# 2012-13 Committee on Faculty Service Procedures

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SPRING 2013 COMMITTEE ON FACULTY SERVICE CALENDAR

January

• Present Senate & Senate Executive Committee Election Schedule to Senate
  January 16, 2013 Senate Meeting

• Distribute Senate & Senate Executive Committee Election Schedule to All Faculty
  January 17 – 18, 2013

• Poll Faculty for Manoa-Wide Committee Preferences
  January 22, 2013 (poll opens at 12:00 noon) – February 4, 2013 (poll closes at 12:00 noon)

• Committee on Faculty Service Reviews Manoa-Wide Committee Archive, Contacts Administrators if Needed, and Drafts 2013-14 Manoa-Wide Committee Needs
  CFS meeting of January 14, 2013

February

• Committee on Faculty Service Reviews Volunteers, Ranks Interested Candidates for Each 2013-14 Manoa-Wide Committee Vacancy, and Transmits to the Senate Executive Committee for Final Appointments
  CFS meeting of February 11, 2013

• Poll Faculty for Willingness to Serve as Senators if Elected
  February 4, 2013 (poll opens at 12:00 noon) – February 18, 2013 (poll closes at 12:00 noon)

• Senate Election
  February 18, 2013 (poll opens at 12:00 noon) – March 4, 2013 (poll closes at 12:00 noon)

March

• Senate Executive Committee Reviews Committee on Faculty Service’s 2013-14 Manoa-Wide Committee Nominations and Makes Changes, as Appropriate
  SEC meeting between March 1 – 31, 2013

• Committee on Faculty Service Completes Election Talley and Sends to Senate Executive Committee
  CFS E-Vote during the week of March 4-8, 2013

• Senate Executive Committee Confirms Senate Election Results
  SEC March 11, 2012 meeting
• Election Results are E-mailed to All Faculty and Publicized Online & Senators are Notified in Writing of their Election
  Week of March 11-15, 2013

• Poll faculty for Senate Executive Committee Nominations
  March 18, 2013 (poll opens at 12:00 noon) – April 1, 2013 (poll closes at 12:00 noon)

April

• Senate Administrative Office Updates Online Manoa-Wide Committee Roster and Issues Letters Informing Faculty of their Appointment and Need to Report Back to the Senate
  As soon as possible following Senate Executive Committee Appointments

• Poll 2013-14 Senators for Committee Assignment Preferences
  April 1, 2013 (poll opens at 12:00 noon) – April 15, 2013 (poll closes at 12:00 noon)

• Solicit Senate Executive Committee Biography and Statement of Priorities
  April 1, 2013 (poll opens at 12:00 noon) – April 8, 2013 (poll closes at 12:00 noon)

• SEC Election
  April 8, 2013 (poll opens at 12:00 noon) – April 22, 2013 (poll closes at 12:00 noon)

• Committee on Faculty Service Completes Election Talley and Sends to Senate Executive Committee
  CFS E-Vote during the week of April 22-26, 2013

• Committee on Faculty Service Drafts Nominations and Background Information & Submits to Senate Executive Committee for Action
  CFS E-Vote during the week of April 22-26, 2013

• Senate Executive Committee Confirms SEC Election Results
  Senate Executive Committee April 28, 2013 meeting

• Incoming Senate Executive Committee Populates Senate Committees
  Incoming SEC meeting between April 29 – May 24, 2013

May

• SEC Election Results are E-mailed to All Faculty and Publicized Online & SEC Members are Notified in Writing of their Election
  Week of May 1 – May 5, 2013

• Senate Executive Committee Informs Senators of Committee Assignments and Publicizes Senate Committee Roster Online
  Week of May 27 – May 31, 2013
# SPRING 2013 ELECTION AND COMMITTEE APPOINTMENT CALENDAR

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I. 2012-13 Senate and Executive Committee Election Schedules

A. Senate Election

• #1: Present Senate Election Schedule to Senate
  January 16, 2013 Senate Meeting

• #2: Distribute Senate Election Schedule to All Faculty
  January 17 – 18, 2013

• #3: Poll Faculty for Willingness to Serve as Senators if Elected¹
  February 4, 2013 (poll opens at 12:00 noon) – February 18, 2013 (poll closes at 12:00 noon)

• #4: Senate Election²
  February 18, 2013 (poll opens at 12:00 noon) – March 4, 2013 (poll closes at 12:00 noon)

• #5: Committee on Faculty Service Completes Election Talley and Sends to Senate Executive Committee³
  CFS E-Vote during the week of March 4-8, 2013

• #6: Senate Executive Committee Confirms Senate Election Results
  SEC March 11, 2012 meeting

• #7: Election Results are E-mailed to All Faculty and Publicized Online⁴ & Senators are Notified in Writing of their Election⁵
  Week of March 11-15, 2013

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¹ By February 28 of each year the Committee on Faculty Service shall poll members of the faculty to determine if the member would be willing to serve on the Senate if elected. MFS Rules of Order Article II, Section 4(a)

² Voting shall be completed by March 15. MFS Rules of Order Article II, Section 4(b)

³ The Committee on Faculty Service shall forward the complete election tally to the Senate Secretary as soon as the tellers’ report is completed. MFS Rules of Order Article II, Section 4(b)

⁴ After any election required by these Bylaws the Secretary of the Senate shall publish the results and the tally of votes in a publication of record as soon as possible. MFS Bylaws Article VI, Section 2(a).

⁵ Incoming senators shall be notified in writing of their election . . . by April 15. MFS Bylaws Article VI, Section 3. The Senate Secretary shall publish the list of elected senators and the tally of votes in a publication of record as soon as reasonably possible after the election, but no later than March 21. MFS Rules of Order Article II, Section 4(b).
B. Senate Executive Committee (SEC) Election

- **#1: Present Senate Executive Committee Election Schedule to Senate**
  January 16, 2013 Senate Meeting

- **#2: Distribute Senate Executive Committee Election Schedule to All Faculty**
  January 17 – 18, 2013

- **#3: Poll faculty for Senate Executive Committee Nominations**
  March 18, 2013 (poll opens at 12:00 noon) – April 1, 2013 (poll closes at 12:00 noon)

- **#4: Solicit Senate Executive Committee Biography and Statement of Priorities**
  April 1, 2013 (poll opens at 12:00 noon) – April 8, 2013 (poll closes at 12:00 noon)

- **#5: SEC Election**
  April 8, 2013 (poll opens at 12:00 noon) – April 22, 2013 (poll closes at 12:00 noon)

- **#6: Committee on Faculty Service Completes Election Talley and Sends to Senate Executive Committee**
  CFS E-Vote during the week of April 22-26, 2013

- **#7: Senate Executive Committee Confirms SEC Election Results**
  Senate Executive Committee April 28, 2013 meeting

- **#8: SEC Election Results are E-mailed to All Faculty and Publicized Online & SEC Members are Notified in Writing of their Election**
  Week of May 1 – May 5, 2013

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6. After the Senate for the following year has been elected, the Committee on Faculty Service shall solicit nominations for the Executive Committee. Members can nominate themselves. The names of the nominees shall be determined by April 7. MFS Rules of Order Article II, Section 5(a)

7. Each nominee will be asked to indicate in writing a willingness to serve and will be asked to submit a brief biography and statement of priorities by April 15. MFS Rules of Order Article II, Section 5(a)

8. The Committee on Faculty Service shall conduct the election. The election is to be completed before May 7. MFS Rules of Order Article II, Section 5(b)

9. The Committee on Faculty Service shall forward the complete election tally to the Senate Secretary as soon as the tellers’ report is completed. MFS Rules of Order Article VI, Section 5(b)

10. The results of the election must be certified by the Senate Executive Committee. MFS Rules of Order Article VI, Section 5(b)

11. The Secretary shall publish the list of elected Executive Committee members and the tally of votes in a publication of record as soon as reasonably possible after the election is completed. MFS Rules of Order Article VI, Section 5(b)
II. Senate and Manoa-Wide Committee Appointments

A. Senate Committee Population

1. Schedule

- **#1: Poll 2013-14 Senators for Committee Assignment Preferences**¹²
  April 1, 2013 (poll opens at 12:00 noon) – April 15, 2013 (poll closes at 12:00 noon)

- **#2: Committee on Faculty Service Drafts Nominations and Background Information & Submits to Senate Executive Committee for Action**¹³
  CFS E-Vote during the week of April 22-26, 2013

- **#3: Incoming Senate Executive Committee Populates Senate Committees**¹⁴
  Incoming SEC meeting between April 29 – May 24, 2013

- **#4: Senate Executive Committee Informs Senators of Committee Assignments and Publicizes Senate Committee Roster Online**¹⁵
  Week of May 27 – May 31, 2013

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¹² Incoming senators shall be . . . polled for committee assignment preferences by the Senate Executive Committee by April 15. MFS Bylaws, Article VI, Section 3.

¹³ The incoming Executive Committee for the next academic year shall appoint members of the Standing Committees for the next academic year as soon as the incoming Executive Committee is organized, taking into consideration constituency representation, senator's preference, committee continuity and terms of office as specified in these Bylaws. The Committee on Faculty Service will assist in this by providing nominations and appropriate background information. MFS Bylaws, Article VI, Section 3. The normal term of office for a member of a Standing Committee is 27 months beginning on June 1. However, the Executive Committee may change which committee a Senator is appointed to as of June 1 in the middle of the senator's term of office as a senator, as the need arises. Terms of office shall be staggered so that approximately half of the members of a Standing Committee retire from it in any one year. MFS Bylaws, Article VI, Section 1(a).

¹⁴ See nt. 13.

¹⁵ See nt. 13.
2. Considerations

A. Senate Committee Composition Requirements

Each Standing Committee shall consist of a minimum of nine members of the faculty (plus outgoing members during the period June 1 to September 1), at least a majority of whom are senators, appointed without regard to rank. MFS Bylaws; Article IV; Section 1(e).

B. Senate Committee Population Factors for Consideration

Under the MFS Bylaws, only the following four factors are to be considered in populating standing committees:

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C. Senate Standing Committees & Special Population Requirements, If Any (8)

1. Committee on Academic Policy & Planning (CAPP)

Website | Meetings | Minutes | Membership | Attendance | Documents | Listserv | Issues | Forms
Description
The Committee, acting upon recommendations and findings made by its subcommittees, shall make specific recommendations of either approve, disapprove or recommended action to the Senate Executive Committee on matters of academic goals, policies, and programs with respect to standards of professional ethics; establishment and modification of degree programs and curricula, admissions and graduation requirements, and ways of supporting and encouraging improvements in faculty performance; and planning for changes in academic goals and in academic programs. In addition, the Committee may provide advice and/or specific suggestions, as requested by or through the Mānoa Chancellor or the UH President, on matters of concern to the Committee. 
(MFS Bylaws; Article IV; Section 1(g))

Population
No Special Requirements.

2. Committee on Administration & Budget (CAB)

Website
Meetings | Minutes | Membership | Attendance | Documents | Listserv | Issues | Forms

Description
The Committee is responsible for matters dealing with administration and budget, at the Mānoa campus, and also at the System level, to the extent that the Mānoa campus is affected by System actions. The Committee shall review administrative policies and procedures, proposals for reorganization, the responsibility of major positions, and the procedures for filling positions. The Committee shall review administration's policies and procedures regarding the budget, and other matters relating to the distribution and expenditure of funds. The Committee shall monitor the administration's actions to ensure that they are open and give ample opportunity for faculty consultation and shall review University policies regarding academic decision-making and policy development and propose modifications as required. The Committee shall conduct regular reviews of the charter and by-laws of the Senate and of the Congress and shall propose amendments as appropriate. The Committee shall review the condition of the physical facilities, the operation of auxiliary services, and proposals for capital improvements and their implementation. 
(MFS Bylaws; Article IV; Section 1(j))

Population
No Special Requirements.

3. Committee on Athletics (COA)

Website
Meetings | Minutes | Membership | Attendance | Documents | Listserv | Issues | Forms

Description
The Committee shall provide oversight and make specific recommendations to the Senate Executive Committee on matters regarding University sponsored intercollegiate athletics. These include, but are not limited to: standards for admission, retention, and graduation; the reporting of graduation rates; academic counseling; ethical standards; and ways of supporting and encouraging the academic performances of the student-athletes. In carrying out its responsibilities, the Committee will be guided by the policies and guidelines of the NCAA. It is in the purview of the Committee to recommend to the Mānoa Chancellor, through the SEC, changes in the NCAA policies and guidelines. In addition, the Committee may provide advice and/or specific suggestions, as requested by or through the Mānoa Chancellor, on matters of concern to the Committee. 
(MFS Bylaws; Article IV; Section 1(l))

Population
No Special Requirements.

4. Committee on Faculty Service (CFS)
Description
The Committee shall be responsible for implementing the provisions of the Bylaws, especially Article VI, and of the Elections Code of the Rules of Order of the Faculty Congress and Senate regarding elections and balloting. The Committee shall conduct regular reviews of the Elections Code, including the makeup of constituencies, and shall propose amendments as appropriate.
The Committee is responsible for nominating persons to various Senate and University committees, subcommittees, boards, task forces, etc. as specified in the Bylaws and in the governing documents of committees established by and reporting to the Senate.
Also, during the Spring semester, the Committee on Faculty Service and the Administration will compile a list of all University committees and task forces for which service is needed for the following academic year. This list will be circulated to all faculty so that they can indicate their willingness to serve.
(MFS Bylaws; Article IV; Section 1(k))

Population
No Special Requirements.

5. General Education Committee (GEC)

Population
The GEC will be composed of nine (9) members, eight of whom will be recommended by the Committee on Faculty Service and appointed by the Mānoa Faculty Senate; the ninth will be a student member appointed by the Associated Students of University of Hawai‘i. Two Senators will be appointed for two years, with staggered terms. They will be the Chair and Vice-chair of the committee, with the first Chair to serve initially for only one year.16

The nine voting members will be as follows:

- 1. Chair, Senator
- 2. Vice-chair, Senator
- 3. Liaison to the Foundations Board
- 4. Liaison to the Contemporary Ethical Issues (ETH) Board
- 5. Liaison to the Hawaiian, Asian, and Pacific (HAP) Board
- 6. Liaison to the Oral Communications (OC) Board
- 7. Liaison to the Writing Intensive (WI) Board
- 8. Liaison from Advising (a Faculty Specialist advisor)
- 9. Student member, appointed by ASUH

For General Education Boards and Committees, the Committee on Faculty Service will provide the General Education Committee with the volunteers and will review the GEC’s nominations for membership.

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16 For complete GEC population requirements see Faculty Governance of UHM General Education; 12/6/2000; available at http://www.hawaii.edu/uhmfs/documents/core/gec_governance.pdf
6. Committee on Professional Matters (CPM)

Website  Meetings | Minutes | Membership | Attendance | Documents | Listserv | Issues | Forms

Description  The Committee shall be vigilant in protecting the academic freedom of all scholars, and shall review and evaluate such topics as classified research, sexual harassment, gift giving, and the like which may come before it either as a matter of policy or on a case-by-case basis.

(MFS Bylaws; Article IV; Section 1(i))

Population  No Special Requirements.

7. Committee on Research and Graduate Education (CORGE)

Website  Meetings | Minutes | Membership | Attendance | Documents | Listserv | Issues | Forms

Description  The Committee is responsible for matters relating to the planning, direction, initiation, development, and coordination of faculty research and graduate education. The Committee shall review policies and procedures for the support of the research enterprise, both for externally funded research and for internally funded/faculty-funded research, and shall make specific recommendations of either approve, disapprove or recommended action to the Senate Executive Committee on matters pertaining to the establishment and modification of graduate degree programs and/or curricula. The Committee shall review proposals for improvements in research infrastructure, new research initiatives, or restructuring existing research programs. The Committee shall review the mechanisms by which funds are allocated in support of research and graduate education. The Committee shall review policies dealing with compliance with Federal and State regulations.

(MFS Bylaws; Article IV; Section 1(m))

Population  Both Senator and non-Senator members representing eight graduate education constituencies:

- 1. College of Arts and Humanities, School of Hawaiian Knowledge, School of Pacific & Asian Studies
- 2. College of Languages, Linguistics and Literatures
- 3. College of Social Sciences, Social Work
- 4. College of Natural Sciences, SOEST
- 5. CTAHR, Education
- 6. Medicine, Nursing & Dental Hygiene
- 7. Business, TIMS, Law
- 8. Engineering, Architecture

8. Committee on Student Affairs (CSA)

Website  Meetings | Minutes | Membership | Attendance | Documents | Listserv | Issues | Forms

Description  The Committee shall provide oversight of student affairs and make specific recommendations to the Senate Executive Committee on issues related to the improvement of quality educational and co-curricular experiences for students. These include, but are not limited to: registration, advising, dismissal, withdrawal from courses, student government, and both undergraduate and graduate student publications.

(MFS Bylaws; Article IV; Section 1(h))

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17 MFS Bylaws; Article IV, Section M.
**D. Senate Permanent Committee & Special Population Requirements, If Any (1)**

1. **Mānoa Assessment Committee (MAC)**

**Website**
- Meetings
- Minutes
- Membership
- Attendance
- Documents
- Listserv
- Issues
- Forms

**Description**
The Committee will be staffed by the Assessment Office, and work closely with the Office of Faculty Development and Academic Support, General Education Office and General Education Committee, and the Office of the Vice Chancellor for Academic Affairs and will have the following responsibilities:

1. Establish academic assessment policies necessary to foster a campus-wide understanding of and commitment to improvement-oriented educational assessment;
2. Identify the most appropriate practices and uses for assessment of student learning at Mānoa;
3. Review assessment resource needs and recommend concomitant budgetary allocations by the institution.
4. Liaise with faculty to promote effective academic assessment practices, especially in support of degree programs;
5. Consult with subject matter/content area experts as necessary;
6. Produce an annual report (due at the end of each fiscal year, June 30) to the Faculty Senate on the status of academic assessment at UHM.

(Resolution to Approve Proposal to Establish a Committee on Assessment as Permanent Committee of the Mānoa Faculty Senate; Approved on 1/21/2009)

**Population**
Voting members and the SEC liaison will be appointed by the Manoa Faculty Senate (MFS). MAC will consist of 13 members: 9 voting and 4 non-voting members.\(^\text{18}\)

Voting members (must include at least two members from Faculty Senate who will be Chair and Vice-Chair of the MAC):
- 4 faculty from the Colleges of Arts and Sciences, chosen to ensure academic diversity
- 5 faculty from the remaining Manoa Colleges/Schools or Units, each from a different College/School or Unit

Non-voting ex-officio members:
- 1 SEC liaison
- 1 Director of the Assessment Office
- 2 students, one graduate and one undergraduate, the undergraduate representative will be appointed by the Associated Students of the University of Hawaii (ASUH) and the graduate representative will appointed by the Graduate Student Organization (GSO), and

The chair and vice chair serve two-year terms while all other voting members serve three-year terms (renewable for a maximum of one additional term), such that there is at least 40% overlap in committee composition over consecutive terms, and quorum consists of a majority of the voting membership.

\(^\text{18}\) Other Permanent Committees. The document establishing and governing such a committee shall set forth the term of office for each member. MFS Bylaws; Article VI; Section 1(e). For complete MAC population requirements see Resolution to Approve a Proposal to Establish a Committee on Assessment as a Permanent Committee of the Manoa Faculty Senate; 1/21/2009; available at http://www.hawaii.edu/uhmfss/documents/2008_09/20090121_reso_manoaassessmentcommittee.html
B. Manoa-Wide Committee Appointments

1. Schedule

- #1: Poll Faculty for Manoa-Wide Committee Preferences\(^{19}\)
  January 22, 2013 (poll opens at 12:00 noon) – February 4, 2013 (poll closes at 12:00 noon)

- #2: Committee on Faculty Service Reviews Manoa-Wide Committee Archive, Contacts Administrators if Needed, and Drafts 2013-14 Manoa-Wide Committee Needs\(^{20}\)
  CFS meeting of January 14, 2013

- #3: Committee on Faculty ServiceReviews Volunteers, Ranks Interested Candidates for Each 2013-14 Manoa-Wide Committee Vacancy, and Transmits to the Senate Executive Committee for Final Appointments\(^{21}\)
  CFS meeting of February 11, 2013

- #4: Senate Executive Committee Reviews Committee on Faculty Service’s 2013-14 Manoa-Wide Committee Nominations and Makes Changes, as Appropriate\(^{22}\)
  SEC meeting between March 1 – 31, 2013

- #5: Senate Administrative Office Updates Online Manoa-Wide Committee Roster and Issues Letters Informing Faculty of their Appointment and Need to Report Back to the Senate\(^{23}\)
  As soon as possible following Senate Executive Committee Appointments

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\(^{19}\) Also, during the Spring semester, the Committee on Faculty Service and the Administration will compile a list of all University committees and task forces for which service is needed for the following academic year. This list will be circulated to all faculty so that they can indicate their willingness to serve. MFS Bylaws, Article IV, Section 1(K).

\(^{20}\) See nt. 12.

\(^{21}\) The Committee is responsible for nominating persons to various Senate and University committees, subcommittees, boards, task forces, etc. as specified in the Bylaws and in the governing documents of committees established by and reporting to the Senate. MFS Bylaws, Article IV, Section 1(K). Faculty also serve on various continuing non-Senate committees. The Committee on Faculty Service maintains a roster of such committees and of interested faculty. From that roster, CFS nominates persons to serve. MFS Bylaws; Article VI; Section 4. Faculty also serve on other non-Senate committees, working groups, and ad-hoc task forces. The Committee on Faculty Service, with input from the administration, will nominate faculty members to serve on these groups. MFS Bylaws; Article VI; Section 4.

\(^{22}\) The Executive Committee and the University Administration will make the appointments. MFS Bylaws; Article VI; Section 4.

\(^{23}\) All appointed faculty members are expected to report back to the Senate on the work of their committees and task forces. MFS Bylaws; Article VI; Section 4.
2. Manoa-Wide Committee Population Process

**AY 2012-13:** Until the 2013-14 Manoa-Wide Committee Nominations List is finalized, the Committee on Faculty Service will populate Manoa-Wide Committees according to the following procedures:

**I. CFS will compile Manoa-Wide faculty committee volunteers:**

1. From the existing 2012-13 Manoa-Wide Committee Volunteers List; or
2. From an e-mail call to all faculty requesting a < 200-word statement of interest for all of the following:
   a. Strategic Plan Committee membership;
   b. Graduate Council membership;
   c. Committees that do not fit within an existing category on the 2012-13 list; or
   d. Committees on which the 2012-13 volunteers are all unable or unwilling to serve.

**II. CFS will make Manoa-Wide faculty committee nominations:**

1. By considering the Manoa-Wide Committee population factors listed in the next section (#3).
2. Through e-mail vote, or special CFS committee meeting only if consensus is not reached via e-mail.

**AY 2013-14:** As soon as the 2013-14 Manoa-Wide Committee Volunteers List is finalized, the Senate Administrator will contact the next ranked nominee from the list for service until the list is exhausted, at which time the Administrator will send an e-mail call to all faculty requesting a < 200-word statement of interest and the Committee on Faculty Service will select nominees based on the procedures delineated in the next section (#3).
3. Manoa-Wide Committee Population Procedures

Criteria

The Committee on Faculty Service will consider the following in populating Manoa-Wide Committees:
1. Constituency representation;
2. Preferences;
3. Committee continuity;
4. Term of service;
5. Without regard to faculty rank; and
6. A < 200-word statement of interest.

Service Call

The 2013 call for Manoa-Wide committee volunteers will be modified from the 2012 version as follows:

Modification 1: List Committees Instead of Categories. Replace current categories with actual Manoa-Wide Committees, including each General Education Committee Board and our MFS Committees, including MAC.

Modification 2: Add Links to each Manoa-Wide Committee. Add links to each Manoa-Wide committee listing on the Manoa Faculty Senate website to allow interested faculty to review the committee descriptions, reports, and membership history.

Modification #3: Add < 200-word Statement of Interest Text Boxes for Each Committee. Add a < 200-word text box under each committee and modify the instructions to inform volunteers that they will not be considered for service unless they submit a statement of interest for each committee they are volunteering for.

Modification #4: Add Text Box to List 2013-14 Sabbaticals or Extended Absences. Add a text box at the end of the survey asking each volunteer to list any known sabbatical or extended absences expected during the 2013-14 AY.

Modification #5: Add Willingness to Serve Confirmation Checkbox at End of Survey. Provide a mandatory checkbox at the end of the survey that requires faculty to acknowledge that, by volunteering, they are officially confirming their willingness to serve on the corresponding committees during the 2013-14 AY, if selected.

Terms

During its January 2013 meeting, the Committee on Faculty service will review the 2012-13 Manoa-Wide Committees list and contact appropriate administrators to compile a master list of 2013-14 Manoa-Wide Committee population needs according to the Manoa-Wide Committee Population schedule listed in a previous section.