

Regular and Cooperating Graduate Faculty Information Sheet

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

1. **Regular members (RGF):** A faculty 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 (CGF):** 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.

For Affiliate, Emeritus, and Other members: link to Level 1 Graduate Faculty Nomination Form

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

- **Level 3 (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 (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. Level 2 faculty may not chair doctoral committees, serve as the University Representative or serve as a member of the Graduate Council.
- **Level 1** 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. Committee service is limited to the program with which they have a graduate faculty appointment.

Related information

- The primary difference between the levels relates to whether or not the individual may chair a committee and serve as a University Representative. Cooperating graduate faculty members from other UH campuses may not serve as a University Representative on thesis/doctoral committees.
- Level is unrelated to faculty rank and denotes privileges with regard to working with graduate students.
- For Cooperating graduate faculty, their 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 participation of cooperating, affiliate, Emeritus, and other graduate faculty members 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 occurs 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, Graduate Division, Spalding 360. In addition, email a current CV of the faculty nominee to Graduate Division (GD) at GradDiv@hawaii.edu with a note about the nomination and approval form being en route to GD.

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) 1

Justification for Nomination (select all that apply):

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

Nominee's Research: Use research terms (200 characters or less) for Graduate Division student committee webpage: (please have nominee submit this information via email to 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