c. No part of a cylinder should be subject to heat above 125° F nor should a cylinder be made a part of any electrical circuit.
- d. Only the approved regulators and adapters for each particular gas shall be used
- e. Oil or grease should never be used on any part of an oxygen system.
- f. properties (toxicity, flammability, and reactivity) of any gas should be apprehended before starting to use it.
- g. All systems using compressed gases should be periodically checked for leaks.

8. Chemicals

- a. Employees should thoroughly learn the hazardous properties of any chemical that they may use.
- b. Employees should avoid all skin contact with chemicals.
 - (1) Solvents remove natural oils and will almost always result in skin irritation.
 - (2) Many chemical compounds are primary sensitizers causing allergic type reactions which will become more severe with each exposure. This is particularly true with epoxies.
 - (3) Many toxic materials are absorbed through the skin (Mercury, carbon tetrachloride, benzene and others).
- c. The principal hazard to health is inhalation of chemical vapors.
 - (1) Even the so-called "safety solvents" (ethylene and others) must be used in well ventilated areas.
 - (2) Smell is not a reliable indicator of hazard. Many compounds are not detectable by smell until harmful concentrations are present, while others anesthetize the sense of smell.



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- d. Periodic inventories of chemicals must be taken to both keep the area clean, and to prevent the accumulation of unstable or dangerous chemicals.
- e. No more than two weeks' supply of any chemical should be kept in a laboratory at any time.
 - (1) Storage of large quantities will deprive the University of valuable laboratory space.
 - (2) The hazardous Generally, the smaller the quantity in any one location, the less fire and health hazards will be present.
- f. Chemical and oil waste must not be poured down drains or disposed of in the regular trash.
- g. Work involving the use of explosives requires a license and prior approval of the Safety Office.

9. Material Handling and Storage

- a. Where mechanical handling equipment is used, safe clearances are required, and aisles and passageways must be marked.
- b. Materials shall be piled and stored safely. Large bottles and hazardous materials must be stored on lower shelves.
- c. Smoking in storage areas is strictly prohibited.

10. Safety Color Code

- a. Danger signs should be used only where an immediate hazard exists.
- b. The following Safety Color Code for marking physical hazards must be used:

RED:

Fire Protection	Exit Signs
Danger	Safety Cans
Stop	

YELLOW:

Caution Physical Hazards

- c. Special signs and symbols are required for radiation, biological hazards, poison, electricity, slow-moving vehicles, etc.
- d. The Operations and Support Services Department maintains up-to-date catalogs of various ready-made signs.

11. Medical and First Aid

- a. An approved First Aid Kit must be available in work areas.



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- b. Where the eyes or body of any person may be exposed to injurious corrosive materials, suitable facilities for quick drenching or flushing of the eyes and body shall be provided within the work area for immediate emergency use.

12. Fire Safety

a. Alarms

- (1) Most campus buildings are protected by an automatic alarm system connected to the Fire Department.
 - (a) Employees shall determine if their building alarm system is connected to the Fire Department. If it is, they must do the following when the alarm sounds:
 - i) Evacuate all people from the building.
 - ii) If there is time, try to extinguish the fire with available equipment.
 - (b) If their building alarm system is not connected to the Fire Department, do the following:
 - i) Give the alarm within the building.
 - ii) Call the Fire Department.
 - iii) Make sure building is evacuated.
 - iv) Have someone meet the Fire Department to show them where fire is.
 - v) If there is time, try to extinguish the fire with available equipment.
 - (c) If their corridors or stairways are untenable from heat or smoke, persons should remain in their rooms with doors closed tightly. If possible, open or break the rooms exterior windows to admit fresh air.
- (2) All laboratory buildings shall be provided with appropriate portable emergency equipment, including:
 - (a) Fire extinguishers for special hazards.
 - (b) Emergency breathing apparatus.
 - (c) First aid kits.
 - (d) Materials for cleaning or controlling chemical spills.
 - (e) Fire blankets.

13. Housekeeping

- a. Housekeeping is most important in the prevention of fire. Ordinary combustibles shall not be allowed to accumulate in the work area. Old papers, wood, and packing materials should be removed as soon as one is finished with them.
- b. No furnishings or decorations shall obstruct, block access to or visibility of exits.



- c. Exits shall not be blocked by material or equipment, and exit lights shall be replaced when necessary.
- d. Exits shall be unlocked at all times the building is occupied.

14. Extinguishers

- a. Care must be used in selecting the right fire extinguisher for the type of fire:

Type Fire Extinguisher (in order of preference):

Class A - Paper, wood, trash, rags
Water Type
Dry Chemical
Carbon Dioxide

Class B - Oil, grease, flammable
Dry Chemical
Liquid Foam
Carbon Dioxide

Class C - Electrical
Carbon Dioxide
Dry Chemical

Class D - Metal (magnesium etc.)
Special Dry Powders

- b. When a fire extinguisher is used even partially, it should not be hung up again. Its use should be reported to the Safety Office for pick up and recharge.
- c. If instructions in the use of the various extinguishers is needed, employees should contact the Safety Office.

15. Hazardous Materials

- a. In accordance with Territorial Law, Material Safety Data Sheets (MSDS) are available for review during normal working hours. The sheets are in the Safety Office.
- b. The Safety Office provides “Right-to-Know” training on all hazardous materials. Employees can call the office to arrange for extra training sessions or specific advice.
- c. In accordance with environmental regulations, the Safety Office will remove outdated hazardous materials and all hazardous waste under the following conditions:
 - (1) Advance notice of at least one (1) week shall be given (except in emergencies).



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- (2) All containers shall be individually labeled with contents (either specific name or general class such as organic waste).
- (3) All containers shall be boxed for easy handling. Barrels or drums of larger than ten (10) gallons must be handled separately.
- (4) Prior to cleaning out a storage room or large area, the responsible employee(s) should contact the Safety Office. It may be easier to have vendor pick up material directly off shelves which will save time and energy.

16. **Emergency Plan**

Please become familiar with the Hazardous Waste Contingency and Emergency Procedure Plan.

17. **Hazardous Waste Contingency and Emergency Procedure Plan**

The University recognizes its responsibility to minimize environmental hazards associated with generation and storage of hazardous wastes as defined by The Territory of Guam.

It is the purpose and intent of this Contingency and Emergency Procedure Plan to minimize the potential of any incident which might occur and which could threaten human health and/or the environment.

Recognizing that the University falls into a rather unique category as it pertains to the Rules and Regulations, the scope of this plan deals with the entire operation from the delivery of chemicals to our campus, to the point that they are put into storage as waste, stored, and then picked up by an outside contractor. The control of the plan remains with the Safety Office and specifically, the Chief of Safety.

Because the University is a multi-building semi-continuous operation with waste storage being in a separate building remote from the main campus, the plan is broken into three (3) segments:

- A - Campus – Operating Hours;
- B - Campus – Non-operating Hours; and
- C - Storage Facility.

A. Campus – Operating Hours

In the event of an incident involving chemicals, i.e., fire, smoke, spill, extreme pressure, violent reaction, toxic mist or fumes or explosion, department personnel will immediately set off the fire alarm system.

Upon the actuation of the fire alarm, all employees shall do the following:

Evacuate the building, notify the Fire Department, and notify Safety Office personnel. Once the building is evacuated and the responding individuals are on scene, an assessment of the problem is made taking into consideration the possible hazards to human life and/or the environment.

Once the emergency is over, the Safety Office shall treat, store and/or dispose of waste, contaminated soil and/or surface water or any other material that results from a release, fire or other incident at the facility.



B. Campus – Non-Operating Hours

In the event that an incident occurs during non-operating hours (between 4:30 p.m. and 8:30 a.m., Saturday, Sunday and holidays), Campus Security will use the non-working hours emergency call list and, if the situation warrants, will evacuate the building either by utilizing the fire alarm system or by going room to room.

The on-call person or persons from the Safety Office will make an assessment of the problem taking into consideration the potential hazards to human life and/or the environment.

The primary contact for all emergencies is:

Safety Office	735-2364/66
Security Office	735-2366/2376
Security Guard on Duty (cellular)	482-3446
(pager)	635-8146

I. POLICY CONTROLLING EXPOSURE TO BLOODBORNE PATHOGENS

Universal precautions shall be observed to prevent contact with blood or other potentially infectious materials. All blood and body fluids will be treated as potentially infectious materials.

1. Exposure Determination

The following staff and faculty members of the University of Guam are examples of those as having occupational exposure to Bloodborne Pathogens:

- a. Staff of Student Health Services,
- b. Staff of Operations and Support Services,
- c. Faculty of College of Nursing and Health Sciences,
- d. Faculty and Staff of the Athletic Department,
- e. Faculty and Staff of the Biological Sciences Department,
- f. Faculty and Staff of the Psychology Department,
- g. Faculty and Staff of the Animal Sciences Department,
- h. Faculty and Staff of the Infant and Child Development Centers, and
- i. Other employees who feel at risk should apply to their Supervisor/Dean/Director for such a determination.

2. Methods of Compliance

Engineering and Work Practice Controls

- a. Engineering and work practice controls shall be used to eliminate or minimize employee exposure. Where occupational exposure remains after institution of these controls, personal



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protective equipment shall be used. Engineering controls shall be examined and maintained or replaced on a regular schedule to ensure their effectiveness.

b. Hand washing

- (1) Hand washing facilities, which are readily accessible to employees, shall be provided. When provision of hand washing facilities is not feasible, either an appropriate antiseptic hand cleanser in conjunction with a clean cloth or paper towels or antiseptic towelettes will be provided. When antiseptic hand cleansers or towelettes are used, hands shall be washed with soap and running water as soon as feasible.
- (2) Employees shall wash their hands immediately or as soon as feasible after removal of gloves or other personal protective equipment. Employees shall wash hands and any other skin with soap and water, or flush mucous membranes with water immediately or as soon as feasible following contact of such body areas with blood or other potentially infectious materials.

c. Handling of sharps

- (1) Contaminated needles and other contaminated sharps shall not be recapped or removed unless no alternative is feasible or such action is required by a specific medical procedure which must be documented and approved by the Dean or appropriate administrator. Recapping or needle removal shall be accomplished by a mechanical device or one-handed technique.
- (2) Contaminated reusable sharps shall be placed in appropriate containers (puncture resistant, leakproof on sides and bottom, BioHazard labeled) and shall not be stored or processed in a manner that requires employees to reach by hand into the containers where these sharps have been placed.

d. Personal Habits and Food and Drink

- (1) Eating, drinking, smoking, application of cosmetics or lip balm, and handling contact lenses are prohibited in work areas with reasonable likelihood of occupational exposure to bloodborne pathogens.
- (2) Food and drink shall not be kept in refrigerators, freezers, shelves, cabinets, or on countertops or benchtops where blood or other potentially infectious materials are present.

e. Specific Work Practices

- (1) All procedures involving blood or other potentially infectious materials shall be performed in such a manner as to minimize splashing; spraying, spattering, and the generating of droplets of these substances. Mouth pipetting of blood or other potentially infectious materials is prohibited. No objects should be placed in the mouth. The nose, mouth, and eyes should not be touched during or after patient contact until proper handwashing procedures have been followed. Special care and precautions shall be taken at any time an employee may have open cuts or sores or dermatitis that may compromise the barrier protection provided by skin. Specimens of blood or other potentially



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infectious materials shall be placed in a container which prevents leakage during collection, handling, processing, storage, transport, or shipping.

- (2) The minimum number of personnel required shall be involved with any procedure entailing exposure to bloodborne pathogens and exposure time should be minimized.

f. Storage and Transport of Blood or Other Infectious Body Fluids

- (1) The container for storage, transport, or shipping (including freezers and refrigerators used for storage of blood or other potentially infectious materials) shall be BioHazard labeled or color-coded with fluorescent orange or orange-red labels with lettering or symbols in a contrasting color affixed as close as feasible to the container by string, wire, adhesive, or other method preventing loss or unintentional removal or in red bags substituted for labels (except for containers of blood, blood components, or blood products that are labeled as to their contents and have been released for transfusion or other clinical use) and closed prior to being stored, transported or shipped.
- (2) If outside contamination of the primary container occurs, the primary container shall be placed within a second container which prevents leakage during handling, processing, storage, transport, or shipping and is labeled or color-coded with fluorescent orange or orange-red labels with lettering or symbols in a contrasting color affixed as close as feasible to the container by string, i.e., adhesive, or other method preventing loss or unintentional removal or in red bags substituted for labels.
- (3) If the specimen could puncture the primary container, the primary container shall be placed within a secondary container which is puncture-resistant in addition to the above characteristics.

g. Contaminated Equipment

Equipment which may become contaminated with blood or other potentially infectious materials shall be examined prior to servicing or shipping and shall be decontaminated as necessary unless unfeasible. If unfeasible, the reasons for inability to decontaminate the equipment shall be documented by the Dean or appropriate administrator and those portions that have not been decontaminated shall be labeled or color-coded with fluorescent orange or orange-red labels with lettering or symbols in a contrasting color affixed as close as feasible to the container by string, wire, adhesive, or other method preventing loss or unintentional removal or in red bags substituted for labels.

h. Personal Protective Equipment

- (1) All employees performing tasks entailing reasonably anticipated exposure to blood or other potentially infectious materials will be provided and are required to use appropriate personal protective equipment, such as, but not limited to, gloves, gowns, laboratory coats, face shields or masks and eye protection, and mouthpieces, resuscitation bags, pocket masks, or other ventilation devices. Such equipment shall be repaired or replaced as needed to maintain its effectiveness, at no cost to the employee. Personal protective equipment will be considered "appropriate" only if it does not permit blood or other potentially infectious materials to pass through to or reach the employee's work clothes, street clothes, undergarments, skin, eyes, mouth, or other mucous membranes under



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normal conditions of use and for the duration of time which the protective equipment will be used.

- (2) Appropriate personal protective equipment in the appropriate sizes shall be readily accessible at the work site or issued to employees. Hypoallergenic gloves, glove liners, powerless gloves, or other similar alternatives shall be readily accessible to those employees who are allergic to the glove normally provided.
- (3) Any garment penetrated by blood or other potentially infectious materials shall be removed immediately or as soon as feasible. All personal protective equipment shall be removed prior to leaving the work area. When personal protective equipment is removed it shall be placed in an appropriately designated area or container for storage, washing, decontamination or disposal.
- (4) Gloves shall be worn when it can be reasonably anticipated that the employee may have hand contact with blood, other potentially infectious materials, mucous membranes, and non-intact skin and when performing vascular access procedures.
- (5) Disposable (single use) gloves such as surgical or examination gloves and utility gloves shall be replaced as soon as practical when contaminated or as soon as feasible if they are torn, punctured, or when their ability to function as a barrier is compromised and shall not be washed or decontaminated for reuse.
- (6) Masks in combination with eye protection devices, such as goggles or glasses with solid side shield, or chin-length face shield, shall be worn whenever splashes, spray, spatter, or droplets of blood or other potentially infectious materials may be generated and eye, nose, or mouth contamination can be reasonably anticipated.
- (7) Protective clothing such as, but not limited to, gowns, aprons, lab coats, clinic jackets, or similar outer garments shall be worn in situations with reasonably anticipated exposure to blood or other potentially infectious materials. The type and characteristics will depend upon the task and degree of exposure anticipated.
- (8) Surgical caps or hoods or shoe covers or boots shall be worn in instances when gross contamination can reasonably be anticipated.

i. **Cleaning and Disinfecting**

- (1) The work site shall be maintained in a clean and sanitary condition.
- (2) All equipment and environmental and working surfaces shall be cleaned and decontaminated after contact with blood or other potentially infectious materials.
- (3) Contaminated work surfaces shall be decontaminated with an appropriate disinfectant, immediately or as soon as feasible, when surfaces are overtly contaminated or after any



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spill of blood or other potentially infectious materials and at the end of the work shift if the surface may have become contaminated since the last cleaning.

- (4) Protective coverings, such as plastic wrap, aluminum foil, or imperviously-backed absorbent paper used to cover equipment and environmental surfaces shall be removed and replaced as soon as feasible when they become overtly contaminated or at the end of the work shift if they may have become contaminated during the shift.
- (5) All bins, pails, cans, and similar receptacles intended for reuse which have a reasonable likelihood for becoming contaminated with blood or other potentially infectious materials shall be inspected and decontaminated according to the Cleaning Schedule and decontaminated immediately or as soon as feasible upon visible contamination.
- (6) Broken glassware which may be contaminated shall not be picked up directly with the hands. It shall be cleaned up using mechanical means, such as a brush and dust pan, tongs, or forceps.
- (7) Reusable sharps that are contaminated with blood or other potentially infectious materials shall not be stored or processed in a manner that requires employees to reach by hand into the containers where these sharps have been placed.
- (8) Contaminated sharps shall be discarded immediately or as soon as feasible in containers that are closeable, puncture resistant, leakproof on sides and bottom and labeled or color-coded with fluorescent orange or orange-red labels with lettering or symbols in a contrasting color affixed as close as feasible to the container by string, wire, adhesive, or other method preventing loss or unintentional removal or in red bags substituted for labels.
- (9) During use, containers for contaminated sharps shall be easily accessible to personnel and located as close as is feasible to the immediate area where sharps are used or can be reasonably anticipated to be found, maintained upright throughout use, and replaced routinely and not be allowed to overfill.
- (10) When moving containers of contaminated sharps from the area of use, the containers shall be closed immediately prior to removal or replacement to prevent spillage or protrusion of contents during handling, storage, transport, or shipping and placed in a secondary container if leakage is possible. The second container shall be closable, constructed to contain all contents and prevent leakage during handling, storage, transport or shipping, and labeled or color-coded with fluorescent orange or orange-red labels with lettering or symbols in a contrasting color affixed as close as feasible to the container by string, wire, adhesive, or other method preventing loss or unintentional removal or in red bags substituted for labels.
- (11) Reusable containers shall not be opened, emptied, or cleaned manually or in any other manner which would expose employees to the risk of percutaneous injury.

j. Medical Waste



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- (1) Medical Waste shall be considered any liquid or semi-liquid blood or other potentially infectious materials, dried blood or other potentially infectious materials in any form. This includes any items which may have such materials on them in any form with the exception of reusable equipment, instruments, or personal protective clothing and equipment which undergoes proper decontamination procedures.
- (2) Medical Waste shall be placed in containers which are closable, constructed to contain all contents and prevent leakage of fluids during handling, storage, transport or shipping, and labeled or color-coded with fluorescent orange or orange-red labels with lettering or symbols in a contrasting color affixed as close as feasible to the container by string, wire, adhesive, or other method preventing loss or unintentional removal or in red bags substituted for labels. These shall be closed prior to removal to prevent spillage or protrusion of contents during handling, storage, transport, or shipping.
- (3) If outside contamination of such containers occurs, it shall be placed in a second container. The second container shall be closeable, constructed to contain all contents and prevent leakage of fluids during handling storage, transport or shipping, and labeled or color-coded with fluorescent orange or orange-red labels with lettering or symbols in a contrasting color affixed as close as feasible to the container by string, wire, adhesive, or other method preventing loss or unintentional removal or in red bags substituted for labels. This container shall be closed prior to removal to prevent spillage or protrusion of contents during handling, storage, transport, or shipping.
- (4) Disposal of all Sharps and Medical Waste shall be in accordance with applicable regulations of the United States and the Territory of Guam.

k. Laundry Practices

- (1) Contaminated laundry shall be handled as little as possible with a minimum of agitation and shall be bagged or containerized at the location where it was used and shall not be sorted or rinsed in the location of use. Contaminated laundry shall be placed and transported in bags or containers labeled or color-coded with fluorescent orange or orange-red labels with lettering or symbols in a contrasting color affixed as close as feasible to the container by string, wire, adhesive, or other method preventing loss or unintentional removal or in red bags substituted for labels. Universal Precautions shall be used in the handling of all soiled laundry.
- (2) Whenever contaminated laundry is wet and presents a reasonable likelihood of soak-through of or leakage from the bag or container, the laundry shall be placed and transported in bags or containers which prevent soak through or leakage of fluids to the exterior.
- (3) All employees who have contact with contaminated laundry shall wear protective gloves and other appropriate personal protective equipment.



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- (4) Laundry shipped off-site shall be placed in containers which are labeled or color-coded with fluorescent orange or orange-red labels with lettering or symbols in a contrasting color affixed as close as feasible to the container by string, wire, adhesive, or other method preventing loss or unintentional removal or in red bags substituted for labels.

3. Hepatitis B Vaccination

- a. Hepatitis B vaccine and vaccination series shall be made available to all employees with reasonably anticipated exposure to blood or other potentially infectious materials at no cost to the employee, at a reasonable time and place, and performed by or under the care of a licensed physician or under the supervision of another licensed healthcare professional. These shall be provided according to recommendations of the U.S. Public Health Service current at the time these evaluations and procedures take place. All laboratory tests shall be conducted by an accredited laboratory at no cost to the employee.
- b. Hepatitis B vaccination shall be made available after the employee has received the Bloodborne Pathogens Education Program and within ten (10) business days of initial assignment to duties with reasonably anticipated exposure to blood or other potentially infectious materials unless the employee has previously received the complete Hepatitis B vaccination series, antibody testing has revealed that the employee is immune, or the vaccine is contraindicated for medical reasons. Prescreening is available to, but not required of, such employees and is provided at no cost. Employees initially declining Hepatitis B vaccination but who at a later date decide to accept the vaccination, shall have the Hepatitis B vaccination made available to them according to the provisions of this policy at that time.
- c. All employees who decline to accept Hepatitis B vaccination offered by the employer shall sign the Hepatitis B Vaccination Refusal Form.
- d. Routine booster dose(s) of Hepatitis B vaccine recommended by the U.S. Public Health Service shall be made available to employees who at the time such recommendations are applicable have reasonably anticipated exposure to blood or other potentially infectious materials at no cost to the employee, made available to the employee at a reasonable time and place, and performed by or under the supervision of a licensed physician or by or under the supervision of another licensed healthcare professional.

4. Post-Exposure Evaluation and Follow-Up

- a. After an exposure incident, a confidential medical evaluation and follow-up shall be made immediately available to the exposed employee including:
 - documentation of the route(s) of exposure and the circumstances under which the exposure incident occurred;
 - identification and documentation of the source individual (unless it can be established that identification is infeasible or prohibited by state or local law).
- b. All medical evaluations and procedures performed as part of post-exposure evaluation and follow-up, including prophylaxis, are:



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- provided at no cost to the employee,
 - made available to the employee at a reasonable time and place,
 - performed by or under the supervision of a licensed physician or by or under the supervision of another licensed healthcare professional,
 - provided according to recommendations of the U.S. Public Health Service current at the time these evaluations and procedures take place. All laboratory tests are conducted by an accredited laboratory at no cost to the employee.
- c. A copy of the evaluating healthcare professional's written opinion shall be obtained and provided to the employee within fifteen (15) days of the completion of the evaluation. The healthcare professional's opinion for Hepatitis B vaccination shall be limited to whether Hepatitis B vaccination is indicated for an employee and if the employee has received such vaccination. The healthcare professional's written opinion for post-exposure evaluation and follow-up shall be limited to documenting that the employee has been informed of the results of the evaluation and that the employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment. All other findings or diagnoses shall remain confidential and shall not be included in the written report.
- d. Based upon the recommendation of the healthcare professional providing the post-exposure evaluation, the source individual's blood shall be tested as soon as feasible and after consent is obtained in order to determine HBV and HIV infectivity. If consent is not obtained, it shall be established that legally required consent cannot be obtained. When the source individual's consent is not required by law, the source individual's blood, if available, shall be tested and the results documented. When the source individual is already known to be infected with HBV and HIV, testing for the source individual's known HBV or HIV status need not be repeated. Results of the source individual's testing shall be made available to the exposed employee and to the licensed physician or licensed healthcare official performing the required post exposure medical evaluation and follow-up of the exposed employee. The employee shall be informed of applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual.
- e. Based upon the recommendation of the healthcare professional providing the post-exposure evaluation, the exposed employee's blood shall be collected as soon as feasible and tested after consent is obtained. If the employee consents to baseline blood collection, but does not give consent at that time for HIV serologic testing, the sample shall be preserved for at least ninety (90) days. If, within ninety (90) days of the exposure incident, the employee elects to have the baseline sample tested, such testing shall be done as soon as feasible.
- f. Post-exposure prophylaxis, when medically indicated, as recommended by the U.S. Public Health Service, shall be given by or under the supervision of the licensed physician or other licensed healthcare professional performing the post-exposure medical evaluation of the exposed employee.
- g. Counseling and evaluation of reported illnesses shall be provided to the exposed employee by the licensed physician or other licensed healthcare professional performing the post-exposure medical evaluation of the exposed employee as needed and indicated.



5. **Biohazard Labeling**

- a. Warning labels shall be affixed to containers of regulated waste, refrigerators, and freezers containing blood or other potentially infectious material; and other containers used to store, transport, or ship blood or other potentially infectious materials, except that red bags or red containers may be substituted for labels. Containers of blood, blood components, or blood products that are labeled as to their contents and have been released for transfusion or other clinical use are exempted from these labeling requirements. Individual containers of blood or other potentially infectious materials that are placed in a labeled container during storage, transport, shipment or disposal are exempted from the labeling requirement.
- b. Labels shall include the BioHazard legend and shall be fluorescent orange or orange-red or predominantly so, with lettering or symbols in a contrasting color. Labels are required to be affixed as close as feasible to the container by string, wire, adhesive, or other method that prevents their loss or unintentional removal. Such labels are required for contaminated equipment and shall also state which portions of the equipment remain contaminated.

6. **Education and Training**

- a. All employees with reasonably anticipated exposure to blood or other potentially infectious materials shall participate in the Bloodborne Pathogens Education Program during working hours. This shall occur at the time of initial assignment to tasks where occupational exposure may take place and at least annually thereafter.
- b. Additional training when changes such as modification of tasks or procedures or the institution of new tasks of procedures affect the employee's occupational exposure shall be provided. This additional training may be limited to addressing the new exposure created.

7. **Record Keeping**

- a. An accurate medical record for each employee with occupational exposure shall be maintained. This record shall include the name and social security number of the employee, a copy of the employee's Hepatitis B vaccination status including the dates of all the Hepatitis B vaccinations and any medical records relative to the employee's ability to receive vaccinations, a copy of all results of examinations, medical testing, and follow-up procedures required as part of any post-exposure medical evaluation including the employer's copy of the healthcare professional's written opinion and a copy of the information provided to the healthcare professional as part of that evaluation.
- b. Employee medical records will be kept confidential and not disclosed or reported without the employee's express written consent to any person within or outside the workplace except as required by this section or as may be required by law. Such records shall be maintained for at least the duration of employment plus thirty (30) years.
- c. Training records shall be maintained and shall include the dates of the training sessions, contents or a summary of the training sessions, the names and qualifications of persons conducting the



training, and the names and job titles of all persons attending the training sessions. Training records shall be maintained for 3 years from the date on which the training occurred.

- d. All employee medical records or training records shall be made available upon request to the Assistant Secretary and the Director of the Occupational Safety and Health Administration (OSHA) for examination and copying.
- e. All records required under this section shall become part of the employees employment record on file in Human Resource Office.

8. Employee Responsibilities

- a. In addition to the specific responsibilities outlined above, employees performing tasks with reasonably anticipated exposure to blood or other potentially infectious materials are required to inform their department head if proper protective clothing and equipment is unavailable or appears inadequate to provide appropriate protection from such exposure.
- b. Employees are required to report to their Dean or appropriate administrator and the Safety Office any incidents or observations suggesting inadequate use of personal protective clothing and equipment or other control measures by any employee.
- c. Employees are required to follow the requirements of these policies and procedures, including all work practice requirements. The use of universal precautions and the use of specific engineering controls and protective equipment outlined is mandatory.
- d. Employees who do not follow these requirements are subject to disciplinary action.

9. Forms

The below listed forms include all of the forms that will be used in the implementation of this policy. Specific instructions and the forms will be sent to individuals as applicable

<u>Form Number</u>	<u>Form Name</u>	<u>Used by</u>
BBP #1	Documentation of Initial Training	Safety and Risk Management
BBP #2	Documentation of Follow-up Education	Safety and Risk Management
BBP #3	Documentation of Annual Training	Safety and Risk Management
BBP #4	Certificate of Training	Human Resources Office
BBP #5	Hepatitis B Vaccination	Human Resources Office
BBP #6	Hepatitis A VACCINATION REFUSAL	Human Resources Office
BBP #7	Biohazard Cleaning Schedule	Department



BBP #8	Engineering Controls	Department and Safety and Risk Management
BBP #9	Protective Equipment	Department and Safety and Risk Management
BBP #10	Work Practices	Department and Safety and Risk Management
BBP #11	Housekeeping and Laundry	Department and Safety and Risk Management
BBP #12	Biohazard Labeling	Department and Safety and Risk Management
BBP #13	Medical Waste	Department and Safety and Risk Management
Form Number	Form Name	Used by
BBP #14	Bloodborne Pathogen Exposure Incident Investigation	Dept. of Human Resources
BBP #15a	Incident Report to Department, then to Healthcare Provider	Healthcare Provider and Human Resources Office
BBP #15b	Exposure Initial Medical Evaluation	Healthcare Provider then Human Resources Office
BBP #15c	Exposure Medical Follow-up	Healthcare Provider then Human Resources Office
BBP #16	Contractor Certification	Purchasing

J. EMERGENCY PLAN

The University, due to its geographical location and mission, is subject to both man-made and natural disasters. To cope with the disaster, four separate areas must be addressed, including: 1) design environment and mission to eliminate or reduce the probability of a disaster, 2) develop plans and operational procedure to address the specific needs in preparing for disaster, 3) implement these plans before and during a disaster, and 4) plan for activities to return systems to a normal status after the disaster.

1. Purpose

This plan is developed to address the operational procedures in preparing for and reacting to natural and manmade emergencies.



2. Scope

The UOG emergency plan is presented in three parts

- a. Typhoon preparation
- b. Evacuation of buildings in case of fire or bomb scares
- c. Other emergencies.

3. Typhoon Preparation

In order to have a guide for orderly and efficient operations in the event of a typhoon, the following is designated:

Implementation will begin when typhoon warning of Condition II is announced by proper authorities.

The President of the University or his designee will declare Typhoon Emergency (Condition) II which will automatically mean cessation of classes and student activities.

The Facilities and Utilities Manager is in charge of typhoon protection and is Director of Emergency Operations under the University Disaster Plan.

Trash cans, cigarette butt cans, and waste cans which are located outside the buildings will be secured within the buildings. Loose articles, which may be subject to movement by wind force, will be secured in such areas as necessary to prevent them from becoming hazards.

All louvers on buildings will be closed and secured. Other duties, such as pruning weak and dead branches from foliage, will be carried out by the maintenance personnel as deemed necessary for typhoon protection.

Faculty members, after dismissing classes, have the primary duty of securing their personal papers and other articles of importance within their individual offices and/or such area where minimum damage from water or wind will occur. The Dean/Director of each college/unit, or designee, is responsible for the completion of action required of faculty.

If Typhoon Warning (Condition) II is announced at other than school hours, unless otherwise decided by proper authority, it is still the responsibility of each faculty member to secure his or her office and/or area.

It is also the responsibility of each Dean or designee to see that such action has been taken and that doors are secured.

All keys to University vehicles should be turned in to Security for emergency use.

After the official announcement of the passing of Typhoon Condition I, maintenance and custodial personnel will clean and restore the area to its original condition in an effort to return to normal operation.



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4. Fire Evacuation and Notification Procedures

- a. When the building fire alarm is activated:
 - (1) Evacuate the building without delay and assemble at area shown on map.
 - (2) Call 9-911, provide information on the nature of the emergency and give the location, building name, number you are calling from and other information requested. Remain on the phone until released.
 - (3) Where possible, close all doors and windows. Do not, under any circumstances, silence building fire alarm. Do not return to the building for any reason until instructed to do so by competent authority.
 - (4) Move away from the building entrance and fire department access. Do not obstruct fire hydrants.

- b. In the event of actual fire in any campus building:
 - (1) Sound the building fire alarm.
 - (2) Initiate evacuation procedures as listed in 1, 2, 3, 4 above.
 - (3) While maintaining a safe escape route and where prudent, utilize first aid fire fighting equipment, i.e., portable extinguishers or wet stand-pipe hose.
 - (4) Remember to crawl low in smoke and know the location of enclosed stairwells and building exits. If escape routes are blocked by heat or heavy smoke, seek an area of refuge or remain in your room with the door closed and any opening sealed until help arrives
 - (5) Clear building access for fire department response.
 - (6) Direct responding fire officials to the fire scene.
 - (7) Account for all personnel.

5. Other Emergencies

In the event of any campus emergency Dial 9-911, provide information on the nature of the emergency, i.e. accident, fire, medical emergency, etc. Give the location, building name, number you are calling from and any other information requested. Remain on the phone until released. Then notify University Emergency Response Personnel.

6. Bomb Threats

If you receive a call of a bomb threat, don't panic.

Simply try to get information, such as its location, the type of bomb, and the time it is to go off. Also, try to get the caller's name, reason for the bomb, etc. Listen for nervousness in caller, background noise (laughter, children, etc.), accent of voice (male or female).

Immediately call your supervisor and notify University Emergency Response Personnel.

Emergency Response Personnel



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Designated Personnel:

Facilities and Utilities Assistant Manager (Plant Maintenance)
Facilities and Utilities Manager (Plant Management)
Vice President, Administration & Finance

Telephone:

735-2385/88
735-2370/75
735-2944

K. ENVIRONMENTAL COMPLIANCE

The University follows federal and local guidelines for environmental compliance. The Institutional Safety Committee, with support from the Safety Office and the Security Office, is responsible for establishing and implementing University procedure to comply with federal and local environmental compliance regulations.

L. CAMPUS SECURITY PROGRAM

Campus Security is provided by the Security Office. Campus security is monitored by the Office of the Vice President, Administration and Finance. The Security Office is responsible for gathering data required by the Campus Security Act.

M. BOOKSTORE ORDERING

Each course requiring a text shall have an adopted text(s) which will be used for an indeterminate period. When a change has been approved by the work unit, the Chair shall notify the Dean. The Dean will determine the effective date of the change based on remaining supplies of the previous text in the Bookstore.

1. Book Purchases

- a. The Bookstore Manager will establish a calendar for the purchase of books.
- b. Multiple section classes must order the same primary text.

2. Bad Purchase

- a. A bad purchase is defined as ordering books and then not requiring students to buy them.

The college or unit which requested a bad purchase will pay for either a) the cost of the transportation to Guam and back to the publisher if the books can be returned or b) the cost of transportation to Guam and the cost of the books if they cannot be returned to the publishers.

If the Bookstore Manager determines that a bad purchase has been made, he or she will send a bill to the Dean. The Dean will authorize transfer of funds to the Bookstore. If the Dean disputes the bill, the Vice President, Academic Affairs, shall make the final decision.

- b. Classes canceled due to lack of enrollment are not included. The Bookstore will return the text.



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- c. If a class is canceled twice in a row, the unit responsible for ordering the text will be responsible for paying the cost of return transportation.

3. Air Mail Shipment

- a. In the event that a Book Request is received late, the Bookstore Manager may order the books by airmail or other rapid means of transportation. In these cases, the college or unit requesting the book will pay for the transportation to bring the book to the University.
- b. If classes are over-enrolled or new sections added during regular registration, the costs to transport the books to the University will be assumed by the unit or college, whichever is appropriate, ordering the text.
- c. If the Bookstore has under-ordered, the Bookstore will assume the costs of transportation.

N. POLICY ON UNIVERSITY PROPERTY

It is the responsibility of all employees to report promptly any damage to or loss of University property under their custody or care to their appropriate administrator, who shall submit the report to the Business Office.

O. AUDIO-VISUAL COPYING

No duplicates of any copyrighted film, transparency, videotape or audio tape shall be made without the express written permission of the copyright holder or other person authorized to give permission.

1. The University will assist faculty members and students in legally obtaining the desired materials or in securing permission to copy them.

2. The audio-visual centers will record off-air and make available to the University community only those programs for which permission to copy has been obtained by law or otherwise. Under the existing copyright law, these routinely include:

- a. Programs dealing with news.
- b. Programs which are demonstrably otherwise not available for purchase or rental.
- c. Non-dramatic musical works and pictorial, graphic and sculptural works shown on public television.
- d. Programs or portions of programs the use of which qualify for "Fair Use" classification under the copyright law.
- e. Absent extraordinary circumstances, the University will follow the "Guidelines for off-air recording of broadcast programming for educational purposes" developed by The Ad-Hoc Committee on Copyright Law which is reproduced below.



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A special committee consisting of representatives of educational institutions, libraries, and the television industry appointed by Congress established Guidelines for “fair use” of videotapes by colleges and universities and other educational institutions, under the federal Copyright Act. The guidelines do not have the effect of law but become part of the “legislative history” of the Act and may be applied by the courts. The text of these guidelines follows.

In March 1979, Congressman Robert Kastenmeier, Chairman of the House Subcommittee on Courts, Civil Liberties and Administration of Justice, appointed a Negotiating Committee consisting of representatives of education organizations, copyright proprietors, and creative guilds and unions. The following guidelines reflect the negotiating Committee’s consensus as to the application of “fair use” to the recording, retention and use of television broadcast programs for educational purposes. They specify periods of retention and use of such off-air recordings in classrooms and similar places devoted to instruction and for home-bound instruction. The purpose of establishing these guidelines is to provide standards for both owners and users of copyrighted television programs.

1. The guidelines were developed to apply only to off-air recording by nonprofit educational institutions.
2. A broadcast program may be recorded off-air simultaneously with broadcast transmission (including simultaneous cable retransmission) and retained by a nonprofit educational institution for a period not to exceed the first forty-five (45) consecutive business days after date of recording.

Upon conclusion of such retention period, all off-air recordings must be erased or destroyed immediately. “Broadcast programs” are television programs transmitted by television stations for reception by the general public without charge.

3. Off-air recordings may be used once by individual teachers in the course of relevant teaching activities, and repeated once only when instructional reinforcement is necessary, in classrooms and similar places devoted to instruction within a single building, cluster or campus, as well as in the homes of students receiving formalized home instruction, during the first ten (10) consecutive school days in the forty-five (45) business days retention.

School days are school session days — not counting weekends, holidays, vacations, examination periods, or other scheduled interruptions — within forty-five (45) business days retention period.

4. Off-air recordings may be made only at the request of and used by individual teacher, and may not be regularly recorded in anticipation of requests. No broadcast programs may be recorded off-air more than once at the request of the same teacher, regardless of the number of times the program may be broadcast.
5. A limited number of copies may be reproduced from each off-air recording to meet the legitimate needs of teachers under these guidelines. Each such additional copy shall be subject to all provisions governing the original recording.
6. After the first ten (10) consecutive school days, off-air recordings may be used up to the end of forty-five (45) business day retention period only for teacher evaluation purposes, i.e. to determine whether or not to include the broadcast program in the teaching curriculum and may not be used in the recording institution for student exhibition or any other non-evaluation purpose without authorization.



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7. Off-air recordings need not be used in their entirety, but the recording programs may not be altered from their original content. Off-air recordings may not be physically or electronically combined or merged to constitute teaching anthologies or compilations.
8. All copies of off-air recordings must include the copyright notice on the broadcast program as recorded.
9. Educational institutions are expected to establish appropriate control procedures to maintain the integrity of these guidelines.
10. The University will assist faculty and staff members in securing permission, when necessary, to record and use the desired materials
11. No audio or videotaping of any live lecture, presentation, or performance of whatever kind will be made without the express permission of the producer and/or performer. This prohibition does not include the taping of events for the purpose of news gathering.
12. No University audio-visual equipment may be used in contravention of the above policy.
13. Questions or problems should be addressed to the Dean of Learning Resources.

Fair use guidelines

The University endorses the following Agreement on Guidelines for Classroom Copying in Not-For-Profit Educational Institutions with Respect to Books and Periodicals adapted by Ad Hoc Committee of Higher Education and Publishing representatives.

1. Preface

The purpose of the following guidelines is to state the minimum and not the maximum standards of educational fair use under Section 107 of H.R. 2223 [the copyright law]. The parties agree that the conditions determining the extent of permissible copying for educational purposes may change in the future; that certain types of copying permitted under these guidelines may not be permissible in the future; and conversely that in the future other types of copying not permitted under these guidelines may be permissible under revised guidelines.

Moreover, the following statement of guidelines is not intended to limit the types of copying permitted under the standards of fair use under judicial decision and which are stated in Section 107 of the Copyright Revision Bill. There may be instances in which copying which does not fall within the guidelines stated below may nonetheless be permitted under the criteria of fair use.

2. Guidelines

a. Single Copying for Teachers

A single copy may be made of any of the following by or for a teacher at his or her individual request for his or her scholarly research or use in teaching or preparation to teach a class:



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- (1) A chapter from a book;
- (2) An article from a periodical or newspaper;
- (3) A short story, short essay or short poem, whether or not from a collective work;
- (4) A chart, graph, diagram, drawing, cartoon or picture from a book, periodical, or newspaper.

b. Multiple Copies for Classroom Use

Multiple copies (not to exceed in any event more than one copy per pupil in a course) may be made by or for the teacher giving the course for classroom use or discussion; provided that:

- (1) The copying meets the tests of brevity and spontaneity as defined below; and,
- (2) Meets the cumulative effect test as defined below; and,
- (3) Each copy includes a notice of copyright.

3. Definitions

a. Brevity

- (1) Poetry: (a) A complete poem if less than 250 words and if printed on not more than two pages or, (b) from a longer poem, an excerpt of not more than 250 words.
- (2) Prose: (a) Either a complete article, story or essay of less than 2,500 words, or (b) an excerpt from any prose work of not more than 1,000 words or 10% of the work, whichever is less, but in any event a minimum of 500 words.
[Each of the numerical limits stated as “i” and “ii” above may be expanded to permit the completion of an unfinished line of a poem or of an unfinished prose paragraph].
- (3) Illustration: One chart, graph, diagram, drawing, cartoon or picture per book or per periodical issue.
- (4) “Special” works: Certain works in poetry, prose or in “poetic prose” which often combine language with illustrations and which are intended sometimes for children and at other times for a more general audience fall short of 2,500 words in their entirety. Paragraph “ii” above notwithstanding such “special works” may not be reproduced in their entirety; however, an excerpt comprising not more than two of the published pages of such special work and containing not more than 10% of the words found in the text thereof, may be reproduced.

b. Spontaneity

- (1) The copying is at the instance and inspiration of the individual teacher, and
- (2) The inspiration and decision to use the work and the moment of its use for maximum teaching effectiveness are so close in time that it would be unreasonable to expect a timely reply to a request for permission.

c. Cumulative Effect

- (1) The copying of the material is for only one course in the school in which the copies are made.



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- (2) Not more than one short poem, article, story, essay or two excerpts may be copied from the same author, nor more than three from the same author, nor more than three from the same collective work or periodical volume during one class term.
- (3) There shall not be more than nine instances of such multiple copying for one course during one class term.
[The limitations stated in (2) and (3) above shall not apply to current news periodicals and newspapers and current news sections of other periodicals.]

4. Prohibitions as to the Guidelines

Notwithstanding any of the above, the following shall be prohibited:

- a. Copying shall not be used to create or to replace or substitute for anthologies, compilations or collective works. Such replacement or substitution may occur whether copies of various works or excerpts therefrom are accumulated or reproduced and used separately.
- b. There shall be no copying of or from works intended to be “consumable” in the course of study or of teaching. These include workbooks, exercises, standardized tests and test booklets and answer sheets and like consumable material.
- c. Copying shall not:
 - (1) substitute for the purchase of books, publishers’ reprints or periodicals;
 - (2) be directed by higher authority;
 - (3) be repeated with respect to the same item by the same teacher from term to term.
 - (4) No charge shall be made to the student beyond the actual cost of the photocopying.

P. UNIVERSITY PUBLIC INFORMATION

The University seeks to encourage the discovery and transmittal of knowledge by creating and maintaining a learning and teaching environment conducive to free expression and the exchange of diverse ideas and viewpoints. Such a commitment demands that there be open communication among students, faculty, administration, staff, and those the University serves on Guam and in Micronesia.

As a public institution of higher learning, the University has a special obligation for accountability to the citizens who financially support its teaching, service and research programs. In recognition of this public trust, the University strives to uphold both the spirit and letter of Public Law 13-135, "The Open Government Law.

Official University news releases and advertisements shall be distributed to the public media through the Public Relations Officer in the Office of the President upon request of the Dean, Director, faculty, staff, student, alumni or administrative officer concerned. The University will not be responsible for unauthorized news items, announcements or advertisements in the public media.



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The University shall disseminate all information to its constituents and the media in a timely, equitable and impartial manner.

The University shall use public service (unpaid) advertising, whenever possible. The Public Relations Office will not place public service advertising if the information is to be published or broadcast as paid or sponsored advertising.

Paid advertising shall be used only when required by law or under limited, fully justified circumstances following procedures outlined herein.

Third parties may donate print, broadcast, or cablecast advertising on behalf of the University. Placement of such advertising shall follow procedures outlined herein. It must be made explicit in the copy of such advertising that no university funds have been expended for the advertisement's dissemination.

1. Purposes and Functions of the Public Relations Office

- a. The Public Relations Office is charged with providing and interpreting information for the public relative to the teaching, research and service missions of the University.
- b. The Public Relations Office formulates, implements, and evaluates university wide public relations/information policies, programs, and procedures.
- c. The Public Relations Office coordinates and facilitates the dissemination of information within the University and to its' constituents on Guam and in Micronesia. The Public Relations Office provides consultative services on information dissemination, public and media relations, and publications.
- d. The Public Relations Office, to the best of his or her ability, shall protect the integrity of the University and enhance the image of the institution.

2. Forms of Communication Covered by this Policy

- a. News releases and announcements
- b. Newsletters
- c. Special reports
- d. Public service advertising
- e. Brochures, pamphlets, flyers
- f. Promotional end recruitment materials for staff and students
- g. Posters
- h. Photographs
- i. Audio-visual productions
- j. Resource directories
- k. Calendars of events/schedules
- l. Board of Regents agenda, minutes, and correspondence
- m. University of Guam "Information Line"
- n. Paid Advertising
- o. Third party or sponsored advertising



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- p. Travel authorizations, vouchers, receipts and reimbursement requests
- q. Court documents of public record
- r. Procurement documents and correspondence

3. Exceptions to this Policy

- a. Employment notices/announcements
- b. Bid tender announcements
- c. Notice of Public Hearings
- d. Advertisements placed by those renting University facilities
- e. Scholarly reports, publications and materials
- f. Class schedules
- g. Confidential communications as provided by law

4. Disseminating Communication

- a. Release of official university communication via the Public Relations Office
 - (1) Submit your request to the Public Relations Office which will prepare and distribute news releases and other communication or advice to University personnel, students, or alumni on the preparation of such communications as listed herein.
 - (2) The Public Relations Office will dispatch requested communications in the proper format and in keeping with the policy of equitable, impartial, and prompt distribution, provided that the information is received in adequate time.
 - (3) The Public Relations Office will send an acknowledgment copy of the release or communication to the requesting individual(s).
 - (4) The Public Relations Office will distribute communications to all major media. (Actual publication or broadcast of releases cannot be guaranteed since such placement depends on the professional judgment of the appropriate media editor.)
 - (5) Photographic services are provided on a first-come, first-served basis.
- b. Release of Communication by University colleges/units
 - (1) Submit requests for release of information to the appropriate college Dean or unit Director.
 - (2) Provide a courtesy copy of the release to the Public Relations Office.
- c. Release of Paid Advertising
 - (1) Obtain clearance for the placement of paid advertising in the print, broadcast or cablecast media from the President's Office via the Public Relations Office.
 - (2) Justify why public service advertising is not appropriate.
 - (3) Provide a courtesy copy of the above advertisement to the Public Relations Office.
- d. Release of Third Party or Sponsored Advertising



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- (1) Obtain clearance for the placement of third party or sponsored advertising in the print, broadcast or cablecast media from the President's Office via the Public Relations Office.
 - (a) All print advertising copy must state clearly that the message is sponsored by the donor and that no University funds have been used.
 - (b) A broadcast or cablecast message must state clearly that the advertisement is sponsored by a donor and that no University funds have been used.
 - (2) Provide a courtesy copy of the above advertisement to the Public Relations Office.
- e. Facilitating Media Relations
- (1) Priority will be given by the Public Relations Office to answering requests for information from the media.
 - (2) Every effort will be made to notify promptly University personnel who are the subject of requests by the media for information, interviews and/or documents.
 - (3) When University personnel directly contact the media they should inform the Public Relations Office so that the policy of impartial dissemination of information is not jeopardized.
 - (4) When speaking as a private individual and not in an official capacity for the University, personnel should make clear that such expressions represent their personal views which are not necessarily those of the University.

5. Appendices

- a. Procedural Steps for Release of Emergency Information (Emergencies are defined as life-threatening situations affecting health and personal safety.)
 - (1) In the event of islandwide emergencies, the University shall adhere to the plan of action as directed by the Governor of Guam and Civil Defense headquarters. The University "Information Line" (734-3643) shall provide the latest information updates in times of islandwide emergencies.
 - (2) In the event of on-campus emergencies, the Public Relations Office or the President's designee shall coordinate dissemination of the needed release to the public and the broadcast media.
- b. Release of Student Information (The University of Guam complies with all provisions of the Family Educational Rights and Privacy Act of 1974 dealing with the release of education records. A copy of the text of this Act is on file in the Office of the Registrar.)
 - (1) The University is authorized to release public directory information concerning students. Directory information includes the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student and any other information authorized in writing by the student.



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- (2) The above designated information is subject to release by the University at any time unless it has received prior written objection filed in the Registrar's Office specifying information which the student wishes to be withheld.
- (3) The University will provide access to student records for campus officials and employees who have legitimate educational interests in such access. These persons are those who have responsibilities in connection with the campus academic, administrative or service functions and who have reason for using student records connected with the campus or other related academic responsibilities.

c. Release of Personnel Information

- (1) Directory information about faculty, staff and administration (including name, title, discipline or work assignment, office telephone, salary schedule, and degrees earned) is found in the University Catalog and Graduate Bulletin, Campus Telephone Directory, University Budget Document, and the University Annual Report.
- (2) Materials contained in personnel records are not subject to public inspection to ensure confidentiality.
- (3) An exception to the above rule is that information on employee salary or compensation may be released in keeping with the citizen's right to know the amount and types of remuneration paid public employees.
- (4) Information contained in employee records may be inspected by authorized members of the University faculty and administrators by following the procedures outlined in the University of Guam Policy Manual, the BOR/GFT Faculty Agreement and the BOR/GFT Maintenance Workers Agreement.

d. The University's Commitment

The University of Guam Public Information Policies and Procedures outlined herein are within the spirit and letter of Public Law 13-125, "The Open Government Law" and encompass the University of Guam Rules and Regulations.

The policies and procedures, furthermore, are formulated so that the University of Guam Office of Public Relations can demonstrate a commitment to open communication, to free exchange of ideas, and to a special obligation of accountability which will enhance public trust in the University and its activities.

Q. INSTITUTIONAL IMAGE

1. The Case for Standardization

The University of Guam is an active, viable force that touches the community in many ways every day. Focusing this broad contact on one image takes advantage of the myriad of positive relationships and associations held by the University. Standardizing the visual materials generated by the University helps to make the institution's image strong.

These guidelines represent the first phase in a concerted effort to focus and strengthen the University's image through standardization of visual representations of the University of Guam.



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A committee composed of representatives of the major academic and administrative offices has facilitated the development and adoption of these guidelines. Cooperation in using these guidelines as a resource will help the University of Guam speak with a clear, consistent voice and will assist each office or unit to identify itself with the positive and progressive image of the University of Guam.

2. Producing the Wordmark

The University Wordmark has been specially designed and the following guidelines should be followed in its use.

Although the University Wordmark font is Palatino Bold, it should not be altered or re-drawn. In addition, it should not be set in type either by a typographer or on a personal computer. Special kerning and a combination of sizes have been used. The wordmark cannot be reproduced exactly. Any attempt to do so will abridge its consistent use.

The Helvetica font has been chosen for name and address lines. Helvetica should be the first choice to be used for body text and headlines on related projects; however Palatino may be used for variety if it does not detract from the University Wordmark.

Stationery may be printed in one ink (black) or may be printed in two inks (black and green). If green is to be used on the stationery and envelope, it should be used only on the University Wordmark and on the institutional seal. The name and address lines and other logos associated with the department or other work unit or programs should remain in black ink. A standard color of green ink has been chosen in the Pantone (sometimes called PMS) ink system, Pantone 347U Green, if printed on an uncoated (matte) paper. (Note: if printing on a coated (gloss) paper such as for a poster or brochure, Pantone 348C Green must be used to produce the same color.)

The paper stock that has been chosen is Classic Laid Baronial Ivory (24 lb. weight) with matching envelopes. This paper is readily available at almost all printers on Guam and is unlikely to be discontinued.

3. General Typography

The Helvetica range of typefaces may also be used in print for headlines and should be the first choice for text matter in the case of brochures or similar examples in which the Palatino range is allowed.

Helvetica is a very clean and readable sans serif type that allows the more ornate Palatino used in the wordmark to stand out. It is also a common type; however if Helvetica is not available, a plain sans serif type is suggested. Sans serif means there are no little “feet” or cross marks on the letters.

4. Producing Business Cards

Business cards may be printed in one ink (black) or may be printed in two inks (black and green). If green is to be used on the business card, it should be used only on the University Wordmark and on the institutional seal. The name and address lines and other logos associated with the department or



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programs should remain in black ink. The standard color of green ink should be used. The paper stock is Classic Laid Baronial Ivory (cover weight).

The type that is used for program and name lines is 10 pt. Helvetica. Titles are to be set in 9 pt. Helvetica. Address and telephone numbers are to be set in 8 pt. Helvetica.

R. USE OF CAMPUS FACILITIES

University facilities are available for use by both University groups and groups from outside the campus, subject to University rules and regulations regarding their use.

University classrooms, the Student Center, the Fine Arts Auditorium, the RFK Library audio-visual rooms, and the Field House are available for use by both University groups and groups from outside the campus.

The following rules and procedures have been established to use these areas.

1. Use of Classrooms and the Student Center

The form for reserving University classroom and Student Center rooms may be picked up at the appropriate department or college.

Information required for the form include the intended use of the requested area, the requesting organization, and a listing of specific needs such as door control, air conditioning, security, and clean-up.

The requesting party is liable for any damages occurring.

2. Authorization for Use of Facility

Regulations for Use of the Fine Arts Theater

- a. The Theater is not available for use during the week of final exams or the two weeks prior to final exams.
- b. The User shall be provided with lights in the seating area and white "work lights" on the stage.
- c. The User shall insure that there is no eating, smoking, or drinking within the Theater.
- d. There is no phone available for use by the User.
- e. The Department Office, Box Office, Costume Room, Scene Shop, and Scenery and Props stored on or near the stage are not included in the use agreement.
- f. The User shall be responsible for cleaning the Theater and related areas.
- g. Nothing is to be taped to the walls of the lobby or the theater. Nothing is to be pinned or stapled to the Stage draperies.



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- h. The User may choose to rent the Theater Lighting System. This rental shall apply to all users who need "theatrical lighting." Payment will be made to the University of Guam Fine Arts Theater.

Rental rates are as follows:

\$ 75.00 per tech or dress rehearsal
 \$150.00 per performance for the first three performances
 \$100.00 per performance thereafter

Payments are due within ten working days after the last performance.

- i. Pianos, music stands, risers, and chairs are not covered by this agreement. To use the above, the User must contact the University Music Department.

3. Lecture Hall Fees

OFF CAMPUS SPONSOR

	Revenue Generating Event		Non-revenue Generating Event	
Room Rental	Full Day	\$500.00	Full Day	\$300.00
	Half Day/Evening	250.00	Half Day/Evening	\$150.00
Maintenance*	Full Day	\$130.00	Full Day	\$130.00
	Hourly	\$ 16.25	Hourly	\$ 16.25
AV Technician*	Full Day	\$130.00	Full Day	\$130.00
	Hourly	\$ 16.25	Hourly	\$ 16.25
AV Equipment		\$ 50.00		\$ 50.00

UNIVERSITY SPONSOR

	Revenue Generating Event			Non-revenue Generating Event		
	Hours	Hours	Hours	Hours	Working	After
					Hours	Hours
Room Rental	Full Day	\$500.00	\$500.00	Full Day	Donation	\$100.00
	Half Day	\$250.00	\$250.00	Half Day	Donation	\$ 50.00
Maintenance*	Full Day	\$ 75.00	\$130.00	Full Day	0 (self)	\$130.00
	Hourly	\$ 9.40	\$ 16.25	Hourly	0 (self)	\$ 16.25
AV Technician*	Full Day	\$ 75.00	\$130.00	Full Day	0	\$130.00
	Hourly	\$ 9.40	16.25	Hourly	0	\$ 16.25
AV Equipment		\$ 50.00	\$ 50.00		0	\$ 50.00

4. RFK Library Audio-Visual Facility/Equipment Rental



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The Board has established rules, regulations and fees for use and/or rental of the University's audio-visual facilities. See the Dean, Learning Resources for details.

5. Field House Rules and Regulations

The Field House is a multipurpose facility designed primarily to host spectator sports in the athletic arena and to support the academic mission of the University of Guam. Through creative and innovative planning, the facility can be arranged to accommodate a wide variety of events from basketball games, boxing and wrestling matches to beauty pageants, concerts, symphonies and trade shows.

In addition to serving the academic, athletic and leisure recreational needs of the University, the Field House also tries to function as a civic center for the entire island. However, physical limitations of the facility and priority scheduling for University programs often reduce the availability of dates, times and space in the athletic arena.

Scheduling priorities and a set of guidelines called "General Provisions and Policies Governing Use, Lease and Rental of the UOG Field House" have been developed to maximize its use. These guidelines and scheduling priorities provide direction for use, leasing procedures, and costs, as mandated by the Board of Regents for the University of Guam.

a. Scheduling Priorities

The first priority of the UOG Field House is to facilitate the academic process by providing space for the needs of the Division of Health, Physical Education, Recreation and Dance (HPERD) and other academic units, intramural-recreational activities and varsity athletic programs, and leisure recreation for officially recognized university organizations and groups.

The second priority is to assist the island's youth by cooperating with the Department of Education and the Guam National Olympic Committee (GNOC) in facilitating access to the Field House for clinics, sports camps, athletic tournaments, and training.

The third priority is to lease facilities and rent equipment for special events on a space-available basis when the set-up, take-down, and clean-up do not negatively impact on the academic, athletic, intramural and recreation programs, as stated above.

The fourth priority is to assist sports development in the Guam High Schools by hosting post season athletic tournaments for the Department of Education when possible, and permitting students (grades 9-12) to use the Field House during leisure recreation hours on a similar basis as UOG students.

b. General Provisions and Policies Governing Use, Lease and Rental of the Field House **General Provisions and Policies Governing Use, Lease and Rental of the Field House**

ARTICLE I

SECTION 1.01 Purpose



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The purpose of these articles is to establish uniform policies for the use, lease and rental of the UOG Field House, including the awarding of concessions therein.

SECTION 1.02 Definitions

- 1) AGENCY shall mean any department, bureau, board, commission or other unit of the Government of Guam.
- 2) ATHLETIC ARENA or MAIN ARENA is the Field House gymnasium.
- 3) ATHLETIC DEPARTMENT is the department responsible for varsity athletic programs and intramural-recreational sports.
- 4) CAMPUS ORGANIZATION or ACADEMIC UNIT is defined as any educational, service, research or advisory entity of the University of Guam duly recognized by the President as being such.
- 5) CLASSROOM AREA is classrooms 110, 112 and 113, or classrooms 112 and 113 combined.
- 6) CONCESSIONS is a grant to a University of Guam Alumni Association, student government association group, a private individual, partnership or corporation for the privilege of conducting operations (essentially retail in nature) involving the sale of food, non-alcoholic or alcoholic beverages, programs, wares and/or merchandise to the general public in the concessions area or other areas located at the Field House.
- 7) CONFERENCE ROOM is room 110.
- 8) HPERD is the Division of Health, Physical Education, Recreation and Dance.
- 9) HOSPITALITY ROOM is room 104A located at the northeast corner inside the main arena with a sink, counter and cabinets.
- 10) IAC is the Intercollegiate Athletic Council.
- 11) MANAGEMENT is the manager of the Field House facilities or designated representative.
- 12) MULTIPLE DAY RENTAL is any event that contracts for two (2) or more multiple performance days. The extra days will be charged at the applicable multiple day rate which only covers the athletic arena rental fee.
- 13) NONPROFIT ORGANIZATION is an association, corporation or other entity duly registered on Guam which has official IRS 501 (c) 3 (or comparable Guam Code) status.
- 14) OPEN-USE HOURS are the time periods designated for students, faculty/staff and patrons to use the facility for participating in intramural sports and/or leisure recreation.



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- 15) PRESIDENT is the President of the University of Guam.
- 16) PRODUCTION OFFICE is a room where private telephones and/or Fax machines can be installed, enabling the event production staff to conduct business.
- 17) REC-CHECK COUNTER is the station where patrons present their UOG ID cards, paid tokens or Field House admission cards to show their eligibility to use the facilities and to check out equipment.
- 18) REVENUE GENERATING EVENT is any event which generates revenue (i.e., charging admission, selling advertisements in conjunction with the event, subleasing facility space for booths during a trade show, and/or having any form of commercial sponsorship).
- 19) SGA is the Student Government Association, or any duly recognized organization within the Student Government Association, or any UOG student group sponsored by the Student Government Association.
- 20) SECURITY is the provision for protection of all persons attending an event, including the staff, equipment and facilities, the parking lot, and crowd control inside and outside the facilities.
- 21) SPORTS FACILITIES are designated as the following areas:
 - Athletic arena (gymnasium)
 - Locker/shower rooms
 - Dance studio
 - Weight training area
- 22) TICKET BOOTH is the room located outside the northwest corner entrance/exit gate which usually serves as the box office during sporting and special events.
- 23) UNIVERSITY or UOG is the University of Guam.
- 24) VICE PRESIDENT is the Vice President, Administration and Finance.

SECTION 1.03 RENTAL OF FACILITIES

The use and rental of the facilities at the Field House shall be permitted in accordance with these policies.

SECTION 1.04 SCHEDULING AND RESERVATIONS

The Management shall have the authority to schedule or reserve the Field House facility for special events and programs. However, the President and the Board of Regents retain the sole authority to approve contractual-use agreements.

SECTION 1.05 EQUAL TREATMENT



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All charges shall be applied equally to all tenants using the facilities except as provided herein. In special cases, the President retains the right to reduce or increase the rental fee where it would be advantageous for the University to do so. All special requests should be first made in writing and submitted to the Management at least Twenty-One (21) business days prior to the date of the event.

SECTION 1.06 PAYMENT OF RENTAL FEES

A nonrefundable “reservation fee” must be made at the Field House Management Office to confirm a reservation. This fee will be applied to the “breakage” refundable deposit when the facility rental fee and all other costs are paid in full.

The full amount of the “rental fee,” which is nonrefundable, must be paid at least five (5) business days prior to the event. All remaining charges must be paid forty-eight (48) hours in advance of the event. A ten percent (10%) surcharge will be added per day for all late payments.

There is no refund for cancellations. The only fee that is refundable is the breakage deposit on the condition that there are no outstanding charges or damages to the Field House facilities resulting from the event.

SECTION 1.07 FORM OF PAYMENT

All payments shall be made to the UOG Field House by legal tender, certified check, cashier’s check, bank draft, postal money order, traveler’s check or Government of Guam interagency transfer of funds.

SECTION 1.08 USE WITHOUT PAYMENT PROHIBITED

The Management is prohibited from allowing the use of any part of the facility without payment except as specified herein. However, at Management’s discretion, the hallways and corridors of the Field House may be used free of charge by outside organizations.

SECTION 1.09 BOOKINGS AND CANCELLATION

The Field House shall be available for lease by any individual or entity without discrimination in accordance with the University’s policy of nondiscrimination except when formal HPERD classes, Athletic Department activities, or other uses by the University are scheduled. The Management may cancel or refuse a booking if he or she finds that the event or attraction booked or being booked will involve activities which are contrary to law, inconsistent with the public interest, or threaten public safety.

Requests for leasing the main arena, which require insurance, a Guam Public Works occupancy load permit and a Guam Fire Department permit, should be made a minimum of twenty-one (21) business days prior to the date of the event.

Except as hereinafter provided, Management shall have full authority in scheduling events or attractions. Factors considered in this decision include: 1) the possible financial return to the University; 2) the overall entertainment and/or cultural benefit to the people of Guam; 3) the degree of public appeal, including the presentation of a diversity of events and attractions to the people of Guam; 4) the avoidance of over-saturation of bookings, events or attractions of a similar nature; 5) the possible conflict of interests between the event or



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attraction of a prospective tenant and a tenant already booked; 6) the maximum and full-time utilization of the facilities covered by this article; and 7) other pertinent factors, all according to the best interests of the University.

SECTION 1.10 INSURANCE

Primary fire, property and liability insurance protecting the Field House, the University, its agents, servants and employees and naming the University of Guam as an additional insured shall be obtained by non-University of Guam and Government of Guam tenants in such amounts and under such conditions as shall be determined by the Vice President, Administration and Finance. Any tenant, other than the University of Guam and the Government of Guam, shall provide satisfactory evidence of workers' compensation insurance for all employees of the tenant who will be in any way engaged at the Field House.

SECTION 1.11 STUDENT AND FACULTY/STAFF USE

All bona fide and duly registered full-time UOG students and faculty/staff shall have access to the Field House facility free of charge by showing their valid UOG ID card at the Rec-Check station during posted open-use hours when the arena is not being utilized by any contracting organization or agency, special class, or program. Absent extraordinary circumstances, every semester, there shall be a minimum of five (5) hours of open-use time available for students and faculty during each class day and four (4) hours each weekend day. The Field House will be closed on holidays.

SECTION 1.12 PERFORMANCE DAY

Performance day is the period of time from 8:00 a.m. until midnight when the facilities are used for an attraction, event or occasion attended by the public audience or members of a group. Performance day is also defined to be the use of the facilities for the purpose of recording, filming or televising an attraction or event for a commercial purpose or for a purpose other than the personal use of the camera or recording operator. However, the recording, filming or televising of an event or attraction without charge by the tenant for a bona fide news purpose or to advertise the event or attraction to be shown at the facilities covered herein shall not otherwise convert a nonperformance day to a performance day.

SECTION 1.13 NONPERFORMANCE DAY

Nonperformance day is the period from 3:00 p.m. until 11:00 p.m. when the facilities are used for any purpose not amounting to a performance day. The term "nonperformance day" shall include, but is not limited to, using the facilities for rehearsals, moving equipment in and out, and preparing the facilities for the performance or event.

SECTION 1.14 ADVERTISEMENTS

All advertising space on the UOG campus is the exclusive property of the University. The Management shall have the authority to set fees for the advertising space at the Field House. In addition, the University



retains the right to negotiate with the lessee for television, radio or other broadcast rights for all events and/or activities held in the Field House.

SECTION 1.15 STAGE, SCAFFOLDING, LIGHTING AND SEATING DESIGNS

Stage, scaffolding, lighting, and seating designs for all special events and/or activities held in the Field House must be approved by the Management to ensure safety, security, and optimal viewing.

ARTICLE II

SECTION 2.01 PAYMENTS FOR USE OF THE MAIN ARENA FACILITIES FOR EVENTS SHALL BE AS FOLLOWS:

I. **PERFORMANCE DAY: Revenue Generating Events in the Main Arena**
When not scheduled for UOG academic activities, intramural-recreation or intercollegiate athletic programs, the Field House may be leased as a multipurpose center for the purpose of hosting different activities, including sporting events, celebrations, conventions, festivals, forums, meetings, pageants, private parties, shows and other uses.

The following schedule of fees shall govern revenue generating use:

	FIRST DAY	MULTIPLE DAYS
1) University of Guam	\$2,000.00 *	\$1,000.00 **
2) Government of Guam	\$3,500.00 *	\$2,000.00 **
3) Nonprofit Organization	\$4,500.00 *	\$3,000.00 **
4) Commercial or Private	\$5,500.00 *	\$4,000.00 **

II. **PERFORMANCE DAY: NON-REVENUE GENERATING EVENTS IN THE MAIN ARENA**
The following schedule of fees shall govern events that collect no admission fee, charge nothing for booths or space, sell no advertisement in conjunction with the event and/or have no form of commercial sponsorship:

	FIRST DAY	MULTIPLE DAYS
1) University of Guam	\$1,000.00 *	\$ 500.00 *
2) Government of Guam	\$2,000.00 *	\$1,500.00 *
3) Nonprofit Organization	\$3,000.00 *	\$2,000.00 *
4) Commercial or Private	\$4,000.00 *	\$3,000.00*

III. **NONPERFORMANCE DAY**
The following schedule of fees shall govern events that take place on nonperformance days:

1) University of Guam	\$ 500.00 ***
2) Government of Guam	\$1,000.00 ***
3) Nonprofit Organization	\$1,250.00 ***
4) Commercial or Private	\$1,500.00 ***



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* Includes main arena set-up, six hours of air conditioning, minimum security, clean-up, ticket booth, locker rooms, public address system and entrance turnstiles. Storage room(s), stage, chairs, ushers, etc., are available for an additional charge. These items must be rented from the Field House Management.

** Includes main arena clean-up, minimum security, ticket booth, locker rooms, public address system and entrance turnstiles. Main arena set-up, air conditioning, stage, chairs, ushers, storage room(s), etc., are available for an additional charge. These items must be rented from the Field House Management.

*** Includes availability of the main arena from 3:00 p.m. until 11:00 p.m., the hospitality room and clean-up. Storage room(s), air conditioning, security, etc., are available for an additional charge. These items must be rented from the Field House Management.

When academic terms are in session, events scheduled Monday through Thursday that require facility overtime and/or nonperformance day(s) will be assessed an additional fee of \$2,000.00 plus all direct costs to compensate for interruption, displacement, and/or cancellation of regularly scheduled University activities.

IV. OVERTIME CHARGES FOR THE MAIN ARENA FACILITY

The facility overtime rate is quoted for each hour or fraction thereof and is applicable when the main arena is used in excess of the rental period. Rental of the main arena solely on overtime rates is not authorized. Personnel overtime charges are in addition to facility overtime charges.

1) University of Guam	\$ 50.00
2) Government of Guam	\$100.00
3) Nonprofit Organization	\$150.00
4) Commercial or Private	\$200.00

V. PAYMENT FOR USE OF THE FIELD HOUSE FACILITIES BY UOG ORGANIZATIONS WHEN CONDUCTING FREE ADMISSION ACTIVITIES IN THE FIELD HOUSE

All officially recognized academic units, organizations and sport clubs sanctioned by Field House Management are eligible to request permission to hold free admission activities in the Field House on a space available basis. Costs for all overtime, set-up, clean-up, air conditioning and/or equipment must be paid in advance. Rental charges may be reduced or waived upon approval of a written request addressed to the Management which must be submitted no less than fifteen (15) business days in advance of the event date.

The intent of the differentiation of rental costs is to ensure that the facility is affordable for the agencies and organizations listed to stage their own event by and for their group. However, no group shall act as a sponsor for a private group, commercial group, or nonprofit corporation in order to circumvent the proper charges. Such groups must not merely be the sponsor of the event, production, attraction or activity being staged, but must actively promote, produce, stage, or conduct such event, production, attraction, or activity. The Field House Management reserves the right to review each reservation request to determine if a group or agency sponsoring the event is violating the intent of the reduced rental fee.

SECTION 2.20 PAYMENT FOR USE OF THE FIELD HOUSE CLASSROOMS, CONFERENCE ROOM, DANCE STUDIO, HOSPITALITY ROOM, PRODUCTION OFFICE, LOCKER/SHOWER ROOMS, TICKET BOOTH AND WEIGHT AREA



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I. Classrooms 112, 113, Conference Room, Dance Studio, and Weight Room
The Field House classrooms, conference room, dance studio and weight room are available for lease when not in use by the University, subject to the payment of the following fees:

- 1) For lease by any campus organization, academic unit or Government of Guam agency:
\$25.00 each per hour (minimum fee)
\$75.00 each per day (maximum fee)
2) For lease by any organization when not in use by the University or Government of Guam agency:
\$ 75.00 each per hour (minimum fee)
\$125.00 each per day (maximum fee)

II. Hospitality Room, Production Office, Lockers/Shower Rooms, Ticket Booth, or Storage Room(s):

The Field House hospitality room, production office, locker\shower rooms, ticket booth, and storage room(s) are available for lease when not in use by the HPERD Division or the Athletic Department, subject to the payment of the following fees:

- 1) For lease by any campus organization, academic unit or Government of Guam agency:
\$15.00 each per hour (minimum fee)
\$50.00 each per day (maximum fee)
2) For lease by any organization when not in use by the University or Government of Guam agency:
\$ 50.00 each per hour (minimum fee)
\$100.00 each per day (maximum fee)

SECTION 2.03 SERVICES, EQUIPMENT AND PERSONNEL OVERTIME

I. Services and Equipment:

Table with 2 columns: Service/Equipment and Price. Items include Main Arena Set-Up (Standard) at \$750.00, Clean-Up (Standard) at \$750.00, Air Conditioning in Main Arena (per hour) at \$100.00, Stage, Includes skirt (per 4' x 8' section) at \$ 35.00, Backdrop (per linear foot) at \$ 3.00, and Chairs, includes take down, but not set-up (per chair) at \$ 1.00.

Note: The stage and chairs may not be removed from the facility.

II. Personnel Overtime:

Table with 2 columns: Personnel Role and Price. Items include Supervisor (each per hour) at \$ 25.00, Custodian (each per hour) at \$15.00, Security Officer (each per hour) at \$20.00, Gate Guard (each per hour) at \$10.00, and Usher (each per hour) at \$5.00.



ARTICLE III

SECTION 3.01 CONCESSION USE

For entities other than the Alumni Association, food and nonalcoholic beverage concessions, catering of food, the sale of wares or merchandise, the rental of parking or any commercial enterprise conducted in conjunction with the use of the Field House will be approved and governed only by the Field House Management acting on behalf of the University and will be subject to the following payment schedule and regulations:

I. SALE OF ANY PROGRAMS, SOUVENIRS, WARES AND/OR MERCHANDISE ITEMS

Twenty-Five Dollars (\$25.00) per day or twenty percent (20%) of the gross receipts collected, whichever is greater, will be charged for the sale of any programs, souvenirs, wares and/or merchandise items. At the discretion of the lessee, the lessee may pay the UOG Field House a flat fee determined by the Field House Management for the privilege of selling programs, souvenirs, wares and/or merchandise items in the arena with the Twenty-Five Dollar (\$25.00) per day or twenty percent (20%) fee being waived.

II. NON-UNIVERSITY USE OF FOOD CONCESSION AREA

Upon approval by the Management, the concessionaires will be charged a fee of \$500.00 per day.

III. FOOD CONCESSION AREA USAGE

The following is required of concessionaires using the food concession area:

- 1) The area must be cleaned and returned to its original condition to the satisfaction of the Management;
- 2) The proper business licenses and health permits must be obtained and copies submitted to the Management;
- 3) The concessionaires will be responsible for the actions of their employees while on the Field House premises;
- 4) Free samples shall not be distributed inside or outside the Field House facilities without the prior written approval of the Field House Management.
- 5) Hours for the sale of alcoholic beverages in the Field House shall be set by the Management and shall be strictly adhered to.

IV. SGA CONCESSION USE

Upon approval by the Management, the SGA shall be allowed to sell concession items and be charged no more than ten percent (10%) of the gross receipts collected subject to the rules stated in Food Concession Area Usage above.

V. SUBLEASING SALE OF CONCESSIONS



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Any organization or unit contracting the use of the Field House for any event must have the written approval of the University to sublet the sale of concessions to any other organization not authorized in the original Field House rental agreement.

ARTICLE IV

SECTION 4.01 INDIVIDUAL USE OF THE FIELD HOUSE

Any individual or organization wishing to use any of the sports facilities of the Field House shall do so only if there is no conflict with any University activity or use. Individuals without a valid University identification card shall pay a fee established by the Field House Management. Each individual shall pay a fee of no less than \$1.50 and no greater than \$5.00 per day.

S. ON-CAMPUS ADVERTISEMENT

All advertising space on the UOG campus is the exclusive property of the University. The Board of Regents shall have the authority to set fees for advertisement on campus. In addition, the University retains the right to negotiate television, radio or other broadcast rights for all events and/or activities held on campus.

T. MARINE LAB VISITOR HOUSING FACILITY

As the facility was funded by the National Science Foundation (NSF), visitors funded by NSF to pursue research at the UOG Marine Lab will have the highest priority. Scientists and professional colleagues working in collaboration with Marine Lab faculty will have the next level of priority, followed by students performing research at the Lab. As space allows, other visitors maybe accommodated, as approved by the Housing Committee.

On April 18, 1996 the Board approved Resolution 96-12 which sets out fees for the use of the Marine Lab Visitors Housing Facility. All of these fees will go to the Marine Lab to ensure the facility is properly maintained.

1. Reservation and Allocation of Space

All requests should be addressed to the Director, University of Guam Marine Laboratory. A housing committee has been established to assist in the allocation of space and the operation/maintenance of the facility.

2. Housing Charges

- a. Individual short-term visiting faculty, post-doctoral researchers, students and professional colleagues: \$20 per night or \$400 per month for a private room. Two people sharing a room will be charged half the above rate each.
- b. The apartment side is available for rent for \$40 per night and \$800 per month.
- c. A \$10 fee will be charged for washing the linen and towels if this is not done by the visitor.



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- d. Local telephone service is included, while long-distance charges are the responsibility of the guest.

U. BIKE RENTAL SERVICE

On April 18, 1996, the Board of Regents approved Resolution 96-11. This resolution authorizes the Field House to rent bikes at the following rates: \$3 per day or \$10 per weekend.

V. FAX SERVICE OPERATION

On March 21, 1996, the Board of Regents approved Resolution 96-06. This resolution authorizes a fax service at the following rates:

\$2.00 per page for on-island faxes

\$1.50 per page for incoming faxes.

This service may only be given to those with a UOG student or employee identification card.

This service shall cease if and when a private organization begins such service at comparable charges and at a convenient location for students and staff.

W. LIBRARY FEES

Individuals employed by a GovGuam agency may purchase a Friend of the Library card for the reduced fee of \$55 per year. Proof of employment must be provided.

X. RICHARD F. TAITANO MICRONESIAN AREA RESEARCH CENTER (MARC) MANUSCRIPT COLLECTING

It is the policy of MARC to make materials in its possession available to researchers on equal terms of access. Access will be granted to all materials with the exception of those limited by legal or other restrictions. MARC encourages the donation of collections without restrictions on access. Public access will not normally be granted to unprocessed collections.

Purpose of Policy

MARC's Manuscript Collection is a division of the Pacific Collection. The primary mission of MARC's Pacific Collections is support the teaching, research, and public service needs of the University of Guam. The role of the Manuscript Collection in accomplishing this mission is to collect, preserve, and make available for research unpublished materials relating primarily to the history and culture of Guam and Micronesia. The purpose of this policy is to establish policies for accessions to MARC's Manuscript Collection.



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1. Definitions of Manuscripts

The manuscripts which MARC collects include personal papers, diaries, journals, correspondence, records, and other documents from individuals, families, businesses, and other organizations dealing with the region which are of enduring value. MARC also acquires copies of similar collections held by federal, state, and other libraries and archives. MARC does not collect the official archives of the Government of Guam, or the official archives of any of the Micronesian states.

2. Conditions of Acceptance

MARC cannot accept collections which place unreasonable conservation burden upon the Center or that place unreasonable burden upon staff time or storage space.

3. Deaccessions

MARC maintains the right to dispose of materials that are inappropriate or otherwise not of inherent research value. Disposal includes, but is not limited to, transfer to another repository, conversion to microfilm, return to donor, or destruction. In case of proposed destruction of materials the donor will be notified and offered the chance to reclaim the materials.

4. Appraisals of Collections

MARC does not provide formal appraisals of the monetary value of materials for the purpose of establishing the tax-deductible value of donations, or for any other purpose. It may, however, suggest qualified appraisers.

5. Financial Support of Collections

Donors of materials are encouraged to provide long-term support for their collections in the nature of financial endowments and gifts.

6. Final Approval

Recommendations on acquiring new manuscript collections may be made by MARC's Manuscripts Librarian to the MARC Director who shall have final approval.

Y. NAMING OF UNIVERSITY FACILITIES

As mandated by Local Law, the authority in naming University facilities is vested with the Board of Regents.

Z. OVERSEEING POLICIES AND PROCEDURES

The President, as the Chief Executive Officer of the University, is responsible for overseeing the entire operation of the University and ensuring that all policies and procedures are properly carried out and enforced. The President shall be kept informed of all policies, procedures and changes within the organizational structure



Approved by the Board of Regents February 17, 2000

at the University of Guam and shall recommend to the Board of Regents proposed policies and procedures that need Board approval.