

# ZOOLOGY GRADUATE FACULTY POLICIES

(approved by Biology Faculty 11 March 2016)

**I. Categories of Graduate Faculty** (as defined by the UH Office of Graduate Education [OGE] <https://manoa.hawaii.edu/graduate/content/types-levels>, with additional explanation provided by the Associate Dean of OGE, and with details added by the Zoology Graduate Program):

<b>Levels:</b>	<b>3</b> (formerly Full) can chair PhD and MS committees (and can be the University Representative on graduate student committees in non-Zoology programs):	<b>2+</b> (formerly Associate) can chair MS but not PhD committees (and cannot be a University Representative):	<b>1+*</b> (formerly Affiliate & Emeritus) can serve on MS and PhD committees, but not chair committees (and cannot be a University Representative):
<b>Types:</b>			
<b>Regular</b> UHM faculty whose locus of employment is an academic department (i.e., Biology):	<b>all Department of Biology (tenure-track) faculty</b> (subject to periodic review; see section III).	<b>Not currently used</b> , but may be implemented in the future for Department of Biology faculty who receive negative 5-year reviews.	<b>Emeritus Department of Biology faculty</b> (OGE requires only a copy of the emeritus appointment letter to change former regular faculty to emeritus faculty & allow continued service on committees).
<b>Cooperating</b> 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):	<b>non-Biology, tenure-track UH faculty</b> by petition from Department of Biology graduate faculty to OGE (subject to periodic review; see section III), <b>except</b> those who are associate graduate faculty in their home graduate program (e.g., assistant professors in NREM).	<b>non-Biology, non-tenure-track (e.g., soft-money) UH faculty</b> by petition from Department of Biology graduate faculty to OGE (subject to periodic review; see section III), <b>and</b> who are associate graduate faculty in their home graduate program (if applicable).	<b>Affiliate individuals not employed by UH</b> but qualified to serve as graduate faculty and to advise graduate students. Faculty who have resigned or retired from UH (including <b>non-Biology emeritus faculty</b> ) may be reappointed as affiliate graduate faculty.

† Level 1 and 2 graduate faculty may become Level 3 under special circumstances, the minimum criterion being that they must guarantee that they will be salaried through the duration of their graduate students' studies (at least 2 years for MS students & at least 5 years from PhD students).

\* Faculty who enter emeritus status may continue to chair the committees of their graduate students who advanced to degree candidacy before the transition to emeritus. (Any graduate students of newly emeritus faculty who have not yet advanced to degree candidacy should find new graduate advisors, and the emeritus former advisor may continue to serve on the committee.)

## II. Admission to Zoology Graduate Faculty:

**OGE 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.*

(<https://manoa.hawaii.edu/graduate/content/types-levels>)

**OGE 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 OGE policy] shall send via their department chair and college/school Dean, the Graduate Faculty Nomination Form together with a current CV.*

(<https://manoa.hawaii.edu/graduate/content/nomination-appointment-faculty> )

**Zoology Graduate Program Policy:** Prospective cooperating and affiliate 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 OGE for appointment.

## III. Responsibilities of Graduate Faculty:

A. **OGE Policy on Graduate Faculty Standards:** <http://manoa.hawaii.edu/graduate/content/standards-responsibilities>:

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

*For level 3 (full) graduate faculty status, #s 1, 2 & 3 must be maintained...and for level 2 (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, and (2) 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 Office of Graduate Education, and ensuring that their graduate students do so.

**C. Periodic Graduate Faculty Review:** All Zoology Graduate Faculty will be reviewed by the program every 5 years, and are expected to participate in the review process. A **Faculty Review Committee** consisting of 3 Regular and 3 Cooperating faculty members will be elected by the Zoology Graduate Faculty (see section IIID 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 OGE.

**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 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 Zoology Graduate Faculty).

**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 (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 (Associate) and Level 1 (Emeritus and Affiliate) Graduate Faculty** members of the Zoology Graduate Program are encouraged to so 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 OGE in the table above (section I), **Level 3 (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 (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.

**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 professors (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.