

Prepared by the Vice President for Administration.
This is a new Administrative Procedure.

August 1986

RECRUITMENT, SELECTION AND APPOINTMENTS

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A9.650 EXCHANGE OF FACULTY WITH OTHER INSTITUTIONS

1. Purpose. To prescribe the procedures to be followed in making faculty exchange appointments with other institutions of higher education.
2. Policy.
 - a. The Board of Regents at its meeting on December 9, 1977 approved guidelines for the exchange of individual faculty members and delegated to the President the authority to enter into such agreements. This authority has been further delegated to Chancellors by Executive Policy E.9.105 dated January 3, 1978, and to Vice Presidents by revision to Executive Policy E9.105 dated August 15, 1986.
 - b. University of Hawaii will not assume responsibility for any transportation or personal expenses of the exchange faculty members.
3. Procedures.
 - a. Individual faculty members, with the concurrence of the appropriate administrators, may make tentative arrangements for exchange assignments in accordance with the Guidelines contained in Attachment 1.
 - b. A formal agreement between the exchange institutions shall be prepared setting forth the terms of the agreement. Attachment 2 is a suggested format. It may be adjusted to add any special requirements.
 - c. The University of Hawaii faculty may be placed on a leave with pay status while on exchange duty in concert with the faculty member from the other institution being appointed in a without compensation status during the exchange period.

Guidelines For Individual Faculty Exchanges

1. No monetary consideration or exchange will be involved between the University of Hawaii and the institution from which the visiting faculty member comes or between the University of Hawaii and the visiting faculty member.
2. The University of Hawaii faculty member is responsible for developing an agreement with the host institution and for coordinating the details of assignment of the visiting faculty member with the appropriate entity in the University of Hawaii.
3. The University of Hawaii will pay to its faculty member the normal and full salary for the period he is visiting the host institution in return for the previously stipulated services of the visiting faculty member to the University of Hawaii.
4. All privileges and benefits of faculty status, such as credit toward sabbatical and merit step salary increases shall accrue to the faculty member involved.
5. A formal agreement between the Campus Unit and the institution involved is to be prepared setting forth the above and any other provisions necessary to carry out an effective exchange. The Chancellor, in the case of UH Hilo and the Community Colleges, and Vice Presidents, Deans and Directors, in the case of UH Manoa, are authorized to approve the agreement relative to their respective faculty.
6. An item specifying the assignment of the University of Hawaii faculty member and the receiving of a visiting faculty member from the other institution involved will be included in the monthly summary report to the Board of Regents following the approval of the exchange agreement by the appropriate Vice President, Chancellor, Manoa Dean or Director.

FACULTY EXCHANGE AGREEMENT
BETWEEN
UNIVERSITY OF HAWAII
AND

This Agreement is entered into for the express purpose of providing for the exchange of faculty members between the respective institutions.

_____, University of Hawaii faculty member of
(Name)

_____, will be exchanged with
(Department/Division, College, Campus)

_____,
(Name) (Department/Division, College, Campus)

faculty member of _____
(Department/Division, College, Campus)

for the period _____ to _____, subject to and in consideration of the following covenants and conditions:

1. Neither institution shall be obligated to pay any costs for transportation, living or personal expenses incurred by either faculty member.

2. Each faculty member shall retain such privileges and benefits as provided by the policies of the respective home institutions.

3. Each exchange member shall be given a non-compensated appointment at the gaining institution which confers faculty status and rights and benefits appropriate to such an appointment.

4. Each institution shall pay its faculty member the normal and full salary for the period of assignment with the host institution.

5. Unless otherwise specified, the scope of services to be performed by each faculty member will be those normally performed by the individual they are replacing under this exchange agreement.

6. At the completion of the exchange assignment, each institution shall provide the other with a letter of evaluation on the performance of the exchange faculty members. Any negative points in the evaluation shall include specific reasons for such rating.

7. This agreement may be terminated at any time by mutual agreement by the parties to the agreement.

IN WITNESS WHEREOF, the parties hereto have accepted and executed this Agreement on the dates indicated below.

UNIVERSITY OF HAWAII

University/College

By _____
Faculty Member Date

By _____
Faculty Member Date

By _____
Dean/Provost Date

By _____
(as required) Date

By _____
Chancellor/Vice President Date

By _____
Approving Authority Date