

**MEMORANDUM OF AGREEMENT  
BETWEEN THE UNIVERSITY OF GUAM ADMINISTRATION AND  
THE UNIVERSITY OF GUAM FACULTY SENATE**

As Amended and Signed on 03 August 2018

Procedures and Provisions for Enabling Faculty Governance

This Agreement was originally entered on the 29<sup>th</sup> day of June 2001, by and between the University of Guam Administration (“Administration”) and the Faculty Senate.

- 1. Purpose of the Memorandum.** This memorandum constitutes the agreement established under the *Bylaws* of the Faculty Senate (as amended 3 May 2001) to govern the interaction between the Faculty Senate and the Administration and other matters essential to maintaining effective shared governance at the University of Guam, specifically:

“The President of the Faculty Senate and the President of the University shall jointly establish, in a written Memorandum of Agreement, the procedure for routine interaction between the Faculty Senate and the Administration. These procedures may be revisited and revised at any time upon the request of the Faculty Senate President or the University President.”

“In addition to procedures for routine interaction, the memorandum shall incorporate agreements on other matters essential to the success of shared governance, including but not limited to the determination of appropriate load allocation for faculty serving in positions of leadership in the Faculty Senate, its Standing Committees, and associated Academic Review Committees, as well as the appropriate extension of employment of the Faculty Senate President to ensure continuity of faculty representation in academic governance through the Finakpo’ (Summer) and Tinalo’ (Winter Intersessions).”

- 2. Scope of Shared Governance.** The Faculty Senate and the Administration agree to collaborate in good faith of all matters of academic importance and institutional integrity as specified in the *Bylaws* of the Faculty Senate. To this end the Administration agrees to solicit a recommendation from the Faculty Senate on any requests received by the Board of Regents for authorization of any private post-secondary institution of post-secondary education in Guam as required by P.L. 15-44, Section 11603. Accreditation Board.
- 3. Routine Interaction between the Faculty Senate and the Administration.**
  - a. Interaction through Scheduled Meetings.** At the beginning of the Fanuchånan (Fall) and Fañomnåkan (Spring) semesters, the Faculty Senate President establishes and distributes to all faculty and academic administrators a schedule of Faculty Senate sessions, Standing Committee meetings, and Academic Review Committee meetings. The Senior Vice President for Academic and Student Affairs has a standing invitation to attend any Senate Executive, Standing Committee or Academic Review Committee meeting. The Senior Vice President (ASA) also meets informally at least twice per semester with the President of the Faculty Senate and the chairs of the Standing Committees and Academic Review Committees.

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The President of the Faculty Senate and the Senior Vice President (ASA) shall meet at least once a month. The President of the Faculty Senate and the University President shall meet at least at the beginning of the Fanuchánan (Fall) and Fañomnákan (Spring) semesters, and at the request of either the University President or the Faculty Senate President. The President of the Faculty Senate may also meet with any of the Assistant Vice Presidents (AVPs) at the request of either party. The President of the Faculty Senate or designee shall attend appropriate administrative meetings that the Senate Executive Committee and the Administration agree are important to the maintenance of effective communication and shared decision-making. Because all university meetings are open, the University President, Senior Vice President (ASA), AVPs, Deans, or other administrators may attend meetings of the Faculty Senate, and/or its Standing Committees, and/or its Academic Review Committees, and faculty leaders or faculty members may attend administrative meetings. To facilitate interaction and teamwork between the Administration with the Academic Deans, the Senior Vice President (ASA), in consultation with the AVPs and/or Academic Deans, may designate an AVP, a Dean, or a Director to serve as the Administration's liaison with each of the Academic Review Committees.

- b. Correspondence.** The Faculty Senate President and the Senior Vice President (ASA) shall determine the appropriate addressees of ongoing correspondence between the Faculty Senate and the Administration. Except as otherwise provided for by such consultation, routine correspondence shall be transmitted between the Faculty Senate and the Administration through the Faculty Senate President and the Senior Vice President (ASA).
- c. Formal Communication with Faculty.** At a minimum, the University President shall address the entire faculty twice annually at the University Convocation & Assembly and at each Faculty Development Day in the Fañomnákan (Spring) semester.

The Senior Vice President (ASA) shall address the entire faculty twice annually at the University Convocation & Assembly and provide an oral and/or electronic report to the Faculty Senate at each regularly scheduled Faculty Senate Meeting.
- d. Informal Interaction.** To facilitate regular informal interaction between senior Administration and faculty, the Faculty Senate may invite the University President or the Senior Vice President (ASA) for occasional campus walking tours to selected sites or informal exchanges with small groups of faculty.
- e. Staff Support.** To support the work of the Faculty Senate, the Administration agrees to provide reliable staff support and maintenance of the Faculty Senate paper and electronic archives. The Administration agrees to work towards designating an office specifically for the Faculty Senate.
- f. Resolution of Disagreements.** Should any serious disagreement arise over a course of action by either the Faculty Senate or the Administration, the Faculty Senate officers shall first meet with the Senior Vice President (ASA) to identify whatever basis can be found for agreement, and to articulate specifically and precisely the points of disagreement in writing. The Administration and the Faculty Senate shall consult with their respective constituencies to obtain suggestions for resolution of the points of disagreement. The Administration and the Faculty Senate agree to stay engaged and work

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in good faith to find mutually acceptable solutions on all matters of concern to either one or the other party. The University President agrees to meet with the Faculty Senate upon its invitation to discuss matters of special concern to the Faculty Senate. The Faculty Senate agrees to meet with the University President upon invitation to discuss matters of special concern to the Administration. The Faculty Senate may appoint special committees to work with the Administration to resolve matters of concern raised by the Administration.

- 4. Load Allocations for Faculty Leaders.** The Administration agrees to provide load allocations to faculty leaders to support faculty governance. Specifically, the Administration shall budget for ten (10) quarter-time load allocations per semester to support faculty governance. This policy shall be integrated with a general policy governing the granting of load allocations to ensure that faculty load allocations are optimally allocated to support the teaching, research, and service missions of the university. The appropriate Dean or Director is responsible for granting load allocations for the Faculty Senate Executive Committee (Faculty Senate President, Faculty Senate Vice President, and Faculty Senate Recorder), and chairs of the Standing Committees and Academic Review Committees, based on faculty loads and the needs of the university. These agreements must be completed in writing by the end of the Fañomnâkan (Spring) semester for the following academic year. In the event of a disagreement at the Dean's level, the Senior Vice President (ASA) will decide. The Faculty Senate and the Administration acknowledge that policy and provisions regarding load allocations are directly related to salary and working conditions are therefore contractual issues. The Faculty Senate and Administration agree that such policy and provisions as pertain to load allocations for faculty governance or any other purpose can and should be addressed during each renegotiation of the *Agreement between the Board of Regents and the UOG Faculty Union*.
- 5. Employment Status of the Faculty Senate President.** As underscored by the 2000 WASC Visitation Team, it is important to ensure the continuity of faculty governance throughout the calendar year and to ensure that the Faculty Senate President is available to fill year-round obligations. Note that during Finakpo' (Summer) and Tinalo' (Winter Intersession) the Faculty Senate President is the faculty's sole representative on academic matters—at both internal university meetings and public forums. In addition, during these times the Faculty Senate President may (1) draft, compile, edit, update, and Revise the guiding documents of the Faculty Senate [the Faculty Senate Handbook, Bylaws, and Special Rules], (2) prepare presentations and instructional materials for each year's New Faculty Orientation, New Senator's Orientation, New Academic Review Committee Member's Orientation, (3) research the professional literature on academic governance in higher education, (4) engage with other university leaders to deal with attempts at political interference, (5) catch up on research, instructional preparation, and other academic duties that he/she would have completed during the academic year has he/she not be Faculty Senate President, and (6) engage with the senior administration on the implementation of special initiatives such as G2G or the previous realignments of schools and colleges. Finally, it should be understood that the maintenance of the 12-month Presidency of the Faculty Senate is not an expense, but rather an investment in competent, effective leadership and successful implementation of institutional innovation and improvements. Therefore, if the person elected as Faculty Senate President is on a 9-month faculty status, the Administration agrees to place him/her on a 12-month employment status for the year spanning the duration of his/her term of office. The

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Faculty Senate President will also be granted a quarter load allocation (0.25 FTE) during the regular semester to fulfill Faculty Senate obligations.

**FOR THE UNIVERSITY OF GUAM**



Dr. Robert A. Underwood  
President, University of Guam

**FOR THE FACULTY SENATE**



Dr. Mary Therese F. Cruz  
President, Faculty Senate

1<sup>st</sup> approved: 29 June 2001

Revised & approved: 6 May 2004