

## Graduate Faculty Information Sheet

**Types:** <http://manoa.hawaii.edu/graduate/content/types-levels>

1. **Regular members:** Academic appointment in the academic department that houses the graduate program with which the graduate faculty appointment would be affiliated. The program is to be considered the “home” program. For those with split appointments, it is the graduate program of the unit where the individual’s locus of tenure is also assigned.
2. **Cooperating members:** Regular members from another graduate program, research (R) faculty employed by a UHM research unit or faculty members at another UH campus. For R faculty or UH faculty at another UH campus, the first cooperating appointment will be the “home” program.
3. **Affiliate:** Affiliate graduate faculty members possess a specific expertise or background that may contribute to a students’ graduate work, but are not employed by any campus in the UH System. Such faculty may include members of the local community or other universities who possess the appropriate terminal degree and are otherwise qualified to work with graduate students. Affiliate graduate faculty members are processed as non-compensated Board of Regents (BOR) appointments using the Payroll Notification Form (PNF) that must be renewed annually. Appointments are limited to one year and renewed based on satisfactory performance and conduct as determined by the graduate program and OGE.
4. **Emeritus:** UHM faculty appointed as Emeritus faculty by the Board of Regents may continue to serve as a member of the graduate faculty. They may finish students who have reached candidacy at the time of their retirement. Please submit a copy of their Emeritus appointment letter to the Office of Graduate Education.
5. **Other:** These may be post-doctoral fellows or other individuals who are temporary employees of UH. These may be junior researchers or non-faculty researchers whose primary responsibility is research, but with expertise that may contribute to a student’s thesis or doctoral research.

**Levels:** (formerly Full and Associate) <http://manoa.hawaii.edu/graduate/content/types-levels>

- **Level 3 - L3 (formerly Full)** – members may chair master’s and doctoral committees in their home or cooperating graduate programs, prepare and/or assist in preparing/grading qualifying, comprehensive and final exams, in administration of their home graduate program, serve as university representative, and on the Graduate Council. They may also serve as committee members on any master’s and doctoral committees.
- **Level 2 - L2 (formerly Associate)** members may chair Plan A master’s thesis committees in their own graduate program and serve as a member on any other graduate master’s and doctoral committee. They may prepare and grade qualifying, comprehensive and final exams and also participate in the general administration of their home graduate program. Associate faculty may not chair doctoral committees or serve as the University Representative.
- **Level 1 - L1 (new)** members may serve on a thesis or doctoral committee. However, they may not serve as chair or University Representative. The role of a Level 1 member is primarily to contribute expertise with regard to the topics, methods, analyses or other related aspects of students’ research.
- The primary difference between the levels is that in addition to level 2 graduate faculty responsibilities, level 3 graduate faculty members may also chair doctoral committees and serve as a University Representative on thesis/dissertation committees. Cooperating members from other UH campuses may

not serve as a University Representative on thesis/doctoral committees. Level 1 members may not chair any committees or serve as University Representative.

- Level is unrelated to faculty rank and denotes privileges with regard to working with graduate students.
- For Cooperating members, level may not exceed that of their Regular or first (i.e., for UHM researchers and other UH campus faculty) graduate faculty appointment. Newly appointed tenure-track “I” and “R” UHM faculty at Rank 3 or above are eligible to become level 3 members of the graduate faculty, unless otherwise specified by the graduate program. The level at which cooperating, affiliate, Emeritus, and other graduate faculty members participate in a graduate program is left to the discretion of the graduate program’s regular graduate faculty members.

The nomination of a graduate faculty member should have the support of the majority of the program’s graduate faculty and are also recommended by the College/School Dean/Director. A graduate faculty appointment must be re-established if the home program changes (i.e., faculty member leaves one department for another at UHM) or if status changes (e.g., resignation, retirement). Review of all program graduate faculty is to occur concurrently with Program Review or following an accreditation visit.

## REGULAR & COOPERATING GRADUATE FACULTY NOMINATION AND APPROVAL FORM

**Process:** Complete and send this form via your Department Chair and your College/School Dean to the Dean's Office, Office of Graduate Education, Spalding 360. In addition, email a current CV of the faculty member nominee to the Office of Graduate Education (OGE) at [OGE@hawaii.edu](mailto:OGE@hawaii.edu) with a note about the nomination and approval form being en route to OGE.

**Name of College/School/Institute:** \_\_\_\_\_

**Name of Department:** \_\_\_\_\_

**Name of Graduate Program:** \_\_\_\_\_

**Name of Faculty Nominee:** \_\_\_\_\_

**Type of Graduate Faculty (select one):**       Regular                       Cooperating

**Level of Graduate Faculty (select one):**       3(formerly Full)                       2 (formerly Associate)

**Justification for Nomination (select all that apply):**

- New hire
- Recently Tenured and Promoted
- Research specialization
- Other: (please explain)

**Nominee's Research Specialization (200 characters or less) for OGE student committee webpage:** (please have nominee submit this information via email to [OGE@hawaii.edu](mailto:OGE@hawaii.edu) with Graduate Faculty Research Specialization in the SUBJECT line.)

### Approvals:

\_\_\_\_\_  
Graduate Chair Signature                      Date

\_\_\_\_\_  
Department Chair Signature                      Date

\_\_\_\_\_  
Dean/Director Signature                      Date

\_\_\_\_\_  
Graduate Associate Dean Signature                      Date