Chapter 2

ZOOLOGY GRADUATE FACULTY POLICIES

I. Categories of Graduate Faculty as defined by the UHM Graduate Division (GD) [manoa.hawaii.edu/graduate/content/types-levels], with additional explanation provided by the Associate Dean of the GD, and with details added by the Zoology Graduate Program:

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<th>Levels:</th>
<th>3 (formerly “Full”) can chair PhD and MS committees (&amp; can be the University Representative on graduate student committees in non-Zoology programs):</th>
<th>2 (formerly “Associate”) can chair MS but not PhD committees (&amp; cannot be a University Representative):</th>
<th>1* (Affiliate &amp; Emeritus) can serve on MS and PhD committees, but not chair committees (&amp; cannot be a University Representative):</th>
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<td>Types:</td>
<td>Regular UHM faculty whose locus of employment is an academic department (i.e., Biology):</td>
<td>Cooperating UHM faculty whose locus of tenure is in a “non-host” unit (e.g., PBRC, HIMB, Department of Botany) or another UH campus (i.e., UHH):</td>
<td>Affiliate individuals not employed by UH but qualified to serve on Zoology graduate committees. Faculty who have resigned or retired from UH (including non-Biology emeritus faculty) may be reappointed as affiliate graduate faculty.</td>
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<td>all Department of Biology (tenure-track) faculty (subject to periodic review; see section III).</td>
<td>non-Biology, tenure-track UH faculty by petition from Department of Biology graduate faculty to GD (subject to periodic review; see section III); these are level 3 graduate faculty in their home graduate program (e.g., MBIO, NREM, OCN).</td>
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<td>Not currently used, but may be implemented in the future.</td>
<td>non-Biology, non-tenure-track (e.g., soft-money) UH faculty by petition from Department of Biology graduate faculty to GD (subject to periodic review; see section III), and who are level 2 graduate faculty in their home graduate program (if applicable).</td>
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<td>Emeritus Department of Biology faculty (GD requires only a copy of the emeritus appointment letter to change former regular faculty to emeritus faculty &amp; allow continued service on committees).</td>
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* Note from the GD: Faculty who retire and are awarded emeritus status may continue to chair the committees of their graduate students who advanced to degree candidacy before the faculty member retired. Because consideration and awarding of emeritus status occurs well after retirement, any graduate students of newly retired faculty who have not yet advanced to degree candidacy should find new graduate advisors, and the former advisor may continue to serve on the committee.

1 Approved by Biology Faculty 11 March 2016, with revisions by GD on 14 July 2017, with subsequent clarifications.
II. Appointment to Zoology Graduate Faculty:

Graduate Division policy: The regular faculty members of each graduate program ... determine the rights (including voting rights) and responsibilities of cooperating, affiliate, and other members of their graduate faculty, as they pertain to the governance of their graduate program.
(manoa.hawaii.edu/graduate/content/types-levels)

Graduate Division policy: To nominate graduate faculty, the graduate chair, with the support of the majority of the graduate faculty [with voting rights as defined by the above GD policy] shall send via their department chair and college/school Dean, the Graduate Faculty Nomination Form together with a current CV.
(manoa.hawaii.edu/graduate/content/nomination-appointment-faculty)

Zoology Graduate Program Policy: Prospective cooperating and affiliate graduate faculty will submit a current CV and memo to the Zoology Graduate Chair explaining the reason for applying, what the candidate will add to the program, and agreeing to abide by the responsibilities of Zoology Graduate Faculty (see section III). The candidate will present a research seminar, and the Zoology Graduate Faculty will then vote on the candidate. If a favorable recommendation from the entire Zoology Graduate Faculty is approved by the Regular Graduate Faculty, then the nomination will be forwarded to the GD for appointment.

III. Responsibilities of Graduate Faculty:

A. Graduate Division Policy on Graduate Faculty Standards:
(manoa.hawaii.edu/graduate/content/standards-responsibilities):

The following is official GD policy (see below for additional Zoology Graduate Program responsibilities):

For level 3 (formerly full) graduate faculty status, #1, 2 & 3 must be maintained...and for level 2 (formerly associate) graduate faculty status, #1 & #2 OR #1 & #3 must be maintained:

1. To remain current in her or his field as demonstrated by active participation in department, college, university and national or international professional activities;
2. To be active in scholarship as evidenced over a five-year span by two or more refereed publications...as appropriate to the field;
3. To participate in teaching and guiding graduate students as demonstrated by participating in two or more of the following activities: teaching graduate level courses, serving on graduate student committees; providing financial support for graduate students; and serving on policy, examination, or program committees of a graduate program.

B. General Expectations of Graduate Faculty: All Zoology Graduate Faculty are expected to (1) maintain active research programs by applying for research grants and publishing in peer-reviewed outlets, (2) fund the research conducted by their graduate students, as needed, and (3) engage actively in mentoring graduate students in the program, which includes being aware of and abiding by the program policies as well as the policies of the Graduate Division, and ensuring that their graduate students do so.
C. *Periodic Graduate Faculty Review* [on hold until the Graduate Division develops guidelines]: All Zoology Graduate Faculty will be reviewed by the program every 5 years, and are expected to participate in the review process. These reviews are in addition to and independent of departmental/college five-year program reviews, periodic GD reviews of graduate faculty, and periodic reviews of tenured Biology faculty by the Chair of the Department of Biology. A **Faculty Review Committee** consisting of 3 Regular and 3 Cooperating faculty members will be elected by the Zoology Graduate Faculty (see section III D for voting). The review process will consist of the faculty member submitting a summary of his/her accomplishments in graduate education, research, and service (both within the Zoology Graduate Program, including attendance and participation at graduate faculty meetings, as well as within the broader scientific community) over the past 5 years, as follows:

**Graduate Teaching and Mentoring**: Please list (1) all graduate courses, including seminars, taught or co-taught (including course number, title, semester, and year); (2) all graduate students advised, including their degrees and any graduation dates; (3) all service on graduate student committees, both at UH and at other universities; (4) other activities and awards relevant to graduate education.

**Research**: Please list (1) all publications and their status (published, in press, accepted) – do not include papers in preparation, submitted, or under review; (2) grants applied for and funding status, including sources and amounts; (3) research presentations both on and off-campus, including invited seminars at other institutions as well as presentations (talks or posters) at scientific conferences; (4) other activities and awards relevant to research.

**Graduate Service**: Please list all service on (1) Zoology Graduate Program committees (including semesters and years); (2) university, state, national, and/or international committees relevant to research; (3) scientific society committees relevant to research; (4) other activities and awards relevant to graduate service.

If deficiencies are identified, then dismissal from the program may be warranted. Alternatively, the Faculty Review Committee may work with the deficient faculty member to develop mutually acceptable remedial action. The Faculty Review Committee will submit recommendations to the Zoology Graduate Faculty, who will vote and pass recommendations to the Department of Biology for subsequent petition to the GD.

D. **Graduate Faculty Meetings**: Every Regular and Cooperating faculty member of the Zoology Graduate Program must attend and participate in graduate faculty meetings, or provide a reasonable excuse to the Zoology Graduate Chair. Emeritus and Affiliate graduate faculty are encouraged to attend faculty meetings, yet are not required to do so. The Zoology Graduate Chair or designee will schedule and lead faculty meetings, taking roll call. A quorum will be one-half of the current total number of Regular and Cooperating Zoology Graduate Faculty. If a Regular or Cooperating graduate faculty member misses 3 consecutive meetings without good reason, then that member is subject to dismissal from the program.

E. **Graduate Faculty Voting**: Every Regular and Cooperating faculty member of the Zoology Graduate Program is expected to vote on program policy and actions when requested. Emeritus and Affiliate faculty are encouraged to participate in policy and action discussions, yet do not vote.
F. **Graduate Faculty Seminar**: If invited, every Regular and Cooperating faculty member of the Zoology Graduate Program must participate in the annual graduate seminar (ZOOL 691C) for new students in the program (organized by the Zoology Graduate Chair).

G. **Graduate Faculty Teaching and Service**: Every Regular and Cooperating member of the Zoology Graduate Program is expected to chair and/or serve on graduate student committees. Additionally, every Level 3 (formerly Full) Regular and Cooperating Graduate Faculty member of the Zoology Graduate Program must serve on Zoology Graduate Program committees and/or teach or co-teach graduate courses. Level 2 (formerly Associate) and Level 1 (e.g., Emeritus and Affiliate) Graduate Faculty members of the Zoology Graduate Program are encouraged to participate, yet are not required to do so. Specifically:

1. **Service**: serve on any Zoology Graduate Program committee (e.g., Graduate Admissions, Graduate Instruction, Graduate Curriculum, Graduate Faculty Review, Graduate Program Steering) for at least 2 semesters every 5 years (i.e., each faculty review period).
   or
2. **Teaching**: teach or co-teach graduate courses for at least 2 semesters every 5 years (i.e., each faculty review period).
   or
3. **Combination**: serve on 1 Zoology Graduate Program committee and teach or co-teach 1 graduate course, as detailed above.

H. **Zoology Graduate Program Steering Committee**: This committee of 2 Regular and 2 Cooperating graduate faculty in the program, chaired by the Zoology Graduate Chair, will work proactively with the Zoology Graduate Faculty to implement these requirements.

IV. **Rights of Graduate Faculty**:

A. **Mentoring Graduate Students**: As defined by the GD in the table above (section I), Level 3 (formerly Full) Regular and Cooperating Graduate Faculty can chair PhD and MS committees and be the University Representative on graduate student committees in non-Zoology graduate programs, whereas Level 2 (formerly Associate) Graduate Faculty can chair MS but not PhD committees and cannot be the University Representative. All graduate faculty can otherwise serve on graduate student committees, and are expected to do so. Note that GD policy is that only Level 3 Zoology Graduate Faculty may serve as a University Representative, only for non-Zoology graduate programs, and only when they are “at arms” length from other committee members (i.e., no spouses, etc.). It is important that all graduate faculty read and abide by the GD policies on [Committee Composition and Potential Members](#).

B. **Teaching Assistantships for Graduate Students**: The Department of Biology allocates graduate teaching assistantships in a way that balances instructional needs (of BIOL, ZOOL, and some BOT courses) with support needs of graduate students in the Zoology and other graduate programs. Department of Biology policy is as follows:

- **Priority Allocation of TA Slots**: In the event that graduate teaching assistantships become limiting, priority allocation will be provided to assistant professor (pre-tenure, tenure-track) faculty in the Department of Biology.
• **Regular Graduate Faculty**: There is a *limit of two TA slots* to be associated with any Regular faculty member at any one time. Faculty can petition the Department of Biology via the Zoology Graduate Chair for an additional TA slot under special circumstances.

• **Cooperating Graduate Faculty**: There is a *limit of one TA slot* to be associated with any Cooperating faculty member at any one time. Faculty can petition the Department of Biology via the Zoology Graduate Chair for an additional TA slot under special circumstances.