

12-14-10

MEMORANDUM

TO: University of Hawai'i Faculty Senate Executive Committee
David Ross, Chair
Martha Crosby, SEC Liaison to CAPP

FROM: University of Hawai'i Faculty Senate Committee on Academic Policy and Planning, Sarita Rai, Chair

SUBJECT: Report on "Risk Management: Sponsored International Study, Research and Training Involving UHM Students, Faculty and Staff"

Introduction

CAPP reviewed and discussed the "Risk Management: Sponsored International Study, Research and Training Involving UHM Students, Faculty and Staff" draft policy document and provided a resolution on January 13, 2010 to support the policy and to urge the administration to widely disseminate the document to University faculty and staff. The policy and the resolution were circulated to the Faculty Senate to be discussed and voted by the Senate at its January 20th meeting. Due to time constraints the policy and the resolution were not discussed. CAPP was then asked to change the resolution to a report and seek the support and endorsement of the Senate for the report at its February 17th meeting.

Background

Executive Policy E8.207 of August 1983 states "Risk management involves the identification, evaluation and treatment of risks inherent in the operations of an organization. At the University of Hawai'i risk is prevalent at all levels of activities, projects, and programs affecting students, faculty, staff, contractors, equipment and buildings." The policy further establishes the Risk Management Program for the University of Hawai'i system, and states that "Vice Presidents and Chancellors are responsible for the determination, evaluation and treatment of liability risks within their respective jurisdictions." In August 2002, System Administrative Policy A8.400 establishes the *Risk Management Guidelines and Procedures* "for the system and campus administrators with guidelines and procedures to implement various categories of risk management measures." However, both executive Policy E8.207 and System Administrative Policy A8.400 are silent concerning risk management associated with international activities.

UH Mānoa encourages its students and faculty to become globally engaged in their academic and research endeavors. International study, teaching, research, training, practicum, internship, and technical assistance are important aspects of our international engagement. Toward this end, students are encouraged to undertake Study Abroad or

international educational experiences as part of their academic program. Likewise, the UH Mānoa encourages and supports faculty international engagements in teaching, research, professional development, training and technical assistance. UH Mānoa expects that students, faculty and staff will take all reasonable steps to ensure that their health and safety needs are addressed while engaged in international activities abroad.

As a result, UH Mānoa Risk Management Policy concerning UH Mānoa international engagements and activities has been developed for the Mānoa campus in accordance with the Executive Policy E8.207.

The Risk Management policy document has been evolving for the last two years with campus-wide consultation resulting in the current 14th and hopefully its final version.

Purpose/Rationale

The overriding concern that underlies this policy statement is the need to ensure adequate protection and to minimize the potential risks and liability of the University in the delivery of teaching, research, and technical assistance programs in international locations. The document establishes a uniform set of principles and procedures that will:

- Ensure an adequate level of oversight and due diligence related to risk minimization across all University of Hawai'i at Mānoa (UHM) sponsored international programs while maintaining flexibility
- Minimize liability exposure of the University and its faculty and staff
- Inform UH Mānoa Faculty and staff about the resources available on campus and what measures to take in order to obviate risks while engaged in international activities
- Inform UH Mānoa faculty and staff; maintain consistency, clarity and to designate responsibility to individuals and offices at UH Mānoa concerning risk management while engaged in international study, teaching, research, training, practicum, and internship
- Identify adequate and appropriate insurance coverage and where it can be procured
- Identify on-campus resource(s) for risk management training

Recommendation/Conclusion

This document has been vetted among faculty members involved in Research, Training, Technical Assistance, and Teaching across campus. Two years later, with each group's input it is now on its 14th version and is an important policy statement in terms of risk management. More importantly it has been developed with university-wide consultation.

Faculty and staff are alerted to the risks and what needs to be done in order to minimize such risks. It also leads faculty to resources (e.g., risk management/assessment training, protocols, insurances) available on this campus should they need more information and help.

CAPP fully supports the Risk Management Policy in its 14th version, as it is important that the faculty and staff be informed; maintain consistency, clarity and designate responsibility to individuals and offices at UH Mānoa concerning risk management while engaged in international study, teaching, research, training, practicum, and internship. Thus CAPP recommends adopting/endorsing the policy.

CAPP further recommends that

- *The administration widely disseminate the risk management document with the acknowledgement that the faculty, researchers, and staff who are engaged in international activities should have the choice as to how they wish to conduct their international engagements in a safe manner thereby minimizing risks for students, themselves, and the university.*

Finally, CAPP requests that the SEC and the Senate endorse the Policy on Risk Management and this report and forward both to the administration.