

# **Unibetsedåt Guahan University of Guam**

**College of Liberal Arts and Social Sciences**

## **FULL-TIME FACULTY HANDBOOK**

Prepared by

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and

Approved by the Academic Affairs Committee

**CLASS Directory**

College Dean's Office	735-2850
Dr. Sellmann, Dean	735-2805
Dr. Santos-Bamba, Associate Dean	735-2854
Mrs. Fernandez, Administrative Officer	735-2853
Communication and Fine Arts	735-2700
English and Applied Linguistics	735-2725
Humanities	735-2800
Social & Behavioral Sciences	735-2870
Master of Arts in English Program Coordinator office	735-2736
Master of Arts in Micronesian Studies Program Coordinator office	735-2784
Master of Science in Clinical Psychology Program Coordinators offices	735-2882 or 735-2876
Others: RFK Library	735-2331
Triton Bookstore	735-2931/4
Campus security Security pager	735-2365 or 649-9275 888-2456 or 476-9804

Welcome!

To new faculty members, I am pleased to welcome you to the University of Guam, and the College of Liberal Arts and Social Sciences.

To continuing faculty members, thank you for your enduring dedication to our College and University goals.

At the heart of the College's mission is the creation of a challenging and stimulating environment that supports active learning and teaching. As a full-time member of our dynamic faculty, you play an important role in the fulfillment of that mission.

This handbook has been prepared to help orient new faculty as they begin to plan their teaching and to be a resource to continuing faculty. It should serve as a reference for questions that develop along the way. Most questions which you might have concerning policy and procedure are addressed herein. Important campus resources are introduced. The UOG web page (<http://www.uog.edu>) will give you access to further information and announcements of upcoming campus activities.

**This handbook is NOT a substitute for the *BOR/AFT Faculty Union Agreement*, the *Comprehensive Faculty Evaluation System*, or the *Rules, Regulations and Procedures Manual*. You should have copies of those three important documents, and you should consult them regularly, especially in regard to your contractual and professional obligations, rights, and responsibilities. **Recently hired faculty members** may want to acquaint themselves with the last section of **this handbook entitled “Mentoring for New Faculty.”****

I should also point out that there are two different types of full-time faculty status, namely tenure stream, and non-tenure stream (also known as limited term contracts). If you are not certain about your status, then you should contact me immediately.

Let me again extend our welcome to new faculty and my hopes that your connection with the College will be rewarding for you and your students.

Sincerely,

James D. Sellmann, Ph.D., Dean

## The University of Guam Mission Statement

Rooted in the historic tradition of the American University, the University of Guam embraces the ideal of an academic community that transforms mind, body, and spirit and encourages freedom of thought and liberty of conscience.

The mission of the University of Guam is:

Ina, Diskubre, Setbe– To Enlighten, To Discover, To Serve

The University of Guam is a US 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 of Guam provides a unique opportunity to discover and acquire indigenous and global knowledge.

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## Related Information

**This handbook is NOT a substitute for the *BOR/AFT Faculty Union Agreement*, the *Comprehensive Faculty Evaluation System*, or the *Rules, Regulations and Procedures Manual*. You should have copies of those documents, and you should consult them regularly, especially in regard to your contractual obligations, and professional rights and responsibilities.**

## Getting Started

All full-time faculty members are expected to perform the tripartite roles: instruction, research, and service. The majority of full-time faculty members are hired as teaching faculty, which means that at least 50% of their workload is dedicated to instruction. At the University of Guam (UOG) our focus is on excellence in teaching and concern for our students' learning and development. Achieving excellence requires setting expectations that are challenging and the creation of learning environments that provide the appropriate forms of support for rising to meet those challenges. UOG students are expected to begin their college career with FY100, a semester-long orientation to college life and the skills and attitudes necessary to be successful. The primary pillars of a student's education at UOG are the General Education program and the student's Major. The curriculum in both these areas is structured to be developmental and integrated, so that graduates leave UOG with the knowledge, skills, and values that will assist them to live fulfilling and productive lives in an ever more complex world.

The goal of teaching excellence is supported by several guiding principles:

- A) Careful course preparation
- B) Creation of an active classroom environment in which writing, discussion, and individual and collaborative application of ideas takes place
- C) Respectful interactions with students in class and in office hours
- D) Respect for the diverse cultures that our students represent—learn to pronounce their family names
- E) Professionalism that represents well the discipline, the department and the college.

## Academic Message

A UOG student's highest purpose is Academic Citizenship: giving attention to learning and reflection, developing intellectually, connecting knowledge and experiences, and upholding professional standards and ethical codes.

In support of Academic Citizenship, UOG faculty members should substantively challenge their students and expect excellence of them. Faculty should reinforce the Academic Citizenship message, clarify course expectations, use professional standards, and expect timeliness. If a student seeks academic advice, and you are not prepared to assist them, you should ask them to

consult another full-time faculty member who is a student advisor. Student advisors are listed in the *UOG Undergraduate Catalog*.

### **Book Orders and Course Packs**

Textbooks are ordered through the Division office. The books are sold at the Triton Bookstore, located at the Student Center. Generally, Fānuchānan (Fall) textbooks will have been ordered toward the end of the prior February, and Fañomnākan (Spring) books are ordered by the end of September. If you are considering changing a textbook, check with your Chair concerning whether texts have already been ordered for your course or if there are certain guidelines for text selection set by the department. You should submit your book order on the standard order form available from the Division Administrative Assistant. Information you will need to provide includes primary author, title, edition, publisher, and ISBN. **See the attached textbook order form and the desk copy request form.**

Course Packs can also be sold at the campus Triton Bookstore. If you are interested in developing a course pack, the Bookstore can assist you. It is essential that copyright permissions be secured for all copyrighted material, and it is your responsibility to secure them.

### **Classroom Location**

Classrooms are assigned through the Division and Dean's office. If you have some particular requests concerning classroom features, discuss them with your Chair. He or she will consult with the Dean's office to determine available options. A final list of classroom locations is available at the Dean's office prior to the beginning of each semester. You could consult the course schedule or the Division secretary to learn where your class will meet.

### **Office Location and Office Hours**

Your Chair will work with the Dean to secure an office space for you. In some Divisions, full-time faculty members share an office. New faculty may contact their Chair or secretary to learn of their office assignment, and office phone number. To obtain a UOG computer login for e-mail services or to change your e-mail or internet access, a form for the UOG Computer Center with the Dean's approval is required.

Your office will provide you a place at which to work and to meet with students. Full-time faculty members are kindly requested to be available outside of class time for their students. The current contract requires full-time faculty to hold office hours. You must be available in your office for, at least, six (6) hours each week, and the six hours must be distributed over a three day period. You must state your office hours on the Faculty Load Information form, your syllabus and your office door. Please, do not schedule office hours for very short periods of time such as twenty (20) minutes or less.



## Faculty Load and Overload

During the first week of classes you will be requested to complete a Faculty Load Information form—see attached. This information is only used by the Division and Dean's offices. It is especially requested that you provide your **home phone** number in case of an emergency, and we need to reach you. Please, note that the *BOR/AFT Faculty Union Agreement* establishes a full-time teaching load as 12-15 credit hours. The current administrative practice limits full-time teachers to a course **overload** of only 2 courses per-semester, including courses from any Division within the University. Compensation for overload courses for full-time instructors is determined by the CLASS Academic Affairs Committee and the Dean and is guided by overall University practice. The compensation guidelines are based on a combination of factors, including academic credentials and course enrollment. Currently, instructors holding a terminal degree are paid \$1333.33 per-credit hour, and instructors with a Master's degree are paid \$1,083.33 per-credit hour, and instructors with a Bachelor's degree are paid \$833.33 per credit. If at least 10 students do not enroll in the course, you will have the option either to cancel the course or to teach for prorated pay, that is 65% of the total tuition. Before canceling a course due to low enrollment, you should discuss the situation with your Chair. Unless the enrollment is very low (e.g. less than 8-9 students), or you have a family or medical emergency, it is generally considered unprofessional to cancel a course you have agreed to teach. It could be detrimental to the students' academic progress if you backout of teaching an overload course after it appears in the printed schedule. The *BOR/AFT Faculty Union Agreement* is the governing document regarding working conditions.

## Syllabus

Your course syllabus **must** follow the guidelines established in the *BOR/AFT Faculty Union Agreement*. The official Course Outline form may be distributed at the same time. You can obtain a copy of the Course Outline form at the Division or Dean's office; they are also on the UOG website. Syllabi **must** be distributed to students during the first week of classes. A syllabus should be a clear and informative document that communicates your expectations to your students and that provides them a guide to being successful in your class. There are, of course, various ways to develop a syllabus and your Chair will be glad to share model syllabi with you. Below are the types of information you are encouraged to include:

1. A semester calendar listing due dates for assignments, exams, and other important dates, and a statement of the time of all meetings, such as laboratory periods, scheduled in connection with the class;
2. A statement of the prerequisites of the course, if any. Students not eligible for the course should be sent immediately to the Registrar's Office. Students whose

names are not on the official roster should not be allowed to attend;

3. Discussion of the learning objectives and the value to be derived from the course; state the student learning outcome assessment methods used in the course;
4. Discussion of the contents of the course;
5. A statement of the complete requirements of the course, including the textbook(s) and required library readings, the number and nature of required reports and papers, supplementary readings, and the types of quizzes/examinations to be used; the readings, assignments and test should be explicitly linked to the course learning objectives;
6. An explanation of the method to be used in computing the final course grade;
7. The attendance policy for the class;
8. The UOG ADA policy;
9. The plagiarism policy;
10. A discussion of professionalism and any specific issues relevant to this course (e.g., what is and is not acceptable collaboration within your course);
11. Office location, office hours, office telephone, and campus e-mail.

You are asked to provide your Chair with a hard copy of your syllabus. Chairs may also request a diskette copy. Copies of syllabi are made available to assist in advising, library acquisitions, accreditation reviews, and other college purposes.

## **Teaching TIPS**

### **Strategies for Active Learning**

A handbook is not an optimum avenue for "teaching about teaching." At best, it can share with you some general ideas about an orientation to teaching shared by many UOG faculty.

Education is a dynamic union of teachers, learners, and the material to be learned. There is much diversity in each of these three arenas, and excellent teaching acknowledges and attempts to build upon the strengths of that diversity. In short, no single method is right for all people or for any single person on all occasions. It is important to think carefully about how one teaches and to whom, just as much as it is what one teaches. There are times when specific content is indeed

best transmitted through a clear and engaging lecture. But one must be sensitive to the realistic limits of people's attention span and to the range of learning outcomes for which even excellent lecturing is appropriate. For instance, if a course goal is for students to apply a theory to a hypothetical case, then opportunities to engage in such thinking must be built into the class. It is not reasonable to assume that students will be able to make such transfer of learning without guidance and practice.

UOG faculty members have worked with and have developed a wide variety of methods and strategies for what may broadly be termed active learning.

Classroom techniques may include such activities as:

- Case studies
- collaborative learning groups

Curriculum innovations such as:

- writing across the curriculum
- critical thinking initiatives, and

Non classroom based instruction such as:

- student research and
- experiential learning.

Enter into discussions with your department colleagues about your own ideas, seek out their ideas, and listen carefully to what your students will teach you about the art of teaching.

### **Examinations and Projects**

The preparation of exams and projects is of equal importance to the preparation for class sessions. Meaningful assessment of student performance is not an add-on to classroom activities, but is rather an integral part of the learning experience. Thus, not only should content mastery be a focus for assessment, but also skill development. For example, if it is our goal for students to communicate more clearly in writing, then we must have them write and we must assess those abilities. If we believe that education is more than rote memorization, and suggests the capacity for critical application of knowledge to meaningful situations, then we must design our assessment procedures to assess such competencies. Finally, assessing student work is more than assigning letter grades. It is part of our ongoing dialog with our students. Therefore, it is incumbent upon us to provide our students with multiple and varied means of having their progress assessed and to provide them feedback that is timely, clear, and directed toward improvement. (Being told one did something wrong is not as helpful as being provided early in the semester with some guidance as to how one might improve.)

There are some guidelines you might wish to consider as you plan this part of your course.  
**YOU SHOULD:**

- A) give multiple and varied assessments. These provide more regular and reliable information about student progress for both you and your students and help you find

potential problems earlier in the semester;

- B) provide clear and timely notice of exams and due dates (as well as any changes made to previously established dates). UOG student evaluations of faculty show that they are very sensitive to whether the instructor is on time for class, and ending class on time. They also watch for effective use of class time;
- C) provide clear guidelines about your expectations. You should not assume they will be understood without saying (such clarity need not stifle student creativity or initiative);
- D) think through your own opinions about missed exams, makeup tests, and late assignments (you might also discuss such issues with your departmental colleagues), and then decide upon a practice you can implement clearly, consistently, and evenhandedly with your class;
- E) remain fair in your grading. Students are sensitive to issues of fairness, so be sure to check with your Chair about any departmental grading scale. There is not one universal grading scale throughout the college. You'll want to know what is done in your department;
- F) [there is a university wide policy that the final exam period must be used, if not for a final exam, then to recap and close the course.](#)

Other questions you might have about college policy concerning rescheduling exams, final exams, and so forth should be directed to your chairperson.

### **Special Resources**

There are some resources for teaching you might wish to consider:

#### **Tutors and Teaching Assistants (TA)**

If you need tutors or TAs for your course, please, discuss options with your Chair. Student Support Services offer limited tutor services, especially for Math and English. English supports a Writing Center that provides tutoring services to all students.

### **Important Campus Resources**

There are various resources on campus which provide valuable support in implementing the academic program. Several of them which may be of most immediate help to you or to your students are discussed below. Please, feel free to turn to your colleagues in these areas for their specialized assistance. Your Chair can also advise you about other resources not listed here.

Hours of operation occasionally change, particularly near exam times.

**Robert F. Kennedy Library** (735)-2331  
Reference Desk (735)-2341

The Dean of the Library can be reached at 735-2331. For a current list of library personnel, or current hours of operation, check <http://www.uog.edu/rfk>

**Services:**

- \* computerized library catalog
- \* 106,798+ books
- \* reference assistance
- \* Access to multiple electronic resources, including CD-ROM reference products and OCLC for cataloging, reference, and interlibrary loan, periodical indexes, and journals on-line
- \* 4 month loan period for circulating materials for faculty
- \* materials for classes placed on reserve
- \* selective depository for US government documents
- \* books, serials, and media acquired to support the curriculum.
- \* automated circulation system
- \* 868 serial titles
- \* interlibrary loan program

You may send requests for new books or instructional materials to be purchased to the Dean of the Library.

**MARC Library**

The Micronesian Area Research Center supports a collection of documents pertaining to Guam and Micronesia. See their web site at [www.uog.edu/marc](http://www.uog.edu/marc) for more information.

**Media Services** located in the RFK Library

Media Coordinator (735-)2326  
Staff: Angel Petros (735-)2327

**Services:**

- \* circulates audiovisual software including video, filmstrips, tapes, CDs, phono-discs (all can be checked-out with some restrictions)
- \* has viewing and listening stations for non-print media
- \* supports some audio-visual classroom equipment
- \* offers workshops on effective use of media (on request)
- \* assists in media production of slides, transparencies, posters, computer graphics, tapes, and multimedia.

**Computer Technician**

If you need technical computer assistance, see the Division secretary to obtain and prepare a work order for a computer technician's assistance. She will submit the work order to the CLASS

Associate Dean who will make arrangements with a computer technician. If it is a task that cannot be performed by the technician, the Associate Dean and the secretary will have it routed to the Computer Center or a repair shop. There must be a Purchase Order (PO) in place BEFORE a computer is taken into a repair shop.

## **Computer Center**

If your e-mail, internet, or Colleague access goes down, you may make immediate inquiries to the Computer Center. Director, 735-2635/39. Staff: Senior Applications Programmer 735-2632.

Services:

- \* assists faculty in incorporating computing technology into instruction
- \* assists college computer labs
- \* provides workshops on specific computer applications (e-mail, Word, Excel, and Windows)
- \* provides workshops for classes requested by faculty
- \* reserves computer labs for classes requested by faculty
- \* maintains the e-mail, internet, and Colleague systems.

The College supports 3 computer labs: the DEAL open lab (EC 202); the Digital Language Lab (HSS 310); and a Modern Language teaching lab in HSS 111.

## **Student Advising**

Academic student advising is the responsibility of every faculty member. Faculty associated with a major or minor should discuss advising, and make assignments of students to each of the program's faculty. Faculty members will be trained to access the academic records of their advisees on the Colleague System. This should facilitate regular communication and informed advising conversations between faculty and their advisees.

## **Student Counseling Services**

The Student Counseling Services provide both academic and personal counseling. They can be reached at 735-2292.

Student Counseling Services can assist you if you have a student who needs special assistance. If you have concerns about a student in your class (excessive absences, early indications of probable failure, etc.), you are encouraged to contact the office by phone, or in person. Indicate the name of the student, the course, and the specific concern you have. The center will notify the student's academic advisor in hopes of redressing the problem in a timely manner. Unexpected changes in a student's attendance and performance can be a sign of some personal or familial problem. At times you might wish to encourage a student to contact the Counseling Center. You are also welcome to call the Center to consult with the staff about concerns you might have about a student. There is free psychological counseling services available at the Isa Psychological

Service Clinic in HSS 202, phone 735-2883.

Once a student declares a major, he or she is assigned to an academic advisor in that program. However, there are many students (especially freshman and first semester sophomores) who are still undecided. The Registrar, Student Counseling, and Student Affairs organizations work with students from the time they are admitted to when they are assigned a departmental advisor. There are other advising activities coordinated through the Student Affairs organization.

Student Life Office 735-2271

Student Life organizes academic advising during new student orientation.

**Career Development** office: 735-2233/34

The Career Development Office offers students and alumni assistance in job placement and for suitable positions in their career areas. The office assists students to develop self-direction and personal responsibility in the career decision-making and job search process.

Services:

- \* Job-search skills
- \* Employment opportunities
- \* Career Service Library
- \* Career programs, workshops, mock interviews.

### **Health Services**

The Student Health Services provide outpatient care for a wide range of minor injuries and ailments. For current services and hours of operation contact 735-2225.

### **Americans with Disabilities Act**

ADA matters are handled by the Equal Employment Opportunities Office. ADA ensures that individuals with disabilities have equal access and nondiscriminatory access to all benefits, privileges, opportunities and obligations provided by the University. The EEO Office can be reached at 735-2971. If a student needs assistance with one of the external elevators, then you should contact the Safety Office at 735-2365 or dispatch office 649-9275 or guard on duty 888-2456, or the pager at 476-9804.

Every Syllabus must contain an ADA statement such as: ADA Statement: If you, the student, have special needs for your learning environment, then you must register at the UOG ADA (Americans with Disability Act) Office call 725-2244/2971/2243 (tty).

### **General Issues**

## **Class Rosters**

You will be provided a tentative class roll in your mail box by the second or third week of scheduled classes. If a student is present whose name is not on the roll, the student should be requested to report immediately to the Registrar's office. However, some of these students may have copies of receipts indicating that they have already enrolled in the class, but after the tentative roll was processed. Their names should show up on your permanent roll. During the Drop/Add period, students may request your permission to enter your course after the course is "closed" due to full enrollment. Although it is your choice to allow students to enter, you should take care that you do not allow more students to enter than permitted by the posted Fire Code, or available chairs in the room.

Permanent rosters will be placed in your mail box at the end of Drop/Add registration (about three weeks into the semester). The Registrar should be informed immediately of any discrepancies between class membership and the permanent roster. Students not officially enrolled in the class may not receive credit and should not be permitted to attend, unless you have agreed that the student may audit your course. If you have students whose names appear on the roster but who are not attending class, report them to the Student Counseling Services early in the semester. (Refer back to the section on Academic Advising.)

## **Duplicating Services**

Your Division provides services for duplicating syllabi, exams, and other course materials. Your Chair will provide the account number you will need to operate the copy machine. If you cannot copy the material yourself, then you should give the Division secretary a one or two day advanced notice of the work requested.

## **Supplies and Materials**

Course related supplies and materials are available at your Division Office. Your Chair is responsible for the Division budget and will advise you concerning procedures to order necessary supplies.

## **Attendance Policy**

The College's emphasis on active and collaborative learning in the classroom encourages responsibility for all students to attend class regularly. Recognizing this principle, divisions and individual faculty members maintain professional discretion for determining their specific attendance rules and practices. Consult first with your Chair concerning any established division guidelines. Whatever policy you finally implement, it is imperative that it be clearly communicated to your students. Print it clearly on your syllabus and review it in class on the first day the course meets.

## **Canceling Class**



UOG's emphasis on active learning places a high value on class meeting time, and you are expected to meet every scheduled class for the entire period. If health or other emergencies should arise, you must notify your Chair or secretary of your absence. They will arrange to post this information in your classroom. Normally these absences are made up by arrangement with your students. If you will not be in class due to an anticipated absence, inform your Chair as early in the semester as possible, and submit a **leave form** and the **Variance Notification Form** in advance of your leave—see attached forms. Your Chair will assist, but you should arrange for a colleague to cover your class or plan an appropriate experience for your class during your absence. Failure to meet scheduled classes is considered to be a serious abrogation of your contract.

## Grading

### Final Grade Reports

You will be asked to submit a grade online for each of your students at the end of the semester, using the Web-advisor software. Approximately a week before the end of the semester, the Registrar's Office will have a final grade report sheet placed in your campus box. It is crucial that you submit your grade reports by the time indicated by the Registrar. Grades for graduating seniors are usually due the Friday of final exam week, and other student grades are usually due the Monday following final exams. Grades are to be submitted online to the Admissions and Records Office, using Web-Advisor. Please, do not allow a student to submit your grades.

Grade reports are made available to students through the Web-Advisor. Though parents sometimes request information on grades, these are part of the student's official record and may not be reported to the parents or other parties without the student's permission. This is a federal law—see the FERPA regulations. Notification of this to parents, should the occasion arise, is to be handled diplomatically. Open communication between the student and his or her parents is encouraged, though confidentiality of student records must be upheld.

### Grading System

Graduation is dependent upon the quality as well as the quantity of work completed. Specific cutoffs for awarding letter grades vary across programs, and you will want to consult with your Chair and colleagues concerning norms for your area.

New 2019 Policy			
Letter Grade	Grade Point Value	Definition	
A+	4.00		
A	4.00	Outstanding	Honors-level performance with superior quality and extraordinary distinction.
	3.67		

B+ B	3.33	Good	Solid accomplishment, Indicating a substantial mastery of course materials and a good command of skills required by the course.
	3.00		
	2.67		
C	2.33	Adequate	Students have achieved the level of competency needed for advancing to a subsequent course which has this course as pre-requisite.
	2.00		
D	1.00	Deficient	Min passing, but not adequate to take a subsequent course which has this course as pre-requisite.
F	0.00	Failure	Inadequate to receive credits.
P		Pass	
I		Incomplete	
NC		No Credit	

The letter grades with plus and minus listed above must be used in every course unless specified otherwise in the official Catalog course description.

\* Grades are permanent and may not be changed except in case of error or the student retaking the course. After an instructor has certified a grade to the Registrar, he/she may change it before the end of the next regular grading period only if there was an error in calculating or recording the grade. The change must be made in writing on the proper Change of Grade Form and have the signed approval of the Dean. **Copies of the Change of Grade Form and the petition for an Incomplete Form are attached. Please, note that the student should initiate the petition for an incomplete. At the very least, the student must agree to receive an incomplete and sign the form.**

\* Repeat Courses: Courses repeated following first enrollment in the course count only once in computing the cumulative grade point average. In such cases, the most recent grade is counted rather than any previous grade(s) received.

\* Pass/Fail Courses: Only a few special courses are offered on a pass/fail basis.

### Grade Appeal Procedure

Any student enrolled at the University of Guam may appeal a grade on the basis of a question concerning:

- \* clerical error,
- \* personal bias or arbitrary grading.

The formal appeal must be made as soon as possible immediately following the grading period for which the grade is received.

Procedure:

- A. The student should immediately discuss the situation with the professor involved. At that meeting, the faculty member will
  1. Show the student any of the student's work which remains in the faculty member's

possession (e.g., papers, final examination, projects).

2. Review any work which the student brings to discuss.

3. Explain how the student's grade was determined based on the standards set forth at the beginning of the class.

4. Re-figure the numerical computation of the grade, if any, to ascertain that there has been no clerical error. If the grievance can be equitably settled, the matter will be closed.

B. If the grievance cannot be equitably settled, the student shall immediately discuss the matter with the professor's Chairperson. If the student, the professor and the chairperson can settle the grievance equitably, the matter is closed. If the grievance cannot be equitably settled, the student shall immediately file a formal written appeal with the Dean.

C. The student shall then discuss the matter with the Dean, who shall discuss the grievance with the student, the professor, and the Chairperson. The Dean shall conduct these discussions as expeditiously as possible. If the grievance can be equitably settled, the matter will be closed. If the grievance cannot be equitably settled, by the above informal process, then the student should follow the procedure in the *Student Handbook* as outlined in the Procedure for Solution of Problems of Student Academic Rights.

## **Faculty Related Information**

### **Evaluation**

#### **Course Evaluations**

Toward the end of the semester, a packet of evaluations will be distributed to the students in your class. You may be asked to proctor another instructor's course evaluation while that instructor proctors your course evaluation. Student evaluation of the learning process provides vital information to the ongoing assessment and improvement of the academic program. It also provides valuable feedback to the individual professor concerning his or her own professional development. You will get a summary of the quantitative analysis for your course as well as written comments provided by students. The Dean's office will also be given this information. You are welcome and encouraged to review these evaluations with your chair. A copy of the evaluation form is included at the end of this handbook.

#### **Chair's Evaluation**

One responsibility of Chairs is to mentor both full-time and part-time faculty. You may request your Chair to observe and evaluate your teaching. These observations provide an insight into the processes of teaching that often are not captured on evaluation forms. A post-observation consultation with your Chair can help identify areas of strength and concern, and can be used as a collegial opportunity to refine and improve one's work in the course. You are encouraged to

solicit input from your Chair throughout the semester on a range of issues that might enhance your teaching. Finally, initiating a self-evaluation of your work in the course can be fruitful. Soliciting brief, focused, feedback from your students about a third of the way into the course can give you insights about both refinements you might make for the rest of the semester and issues you might request your Chair to attend to when he or she visits your class.

## **Personnel and Related Issues**

### **Your Supervisor**

The Dean of the College of Liberal Arts and Social Sciences (CLASS) is your direct supervisor. The Dean normally shares oversight of the four CLASS Divisions with the Associate Dean. Therefore, if the Associate Dean is covering your Division, you may refer questions about administrative matters to either the Dean or the Associate Dean.

Because the University operates through a process of shared governance, the recommendations of the faculty and Chair overseeing your Division will have considerable weight in the Dean's decisions or recommendations to the executive level of administration. You will find the assistance of faculty colleagues to be invaluable especially on pedagogical issues. You should check with the Chair, Associate Dean or Dean regarding any questions you might have concerning any confusing procedures, or sensitive issues.

### **Chair**

Although this handbook attempts to provide a printed resource for many of the questions you might have, it has already directed you to your Chair for many specific issues. In general, the Chair is the college official with whom you will most directly work and to whom you report to first. It is the Chair's responsibility to oversee the quality of the division's people and programs, including full-time and part-time faculty. The Chair is also a resource for enhancing your own professional development. The Dean is your official supervisor.

### **Part-time Faculty**

Because of dwindling resources, part-time faculty members (adjuncts) play an important role in the life of a discipline or program. The full-time faculty members of a discipline or program are responsible for curriculum development, and maintaining the lecture pool of part-time faculty. In most cases the full-time faculty members are more experienced than the part-time faculty members, and as such they should mentor and act as a resource for the part-time faculty. In some instances, a part-time faculty member may have more experience than the full-time faculty members in which case she/he can be a valuable resource for the full-time faculty. In either case, full-time faculty members should respect and assist their part-time colleagues.

### **Human Resources**

The Human Resources Office is located in the Administration Building on the cliff-line. They can address other personnel questions you might have. The Payroll Office is located in the Administration Building. Those are the two offices where you must complete employment forms (W-4) and make other arrangements for employment purposes. However, before turning to either of these offices concerning compensation issues, please, speak with your Division Administrative Assistant, or the CLASS Program Coordinator III, Mrs. Doreen Fernandez, who is the official CLASS timekeeper and is knowledgeable about the financial terms of your contract.

### **Privileges**

As a full-time member of the faculty, you may check out material from the RFK library. You are encouraged to attend college events. In addition to the merits of the programs themselves, this will afford you the opportunity for contact with students outside of class. Parking on campus is open. There are no special parking places for faculty or staff.

### **Library Card**

Full-time faculty should stop by the RFK Library and obtain a library card that can be used to check books from the library and for other services on campus. For hours of operation call 735-2331.

### **Paychecks**

According to University policy all faculty members must submit evidence of a tuberculosis clearance. Paychecks are issued after all required employment papers, including the Withholding Allowance Certificate (W-4 form) and yearly tuberculosis clearance are filled. Most faculty members are on a nine (9) month contract, and as such you have the option to be paid every two weeks over the course of the calendar year (26 pay periods), or you can receive all your pay over the nine month period (18 pay periods). Those few faculty members in the college who are on a twelve month contract are paid every two weeks. Special contracts are prepared for overload courses, and the pay is listed on your pay-stub as "overtime."

## **College Related Information**

### **Policies**

You should have a copy of key policy documents such as the *BOR/AFT Faculty Union Agreement* that is the contract governing work conditions, the Comprehensive Faculty Evaluation System, the *UOG Rules, Regulations and Procedures Manual* (available on disk), the *College Rules and Procedures Manual*, and the *Student Handbook*.

### **Professional Standards**

The basis of all interaction at the University of Guam is the expectation that students, faculty, administrators, and staff will behave in accordance with the values of an academic community.

As a member of the College community, each instructor has a positive responsibility with respect to professional ethical standards. This responsibility involves the appropriate interpretation of such standards and the promotion of conditions favorable to effective work. The instructor should remain in the classroom during tests and final examinations. If the instructor has reason to believe that a student has cheated, the instructor is to file a complaint with the Dean or Associate Dean as soon as possible after the student has completed the test. At this time the instructor is asked to present all facts and documents necessary to support his/her belief that the student has cheated. Plagiarism and other forms of attempting to receive credit for work not one's own are obvious violations. You will need, however, to clarify with your students what is and is not acceptable behavior for the type of teaching you do. For instance, if projects are done within the context of collaborative learning groups, but each member submits his or her own project report, it is imperative to be clear what is acceptable behavior and what is appropriate acknowledgment of the contributions made by group members. A careful and thorough review of professional standards and their application in your class fosters reflection on the part of your students concerning their ethical obligations and commitment as part of the college community.

The responsibility of the instructor is interpreted to include:

- \* clear exposition of the values and obligations of professional standards,
- \* the maintenance of order,
- \* quiet demonstration of the importance of personal interest, fairness and mutual consideration, and
- \* uniform procedure in handling violations.

In the event of a violation, the incident should be reported to the Dean or Associate Dean. The professor has the right to handle the matter, and may take the student to the Discipline and Adjudication Committee to file a formal complaint and take further disciplinary action.

You may want to request that each student sign a pledge for all tests, examinations and all outside written work which is to be completed independently, indicating that the student has neither given nor received aid.

Each instructor has the responsibility to indicate to his/her class the policy in regard to the pledging of assigned work done outside of class. There should be complete and explicit instructions regarding the ethical standards for the pledge.

### **Sexual Harassment**

Sexual harassment is a violation of University policy, as well as Guam and federal law.

#### **A. Policy**

It is the policy of UOG, in keeping with efforts to establish an environment in which the dignity and worth of all members of the college community are respected, that sexual harassment of students and employees at the University of Guam is unacceptable conduct, will not be tolerated and may result in employment termination. Sexual harassment may involve the behavior of a person of either sex against a person of the opposite or same sex, when that behavior falls within the definition outlined below.

B. Definition

Sexual harassment of employees and students at the University of Guam is defined as any unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic standing.
2. Submission to or rejection of such conduct is used as the basis for employment or academic decisions affecting that individual.
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creates an intimidating, hostile, or offensive work or educational environment.

C. Complaint Procedures

Personnel, who feel that they have been sexually harassed as defined, should report the incident to the Equal Employment Opportunity Officer 735-2971. If appropriate, further action may then be taken in accordance with the procedure outlined in the Sexual Harassment Policy guidelines.

**Inclement Weather**

The college remains open during tropical storms and other inclement weather to serve resident students and commuters who live near the campus. However, if weather conditions are so severe as to render it dangerous for students to reach the college, those who elect not to come to campus on that particular day will not be penalized for failure to do so.

University of Guam faculty and staff members are expected to be prudent and to take all reasonable measures to reach the campus during inclement weather. In some cases administrative offices will be open even if classes are canceled or the schedule is altered. Only the President cancels classes due to weather problems.

A. Closing Before the Workday Begins

A decision to cancel classes and close the college or alter the schedule of classes before the workday begins will be related via the media. Information will be relayed to the following local radio and television stations:

Radio Stations	Television Stations
K-57 Talk Radio (am)	KUAM Channel 8; Pacific News Center Channels 6 and 7

B. Closing During the Day (employees already at work)

A decision to close during the day will be transmitted to the vice presidents, and the decision will be communicated to campus offices or to the appropriate offices affected. The decision will also be listed on the UOG web page, <http://www.uog.edu/>.

### **Drug-Free Workplace**

In compliance with the Drug-Free Workplace Act of 1998, the University of Guam is committed to maintaining a healthy, drug-free work environment. The unlawful MANUFACTURE, DISTRIBUTION, DISPENSATION, POSSESSION OR USE OF A CONTROLLED SUBSTANCE, as defined in the Act, is prohibited in the workplace.

In accordance with the Act, as a condition of employment, each employee must do the following:

1. Abide by the terms of the above statement
2. Notify UOG of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction. Upon notification from the employee, the College is obligated to report such conviction to the federal government within ten days.

Violation by an employee of any prohibitions set forth in the above statement will be grounds for disciplinary action up to and including termination, and may have legal consequences. As a Government of Guam employee you may be required to have a drug test.

Note that consuming alcohol on campus without prior approval from the appropriate administrator, and intoxication on campus are grounds for adverse action (*BOR/AFT Agreement* Art. X, E).

### **Non-Smoking Policy**

The University of Guam is a tobacco and smoke-free campus with respect to all of its facilities with the exception of student residence rooms. UOG supports the rights of nonsmokers and enables smoke-free environments to be established in classrooms, in public service areas and, generally, in all enclosed building areas on campus. The University acknowledges the rights of smokers by directing them off campus to smoke.

### **Faculty Grievance Procedure**



Faculty members do have the contractual right to file a grievance against an administrator for breach of contract. In the spirit of cooperation and collegiality, an informal solution for problems or complaints should first be attempted before filling a grievance. Details on the grievance procedure can be found in the *BOR/AFT Faculty Union Agreement*, and the Rules, Regulations, and Procedures Manual.

## **Additional Campus Resources**

### **Student Activities Center**

The Student Activities Center is a central gathering point for students. The Food Court, consisting of several food concessions, the Triton bookstore, a small post office, some student mailboxes, Student Government Association offices, the Office of Student Affairs and the Career Placement Center can all be found at the Student Center.

### **Campus Security**

You might wish to know that campus security can provide you an escort to your car. If you are on campus and desire an escort to your car or some other location on campus, please contact the security office at 735-2365 or their pager 476-9804 or 649-9275, or 888-2456.

### **Emergencies**

In the event that you encounter an emergency situation on campus you should report the incident to campus security. You should also inform the Dean's office, so we can follow up on the incident. If there is a threat to one's person or public or private property do not hesitate to call the Guam Police Department 911.

## **Mentoring for New Faculty**

### **Record Keeping**

#### **Documentation and Quality Work**

In an attempt to coordinate the mentoring of new faculty members, the following suggestions are put forward. This section is addressed to incoming faculty members to assist them to prepare their folders and statements for annual CFES reports, renewal of employment, promotion and tenure--see the *BOR/AFT Faculty Union Agreement* for the time lines and deadlines.

First, faculty members should be sure to study the *BOR/AFT Faculty Union Agreement*, and the *Comprehensive Faculty Evaluation System (CFES)*, especially note the year/semester in which you must apply for renewal of your tenure stream contract (reappointment), and the time lines under which you may apply for promotion and tenure. You should prepare yourself to meet the requirements to apply for promotion and tenure as soon as you become eligible. You should especially consider applying for tenure as soon as you are eligible in the first semester of your fifth consecutive year to play it safe because you must be granted tenure by the end of your sixth consecutive year. This means that you basically have two opportunities to apply for tenure, or only one opportunity to re-apply if you were not awarded tenure on the first attempt.

To assist you in the documentation process, three different guides are provided:

- 1) the first is a supplement to the CFES and is used for the annual increment report;
- 2) the second is a special type of CV outline, and
- 3) the third is the check list (which is derived from the CFES) used by the Promotion and Tenure Committee in evaluating applications.

At first the guidelines of the *Comprehensive Faculty Evaluation System* may seem to be more burden than assistance, likewise the record keeping and documentation of your endeavors. However, over time as you watch your record and file grow, you may feel a sense of accomplishment. When you prepare for your interview for your yearly increment, or when you begin to write your statement for contract renewal (reappointment), promotion, and tenure, then you will be glad that you kept good records which refresh your memory and assist you in documenting years of work.

You can demystify the CFES if you turn directly to the section which gives the guidelines and sets the minimum requirements for promotion and tenure. There are now two (2) options you may choose from to apply for promotion and Tenure if you are on a Tenure Track contract. If you are on a Non-Tenure track contract then you are by default limited to the second option of teaching 15 credit hours per-semester. See The *BOR/AFT Union Agreement*, Article VI Working Conditions, D., p. 35.

Therefore, for the purposes of Promotion from an Instructor to an Assistant Professor, and from an Assistant Professor to an Associate Professor (terminal degree required), a full-time faculty member may choose from the following options\* with respect to primary, secondary and tertiary endeavors (neither option precludes Faculty from receiving overload compensation):

(i) 50% or greater in Instruction (12 contact hours per week per semester), Extension, or Library endeavors; 15% or greater in University/Community Service endeavors, and 25% or greater in Creative/Scholarly or Research endeavors, depending on the promotion under consideration.

OR

(ii) 75% or greater in Instruction (15 contact hours per week per semester), Extension, or Library endeavors; 15% or greater in University/Community Service endeavors, and 5% or greater in Creative/Scholarly or Research endeavors.

\*A 2-year commitment is encouraged for either (i) or (ii) options listed and approved by the Dean/Director.

OR

For the purpose of Promotion from Associate Professor to Professor, the criteria shall be:  
(iii) 50% or greater in Instruction (12 contact hours per week per semester),  
Extension, or Library endeavors; 15% or greater in University/Community  
Service endeavors, and 25% or greater in Creative/Scholarly or Research endeavor.  
Either (i) or (ii) options above under Promotion can be used when applying for Tenure.

If you choose the FIRST OPTION, THEN be sure to make note that for tenure the minimum required percentages are 15% for service; 25% for creative/research activity, and 50% for instruction (instruction is usually one's primary role). This means that you only have 10% to allocate as you will. Because the requirements for tenure are more stringent than those for promotion, and because tenure is ultimately more important than promotion, it is highly recommended that you set your goals and your percentages for the CFES to meet the requirements for tenure. (Do note that according to the current CFES, one must hold the rank of Assistant Professor before applying for tenure.)

If you choose the SECOND OPTION, THEN be sure to maintain the 15 credit hour teaching load and focus your Creative/Scholarly Research on conducting SLO/PLO assessment of three (3) program learning outcomes.

**The following are some helpful suggestions:**

Because instruction (preparation, delivery, and grading) occupies so much time and it is very easy to become overly absorbed in service endeavors and committee work, it is often difficult to engage in the creative activity/research endeavor. One way to maintain high productivity is to be working on three creative/research projects/papers at the same time, that is, to have, at least, one project/paper completed and submitted to a journal, another paper in the revision stage, and to be initiating a new project. That is, each semester try to work on three topics with one in the mail, and two on your desk. Start with what you have already written, e.g. sections of your dissertation, graduate seminar research papers, topics from your courses, your last story or play, painting, sculpture (whatever type of research/creative activity applies to your field) . While you rework what you already created, start working on another project. Do try to acquire some off-island publications that will really assist in your promotion and tenure applications.

If you are interested in expanding your research interest to local concerns, but wonder where you can publish your results, the following refereed journals accept articles on Micronesia.

Pacific Asia Inquiry  
Editor  
CLASS  
UOG Station, Gu 96923

Micronesian Educator  
Editor  
SOE  
UOG Station, Gu 96923

*Storyboard*

Editor

DEAL/CLASS

UOG Station, GU 96923

*Micronesica*

Editor

NS/CNAS

UOG Station, GU 96923

When you apply for promotion and tenure, it is advised that you follow the Promotion and Tenure committee's evaluation check list (see attached) in writing your comprehensive statement and preparing your packet. Think creatively in preparing your application. For example, if you have a lot of evidence for instruction but are light in research or service, then present some of your instruction materials as research or service. **Do not** claim the same work in both areas; rather claim some of the work you did under instruction in one of the other endeavors. For example, a student assessment study might be claimed as a research endeavor, or developing new curriculum might be claimed as a service to your program or Division.

We hope that these guides and suggestions are of assistance to you in preparing your annual CFES report and plan, for contract renewal, promotion and tenure. If you have any questions now or in the future, please, do not hesitate to ask the Dean, Associate Dean or Chair for assistance.

**CFES Supplemental Forms:**

THIS AND THE NEXT TWO PAGES ARE USED FOR YOUR YEARLY SALARY INCREMENT INCREASE AND YOUR YEARLY CFES REVIEW.

**ENDEAVOR**

**EVIDENCE**

Faculty Evaluation

PLAN YEAR \_\_\_\_\_

**Teaching**

**% of time: x%**

Note: if teaching is your major role, then 50% is the required minimum.

**List Fall classes:**

**Examples ONLY**

Syllabi and other teaching materials  
Student evaluations  
etc.

**List Spring classes:**

copy of graded & marked paper  
copy of graded & marked paper

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Faculty

Faculty Evaluation  
PLAN YEAR \_\_\_\_\_

**ENDEAVOR**

**EVIDENCE**

**Research**

**% of time: X%**

Note: for tenure 25% is the required minimum.

Examples ONLY  
**Paper accepted**

Examples ONLY  
Publisher correspondences  
Copy of paper/project

**Conference Presentations and Participation:**

conference/art show correspondences  
and proceedings

**Papers Submitted**

Copy of the paper/project

**Reviews:**

Copy of the review

**Working Projects/Papers:**

Copy of the paper/project, outline  
Literature review; bibliography in progress

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Faculty

Faculty Evaluation

PLAN YEAR \_\_\_\_\_

**ENDEAVOR**

**EVIDENCE**

**Service**

**% of time X%**

Note: for tenure 15% is the required minimum.

Examples ONLY

Examples ONLY

**University of Guam:**

Copies of correspondences

**College:**

Committee minutes

**Division :**

Copy of committee project

**Community:**

Evidence of your service work

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Faculty



## **A Special CV Outline:**

The idea behind the special CV outline is to record everything you do in your work, so that

1) this can be submitted as a type of CV, and

2) as the three to four years pass before you apply for promotion and tenure, this list can refresh your memory when you write your comprehensive statement.

The following is an outline of one such special CV

**Comprehensive Outline Of  
Teaching, Research, and Service  
at the University of Guam, 2002-2004  
in  
Application for \_\_\_\_\_ (e.g., Reappointment, Tenure, etc.)  
by  
Your Name  
List all Faculty Affiliations**

### **I. TEACHING:**

#### **Courses:**

Fall 2001:

List all courses and directed reading, etc., the number of students, credit hours.

Spring 2002:

List all courses and directed reading, etc., the number of students, credit hours.

Repeat for each semester.

Special:

List any special teaching endeavor, curriculum revision, development of lecture notes, etc.

#### **Student Publication:**

Student's name, article title, journal name/place published.

#### **Student Conference Paper:**

Student's name, paper title, conference.

#### **Lectures Given in Other Courses:**

Cite the date place/class and topic

#### **Lectures:**

##### **Scholarly groups on UOG Campus:**

Cite the date place and topic

##### **Scholarly Groups Off Campus:**

#### **Public Lectures:**

### **II. PUBLICATIONS AND RESEARCH (or Creativity Activity):**

**Books**

**Refereed Publications:**

**Papers and articles:**

**Encyclopedia/Reference Articles:**

**Book Reviews:**

**News Paper Articles:**

**Papers submitted for publication:**

List materials submitted

**Awaiting response:**

**Reworking rejections:**

**Working Papers:**

**Planned Research:**

**Conference Presentations and Participation:**

**Conference Forthcoming:**

**Conference Paper submitted no response:**

**Grants:**

Awarded:

Not awarded:

Grant Advisor:

**UOG Research Allocations:**

**Grants written but not submitted:**

**III. UNIVERSITY AND COMMUNITY SERVICE:**

**Community:**

List any service, outreach, church, civic group, etc.

Time in service, position, etc.

**Committees:****University of Guam:**

List university wide committees that you were elected to or appointed to.

Time in service, position, etc.

**College of Liberal Arts and Social Sciences:**

List college committees you serve on.

Time in service, position, etc.

**Division committees:****Program committees:**

**Program Curriculum:** not listed under teaching

**Scholarly service:****Editorial Work**

Write to professional journals in your field and volunteer to referee papers, or assist in proofreading, or managing book reviews, etc. the Micronesian Educator at UOG usually needs assistance.

**Review Editor****Assistant to an Editor****Advisory Board****Referee Work:**

Example, I referee book manuscripts for XXX, and article manuscripts for XXX.

**Referee Books:****Referee for Journals:**

Cite the date, article title, and journal

**Advisor for Program majors:**

List Students' names

**Other Student Advisement Activities:**

## **Promotion and Tenure Committee's Check List:**

### **Sample Forms:**

- Leave Form
- Variance Notification Form
  - Canceled Class
  - Canceled Office Hours
- Textbook Request
- Desk Copy Request
- Faculty Load Information (form)
- Faculty Door Card (information form)
- Xerox Log Sheet
- Incomplete Grade Form
- Change of Grade Memorandum (form)
- Course Evaluation Form
- Five Year Calendar
- Liability Waiver Forms
  - Short Field Trip Form (used for off campus but on island)
  - Long Travel Course Form

**UNIVERSITY OF GUAM**  
**Leave Application**

PPE: \_\_\_/\_\_\_/\_\_\_ [ ] hours  
PPE: \_\_\_/\_\_\_/\_\_\_ [ ] hours

**PAYROLL COPY**

NAME (First, Middle, Last)		COLLEGE / UNIT	DATE
TYPE OF LEAVE REQUESTED [HRS]	[ ] Sick [ ] Jury [ ] Annual [ ] Military [ ] Administrative [ ] Bereavement [ ] Maternity [ ] Paternity [ ] Parental [ ] Other (specify)	[ ] LWOP	
PAY STATUS [Calculates Automatically]	Number of Hours with Pay: <b>0</b>	Without Pay: <b>8</b>	Total Number of Hours: <b>8</b>
FROM (Hour, Month, Day, Year)		TO (Hour, Month, Day, Year)	
REASON			

NOTE: For rules and regulations pertaining to absence from duty, refer to the appropriate personnel policies: (1) Government of Guam Civil Service Personnel Rules and Regulations (classified employees), and (2) University of Guam Personnel Rules and Regulations (academic/non-classified employees).

**DOCTOR'S SICK LEAVE CERTIFICATION**

I certify that the above-named person was under my professional care or quarantined during the period stated below.

FROM (Month, Day, Year)	TO (Month, Day, Year)	HOSPITALIZED: YES <input type="checkbox"/> NO <input type="checkbox"/>
REMARKS (State limitations, if any)		

NAME OF PHYSICIAN (Print or type)	SIGNATURE OF PHYSICIAN
-----------------------------------	------------------------

**APPLICATION OF PREPAYMENT OF LEAVE**

FROM (Month, Day, Year)	TO (Month, Day, Year)	TOTAL HOURS PREPAID
-------------------------	-----------------------	---------------------

I certify all statements made herein are true and correct.	SIGNATURE OF EMPLOYEE	DATE
--	-----------------------	------

<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED	NAME OF CHAIR/SUPERVISOR	SIGNATURE	DATE
--	--------------------------	-----------	------

<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED	NAME OF APPROPRIATE ADMINISTRATOR	SIGNATURE	DATE
--	-----------------------------------	-----------	------



UNIVERSITY OF GUAM  
UNIBETSEDÁT GUAHAN

College of Liberal Arts and Social Sciences  
Office of the Dean

## VARIANCE FORM

<b>Faculty Name:</b>	<b>Division of:</b>
----------------------	---------------------

Faculty member will prepare this form when he/she wishes to miss or reschedule a class and/or not keep regular hours, **including early termination of classes**. Please make all attempts to complete the form **PRIOR** to any planned absence. This form must accompany **any** leave application.

I will be absent from:  Advisement  Class  Office Hours  Other (Please Specify):

Located in:

During the date(s) and time(s) of:

For the following reason(s):

Special arrangements for my advisement have been made in the following manner:

Special arrangements for my class (es) have been made in the following manner:

During regular office hours, a note will be on my door asking callers to seek:

=

\_\_\_\_\_  
PRINT Name of Requesting Instructor

\_\_\_\_\_  
Signature

Date: \_\_\_\_\_

=

\_\_\_\_\_  
PRINT Name of Substituting Instructor (#1)

\_\_\_\_\_  
Signature

Date: \_\_\_\_\_

=

\_\_\_\_\_  
PRINT Name of Substituting Instructor (#2)

\_\_\_\_\_  
Signature

Date: \_\_\_\_\_

=

\_\_\_\_\_  
PRINT Name of Substituting Instructor (#3)

\_\_\_\_\_  
Signature

Date: \_\_\_\_\_

**APPROVED/DISAPPROVED**

\_\_\_\_\_  
Signature of CLASS Division Chair / Date

**APPROVED/DISAPPROVED**

\_\_\_\_\_  
Signature of CLASS Associate Dean / Date

**APPROVED/DISAPPROVED**

\_\_\_\_\_  
Signature of CLASS Dean / Date



**TRITON BOOKSTORE  
TEXTBOOK REQUISITION**

**IMPORTANT INFORMATION**

- *One textbook request form must be submitted for each book order. Please print or type.*
- *Must be signed by the Instructor.*
- *Request must be delivered to Bookstore, in order to confirm receipt of textbook order. Please also submit Book Order indicating "No Text Required".*
- *Correct ISBN information is essential. If you are not sure please contact your publisher rep. Or Bookstore for help. Please do not leave blank.*
- *Required: Instructor requires this title and is considered mandatory that the students must have a textbook to complete the course.  
Optional: Text is not required. Fewer copies of optional text should be requested to avoid unsold and non-returnable copies which result in charges to the academic unit ordering the books.*
- *Please cross reference Book Orders with Course Offered.*
- *Please contact the bookstore on textbook update and notify us of any course/section cancellation.*

Semester/Year: \_\_\_\_\_

Course Prefix/Number: \_\_\_\_\_ List each section number(s): \_\_\_\_\_

Book Title \_\_\_\_\_

Author: \_\_\_\_\_ Edition: \_\_\_\_\_ Publisher: \_\_\_\_\_

ISBN# \_\_\_\_\_ Hardback / Paperback / Custom

Is this a required / optional textbook? (Circle correct response)

Will this be used next semester? Yes / No

Maximum # Course Caped: \_\_\_\_\_ Recommended Qty. to Order: \_\_\_\_\_

Print Instructor: \_\_\_\_\_ Signature / Date: \_\_\_\_\_

Email: \_\_\_\_\_ Contact # \_\_\_\_\_

Note: Textbook required or optional are subject to change. Sometimes books that are utilized for a course will be out of print, or move to a new edition. These changes are not within the control of the bookstore, and the bookstore will not be responsible for the changes. Once we receive the information on this we will contact the faculty, this is why it is important to complete the information on the order form that requested for your email and contact number.

**BOOKSTORE USE ONLY**

Date Received by Bookstore: \_\_\_\_\_

PO#: \_\_\_\_\_ QTY: \_\_\_\_\_ DTD FAXED/E-MAIL: \_\_\_\_\_

REMARKS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**MEMORANDUM**

**DATE:**

**TO:** UOG Triton's Bookstore

**FROM:** Dr. James E. Sellmann, Acting Dean, CLASS

**RE:** Process for Processing Payment for Last Minute Faculty Desk Copies

CLASS Staff have requested desk copies for all textbooks for CLASS Spring 2010 courses, with the possible exception of new editions of which we have recently been informed. Most of the desk copies needed have been received. However, there are some exceptions. Because of the academic necessity and urgency of faculty having a copy of the book from which they are teaching, the College and Triton's Bookstore will continue the cooperation of the past through an exchange process of a textbook on the shelf for the new desk copy of that book when it arrives.

If a suitable replacement for the desk copy extended by Triton's Bookstore is not made by the College by \_\_\_\_\_, CLASS will reimburse Triton's Bookstore for the cost of the book. We will refer to the books extended in this arrangement as the TB swap book and the CLASS swap book.

Please provide the following TB swap book:

**Title:** \_\_\_\_\_

**Author:** \_\_\_\_\_

**Edition:** \_\_\_\_\_ **ISBN No.:** \_\_\_\_\_ **Price:**\$ \_\_\_\_\_

**Instructor:** \_\_\_\_\_ **Course No./Title:** \_\_\_\_\_

**Semester:** \_\_\_\_\_ **Account No.:** \_\_\_\_\_

**Authorized by:** (Must be CLASS Dean or Associate Dean):

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Receipt of the TB swap book above is  
Acknowledged by (must be CLASS Staff  
or Administrator)

Receipt of the CLASS swap book above is  
acknowledged by (must be TB staff):

\_\_\_\_\_  
Signature                      Date

\_\_\_\_\_  
Signature                      Date



**Will you provide services to other UOG units during this semester? Please describe below.**

**Will you have outside employment or a contract during this semester? Please describe below.**



# INCOMPLETE GRADE AUTHORIZATION

THIS FORM MUST BE COMPLETED AND APPROVED

BEFORE GRADES ARE SUBMITTED

(Approved CAS-AAC, November 1, 1990)

To be completed in quadruplicate

Copy One to Student

Copy Two to Instructor

Copy Three to Division Chair

Copy Four to Dean

Semester During Which

Instructor Must Receive

Work to Remove INC

Student's Name \_\_\_\_\_

Course Number \_\_\_\_\_ Title \_\_\_\_\_ Credits \_\_\_\_\_

Semester Year \_\_\_\_\_ Instructor \_\_\_\_\_

Reason Incomplete was issued:

\_\_\_\_\_

\_\_\_\_\_

Work necessary to remove INCOMPLETE:

\_\_\_\_\_

\_\_\_\_\_

Grade in the course thus far: \_\_\_\_\_

The INCOMPLETE equals \_\_\_\_\_ percent of the final grade. The percentage should be less than 30%.

Highest FINAL GRADE student may be granted: \_\_\_\_\_

Instructions for evaluating the work to be completed.

\_\_\_\_\_

\_\_\_\_\_

If I am not available at the time action is necessary on this INCOMPLETE, I recommend that the Chair of the Division of \_\_\_\_\_ appoint a faculty member to represent me.

Instructor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

If a student hasn't signed, the Instructor's explanation for lack of signature:

\_\_\_\_\_

\_\_\_\_\_

Approved / Disapproved \_\_\_\_\_

Division Chair's Signature \_\_\_\_\_ Date \_\_\_\_\_

Approved / Disapproved \_\_\_\_\_

Dean's Signature \_\_\_\_\_ Date \_\_\_\_\_



# Change of Grade Memorandum

**INSTRUCTIONS TO INSTRUCTOR: Complete all appropriate blanks and then bring this personally to the Office of the Registrar.**

Student Information			
Student Name	Last	First	MI
			Student ID#
Course For Grade Change			
Course Number & Section	Course Title		Semester/Year
Grade Received	Grade Change	Total Credits	
Reason For Change			

INSTRUCTOR'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

DEAN'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

FOR REGISTRAR'S USE ONLY:  CHANGE ACCOMPLISHED  CHANGE WITHHELD

REGISTRAR'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**Grade changes from Incomplete (letter grades of "I")** 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 an undergraduate 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. The faculty will issue a grade following normal timelines.

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 her or his record. No requests for time extension will be accepted. In exception to this policy on Incomplete: (1) For those courses which do not use the "F" grade, the equivalent non-credit grade will be assigned, and (2) All grades of Incomplete must be resolved prior to certification for graduation. If a student who is applying for graduation has an unresolved Incomplete at the time that the Registrar certifies their eligibility for graduation, the "I" will be changed to an "F" or equivalent non-credit grade and used in the final GPA calculation.

**Other grade changes** 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. No grades other than the "I" will be changed on the student's permanent record except under the specific conditions listed below, where errors of a technical or clerical nature, problems with the instructor's grading, or problems in the recording of administrative symbols such as UW have occurred:

- When certified by the instructor and by the Registrar as a technical or clerical error; or
- When the decision reached through the completed grievance process as outlined in the Procedure for Solution of Problems of Student Academic Rights in the Student Handbook specifies that the grade is to be changed (this grievance procedure is to be used in problems between the student and the instructor concerning grading); or
- 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 Senior Vice President of Academic and Student Affairs (the appeals procedure is used in these situations).

The official action specifying a grade change under the three conditions stated above must be submitted in writing to the Registrar who will complete the necessary revisions on the permanent record card.



### STUDENT EVALUATION OF FACULTY

**INSTRUCTIONS:** Using this list of questions, you will fill out a machine-readable answer form for the instructor to this course. Follow these steps:

1. In the box labeled **SPECIAL CODES**, please insert the instructor's code number.
2. **DO NOT** write in any information that identifies you. You will not be identified individually in any reports.
3. Read evaluation item number 1 on your answer form and darken the bubble that indicates your response to this item. Continue in this way for all of the evaluation items.
4. If you want to make comments about the instructor's strengths, or areas in which improvement is needed, please write on the comment sheet provided.

Rate how well your instructor fits each of these descriptive statements. (Note: There are 23 questions.)

**FOR ALL CLASSES:**

1. The instructor made the subject matter interesting  
A Strongly agree B Agree C Disagree D Strongly disagree E Not applicable
2. The instructor's speaking style was clear enough to be understood  
A Strongly agree B Agree C Disagree D Strongly disagree E Not applicable
3. The instructor seemed interested in what he/she was teaching  
A Strongly agree B Agree C Disagree D Strongly disagree E Not applicable
4. The instructor knows the course material well  
A Strongly agree B Agree C Disagree D Strongly disagree E Not applicable
5. The instructor answered students' questions  
A Strongly agree B Agree C Disagree D Strongly disagree E Not applicable
6. The instructor's syllabus clearly stated the learning objectives, requirements, and grading procedures for the course  
A Strongly agree B Agree C Disagree D Strongly disagree E Not applicable
7. The instructor was well prepared for each class  
A Strongly agree B Agree C Disagree D Strongly disagree E Not applicable
8. The instructor used class time well  
A Strongly agree B Agree C Disagree D Strongly disagree E Not applicable
9. The instructor encouraged students to do their best work  
A Strongly agree B Agree C Disagree D Strongly disagree E Not applicable
10. The instructor was fair to the students  
A Strongly agree B Agree C Disagree D Strongly disagree E Not applicable
11. The instructor made himself/herself available for help in and out of class  
A Strongly agree B Agree C Disagree D Strongly disagree E Not applicable
12. I spent two hours studying for this class for every hour of actual in-class time  
A Strongly agree B Agree C Disagree D Strongly disagree E Not applicable
13. I feel I've learned a great deal in this course  
A Strongly agree B Agree C Disagree D Strongly disagree E Not applicable
14. The instructor followed his/her syllabus  
A Strongly agree B Agree C Disagree D Strongly disagree E Not applicable
15. The instructor encouraged me to think  
A Strongly agree B Agree C Disagree D Strongly disagree E Not applicable
16. The instructor has done an effective job in this course  
A Strongly agree B Agree C Disagree D Strongly disagree E Not applicable
17. I would like to acknowledge this instructor for excellence  
A Strongly agree B Agree C Disagree D Strongly disagree E Not applicable

**FOR LECTURE-DISCUSSION CLASSES:**

18. The instructor related the course material to my previous learning experiences  
A Strongly agree B Agree C Disagree D Strongly disagree E Not applicable
19. The instructor stressed important points in lecture  
A Strongly agree B Agree C Disagree D Strongly disagree E Not applicable
20. The instructor encouraged class discussion  
A Strongly agree B Agree C Disagree D Strongly disagree E Not applicable
21. The instructor returned examinations and assignments promptly  
A Strongly agree B Agree C Disagree D Strongly disagree E Not applicable
22. Course objectives were reflected in the exams  
A Strongly agree B Agree C Disagree D Strongly disagree E Not applicable
23. My grades reflected my performance in the course  
A Strongly agree B Agree C Disagree D Strongly disagree E Not applicable



***-COMMENTS-***

**Strengths of this instructor:**

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**Areas in which this instructor needs improvement:**

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***-COMMENTS-***

**Strengths of this instructor:**

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**Areas in which this instructor needs improvement:**

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**UNIVERSITY OF GUAM**  
**UNIBETSEDÁT GUAHAN**

OFFICE OF THE SENIOR VICE PRESIDENT, ACADEMIC & STUDENT AFFAIRS

**ACADEMIC FIVE-YEAR CALENDAR**  
**(Effective August 14, 2017)**

[SUBJECT TO REVISION DUE TO FORCE MAJEURE AND/OR FEDERAL OR LOCAL LEGISLATION]

	AY 17-18	AY 18-19	AY 19-20	AY 20-21	AY 21-22
<b>FANUCHĀNAN</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>
START and NEW FACULTY ORIENTATION	08/14	08/13	08/19	08/17	08/16
FIRST DAY OF WEEKDAY CLASSES	08/16	08/15	08/21	08/19	08/18
FIRST DAY OF SATURDAY CLASSES	08/19	08/18	08/24	08/22	08/21
LABOR DAY (1 <sup>st</sup> Mon. of Sept.)	09/04	09/03	09/02	09/07	09/06
ALL SOULS' DAY (Observed)	11/02	11/02	11/01	11/02	11/02
VETERANS' DAY (Observed)	11/10	11/12	11/11	11/11	11/11
THANKSGIVING BREAK (4 <sup>th</sup> Th. - Sat. of Nov.)	11/23-25	11/22-24	11/28-30	11/26-28	11/25-27
OUR LADY OF CAMARIN DAY (Observed)	12/08	12/07	12/09	12/08	12/08
FACULTY EVALUATIONS	11/20-12/07	11/19-12/06	11/25-12/13	11/23-12/11	11/22-12/10
LAST DAY OF INSTRUCTION	12/07	12/06	12/13	12/11	12/10
FINAL EXAMS & END OF THE SEMESTER	12/11-13, 15	12/10-12, 14	12/16-18, 20	12/14-16, 18	12/13-15, 17
COMMENCEMENT	12/17	12/16	12/22	12/20	12/19
<b>TINALO'</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>
START	12/16	12/15	12/21	12/19	12/18
CHRISTMAS DAY (Observed)	12/25	12/25	12/25	12/25	12/24
NEW YEAR'S DAY (Observed)	01/01/18	01/01/19	01/01/20	01/01/21	12/31
FACULTY EVALUATIONS	01/10-13	01/09-12	01/15-18	01/13-16	01/12-15/22
LAST DAY OF CLASSES	01/13/18	01/12/19	01/18/20	01/16/21	01/15/22
<b>FAÑOMNĀKAN</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
			[Leap Year]		
START	01/16	01/22	01/21	01/19	01/18
FIRST DAY OF WEEKDAY CLASSES	01/17	01/23	01/22	01/20	01/19
FIRST DAY OF SATURDAY CLASSES	01/20	01/26	01/25	01/23	01/22
FACULTY DEVELOPMENT DAY (3 <sup>rd</sup> Fri. of Feb.)	02/16	02/15	02/21	02/19	02/18
GUAM HISTORY & CHAMORRO HERITAGE DAY (1 <sup>st</sup> Mon. of Mar.)	03/05	03/04	03/02	03/01	03/07
CHARTER DAY (2 <sup>nd</sup> Tue. of Mar.)	03/13	03/12	03/10	03/09	03/08
SPRING BREAK (10 <sup>th</sup> week of the semester)	03/19-24	03/25-30	03/23-28	03/22-27	03/21-26
FACULTY EVALUATIONS	04/23-05/11	04/29-05/17	04/27-05/15	04/26-05/14	04/25-05/13
LAST DAY OF INSTRUCTION	05/11	05/17	05/15	05/14	05/13
FINAL EXAMS & END OF THE SEMESTER	05/14-16, 18	05/20-22, 24	05/18-20, 22	05/17-19, 21	05/16-18, 20
COMMENCEMENT	05/20	05/26	05/24	05/23	05/22
<b>FINAKPO' 1</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
START	05/29	06/03	06/01	06/01	05/31
FACULTY EVALUATIONS	06/26-29	07/01-07/05	06/29-07/02	06/29-07/02	06/28-07/01
INDEPENDENCE DAY (Observed)		07/04			
LAST DAY OF CLASSES	06/29	07/05	07/02	07/02	07/01
<b>FINAKPO' 2</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
START	06/04	06/10	06/08	06/07	06/06
INDEPENDENCE DAY (Observed)	07/04	07/04	07/03	07/05	07/04
LIBERATION DAY (Observed)	07/20	07/22	07/21	07/21	07/21
FACULTY EVALUATIONS	07/17-21	07/23-27	07/20-25	07/19-24	07/18-23
LAST DAY OF CLASSES	07/21	07/27	07/25	07/24	07/23
<b>FINAKPO' 3</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
START	07/02	07/08	07/06	07/06	07/05
INDEPENDENCE DAY (Observed)	07/04				
LIBERATION DAY (Observed)	07/20	07/22	07/21	07/21	07/21
FACULTY EVALUATIONS	07/30-08/04	08/05-10	08/03-08	08/02-07	08/01-06
LAST DAY OF CLASSES	08/04	08/10	08/08	08/07	08/06

Dr. Anita B. Enriquez 9/1/17 Date  
Senior Vice President, Academic & Student Affairs

Dr. Donald L. Platt 9/1/17 Date  
Faculty Union President



College of Liberal Arts & Social Sciences  
*Office of the Dean*



University of Guam

STATEMENT OF AGREEMENT FOR OFF-CAMPUS PROJECT LEADER AND  
STUDENT PARTICIPATING IN

Project Name: \_\_\_\_\_

As the Project Leader or as a Student, I have reviewed, understand and agree to abide by the University of Guam Personnel Rules and Regulations, Policies and Procedures for Staff, Faculty/Administrators on Sexual Harassment, Consensual Relationship, Student Code of Conduct, Policy for Equal Employment Opportunity and Non-Discrimination/Non Harassment before participating in this UOG sponsored field project/program.

The Policy for Equal Employment Opportunity and Non-Discrimination/Non Harassment is accessible via <http://www.uog.edu/administration/office-of-the-president/eeoadatitle-ix-office>

The Student Handbook is accessible via <http://www.uog.edu/sites/default/files/uog-Student-Handbook.pdf>

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Project Leader: \_\_\_\_\_ Date: \_\_\_\_\_

Project Co-Leader: \_\_\_\_\_ Date: \_\_\_\_\_

**STATEMENT OF RESPONSIBILITY, RELEASE AND AUTHORIZATION TO PARTICIPATE IN UNIVERSITY**

I, \_\_\_\_\_, am a student at the University of Guam ("University"). I have agreed to participate in the \_\_\_\_\_ during (dates) \_\_\_\_\_. My participation in this Program is wholly voluntary. In consideration of being allowed to participate in this Program, I hereby state and agree as follows:

1. I represent and warrant that I am and will be covered throughout the Program by a policy of comprehensive health and accident insurance which provides coverage for injuries and illnesses I sustain or experience overseas, while traveling to and from, or while participating in the Program. By my signature below, I certify that my health insurance policy will adequately cover me while outside Guam, and I release and absolve the University of all responsibility and liability for any injuries, illnesses (including death), claims, damages, charges, bills and/or expenses I may incur while I am abroad.
2. I understand that the University reserves the right to make changes to the Program itinerary at any time and for any reason, with or without notice, and the University shall not be liable for any loss whatsoever to participants by reason of any such cancellation or change. The University is not responsible for penalties assessed by air carriers that may result due to operational and/or itinerary changes, regardless of whether the participant or the University makes a flight arrangement. Any additional expense resulting from the above will be paid by the participant. The University reserves the right to substitute hotels or accommodations or housing of a similar category at any time. Specific room and housing assignments are within the sole discretion of the University.
3. I understand and acknowledge that the University does not assume responsibility or liability, in whole or in part, for any delays, delayed or changed departure or arrival times, fare changes, dishonors of hotel, airline or vehicle rental reservations, missed carrier connections, sickness, disease, injuries (including death), losses, damages, weather, strikes, acts of God, circumstances beyond the control of the University, force majeure, war, quarantine, civil unrest, public health risks, criminal activity, terrorism, expense, accident, injuries or damage to property, bankruptcies of airlines or other service providers, inconveniences, cessation of operations, mechanical defects, failure or negligence of any nature howsoever caused in connection with any accommodations, restaurant, transportation, or other service or for any substitution of hotels or of common carrier beyond the University's control, with or without notice, or for any additional expenses occasioned by any of the foregoing. If due to weather, flight schedules, or other uncontrollable factors I am required to spend additional nights, the University will not be responsible for my hotel, transfers, meal costs or other expenses. My baggage and personal property are at my risk entirely. The University reserves the right to decline to accept or retain me on the Program at any time should my actions or general behavior impede the operation of the Program or the right or welfare of any person, including but not limited to my own welfare. Similarly, if my conduct violates any policy or procedure of the University, I understand that I may be required to leave the Program in the sole discretion of the University's agents and representatives, and may be referred to the appropriate University officials for further disciplinary or other action. In such an event, no refund will be made for any unused portion of the Program. The right is reserved by the University, in its sole discretion, to cancel the Program or any aspect thereof prior to departure; and, in the University's sole

discretion, to cancel the Program or any aspect thereof after departure, requiring that all participants return to Guam, if the University determines or believes that any person is or will be in danger if the Program or any aspect thereof is continued.

4. I, individually, and on behalf of my heirs, successors, assigns and personal representatives, agree to indemnify, defend and hold harmless the University and the Program and their employees, agents, officers, trustees and representatives (in their official and individual capacities) from any and all liability, loss, damage or expense, including attorneys fees, that they or any of them incur or sustain as a result of any claims, demands, actions, causes of action, damages, judgments, costs or expenses, including attorneys fees, which arise out of, occur during, or are in any way connected with my participation in the Program or any travel incident thereto.

5. I hereby acknowledge that I have read, understand and will abide by each of the terms and conditions of this Agreement.

Dated: \_\_\_\_\_

\_\_\_\_\_

Signature

\_\_\_\_\_

Name (Printed)