



“Taulogologo” Newsletter

Class Contracts and Adjunct Faculty

On Thursday, Feb 11th, a meeting was held between the Dean of Academic Affairs and the Human Resource Office in transferring responsibilities of processing class contracts for adjunct faculty and our full time faculty and staff members. We have a new form available with detailed terms of the contract so all our adjunct faculty are well informed.

Faculty members or staff who has not signed their class contracts for their respective courses, please see Sereima S. Asifoa.

Week's Special Feature

Directory “Anamaria Solia”



“Throughout the day she presses her fingers lightly, her voice as gentle as it could be with ease as she speaks. Her warming smile greets you as you ask for directions. She will do all that she can to assist your call”

Malo le galue Anamaria. We thank Ana in our edition this week for her work as a Directory. We receive numerous calls throughout the work day and Ana is charged with answering them. Whether you call in late or sick or just leaving messages, Ana is surely someone that you must know for she will assist you right there and then with you requests. So let's all have a round of applause for Anamaria Solia.

Leave Balance Monthly Report

The monthly Leave Balance Report for the February will be provided to all Deans and Directors on Monday, March 1st, 2010. All individual balances may be made available upon request.

Performance Evaluation Workshop

A Performance Evaluation Workshop will be held on February 26th, 2010 for anyone who may have questions and concerns regarding the process. Venue: MIS Training Room at 9:30am – 10:10am.

Pay Period Ending and Pay Date

Pay Date for Pay Period Ending 2/20/2010 is Monday, March 1st. All direct deposits are usually made available on Saturdays before the actual pay date.

Job Opportunities

Career Service Announcements

Academic Affairs

English Language Institute Instructor (Until Filled)

Community Natural Resources (Land Grant)

Forestry Program Manager (Until Filled)

Contract Announcements

Marine Science Department

Marine Science Coordinator (Until Filled)

Complete job description and application forms are available from the HR Office.

Administrative Announcement

Recognizing that all employees of the College plays a key role in the future of the College and its students, the Human Resource Division is committed to provide information via the Taulogologo Newsletter to recognize our employees, guidance and support in all areas of employment. This newsletter will be made available bi-weekly on a consistent basis. For inquiries contact the Editor: Sereima S. Asifoa ext. 405 or Assistant Editor: Silaulelei Saofaigaalii at ext 335, other staff members, Aiga Leaulmoana and Andy Wilson ext 436, Jo-Ann Toilolo and Iakopo Taulai ext 403.

Komiti Emmsley, Director

