

A Five College faculty exchange proposed by a department chair at one campus and a faculty member at another campus may not be approved. Hence it is essential that the process be started early enough to gain the necessary approvals before a class is listed in the schedule of classes. Since the review and approval process may take 3–4 weeks, it is recommended that the department head (school dean at Hampshire) seeking to recruit a faculty colleague from another campus start the process in September for classes the following spring and in February for classes the following Fall; this will ensure a full and informed approval process. Please note that the Deans Council has agreed on standard Five College faculty exchange rates for overload borrowing that vary by rank of the appointee. For 2012–2013 these rates are: \$8000 for Professor; \$7500 for Associate Professor or Senior Lecturer; \$7000 for Assistant Professor, Instructor, or Lecturer. Different rates may be appropriate in special circumstances which should be noted by the borrowing campus requestor for consideration by the borrowing campus's provost/dean of faculty.

INSTRUCTIONS:

0. The department head at the borrowing institution reaches a tentative agreement with the faculty member to be borrowed; both agree to forward the proposed arrangement for approval as described below.
1. After obtaining oral agreement of the department head (school dean at Hampshire) at the lending institution the person initiating the exchange at the borrowing institution:
 - (a) completes Part I and appropriate lines of Parts II and III of this form,
 - (b) retains a copy and sends the original to the dean/provost of the borrowing institution
2. The Dean of Faculty/Provost or designee of the borrowing institution contacts the Dean/Provost of the lending institution to seek approval of the arrangement. Upon obtaining approval, the Dean of Faculty/Provost of the borrowing institution signs the form, noting the date of approval and consultations with the counterpart Dean/Provost, and sends the form to the department head of the lending institution. For a list of campus deans and provosts to contact, go to:
http://www.fivecolleges.edu/academic_programs/images/5college_deans_provosts.pdf
3. The department head of the lending institution
 - (a) signs the appropriate line in Part III,
 - (b) obtains the signature of the Provost and/or Dean, or designee, of the lending institution,
 - (c) retains a copy and
 - (d) sends the original to the Five College Executive Director.
4. The Five College Executive Director completes and signs Part IV and distributes copies to everyone as indicated below.
5. A course should not be listed in the schedule of classes until the approval process has been completed.

In case this agreement is cancelled, please send notice of cancellation or termination to the Five College Executive Director.

DISTRIBUTION:

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

DEANS TO CONTACT FOR FIVE COLLEGE FACULTY EXCHANGE APPROVALS DURING FALL, 2012

Amherst:

Rick Griffiths
Associate Dean of the Faculty
P.O. Box 2209
Amherst College
542-5355
ftgriffiths@amherst.edu

or

Gregory Call
Dean of the Faculty
P.O. Box 2209
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542-2334
gscall@amherst.edu

Hampshire:

Eva Rueschmann
Vice President for Academic Affairs
and Dean of Faculty
128 Cole Science Center, DO
Hampshire College
559-5378
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or

Jennie Southgate
Assistant Dean of the Faculty
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Mount Holyoke:

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Academic Budget & Planning Coordinator
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Smith:

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Associate Provost/Dean for Academic
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UMass Amherst:

Julie Hayes
Dean of Faculty
College of Humanities and Fine Arts
South College
UMass Amherst
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or

Lauren Matusko,
Chief Personnel Officer
Deans Office
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or

Robert Feldman, Dean
College of Social and Behavioral
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or

Melissa Walsh
Manager, Fiscal/Personnel
College of Social and Behavioral
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or

Steven Goodwin, Dean
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UMass Amherst
545-2766
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or

Ceil Thompson
Administrative Services Director
College of Natural Sciences
103 Stockbridge Hall
UMass Amherst
545-6543
ceil@cns.umass.edu

or

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

PART I

Appointee's name _____

Rank _____ Home address _____

Home campus _____ Campus address _____

PART II

Borrowing Institution _____

Dept. (or School for Hampshire) _____ Number of course to be taught _____

Title of course to be taught _____

Semester _____ Academic year _____

Basis of exchange (check one):

Overtime borrowing Stipend \$ _____

Released-time borrowing—show percent of time or number of courses released _____

Released-time borrowing of 40th Anniversary Professor— one course released

Straight exchange for _____ in _____
(Name) (Semester)

Printed Name _____ Signature _____ Date _____
(Name and signature of borrowing department head/School Dean if Hampshire)

Date of approval by borrowing Dean/Provost after consultation to gain approval of lending Provost/Dean _____

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

PART III

Lending Institution _____

Dept. (or School for Hampshire) _____

Printed Name _____ Signature _____ Date _____
(Name and signature of lending department head/School Dean if Hampshire)

Printed Name _____ Signature _____ Date _____
(Name and signature of lending Provost, Dean or designee)

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

Stipend with appropriate benefits to be paid to appointee by _____
(Institution)

If the stipend is paid by the lending institution it is to be reimbursed by the borrowing institution on date(s) to be agreed upon by the business officers of the two institutions.

Signature _____ Date _____
(Five College Executive Director)

Comments and/or special arrangements _____
