



University of Hawai'i

Graduate Division • Office of the Associate Dean


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December 16, 2002

MEMORANDUM

TO: Graduate Chairs

FROM: Peter Garrod, Associate Dean 

RE: Change in procedures for appointing new faculty to the Graduate Faculty

At its November 15, 2002 meeting, the Graduate Council approved the following:

All research and instructional faculty at rank 3 in departments with graduate programs are, upon appointment, automatically members of the graduate faculty at the associate level. Fields may petition to make them a chair of a dissertation committee or to appoint them as full members.

All research and instructional faculty at the Associate level or higher in departments with graduate programs are, upon appointment or promotion, automatically full members.

Process. The graduate chair notifies Graduate Division when a new appointment is made or when an associate member of the graduate faculty is promoted.

c: Deans
Department Chairs