

## Level 1 Graduate Faculty Information Sheet

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

1. **Affiliate Graduate Faculty:** Affiliate graduate faculty members possess a specific expertise or background that may contribute to a students' graduate work, but are not employed by UH. 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. **Official title on the PNF is Affiliate Graduate Faculty.** Appointments up to 36 months may be requested and are renewable based on satisfactory performance and conduct as determined by the graduate program and the Graduate Division.
2. **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 their committee work with students who have reached candidacy at the time of their retirement. Please submit a copy of their Emeritus appointment letter to the Graduate Division with the nomination form.
3. **Other:** These may be post-doctoral fellows or other individuals who are temporary employees of UH. This type may also include, but is not limited to qualified 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.

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

- Level denotes privileges with regard to working with graduate students. For Affiliate, Emeriti, and Other member appointments, they may only be nominated at level 1. However, Regular and Cooperating members may also be nominated at this level.
- Level 1 members may only serve on thesis or doctoral committees in the program to which they were appointed. However, they may not serve as chair of a committee or as the 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 graduate students' research.

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 to the Graduate Division for a graduate faculty appointment.

**LEVEL 1 GRADUATE FACULTY NOMINATION AND APPROVAL FORM**

**Process:** Complete and send this form via your Department Chair and your College/School Dean to the Graduate Division Dean’s Office, Spalding 360. In addition, email a current CV of the faculty member nominee to the Graduate Division at [graddiv@hawaii.edu](mailto:graddiv@hawaii.edu) with a note about the nomination and approval form being en route. Do not use this form for *ad hoc* (one-time) appointments.

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

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

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

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

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

- Affiliate Graduate Faculty
- Emeritus (please submit copy of letter to Graduate Division)
- Post-Doctoral Fellow or other UH non-faculty or temporary employee

**Justification for Nomination (select one):**

- Retired or former UHM faculty member
- Area of expertise is essential to graduate students’ research
- Renewal of appointment (i.e., for non-comp PNF)
- Other: (please explain)

**Nominee’s Research Specialization (200 characters or less) for Graduate Division student committee webpage:** (please have nominee submit this information via email to [graddiv@hawaii.edu](mailto:graddiv@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