UNIVERSITY of HAWAIʻI® MĀNOA

Office of the Vice Provost for Academic Excellence

September 16, 2025

MEMORANDUM

TO: UH Mānoa Deans and Directors

FROM: Laura E. Lyons, Interim Vice Provost for Academic Excellence
Paul McKimmy, Interim Associate Vice Provost for Academic Excellence

SUBJECT: Maximal Service Workloads for I2 Faculty at UH Mānoa (updated)

EP 5.221 specifies that I2 workloads are dedicated to teaching and do not involve research. It also states "Reassigned time associated with service may be approved up to 25% as determined by campus processes."

Our UH Mānoa standard is a minimum of 75% credit-based teaching for I2 workload in new position descriptions. On a temporary basis, other instructional tasks or duties may be assigned.

Based on operational needs, UH Mānoa Deans and Directors may approve up to 25% service loads for I2 faculty. This should not exceed 3 credits or equivalencies/semester.

c: Associate Deans, Department Chairs

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