

University of Hawaii at Manoa

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April 14, 2003

MEMORANDUM

TO: Oceanography Faculty

FROM: Chris Measures
Chair *Boe*

SUBJECT: CLASSROOM TEACHING LOAD

The following was discussed at the faculty meeting on April 9, 2003 and now needs your vote.

As part of a comprehensive Department of Oceanography educational policy, the minimum classroom teaching load in general of a departmental faculty member (R, I/R) will be equivalent to three credits a year averaged over two academic years. This expectation is for faculty who are 75% or more supported by State ("hard-money") funds. The expectation is scaled down accordingly if the percentage position is lower. If the faculty member has administrative responsibilities at the level of Chair or Director, or is on sabbatical, the teaching load requirement is relaxed accordingly.

The teaching needs for required oceanography courses (undergraduate and graduate) should be fulfilled before non-essential courses are offered. Faculty members are allowed to "buy out" of their teaching obligations using grant or other funds. In a "buy out" situation, it is the responsibility of the "buying out" faculty member to find a teaching replacement acceptable to the Department Chair, and to provide in some situations compensation for the replacement at a level deemed fair to all parties involved.

Please vote on the above and return your ballot by noon on April 25, 2003.

YES	NO
17	7