

Instructions for a Five College Faculty Exchange or Faculty Borrow

Amherst College, Hampshire College, Mount Holyoke College, Smith College and the University of Massachusetts Amherst facilitate faculty exchanges and faculty borrowing to share experienced faculty members who can help other campuses meet curricular needs and to increase the experiences of faculty members with the rich intellectual resources at the other colleges in the Five College Consortium, particularly with counterpart departments and programs.

The process of a faculty exchange or a faculty borrow begins with a consultation between the department chair at the borrowing campus and the faculty member the chair hopes to borrow. Since each campus has restrictions on outside employment of its full-time faculty members during the academic year, any arrangement for exchanging or borrowing faculty members needs approval of the department chairs and deans at both campuses. Since a Five College faculty exchange or borrowing arrangement might not be approved, it is essential that the consultation and approval processes be started early enough to gain the necessary approvals before a class with an exchanged or borrowed faculty member is listed in the schedule of classes. Since the review and approval process may take 3–4 weeks, the department head (school dean at Hampshire) seeking to recruit a faculty colleague from another campus should start the process in September for classes the following spring and in February for classes the following Fall. The pay rate for a borrowed faculty member is set by the borrowing campus; before proposing a pay rate, the department chair of the borrowing institution should consult with the dean at that institution about the pay rate to be proposed. The stipend will be paid by the lending campus which will be reimbursed by the borrowing campus for the stipend and any associated fringe benefits as determined by the lending campus.

Instructions and Steps to be Followed in the Approval Process: n.b. A course should not be listed in the schedule of classes until the approval process has been completed.

1. The department head at the borrowing institution invites a faculty member to consider teaching at the borrowing institution. If the faculty member is interested in being borrowed, the following steps should be completed in the order listed (each person completing a section of the form and forward the original form to the next person listed).
2. The faculty member to be borrowed speaks to the department head of the lending institution about the proposal.
3. If the department head of the lending institution is favorably inclined, the faculty member to be borrowed completes Part I of the form and submits it to the department head at the lending institution.
4. The department head of the lending institution signs the form recommending approval of the borrowing arrangement and sends the form to the Dean at the lending institution.
5. The Dean of Faculty/Provost or designee of the lending institution considers the proposal and either (1) approves the request and forwards the form to the department head of the borrowing institution, or (2) decides not to approve the proposal and notifies the faculty member and the department head at the lending institution and the department head at the borrowing institution. Of course, in cases of uncertainty or disagreement, the Dean at the lending institution may wish to discuss the proposal with the faculty member and department head at the lending institution. For a list of campus deans and provosts to contact, go to: http://www.fivecolleges.edu/faculty/faculty_exchange/contacts.
6. The department head of the borrowing institution inserts the stipend amount (only for overtime borrowing) in the parts of Part III of the form, signs the appropriate line in Part III recommending approval of the arrangement, and forwards the form to the Provost or Dean, or designee, of the borrowing institution.
7. The Provost or Dean or designee of the borrowing institution signs the form in the last part of Part II indicating approval of the arrangement and forwards the form to the Executive Director of Five Colleges, Incorporated. If the Provost or Dean or designee of the borrowing institution does not approve the recommended borrowing arrangement, notice of that disapproval should be sent to the department heads at both institutions, the faculty member, and the Dean at the lending institution.
8. The Five College Executive Director completes and signs Part IV and distributes copies to everyone as indicated on the form.

☼ Deans or Provosts to Contact for Five College Faculty Exchange or Faculty Borrow Approvals – Fall 2017

Amherst:

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or

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Hampshire:

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or

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Mount Holyoke:

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Smith:

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Associate Provost/Dean for Academic
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UMass Amherst:

for College of Humanities and Fine Arts

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for College of Natural Sciences

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or

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for Isenberg School of Management

Mark Fuller, Dean
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for College of Information and Computer Sciences

Laura Haas, Dean
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or

Jessica Fill
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Approval of a Five College Faculty Exchange or Borrow

Form to be used only for faculty members who are full-time employees of one campus or full-time joint faculty appointees.

PART I (to be completed by the faculty member invited to teach at another campus)

Invitee's Name

Rank

Home address

Home campus

Campus address

Home (lending) campus college/school/department

Campus email

Description of the invitation to teach through faculty exchange or borrow at another campus in the Five College Consortium

Borrowing Campus

Semester/Year (e.g., Fall 2013)

Course: Number

Title

Borrowing College/School/Department

Borrowing campus chair or dean issuing invitation

Nature of the borrowing/exchange:

- overload (in addition to normal teaching, scholarly and service duties at the lending campus that semester) with a supplemental stipend to the borrowed faculty member;
- released time borrow (with corresponding course reduction at the lending campus) without compensation to the borrowed faculty member, but perhaps with compensation to the lending campus
- Compensation to the lending campus, if any
- Indicate if this is part of a Five College 40th Anniversary Professorship arrangement
- straight exchange for _____ in _____
(Name) (Semester)

Invitee certifies interest in accepting this invitation. Invitee accepts that any course is governed by the academic policies of the campus where the course is offered. Invitee agrees to follow all policies governing faculty conduct at the borrowing campus during the semester that any course is taught at the borrowing campus.

Also needed for approval of overload borrowing (even partial Federal funding for a position prohibits more than 100% effort):

Invitee certifies no portion of Invitee's compensation will be paid from Federal funds during the period of teaching an additional course as an overload.

Invitee's signature _____ Date: _____

PART II (Lending Institution Approval)

Lending Institution _____

Recommendation for approval by lending Department (or School for Hampshire) Head

Printed Name _____ Signature _____ Date _____

Approval by College Dean (UMass), Chief academic officer (Colleges) or designee

Printed Name _____ Signature _____ Date _____

PART III (Borrowing Institution Approval)

Stipend to be paid: _____ (Stipend chosen by the borrowing institution will be paid to the borrowing faculty member by the lending campus on dates as determined by the lending campus with whatever benefits the lending campus judges appropriate. Lending campus will bill the borrowing campus only for the stipend as paid, unless there is a special arrangement agreed upon by the business offices of the two campuses in advance for the borrowing campus to contribute to the payment of benefits. Billing and payments will be on the dates agreed upon by the two campuses' business officers.)

Printed Name _____ Signature _____ Date _____
 (Name and signature of borrowing department head [or School Dean if for Hampshire] recommending approval)

Special arrangement for compensation to be paid or reimbursement, if any: _____

Printed Name _____ Signature _____ Date _____
 (Name and signature of borrowing Provost, Dean or designee approving the arrangement)

PART IV (To be completed by Five College Executive Director)

Signature _____ Date _____
 (Five College Executive Director)

Comments and/or special arrangements _____

In case an agreement is cancelled, notice of cancellation or termination should be sent to the Five College Executive Director.

Distribution of fully approved version of the form:

- Appointee
- Appointing Office of borrowing institution (Provost, Dean, or designee)
- Treasurer, Vice President, or Vice Chancellor for Finance/Administration of the borrowing institution
- Provost or Dean of Faculty of lending institution or designee
- Treasurer, Vice President, or Vice Chancellor for Finance/Administration of the lending institution
- Five College Executive Director