POLICIES AND PROCEDURES
Department of East Asian Languages and Literatures
University of Hawai‘i at Manoa

I. STUDENTS

A. Advising

All faculty members are expected to advise undergraduate (per administration “mandatory advising” 9/2010) and graduate students on academic matters. For questions about University/Department policies/procedures and B.A., Minor, and Certificate requirements for Chinese, Japanese, and Korean students should also be directed to consult with the Undergraduate Advisor, Mr. Todd Ashida, who also signs our undergraduate majors’ registration forms. For questions about graduate degree requirements, consult with the Graduate Advisor, Ms. Evelyn Nakanishi.

Starting Spring 2012 mandatory advising will be instituted in EALL. Registration restriction will be placed on students who do not show up for their advising session with their advisor. The faculty advising begins one month prior to the start of the registration period. [EC 10/13/2011]


This Act details the types of information that can/cannot be disclosed about a student, and the procedures for challenge by a student, and other matters relating to privacy. Current biographical data not to be released under this Act include race, sex, age, religion, color, ancestry, handicaps, marital status, arrest or court record, and physical characteristics. For details such as in writing letters of recommendation, please consult the document in the SCHEDULE OF CLASSES (SOC) or in the UHM Catalog. It is recommended that “CONFIDENTIAL” be written on all letters, which the author wishes not to be accessible to the person requesting the recommendation.

C. Graduate Foreign Language Proficiency Exam

EALL conducts graduate foreign language proficiency exams only for departments without East-Asian specialists. [EC 11/8/2012]

D. Instructional Matters

1) Duplicating Class Materials: The department will pay for all instructors’ duplicating needs as funds permit because we only have a limited budget. Although we have a copying machine, use of it should be limited to small jobs. As much as possible, make use of the Laulima course website for posting syllabus and other class-related materials. Each faculty member will be assigned her/his own user code, which is as follows: EALL (for office staff) 1, CHN 2, JPN 3, KOR 4, + the last 4 last digits of UHID#. Requests for copies for midterms, finals, or unit tests should be made through MaPS (CD&RG) http://www.hawaii.edu/crdg/maps/ at the College of Education. You should allow at least a week for such jobs. Faculty are encouraged to have packets of class materials sold to their students through an arrangement with MaPS, or the professional copying service at the Campus Center, Kinko’s, and Professional Image.

2) Student Background Information Sheets: No longer distributed since Banner has a prerequisite check function to screen students before permitting registration into courses. It should be noted, however, that the instructors themselves represent a crucial link in the screening process. Any instructor who feels that a student does not belong in his/her class should immediately consult with the Undergraduate Advisor Todd Ashida.

3) First-Day Attendance Policy: Due to the high demand for our lower-level Japanese courses (JPN 100-202) and EALL 271 and 272, the Department was granted approval by the Associate Dean of Arts and Sciences to implement the following policy effective Spring 1991:

All students registered for JPN 100, 101, 102, 201, 202 and EALL 271 and 272 must attend the first class meeting. Failure to do so without prior consent of the teacher or Department Advisor may result in the assignment of your space to another student and your withdrawal from the class to avoid a grade of “F”.


4) Final Examinations: Final examinations must follow the schedule as shown on the Schedule of Classes of the appropriate semester. Note that all core courses for EALL have their final exams on the “East Asian Languages” day, usually on the Wednesday of exam week. The Department Office issues classroom assignments for these core courses as provided by the UH Scheduler’s Office a few weeks prior to exam week. Exams for these courses should not be given on other days. Students with a time conflict must take the final exam on the same day during the period either immediately before or after the scheduled exam (a Moore Hall room is normally reserved to accommodate these students. Please check with one of the student advisors, Todd or Evelyn.) In special hardship cases, which require the instructor to administer the exam on another day, the instructor must write up a different exam for that particular student. Take-home final exams may be given but the due date cannot be earlier than the published date/time in the semester’s Schedule of Classes.

Please note that NO exams (other than laboratory tests and short quizzes) are allowed during the two calendar weeks prior to the final examination week (see the academic calendar in the front section of the Catalog).

5) Confidentiality of Grades and Graded Papers/Tests: Under FERPA, posting of students’ grades and leaving individual students’ graded papers/tests for pick-up in a public area violate students’ rights to privacy.

6) Cheating by students during exams: A brief statement on cheating policy should be included in the syllabi of all multi-section courses. During an exam, if a proctor believes s/he sees cheating, s/he should announce loudly to the group as a whole that s/he has seen evidence of cheating, and that if it continues, the student(s) involved will receive an “F”.

E. Registration

1) Major Restriction. Each section will exercise its own discretion on whether to enforce a temporary “Major Restriction” on core courses during the scheduled registration for currently-enrolled students. For spring registration this is usually the first two weeks in December, and for fall registration usually late April-early May. This Restriction will be removed after the respective scheduled registration periods, allowing non-major students to register on a space-available basis.

2) Electronic Wait List & Overrides: [From the website http://myuhinfo.hawaii.edu/object/waitlistfaqs.html (Fall 2012)] The registration waitlist is an electronic list of students waiting to register for a filled class. Once the maximum enrollment for a class has been reached and the class is full, some classes will have waitlist spaces available. Students may sign up for this electronic waitlist when they attempt to register for a class section that has reached its maximum enrollment. If a seat in the class becomes available, the first student on the registration waitlist for the class will be notified via email (notifications will only be sent to your hawaii.edu email account). Once notified, the deadline for you to register for the class varies between 24-48 hours from notification. The deadline will be specified on the notification email.

Not all classes will have waitlists. Only certain classes are selected for wait-listing. If a class is closed and there is no waitlist, you may have to contact the instructor or the department to see if capacity overrides are an option.

Registration Override Codes: Please refer to http://manoa.hawaii.edu/records/fac_staff/overrides_chart.html which provides information on Manoa course approval overrides. This can also be found in the Registration Guide each semester.

3) Accepting More Students. Instructors are encouraged by the administration to enroll more than the departmental maximum number of 15 students (up to 18, while being aware of the room capacity) in expectation that a few students will withdraw within the first six (6) days of class. However, if instructors do so, they should be prepared to teach a larger class. Accepting more than 15 students as a strategy for lobbying the opening of another section will not be tolerated.

4) Partial (Course) Withdrawal (University) Policy: Withdrawal from courses until the 6th day of instruction will not show on the student’s transcript. Any partial withdrawals after the 6th day of classes “for unusual circumstances beyond (the student’s) control” will require the approval of the instructor and the student’s college dean (graduate students also need the approval of their graduate advisor) on the DROP form (available in the Department Office). This completed form must then be taken by the student to the Admissions and Records Office, QLCSS Room #010 – a “W” will
be recorded on the student’s transcript. Failure to formally process the withdrawal form will result in an administrative grade of “F” or “NC”, whichever is appropriate.

5) Auditors: In general, students should not be allowed to audit any language skill courses. There are two exceptions to this rule, with the stipulation that the room capacity allows additional students:

1) Students who wish to repeat a course they have already passed with a ‘C’ (not ‘C-’) or better may be allowed to audit that course with the consent of both the instructor and the Student Advisor. This is for the benefit of students deemed to be insufficiently prepared to succeed at the next higher level; for example, a student who barely squeaks by 101 with a low ‘C’ and who realizes that he/she needs a thorough review before attempting 102, or a student who did well in 101 two years ago but has not touched the language since.

2) UHM faculty members may be permitted to audit any course with the consent of the instructor.

6) Native Speakers and Bilinguals and Back Credits: According to the UHM Catalog (section under “Examinations: Language Courses” in the Undergraduate Education section, page 16), “For specific regulations governing courses that native or bilingual speakers may take for credit, students should consult the department chairs of European languages, East Asian languages, or Hawaiian and Indo-Pacific languages.” Native speakers may take approved courses in their language area (see Todd Ashida for the list of approved courses). For back credits (page 28), the student, after completion of the course with a grade of ‘C’ (not ‘C-’) or better, may claim the appropriate number of back credits by completing the appropriate form available at the Department Office. Bilingual speakers are required to take a placement test to determine what course they may enroll in.

1) Chinese: Placement in Chinese is complicated by the prevalence of dialects and so allows for the Chinese Language Coordinator to exercise considerable discretion in placing individuals. The following is a summary of the guidelines to be followed. For a more detailed statement of policy, see “Placement Policy for Native Speakers of Chinese,” available from the Department Office or the Coordinator.

a) Native speakers of Mandarin

   (1) Those educated through the twelfth grade with Mandarin as the medium of instruction may be given permission by the Coordinator to take certain specialized language-skill courses such as CHN 461.

   (2) Those with limited formal education in Mandarin can be placed in language-skill courses at the appropriate level as determined by the Coordinator. They may not take Mandarin conversation courses.

b) Native speakers of other dialects will be placed by the Language Coordinator.

2) Japanese and Korean: For Japanese and Korean, a “native” speaker is defined as one who (1) is conversationally fluent, with that fluency having been acquired before age 12, and (2) received at least 7 years of formal general education with that language as the medium of instruction. A “bilingual” speaker is defined as one who lacks the formal education experience of the native speaker as defined above, but whose conversational fluency (judged by a qualified instructor(s) to be equal or nearly equal to that of a native speaker) was also acquired before age 12.

In Japanese, native speakers are not allowed to take any purely language skill courses. They may take JPN 425 (Translation), JPN 461 (Classical Grammar), JPN 466 (Readings in Classical Japanese), and JPN 471, 472 (Okinawan Language and Culture) with the consent of the instructor (who may require them to take it on a CR/NC basis); bilingual speakers may be placed in JPN 217, or 307-308, and may take any more advanced language skill course except JPN 315 (3rd Year Aural Comprehension, and 415 (Aural Comprehension). In Korean, native speakers are not allowed to take any language skill courses. Bilingual speakers of Korean may be placed in KOR 301-302 or higher, depending on their background.

3) The Banner ‘prerequisite check’ will not allow native speakers of a foreign language to register if they do not meet the stated language prerequisite(s). Therefore, each Section will need to provide Todd with a list of its courses that native speakers are eligible to take.
7) **Credit/No Credit Option (University) Policy:** The University’s policy as stated in the UHM Catalog under “Credits and Grades” includes:

1) The grade of “CR” denotes “C” (not “C-”) or better caliber work.
2) The CR/NC option is not allowed for any course taken to fulfill a University/College/department Core requirement, with the exception of those courses offered for mandatory CR/NC only. The final course of our Department’s four-semester Ph.D. second language requirement must be taken for a letter grade (only the first three semesters may be taken CR/NC).
3) The CR/NC option must be exercised during the registration period. Later change to or from a letter grade is not permissible.
4) All of our x99 courses are mandatory CR/NC; none allows letter grades as an option.

F. **Commencement Participation.** It is important that the department has representatives at the commencement. The Department Chair strongly encourages the Undergraduate Chair, Graduate Chair and EALL faculty members to participate in commencement exercises, especially if their students are graduating and request to be “hooded,” which is usually performed by the dissertation advisor. If the latter cannot attend, it is strongly recommended that other committee members or the Graduate Chair volunteer for this task.

G. **Bridge Program.** The Bridge Program is administered by the Outreach College to admit foreign post-baccalaureate students into the University as special classified non-degree students. Because there is a possibility of misuse by students who would not normally be considered admissible, all applications indicating interest in our Department must be approved by either our Department Chair or Graduate Chair, and not by any individual faculty member.

H. **Student Representation on Department Committees.** The curriculum committees in each section are strongly urged to include a student representative. The Executive Committee will invite a graduate student representative to attend its meetings whenever personnel matters are not being discussed.

II. **Office-Related Matters**

A. **Check with the Office**

1) **Postage:** The Department pays for only regular first-class postage for all official mail. If a faculty member wants to use anything other than regular first-class mail (e.g., express mail, certified, registered, etc.) for his/her official mail, he/she must pay for the postage. Books, etc. must be sent via surface mail only.

2) **Mail pick-up:** The office staff is not responsible for picking up mail for faculty from the Campus Mailroom, especially since some like Express mail require the individual’s signature. Retired faculty and those who resigned their positions should make personal arrangements to have their accumulated mail be picked up from the main office. The Department has no funds to pay for mailing it to them.

3) **Telephones:** Except for the Chair, nobody shall be allowed to switch phone-lines or telephones because this will incur unnecessary costs for the department. All telephones are registered to the office they are located in and shall not be removed. Where there is a compelling reason for switching the lines or telephones, the faculty shall make a request in writing to the Chair and it shall only be permitted if no more than two offices are affected.

4) **Long-distance Calls:** Long-distance calls may be made only for official business at the request of the Department Chair and after clearance with the Department Office; these calls will be made from the Department Office. Except for the phone lines belonging to the Chair’s office (M 383) and those of the EALL support and office staff, all faculty phone lines have restrictions for long-distance calls, unless a phone card is used.

5) **Departmental FAX (facsimile):** The Department accepts incoming faxes for faculty members, but asks that your correspondents not send long messages (anything over 10 pages should be mailed). All inter-island and out-of-state faxes must be billed to the faculty member’s credit or calling card or personal telephone number. All outgoing faxes must be recorded in the Departmental log.
6) Intra-University Relations: Contacts dealing with non-academic offices on campus should generally be handled through the Department Office to ensure consistency and uniformity. This includes such places as the Bookstore for textbook requests, Facilities Management, and the Scheduler’s Office for classroom changes.

7) (Personnel) Files: The Department will create two separate personnel files for each teaching member, one “closed” and not accessible to anyone except the Department Chair, office staff, and the individual himself/herself, and the other “open” and accessible to the Department Chair, office staff, APT staff, DPC members and the individual himself/herself. A sign-out system will be maintained. The “open” file will basically contain any student evaluations submitted by the individual faculty member. Each faculty member may submit other relevant materials to be included in the “open” file. The student evaluations in the “open” file will include only those in the most recent 5 years; older evaluations will be returned by the office to the faculty member.

8) Maintaining Department Files. Per the LLL Dean’s office, personnel files, including files from the DPC regarding new hires, hiring procedures, etc., must be kept a minimum of 10 years. Graduate Division’s policy for graduate student files is based on FERPA, and files are kept between two and seven years, depending on the category: (1) Application files are kept for 2 years, (2) graduated students’ files are kept for 5 years, and (3) inactive students’ files kept for 7 years (since students have 7 years to complete a graduate degree and the student may reapply after a period of absence). An inactive student is someone who drops out of the program. The Department will, instead, keep all graduate student files for 10 years for the near future. [EC 08/25/2011]

9) Keys

(a) Faculty may obtain keys to both the Department library (Araki Room) and the copier room for access during after-hour times upon written application to the Department Chair. The Department Office will maintain a log of all these keys.

(b) Computer Room. All instructional faculty (includes lecturers and GAs) will be given access to the computer room, which is open Mondays to Fridays from 7:45 am – 4:30 pm. There will be no weekend, overnight, or holiday access. The room should be kept locked at all times. The key can be signed out from the main office and must be returned.

(1) All regularly appointed I2-I5 faculty can request their own key and the cost will be absorbed by the department. [EC 08/29/13]

(c) Replacement Keys. The cost of the replacement for a lost key will be the responsibility of the Department member involved.

9) Office Assignments: All office assignments are made by the Chair in consultation with affected faculty and Evelyn Nakanishi. In making office assignments, especially for a vacated office seen as desirable, the primary criterion will be seniority, based on the date the faculty member became a probationary faculty member on a tenure-track appointment. Lecturers teaching one course will be assigned to share one desk with another one-course Lecturer in a multi-occupant office. GAs in general do not share a desk, however, pending departmental resources may be ask to share a desk if office space is scarce.

10) Office Re-allocation: The Department Chair and Directors are entitled to keep their regular office during the period of their administrative service. All temporary instructional faculty are entitled to use their office for the entire duration of their contract. Faculty on sabbatical or other leaves (e.g. administrative, sick or LWOP) are entitled to keep their offices provided the leave period does not exceed more than one year and the department does not experience office shortage. In case of the latter, instructional rank will determine the order of re-allocation. When a faculty member/GA/Lecturer leaves, he/she should remove all personal belongings, including any furniture, window treatment or floor covering.

11) Parking: Criteria for parking assignments were revised per EC decision on May 10, 2012. The new system will be based on the following formula and only be effective for one year, 2012-2013. Allocation of upper campus parking privileges to two permanent office staff members was restored per an EC decision on March 14, 2013 and May 2, 2013.
**Job Seniority:**

<table>
<thead>
<tr>
<th>Years</th>
<th>Rank</th>
<th>Service</th>
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<tbody>
<tr>
<td>30+ years</td>
<td>I-5</td>
<td>Associate &amp; Graduate Chair = 4 points</td>
</tr>
<tr>
<td>25-29 years</td>
<td>I-4</td>
<td>DPC Chair &amp; Section Head = 3 points</td>
</tr>
<tr>
<td>20-24 years</td>
<td>I-3</td>
<td>Undergraduate Chair = 3 points</td>
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<tr>
<td>15-19 years</td>
<td>I-2</td>
<td>Coordinator w/ CR = 2 points</td>
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<tr>
<td>10-14 years</td>
<td>APT</td>
<td>EC, DPC member &amp; Office Assistant = 1 point</td>
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<tr>
<td>5-9 years</td>
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Parking while on leave: It was moved, seconded and passed to support the Chair's policy of not assigning parking spaces in Upper Campus lots, i.e. Zones 4, 5, and 6, to faculty members on leave (sabbatical, sick or LWOP) and those who are 70% FTEs, unless there are strong, i.e. medical, reasons for these faculty to retain upper-campus parking. [AC 10/26//2006]

**B. Computer-Related**

1) **Computer Room Use:** The following is a summary of the Computer Room Policy regarding the use of the computer room. The complete document is available in the Department Office.

   a) Only EALL instructional faculty (includes lecturers and GAs) and staff are authorized to use the equipment.

   b) The Department will supply toner for the equipment in the computer room. Instructional faculty receiving outside project support must supply their paper and reimburse the Department for toner use.

   c) The key to the computer room may be checked out from the Department Office during regular business hours (7:45 to 4:30 pm Monday through Friday, except holidays). Individual faculty - tenured and regularly-appointed - may request their own keys, with the department absorbing the cost ($50 per key). GAs and Lecturer must use the common key checked out from the office. [EC 08/29/2013]

   d) It is critical that the computer room be kept clean. No eating or drinking. Do not leave personal property in the room.

   e) A special password (which will change every year) is required to access the computers and will only be given out upon written request (per email to EALL Webmaster and EALL Computer Subcommittee) to regularly appointed I-2 to I-5 faculty, lecturers and GAs. [August 2011]

2) **Computer Equipment:**

   a) Replacement: The Department has no replacement policy (or funds) for computers or printers. Faculty members who need new computers should first consult Help-Desk 956-8883, or ITS-Specialist, Teresa Sakata, for an evaluation. The report should explain what the problem is and what ITS suggests – replace or repair. If the suggestion is to replace, ITS should provide a recommended configuration (not a specific brand) for your needs, i.e. speed, RAM, hard disk capacity, etc. The written ITS report will be forwarded via the Chair to the EALL computer committee for evaluation and recommendation. Based on the committee’s recommendation, the Chair will approve or deny the request.

   b) Software and Electrical Equipment: The Department does not purchase operating software or electrical equipment for faculty’s individual usage.

**C. Website (Department).**

Individual Department member’s personal web content should be put on to the Department’s server rather than on the Department’s webpage, which is on the University’s server.

**Department Web Server; now maintained by CLT** (Center for Language and Technology): **Policies.** (1) Regarding access to the Departmental server, the Department will follow the same policy as is used for the UH server (see [www.hawaii.edu/infotech/policies/itpolicy.html](http://www.hawaii.edu/infotech/policies/itpolicy.html)). (2) maintenance will be done by the EALL Webmaster, in consultation with the Chair.
Links from the Department webpage will be decided by the Designated Faculty Member in charge of the server and that if a member of the Department disagrees with the decision(s) of the Designated Faculty Member that person may bring the disagreement to the Department Chair and the Chair’s Executive Committee.

A subcommittee, to include the Undergraduate Chair, Graduate Chair, and Department Chair, will supervise the EALL Web Master in the management of the Department’s site, including screening of what is added to the site.

The EALL Webmaster is not responsible for assisting faculty members with computer-related problems. Faculty should contact the ITS Help-Desk, 956-8883, for all computer-related problems. Another option for Apple Macintosh users is to sign up for free consultation at the “Genius Bar” available at all Apple Stores (e.g. Ala Moana or Waikiki).

III. Faculty Entitlements & Forms

A. Entitlements

1) Sabbatical and Study Leaves: Tenured I-2 and above faculty members (after 6 years of full-time creditable service) who apply for sabbatical leaves shall submit an outline of the proposed project, research, or other program of study. Applications must reach the Dean six months before the effective date of leave. Study leave applicants (I-2 faculty, after 5 years of service) shall submit an outline of their proposed educational program for an advanced degree. Applications must reach the Dean at least one academic semester before the effective date of leave. Form available from Department Office. Starting dates: Fall only –July 1; Spring only – January 1; One-Year – June 1 or July 1 or August 1 for academic year; or January 1 for calendar year. [See Article V Leaves of Absence with Pay]

2) Leaves Without Pay (LWOP): Depending on the proposed activity, the applicant may apply either for professional or personal leave [see Article VI Leaves Without Pay]. Applications should be initiated at least six months prior to the effective date, except for emergency requests.

3) Tuition Exemption: Faculty members and their spouses or domestic partners are entitled to register for no more than six (6) credits of courses exempt from tuition per academic semester. [Article III Conditions of Service] Be sure that an application for admission has been submitted to the Admissions Office in QLCSS room 001 by the appropriate deadline, unless already in a degree program. The UH Faculty/Staff Tuition Waiver form is available online at: http://www.honolulu.hawaii.edu/intranet/geninfo/tuitionwaiver.pdf

4) On-duty/Off-duty: The on-duty beginning date is between August 14 and September 14, and extends for nine (9) consecutive months from that date. Any personal travel during the on-duty period, including winter and spring breaks, must be made up during the summer off-duty period. A travel request form must be completed and submitted through the Department Office.

B. Forms

1) Change-of-Address/Contact Forms: All University of Hawai‘i employees are requested to report any change of address as soon as possible using the change-of-address form available at the Department Office. The department also requires all faculty to fill out a contact form and instructor’s door-card. Both are available on the EALL Website under the link for “Resources/Forms” http://www.hawaii.edu/eall/rsc/faculty.html

2) Health Fund and Designation of Beneficiary Changes: Whenever there is a change in family status (marriage, divorce, birth of new baby, etc.), an employee should make sure to check with the Department Office for any necessary forms to report the change(s). This must be done within 31 days before or 30 days after the date of the event. Otherwise, the employee must wait until the next Open Enrollment period (usually in April-May of each year). A form must also be filed for any change in beneficiary. (On-board faculty can newly enroll or change carrier only during the Open Enrollment periods.)

3) Out-of-State Travel Form: Anyone planning an out-of-state/island trip for a day or more for conference attendance, etc., during the on-duty period (August to May, which includes winter and spring breaks) should complete and submit the Employee Travel Form available at the Department Office and on-line at http://www.fmo.hawaii.edu/FSIS/pdf/fmis04.pdf.
Instructions for travel advance payments, [link to PDF]
Instructions for travel reimbursement payments [link to PDF]

4) **Outside Employment:** Any faculty member planning to engage in any kind of employment outside the University should follow the rules set forth in the article covering “Conditions of Service” of the UH/UHPA Agreement.

5) **Sick Leave:** All faculty are expected and required to file the Leave of Absence form online by logging into uh-workflow@hawaii.edu for “sick leave” if they are not able to carry out regular and full-time service for one day or more. For absences of five (5) or more consecutive days, a doctor’s certificate is required and should be attached to the (Sick) Leave of Absence form (see UHPA contract 2009-15, Article VI).

IV. **Course Teaching** (for course release procedure, see EALL Workload Policy document 6/2011)

A. According to UHPA article III.G.3 [Teaching Assignment and Equivalences], the Department Chair has the final authority on determining a faculty member’s teaching assignment and the department’s total instructional workload.

Although Language Coordinators directly consult with the Assistant to the Chair on the logistics of course scheduling and teaching assignments, any changes in the “roll-over” course schedule affecting faculty workload, program quality, or the number of sections offered must be communicated to the Section Heads who will make a recommendation to the DC. [EC 09/26/2013]

B. In the assignment of courses, the college upholds and the department has established the principle that courses do not belong to individual faculty members, but rather to the department, which is responsible for the overall curriculum. This is the case even if an individual faculty member proposed a course and has taught it for a lengthy period of time. Courses may be reassigned following the procedures outlined in (A).

Although student needs should be the primary principle, course assignments involve further criteria, such as the maintenance of fairness in assignments, the sharing of courses when two or more faculty members are qualified to teach a course, the duty of the department in broadening pedagogical expertise, and the department’s responsibility to support the development of junior faculty as teachers. [EC 09/26/2013]

C. **Classroom Assignments:** Due to the high demand for Moore Hall classrooms and the central control of classroom assignments, the department does not guarantee instructors’ preferences for a particular room or building. Requests for multimedia equipment classrooms will only be made if usage will be 90% or higher (submit syllabus that indicates use of PowerPoint or equivalent); however, there is no guarantee that the request will be accommodated by the University Scheduler because of the lack of sufficient equipped classrooms. For assignment system for EALL classrooms (M 356, 358, 361, 394,) please see EALL Classroom Assignment Policy that was approved by the EC January 2012).

D. **TBA for Graduate Classes:** As much as possible, scheduling graduate classes should avoid using TBA (To Be Announced) because this may deter interested students from registering early, which, in turn, will affect the department’s responsibility to monitor enrollment and protect premature cancellation of graduate classes.

E. **Desk Copies.** Desk copies will be held by the EALL office and should only be discharged to the instructor who requested them. Instructors of single-section courses who select their own textbook will be responsible for any shipping/handling charges for the desk copy. However, late or last-minute orders that will typically incur a higher shipping/handling fee by the publishers will not be covered by the department. For multi-section courses for which the respective Section decides on the textbook, the Department will expect that the publisher will cover the charges. In the spirit of the EC decision, desk copies for optional text requested by ALL sections of a course (e.g. JPN 302) will be paid for by the Department. The reimbursement policy for desk copies and textbooks shall follow the above.

Hakubundo cannot provide free desk copies of SFJ and other Japanese-language textbooks it provides us since the publisher charges them for all orders. We are given a 65% discount of what is charged to the UH Bookstore.
F. **Copyright Law:** When making copies of published materials for classroom use four requirements must be met: (1) “brevity,” (2) “spontaneity,” (3) “cumulative effect,” and (4) “terms of copying.” (Detailed description available in Department Office.)

G. **Practicum Course.** Any SLS graduate student needing a practicum, must take our JPN 620 Practicum course, and will not be permitted to do a practicum in Japanese language through an SLS course.* The instructor of the course (JPN 620) should be allowed to decide whether the pedagogy background prerequisite needs to be specifically JPN 604 or EALL 601, or whether it could be fulfilled through an ESL pedagogy course.

*The Japanese Linguistics faculty has recommended to the Department Executive Committee that non-Department students wishing to do a practicum in the Japanese program be required to take JPN 620 prior to their entering the Japanese language classroom. (Please note that JPN 620 has as prerequisites EALL 601 or JPN 604 or consent.) The Committee has concurred. A similar course, CHN 643, will be required for those students wishing to do a practicum in the Chinese language classroom. (Please note that CHN 643 has as prerequisites CHN 451 and 452, or consent.)

It is hoped that these students will be able to substitute JPN 620 or CHN 643 for SLS 690, but it may be desirable for them to take SLS 690 in addition.

H. **Classroom Visits for Non-Research Purposes: Guidelines for Requests:** Requests from the following individuals will be handled and entertained by the appropriate Section Head and Language/Discipline Coordinator in the manner deemed most appropriate:

1) Instructors who are currently teaching Chinese, Japanese, or Korean in the UH system, in the Hawaii public school system at the high school level, or in a private high school or college/university in Hawaii.
2) Graduate students or new hires who are scheduled to teach Chinese, Japanese, or Korean in the UH system in the upcoming semester.
3) Instructors who are currently teaching Chinese, Japanese, or Korean at an accredited high school or college/university outside of the State of Hawaii.
4) Students enrolled and actively participating in a certified B.A., M.A. or Ph.D. program in Hawaii that will culminate in receiving a credential directly related to the teaching of Chinese, Japanese, or Korean at the high school or university level.
5) Individuals affiliated with an accredited research institute or institute of higher learning who are actively pursuing a research project regarding the instruction or acquisition of Chinese, Japanese, or Korean as a second or foreign language must follow the EALL Policy and Procedures on Classroom Observation (Oct. 2011). [Ad Hoc Committee, EC, 10/2011]

I. **Study Abroad Semester or Academic Year Resident Director.** The application of a faculty member to serve as a Resident Director must be consistent with departmental goals, program mission, and the faculty's specialization. The release of a faculty member will be contingent on maintaining undergraduate and graduate core courses, and must be approved by the Curriculum Committee of the relevant Section and by the Department Chair. Under normal circumstances, faculty members will be released to serve as study abroad directors no more than one semester in five semesters or one academic year in five years. [Revised and approved by EC, March 8, 2012.]

J. **Summer Teachers.** Retired instructors may be hired for summer session openings after considering current staff, with appointment subject to approval by the relevant language coordinator.

K. **Teaching Across Languages.** Although there may be a qualified instructor, teaching across languages in our Department will be discouraged, unless an instructor's primary language section has sufficient manpower to cover all courses.

V. *(Personnel) Evaluation & Workload*
A. **Instructional Workload.** Per BOR policy and UHPA Contract provisions, all tenure-track and tenured faculty must teach a 15-credit workload each academic year, while instructors must teach a 24-credit workload each academic year. (See also EALL Workload Policy document August 2011).

B. **Renewal Procedure.** Each faculty member up for renewal consideration will be given the opportunity to choose one of the two persons who will conduct class observation for him/her. Following tenure and promotion procedures, each applicable faculty member will be asked to provide a list of 3 observers from which the personnel committee will select one; this is to minimize overburdening some observers whose name may appear on several faculty members’ preference lists.

C. **Student Course Evaluations** are mandatory (see UHPA Contract 2009-15, Article IV. Faculty Professional Responsibility and Workload) for all our classes in order to establish Departmental norms for each semester, to serve as a basis for Departmental evaluation for contract renewals (see DPC Guidelines), and to serve as feedback from students. Student course evaluations are usually conducted during the last two weeks of instruction.

Effective Spring 2011, EALL joins E-CAFÉ as a department, and Todd Ashida is the EALL staff person for E-Café (online Course and Faculty Evaluation administered by the Center for Teaching Excellence & Office of Faculty Development and Academic Support). E-Café computations include the mean scores for the department, college, and university. The Chair’s Executive Committee [03/17/2011] has mandated the use of eCafé for all lecturers, GAs (note: this excludes GAs “in-training,” since they are not the instructors of record), and temporary instructors. All regularly appointed I-2 to I-5 faculty must use e-Café for at least one course per semester [EC 03/17/2011]. If they wish to opt out for their second and/or third courses, they need to disable the surveys themselves during the “instructor set-up” period in March. There are 15 questions in total pre-selected by the department (8), A&S college (3) and institution (4). The department has restricted the maximum number of questions at 20, so every course instructor may add up to 5 more questions during the “instructor set-up” period.

Instructors (i.e. regularly appointed I-2 to I-5) who wish to use the optional narrative form created by the department (a template is available from EALL office) for courses for which they chose to disable e-Café must use non-carbonated paper (NCR-paper) and at their own cost (i.e. buy the NCR-paper and print the form on it themselves) [AC meeting 2/4/11]. Course instructors should not be present in the classroom while the evaluation is being done, which takes about 10 minutes. A student should be asked to distribute the evaluation to the class and to return all the materials to the Department Office.

D. **GA Workload.** Due to problems [from students in the class to differing teaching philosophy between the two GAs involved] with GAs being assigned 1.5 courses each semester (i.e. team teach with another GA), it was approved to change GA course assignments to eight (8) to nine (9) credits for the academic year.

E. **Teaching Evaluation of Lecturers.** Following discussion about the lack of evaluation of our lecturers while all other personnel are regularly evaluated, it was agreed that henceforth members of the DPC or their faculty-designee will evaluate the teaching of lecturers, early in the semester so that suggestions can be implemented. In this connection, the appointment letter to all future lecturers will include a statement to the effect that “as part of the teaching duties, you may be observed by the DPC or its representative and are expected to conduct course evaluations and file the results with the Department.”

F. **External Referees for Tenure/Promotion Consideration.** Due to prior years’ problems with external referees turning us down because of the lateness of our requests, the Department Chair should send a memo towards the end of the spring semester informing Department members contemplating a promotion or tenure application in the coming fall semester that it is to their advantage to submit to the Chair names of possible external referees as soon as possible.

VI. **Procedure for Visiting Scholars**

EALL accepts applications for Visiting Scholars/Associates but does not normally provide any resources (such as clerical support, office, telephone, Xeroxing, computer/printing facility). Applicants must have an EALL faculty sponsor who is willing to help with communication/logistical issues. Therefore, individual EALL faculty should not sponsor
more than 2 Visiting Scholars per academic year. Visiting Scholars must apply directly to the Chair by submitting one-
page description of their research project while at UHM, an updated CV with a list of publications, and proof of financial
support. The Chair forwards these documents to program/section faculty for determination of the applicant’s scholarly
legitimacy, and to the Executive Committee for final approval by vote. As a rule, EALL will accept no more than 2
Visiting Scholars per semester. Applications are reviewed twice a year and must be received by March 4 for the fall
semester, and September 2 for following spring semester. [AC 02/04/2011] (This information is also available on the
EALL Web site).

VII. Professional Conduct [adopted 2010]

A. **Professional Responsibility:** According to the BOR policy, all instructional faculty are required to perform
service duties as part of their job description that is divided into three areas, which are listed everywhere and consistently in the order of “teaching, research, and service” (BOR EP 9.2 & UHPA, Article IV. B).

B. **Conflict of Role/Interest:** Faculty members engaging in departmental business and participating in
committees have the responsibility for avoiding conflicts of roles by recusing themselves from the process when such conflicts exist. Graduate students who are hired as instructors or lecturers should consider their primary status for purposes of this clause.

C. **Meetings:** The EALL department is committed to facilitating an atmosphere of equity, transparency and mutual respect. All committees are encouraged to hold physical meetings (at least ONCE during a given semester) in order to effectively conduct their business. No classes will be scheduled for Thursday afternoons (from 3 pm onwards) so that committees can schedule meetings. All meetings shall have an agenda that is distributed in advance and shall record minutes.

D. **Balloting/Voting:** All formal voting shall take place at physical meetings by a show of hand or secret vote by using paper ballots. If voting is conducted electronically, SurveyMonkey or equivalent shall be used. The use of email for voting shall only be permitted where confidentiality or conflict of interest are not at stake and where there is a third objective party monitoring the process.

E. **Email Protocol:** The use of the departmental email-list (eall-l and eall2-l) is restricted to disseminating “announcements” and “information” only and faculty shall adhere to the UH Executive Policy E9.210 on Workplace Non-Violence that supports zero tolerance for “threatening gestures or remarks; disruptive or hostile actions; abusive or belligerent language; sabotage of equipment; repetitive unwanted phone calls, notes or emails, etc.” (p. 1-2). Bullying, psychological abuse, verbal harassment and intimidation all fall within the category of “workplace violence.”

F. **Robert’s Rules of Order:** The University of Hawai‘i follows the Robert’s Rules of Parliamentary Order. In the absence of any explicit departmental or committee rules and in order to safeguard objectivity and fairness of the procedures, all EALL meetings shall follow the Robert’s Rules of Order.

January 1990
Rev. July 1993
Rev. February 2011
Rev. June 2011
Rev. August 2011
Rev. August 2012
Rev. November 2012
Rev. October 2013