

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. The faculty member consults the general policies on the campus where the course is to be offered (available [here](#)). 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 forwarding 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 in Part II 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 signing in Part II 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 https://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 III 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, attaching a copy of the general policies that apply.



Deans or Provosts to Contact for Five College Faculty Exchange or Faculty Borrow Approvals — 2015-16

Amherst:

Austin Sarat
Associate Dean of the Faculty
P.O. Box 2209
Amherst College
542-5355
adsarat@amherst.edu

or

Catherine Epstein
Dean of the Faculty
P.O. Box 2209
Amherst College
542-2334
cepstein@amherst.edu

Hampshire:

Eva Rueschmann
Vice President for Academic Affairs
and Dean of Faculty
128 Cole Science Center, DO
Hampshire College
559-5378
erueschmann@hampshire.edu

or

Shannon Rosa
Assistant Dean of the Faculty
Cole Science Center
Hampshire College
559-5479
smrDO@hampshire.edu

Mount Holyoke:

Kathleen Pertzborn
Academic Budget & Planning Coordinator
Mary Lyon Hall, Room 101
Mount Holyoke College
538-2179
kpertzbo@mtholyoke.edu

Smith:

Bill Peterson
Associate Provost/Dean for Academic
Development
College Hall 206
Smith College
585-3007
bpeterso@smith.edu

UMass Amherst:

Julie Hayes
Dean of Faculty
College of Humanities and Fine Arts
South College
UMass Amherst
545-4169
jhayes@hfa.umass.edu

or

Lauren Matusko
Chief Personnel Officer
Deans Office
College of Humanities and Fine Arts
South College
UMass Amherst
545-0950
lmatusko@hfa.umass.edu

or

John A. Hird, Dean
College of Social and Behavioral Sciences
Draper Hall 230
UMass Amherst
545-4173
jhird@sbs.umass.edu

or

Melissa Walsh
Manager, Fiscal/Personnel
College of Social and Behavioral
Sciences
Draper Hall 201
UMass Amherst
545-4405
mwalsh@sbs.umass.edu

or

Steven Goodwin, Dean
College of Natural Sciences
101 Stockbridge Hall
UMass Amherst
545-2766
sgoodwin@cns.umass.edu

or

Maura McMillan
Administrative Services Director
College of Natural Sciences
103 Stockbridge Hall
UMass Amherst
545-6543
mcmillan@cns.umass.edu

or

Mark Fuller, Dean
Isenberg School of Management
SOM Building, Room 365
UMass Amherst
545-5583
fuller@isenberg.umass.edu

or

W. Bruce Croft, Interim Dean
College of Information and Computer Sciences
Computer Science Building
140 Governors Drive
UMass Amherst
545-1249
croft@cs.umass.edu

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

(Name)

in

(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