

Originally Adopted 11/13/86

ORGANIZATION OF THE DEPARTMENT OF GEOLOGY AND GEOPHYSICS

Modified Draft Revision April, 1998

I. Purpose:

1. The purpose of the organization of the Department of Geology and Geophysics is to provide an orderly, efficient and representative system to carry out the aims of the Department, in a manner that can use but not overtax the abilities and academic responsibilities of the individual Department members.
2. The aims of the Department are to develop and maintain survey courses and undergraduate- and graduate-degree programs in the earth sciences, to conduct research in those earth-science fields appropriate to Hawaii and in the national interest, and advise the public within areas of faculty competence.

II. Components:

1. The Department is organized on the basis of its Faculty, a Department Chair, Standing Committees, Ad Hoc Committees, and Graduate Study-Area Groups.

III. Faculty:

1. Faculty members of the Department of Geology and Geophysics are appointed by the University to the Department Faculty, to the Graduate Faculty (including Affiliate Graduate Faculty), or to both.

2. Members of the Department Faculty are those persons holding an appointment in this Department, excepting any visiting appointees. Department Faculty have the following responsibilities and rights:

(a) Responsible for routinely teaching Departmental courses, maintaining specialized facilities, advising students, and serving on standing and ad hoc Department committees, commensurate with his/her appointment.

(b) Eligible to vote on all Department matters; each faculty member has one vote regardless of his or her FTE fraction. In matters where a faculty member may be in conflict of interest, as determined by the Department Chair, that faculty member will not vote.

(c) Eligible to serve as Department Chair and Chair of any standing or ad hoc department committee.

3. The Department Graduate Faculty are those members of the Graduate Faculty and Affiliate Graduate Faculty of the University who are associated with this Department. Department Graduate Faculty have the following responsibilities and rights (Note: Graduate Faculty who are also Department Faculty have the additional responsibilities and rights of Department Faculty):

(a) Responsible for advising students and serving on standing and ad hoc department committees.

(b) Eligible to vote on all Department matters except personnel matters involving Department Faculty. **In matters where a faculty member may be in conflict of interest, as determined by the Department Chair, that faculty member will not vote.**

(c) Eligible to serve as members or chairpersons of thesis and dissertation committees and any standing and ad hoc committees.

4. Review and recommendation for renewal or removal of each member of the Department Graduate Faculty will be biennially.

IV. Departmental Policy and Meetings

1. Departmental policy will be decided in departmental meetings, which normally will be held monthly.

2. Each Department Faculty and Graduate Faculty member has one vote, with the exception that Graduate Faculty without an appointment in the Department may not vote on personnel matters involving Department Faculty. Student representatives, affiliate graduate faculty, invited observers, and others have no vote.

3. The Department Chair will preside at Department meetings. In his absence an acting chair will preside.

4. A quorum at Department meetings will be one-half the Department Faculty not authorized to be absent from campus. Proxies may be used for voting and for establishing a quorum. Passage of a motion involving departmental policy will require a majority vote of the Department Faculty not authorized to be absent from campus.

5. The agenda for departmental meetings will be established and distributed by the Department Chair, and will automatically include reports by the chairs of the standing committees. Individuals needing to add an item to the agenda will inform either the chair of the appropriate standing committee or the Department Chair, for inclusion on the agenda.

V. Department Chair

1. The Department Chair is the departmental member so appointed by the Dean of SOEST.
2. The Department Chair is responsible to the Dean of SOEST for several functions, as listed in the University Faculty Handbook. Much of that work can be allocated to standing committees, as specifically listed below. The Department Chair represents the Department when asked for comment or contribution ex officio by the University Administration, or other bodies outside the Department.

VI. Standing Committees

1. The standing committees are Graduate Admissions Committee, Graduate Studies Committee, Departmental Operations Committee, Curriculum Committee, Alumni and Public Relations Committee, Student Committee, Planning and Personnel Committee, and Department Personnel Committee.
2. Each faculty member will stand on at least one standing committee each semester, except when on sabbatical or other approved leave. Standing committee appointments will be on a staggered, rotating basis, with an effort to distribute the membership of each among the ranks and disciplines of the Faculty. Vacancies will be filled promptly. Reviews of faculty (for tenure, for retention on the Graduate Faculty, for salary adjustment, etc.) will take into account service on standing and ad hoc committees.
3. Each standing committee elects its own chair, sets its own procedures, and meets as needed, to carry out its responsibilities as listed on the following pages. Students on the Graduate Studies and Planning and Personnel committees have full voting rights in committee, and are invited to Department meetings.

VII. Graduate Admissions Committee

1. The Graduate Admissions Committee is composed of at least four members of the Graduate Faculty, selected by the Department Chair from a list of volunteers and nominees so as to represent all of the Department's disciplines.

2. The Graduate Admissions Committee is responsible for matters pertaining to graduate students until they commence their graduate work here. It prepares advertisement material about our program; recruits students; circulates and evaluates their records and designates a faculty contact; recommends to the Department Chair acceptance of students; conducts the preliminary conference and assigns the interim advisor.

VIII. Graduate Studies Committee

1. The Graduate Studies Committee is composed of at least four members of the Graduate Faculty, selected by the Department Chair from a list of volunteers and nominees, and two graduate student members selected by the graduate students. The student members have full committee rights except that they will not be present during the annual evaluation of students.

2. The Graduate Studies Committee is responsible for assisting, monitoring, and evaluating graduate students here. It establishes required plans of study for the M.S. and Ph.D. programs, based on Department policy, University regulations, and recommendations from the areas of graduate study; prepares and periodically revises an information booklet for graduate students ("Survival Manual"); evaluates yearly the progress of students; on the basis of the evaluation, categorizes students and assigns such departmental resources as space and funds, and recommends for employment and awards. It presents concerns of the graduate students to the Department and Chair.

IX. Departmental Operations Committee

1. The Departmental Operations Committee is composed of four to six members of the Department and Graduate Faculty, selected by the Department Chair. The Department Chair is an ex officio member of this committee.

2. The Departmental Operations Committee is responsible for non-routine aspects of department operations. It advises the Department Chair on use of Department resources such as operating funds, space, equipment and personnel. It recommends timely expenditures of departmental funds for equipment, supplies, student help, the library, and other needs. It periodically reviews Department organization and operating procedures and recommends changes and additions to the Department and Chair. It

coordinates fund-raising through gifts and donations from sources outside the University.

X. Curriculum Committee

1. The Curriculum Committee is composed of members of the Department and Graduate Faculty, appointed by the Chair from a list of volunteers and nominees.
2. The Curriculum Committee is responsible for the undergraduate and graduate course offerings by the Department. It evaluates and recommends changes in the curricula of the various undergraduate and graduate programs. It periodically evaluates introductory courses, the core undergraduate courses, and catalogue wording. After assignment by the Department Chair of teaching responsibilities, it coordinates the teaching schedule. It assists the Department Chair in supervising instruction.

XI. Student Committee

1. The Student Committee is composed of members of the Department and Graduate Faculty appointed by the Chair from a list of volunteers and nominees, including, the formally designated undergraduate advisor
2. The Student Committee is responsible for matters, excluding curriculum, affecting undergraduate students enrolled in Department courses: It advises undergraduates and ensures that all undergraduate majors receive conscientious advising by appointing faculty advisors for each student major and/or minor. It advises the Chair in general matters involving undergraduate majors and other undergraduate students taking our courses. It assists undergraduates in their applications for graduate school or for employment. It recruits undergraduate majors through on-campus advertising and off-campus outreach programs to local high schools.

XII. Alumni and Public Relations Committee

1. The Relations Committee is composed of members of the Department and Graduate Faculty, selected by the Department Chair from a list of volunteers and nominees, and the Department Student Services Specialist.
2. The Relations Committee is responsible for developing and maintaining relations between the Department and the general public, especially alumni. It coordinates social and other affairs between the Department and Alumni. It develops and maintains an alumni directory and web pages specifically intended to inform the general public and alumni of department events. It publishes and distributes a department newsletter at

least annually. It maintains a speaker service consisting of Department Faculty and Students willing to give public lectures, and ensuring that all reasonable requests for speakers are met.

3. The Relations Committee is responsible for outside publicity in the form of Faculty honors and awards. It nominates Faculty members for University and National awards, such as UH Researcher of the Year and AGU fellowship and Macelwane awards.

XIII. Planning and Personnel Committee

1. The Planning and Personnel Committee is composed of six members of the Department Faculty and one graduate student. Three are elected from within rank, i.e., one faculty member elected from and by Faculty in Ranks 3, 4, and 5, and three are appointed by the Department Chair from the Department Faculty, selected so as to provide breadth of coverage; the graduate student is elected by the graduate students. The Chair of the Planning and Personnel Committee also serves as the Chair of the Department Personnel Committee.

2. The main purpose of this committee is to plan for and oversee the long-range development and direction of the Department. The committee is to coordinate and present its recommendations to the Department for policy decisions, and because the direction of a Department is embodied in its personnel, the committee is to be responsible for matters pertaining to the faculty and staff of the Department except as regards to formal promotion and tenure. It receives or generates, and evaluates, proposals for the future direction of the Department. It recommends to the Department and Chair the areas of recruitment for vacant faculty positions. After a policy decision on the area or areas, it recommends to the Department Chair members for ad hoc search committees for faculty. It makes an independent evaluation of the search committees' short lists, and an independent recommendation to the Chair based on the list. It conducts recruitment, evaluation, and recommendations of persons other than faculty, such as technical staff and Affiliate Faculty. All or part of these committee members as appropriate are the Department's representatives to coordinate recommendations for joint appointments and other personnel matters with institutes or other departments. It evaluates instruction, research, and service, in particular to recommend for or against probationary contract renewals, Graduate Faculty renewals, and merit and salary inequities adjustments (in any of this, when a member of the committee is the subject of discussion that member must leave the area of discussion).

XIV. Department Personnel Committee

1. The Department Personnel Committee consists of all tenured Department Faculty. The Chair of the Department Personnel Committee is the Chair of the Planning and Personnel Committee. For individual cases, only those members of the Department Personnel Committee of higher rank than the person being considered are involved in the decision-making process.

2. The Department Personnel Committee is responsible for recommending for or against tenure, promotion and contract renewal of Department Faculty. It receives and evaluates information assembled by the candidates and from other sources. In the cases of promotion and/or tenure, it ensures the timely submittal of at least 5 letters of reference (see Procedures for Promotion, Tenure and Contract Renewal for procedures). It convenes a meeting at which candidate dossiers are discussed and voted upon by secret ballot, either for or against promotion, tenure, or contract renewal. It transmits in writing to the Department Chair, the results of the ballot, along with a statement of strengths and weaknesses of each candidate.

XV. Ad Hoc Committees

1. Graduate Assistantships Committee. Awards of teaching assistantships for the following year are recommended to the Department Chair by an ad hoc committee consisting of the Chair of the Graduate Admissions Committee (information on rankings and abilities of prospective students), Graduate Work Committee (rankings and needs of existing students), and Curriculum Committee (teaching needs).

2. Search Committees. After the Department and Chair (and Institute Director for joint appointments) agree on an area of recruitment to a vacant position, the Chair (and Director) on the advice of the Planning and Personnel Committee appoints an ad hoc search committee and its Chair. The committee will include persons concerned with the overall teaching and research goals of the organization, in addition to persons more directly in the area of recruitment. The ad hoc search committee will recruit, through national ads, supplemented as necessary by letters asking nominees to respond to ads; evaluate, commencing with the application letter and vita, and for those with promise, by requesting letters of recommendation; and rank and recommend a short list of applicants to the Chair (and Director).

3. Other ad hoc committees may be formed or dissolved as the need arises.

XVI. Areas of Graduate Study

1. The basis of the graduate-student instruction and research in this Department is our set of active research programs. These programs are identified by such characteristics as a common area of faculty interests; research opportunities; strengths of curricula, individual courses, and facilities; and student, scientific, and governmental desires. Any single member of the Graduate Faculty contributes to one or more of these programs (at least in part of his/her efforts or interests) and may assign himself/herself to any one or more of them.

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