



# University of Hawaii at Manoa

## Graduate Division

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March 15, 1991

### Memorandum

To: Department Chairs, Graduate Chairs, Deans and Directors  
From: Peter V. Garrod, Associate Dean *PVG*  
Re: Graduate Faculty Appointments

At the last meeting of the Graduate Senate of the University of Hawaii (3/7/91), two levels of graduate faculty were established, full and associate. The following outlines the new policy on appointment and continuance on the Graduate Faculty.

The interim policy is that all old appointments stand and are given full status until continuation is considered by the Graduate Council during the program review process. Unless we are notified differently by the Fields of Study, all current cooperating and affiliate appointments will be given associate status. However, new appointments will be either at the full or associate level, depending on the recommendation of the field of study and the merits of the case.

The only changes in the attached policies are those dictated by the creation of two levels of graduate faculty. All other current policies will continue.

### Attachments

cc: D. Yount, Vice President for Research and Graduate Education  
P. Yuen, Senior Vice President for Academic Affairs  
E. Kormondy, Senior Vice President and Chancellor  
S. Miyahira, Dean of Student Affairs, EWC

# Graduate Faculty Policies

At the University of Hawaii, the Graduate Faculty is composed of faculty and professionals who have a record of professional, scholarly, and/or artistic achievements who have agreed to work with and advise graduate students. All members of the Graduate Faculty are affiliated with one or more graduate fields of study. The graduate faculty in a given field of study may be composed of regular, cooperating and affiliate members at two levels, full and associate.

## **I. REGULAR GRADUATE FACULTY**

All members of the University of Hawaii faculty (instruction, research, administration, and specialists) may be nominated to the regular graduate faculty. There are two (2) levels of regular graduate faculty membership, a) full and b) associate as follows:

**A. Full Member:** Full member appointments carry all authority, privileges, and responsibilities of graduate faculty membership.

### Privileges and responsibilities

1. May serve as chairs of thesis and dissertation committees in their graduate field of study, and as members of thesis and dissertation committees in any field.
2. Are eligible to serve as chairs of graduate fields of study.
3. May prepare and grade qualifying, comprehensive, and final exams (as defined in the *Catalog*).
4. Are eligible to serve on the Graduate Council.
5. May participate in the general administration of their graduate program (admissions, program structure, policy, etc.).

### Standards for appointment and reappointment

1. For initial appointment, must be nominated by their graduate field of study and be currently a productive scholar in his or her field as evidenced by ongoing independent professional, scholarly, or artistic achievements. The Graduate Dean makes all graduate faculty appointments.
2. Faculty promoted to R4 or I4 or higher in departments offering graduate degrees are automatically appointed.

## **General Policy on the Composition of Doctoral Committees.**

1. The Chairperson must be a full member of the graduate faculty in the student's field of study.
2. The majority of the committee should be from the student's field of study. (Exceptions are possible, e.g., CMNS.)
3. The outside member must be a full member of the regular Graduate Faculty and not a member of the faculty in the student's ~~department~~ *field of study*,
4. Affiliate graduate faculty may serve on the committee in any capacity except as the outside member.

### **Role of Outside Members on Dissertation Committees**

The appointment of the outside member on a dissertation committee is closely monitored by the Graduate Division. The role of the outside member is not just to guide and advise the candidate, but also to represent the University and the Graduate Division on the committee. The outside member not only brings an external viewpoint to the committee's deliberations, but also brings a different perspective to the general responsibilities of all committee members. For example, ensuring that the student is treated fairly, that quality is maintained, that correct procedures are followed, and that no unwarranted short-cuts are taken. If a problem occurs between the student and the committee, the outside member is able to provide the Dean with a third party viewpoint.

Because the outside member is expected to represent the Graduate Division and the University of Hawaii on the dissertation committee, the Graduate Division only allows full members of the regular UH graduate faculty to serve in this capacity.

### **General Policy on the Composition of Thesis Committees.**

1. The Chairperson must be a full member of the graduate faculty in the student's field of study.
2. The majority of the committee should be from the student's field of study. (Exceptions are possible, e.g., CMNS.)
3. Affiliate graduate faculty may serve on the committee in any capacity.

**Nomination to the Graduate Faculty.** Nomination can be accomplished by sending a Memorandum from the chair of the graduate field to the Dean accompanied by a current curriculum vitae. The memo should indicate the level (full or associate) and the type (regular, cooperating, or affiliate) of appointment requested and a statement certifying that the nomination has the approval of the majority of the graduate faculty in the field of study. A sample follows:

Date

Memorandum

To: Dean of Graduate Division

From: \_\_\_\_\_, Chair Field of Study

Re: Name, Title, Position

*NAME* is recommended for {Full, Associate} membership in the {Regular, Cooperating, Affiliate} graduate faculty in *Field(s) of Study*. This nomination has been discussed with and has the approval of the majority of the incumbent members of the Graduate Faculty in this (these) Field(s) of Study.

A copy of a current curriculum vitae is attached.

3. For reappointment after periodic review by the Graduate Council, meet the Graduate Senate standard that it is the responsibility of the faculty member to "remain current in her or his field; to be active in scholarship as evidenced by appropriate publications or outlets for artistic/creative activities; and to participate in teaching and guiding graduate students" as well as any additional criteria established by their respective fields of study.

**B. Associate Member:** Associate member appointments carry the following privileges and responsibilities.

Privileges and responsibilities

1. May serve as members of thesis and dissertation committees in any field.
2. May prepare and grade qualifying, comprehensive, and final exams (as defined in the *Catalog*).
3. May participate in the general administration of the graduate program (admissions, program structure, policy, etc.)

Standards for appointment and reappointment

1. For initial appointment, must be nominated by their graduate field of study and show promise of conducting research/creative activities that will result in national and international recognition as an authority in their field.
2. For reappointment after periodic review by the Graduate Council, demonstrate a past record of scholarship as evidenced by appropriate publications or outlets for artistic/creative activities, and continued participation in graduate education.

## **II. AFFILIATE GRADUATE FACULTY**

These are individuals who are not members of the University faculty who otherwise have all the qualifications for full graduate faculty status and who wish to help advise graduate students. Fields of Study have the option of allowing them full status in which case they can chair thesis and dissertation committees or associate status, in which case they can serve as inside members of thesis and dissertation committees. Affiliate Graduate faculty may not serve as outside members on dissertation committees.

### **III. COOPERATING GRADUATE FACULTY**

These are members of the regular graduate faculty in other programs who also serve on the graduate faculty in the field wherein they are cooperating graduate faculty. The field of study has the option of giving its cooperating graduate faculty full status, in which case they can chair dissertation and thesis committees or associate status, in which case they can serve as members of thesis and dissertation committees. Fields of study also have the option of nominating members of the UH faculty from departments or units that have no graduate degree programs to their cooperating graduate faculty.

#### **Limitations on Non-Graduate Faculty**

Generally, faculty who are not members of the graduate faculty, except in special circumstances and with the approval of the Graduate Dean, are not allowed to prepare or evaluate qualifying and comprehensive exams or to serve on thesis or dissertation committees.

#### **Review of Graduate Faculty Status**

Graduate faculty are nominated for continuance by the field of study as part of the program review process. The nominations are reviewed by the Graduate Council who recommends to the Graduate Dean. The Graduate Dean makes the final decision on the nominations. Those not nominated for continuance or whose nominations are not approved lose their Graduate Faculty status. It is possible for either the field of study or the Graduate Council to recommend that a member of the full graduate faculty who has not been recently productive be placed on associate status.

#### **Loss of Graduate Faculty Status**

An individual may lose graduate faculty status or be moved from full to associate status in one of two ways: (1) Through the review process described above; or (2) A request for removal of an individual from the graduate faculty in a field of study may be initiated by either the field of study or by the Graduate Council. Approval by the Graduate Council and the Dean of the Graduate Division is required.

## ADJUNCT FACULTY (from BOR Policies)

Noncompensated faculty appointments shall utilize the appropriate "adjunct" title in accordance with the following guidelines for employing the adjunct faculty series:

- (a) The adjunct faculty series is intended to encourage the utilization of qualified, experienced persons from the local community in appropriate educational programs and thereby to enhance and improve the integration of practical real world experience with conceptual, theoretical, and vicarious instruction.
- (b) The adjunct faculty series (which does not replace any current category of appointment) will be non-compensated appointments with each appointment appropriately ranked by training and experience analogous to regular faculty.
- (c) The ranks in the adjunct faculty series will be:
  - Adjunct Instructor
  - Adjunct Assistant Professor
  - Adjunct Associate Professor
  - Adjunct Professor
- (d) Appointments to this series will be upon invitation and will not exceed one year and are to be the specific instructional term or terms for which the appointee has agreed to accept responsibilities.
- (e) The appointment and ranking procedure utilized will be identical to that employed in the regular faculty appointment process with the exception that the recruiting and advertising aspects for compensated appointments will not be required.
- (f) Reappointments of adjunct faculty at the same rank or at a different rank must be reviewed in the same manner as other faculty appointments. Changing the rank upward will require full appointment review by peers but will not involve a "promotion" process since each year's appointment is considered essentially as a new appointment.
- (g) This series is effective immediately, may be utilized by all Units, and appointments may be delegated to the Chancellor of each Unit, with an annual report to the Vice President for Academic Affairs, who in turn shall report to the Board on behalf of the President. (June 16, 1977)