

## **UH Hilo Academic Policies** **Effective August 1, 2009**

**Advising:** Academic Advising is an important responsibility of all full-time faculty. Students without a declared major are advised by the Advising Center. Every student who has declared a major is assigned a faculty advisor in the major department. Each program determines its own procedures for advising majors including the distribution of the advising responsibilities among its faculty.

Faculty are responsible for advising regarding all academic requirements in their respective major, including General Education.

**Course assignment and scheduling** are done by department chairs, in consultation with departmental faculty, division chairs, college directors, and the dean or his/her designee. In determining which classes should be offered, chairs balance the need for General Education courses, service courses, and major courses with faculty expertise. While faculty class time preference is taken into account, chairs and deans must make the most efficient use of limited resources, including ensuring that courses are offered in a variety of time slots to accommodate a wide range of students.

**Course Evaluations:** Within the stated period for course evaluation, faculty must offer students the opportunity to evaluate each course, using the common University form distributed through College and Division offices. The results of standardized evaluations are confidential and are accessible to the faculty member only, although a statistical summary and norms for each college and division are provided to departments. While use of the campus-approved evaluation form is mandatory, faculty members may offer students additional course evaluation opportunities.

**Duty Period:** The duty period for 9-month faculty begins on Monday of the week prior to the beginning of instruction (except where a state holiday falls on the Monday, in which case, the duty period begins on Tuesday) for the Fall semester and ends with the submission of final grades at the end of the Spring semester. Faculty are expected to be on campus and available for activities such as (but not limited to) advising and faculty meetings. During the interval between semesters and during the spring recess, faculty members normally engage in professional activities. However, faculty members who do not have duties requiring their presence on campus may travel for personal reasons at their own expense.

**Enrollment caps/Enrollment Management:** The size of classes is determined by a combination of student demand, course content, UH system regulation, and room size.

Following System policy, each class offered through UH Hilo must enroll at least 10 students each semester except in special cases such as internships and directed readings. In most cases, classes that fail to enroll at least 10 students will be canceled, with the instructor reassigned to a course with higher demand. Exceptions can be recommended by the Dean for special circumstances. When a full-time faculty member's class is canceled and a lecturer is employed in the department, the lecturer is generally relieved of responsibility and the faculty member reassigned to that course.

When student demand exceeds the capacity of scheduled classes to meet demand, and when resources are available, Deans may ask departments to add additional sections to be taught by lecturers. When resources are not available and demand is extraordinary, the Dean will consult with departments to raise course caps. After consultation with department chairs (and division chairs in units that have division chairs) in an effort to reach consensus, the final decision as to course caps rests with the Dean.

**Final Examinations:** Final examinations are required in all courses except directed reading, research, seminar and composition courses. Final examinations are to be administered during the final examination period specified in the UH Hilo Academic Calendar and in the room and at the time specified for each class in the Schedule of Courses.

During regular semesters, no final examinations may be administered within two weeks of the final examination period although chapter or unit tests may be given. Final examinations in some laboratory courses may be administered during the final week of classes. In the compressed schedule of summer sessions, final exams must be administered as close to the end of the session as possible.

**Grading:** Each faculty member is responsible for determining the means employed to evaluate students' work and the level of performance associated with any particular grade. It is the faculty member's responsibility to make her/his grading criteria and policies clear to students in the course syllabus and to apply those criteria equitably to all students.

Faculty are required to submit grades online through the MyUH Portal by the deadline stated in the academic calendar.

**Grade Changes:** Change of Grade forms are used to correct grading errors. The original syllabus should determine the work upon which students' grades are based. Allowing a student to do additional work after a final grade has been submitted in order to raise a grade is inequitable to the other students in the course. Change of Grade forms must be submitted by the faculty member to the Office of the Registrar; students may not submit change of grade forms.

**Incomplete grades:** Incomplete grades may be given to students who have failed to complete *a small but important* part of the semester's work, if the instructor believes the failure was caused by conditions beyond the student's control and not by carelessness or procrastination. Incomplete grades should not be given to allow students to do extra credit work to raise their grades unless this option is offered to all students in the class. If the Incomplete is not replaced with a grade by the deadline specified in the academic calendar, the grade will become an F or NC (no credit) or NP (not passing), depending on the grading practice in the course. When an incomplete grade will be given, the student and the instructor will meet before the end of the semester and complete the "Report of Incomplete Work," available from division or college offices. Each will retain a copy of this agreement, which will be the basis for a change of grade.

Instructors are to include a significant graded assignment and to grade and return it to students before the deadline to withdraw from courses, so that students can make an informed decision about whether or not to remain in the course.

**Office hours:** Faculty members teaching a full load are expected to establish at least five hours per week during which they are available in their offices to meet with students. It is also common practice for faculty to offer "by appointment" hours in addition to the regular posted office hours. Office hours are posted on office door cards and on course syllabi.

**Professional Leave from Classes Travel:** When filing travel requests for off-island/out-of-state conferences, meetings, or other professional activities, faculty are to seek the approval of their department chair as to how their courses will be covered. Faculty are not to cancel classes or to send students to do independent work, since all courses are required to offer a specified number of "contact hours." Appropriate class coverage could include having a faculty colleague proctor an exam or in-class writing assignments, show films, or conduct discussions; posting a podcast lecture on-line or providing a videotaped lecture; inviting a guest lecturer; formally scheduling a library instructional session, etc.

**Student Record Confidentiality.** With the passage of the Family Educational Rights and Privacy Act (FERPA) of 1974, the posting of student grades and/or exam results in any manner which may make the student's identity known to others is prohibited. Faculty *may not* post results on their office doors or other public places by student name or social security number, or in any manner that might reasonably be used to identify students without their permission.

**Syllabus** Every faculty member provides a formal course syllabus for each course. The course syllabus is a statement of the expectations of the instructor for student performance, evaluation and conduct. It should include information about texts or materials required, attendance policies (if any), the number and type of exams, reading and writing assignments, and grading criteria.

Note: In light of the work done by the Faculty Congress in response to WASC guidelines, student learning outcomes will need to be included in courses certified for General Education. Instructors of non-General Education courses are also encouraged to specify student learning outcomes.

### **Teaching Load; released or reassigned time**

Faculty at UH Hilo have a semester teaching load of twelve credit hours; in practice, for tenured or tenure track faculty, three of those hours are considered released or reassigned time to permit faculty to engage in research and service activities. This released time is granted automatically for tenured and tenure track faculty and does not require approval. In addition, faculty can be reassigned or released from teaching for three or more credit hours to perform certain kinds of administrative tasks such as serving as the chair of the UH Hilo Congress or as a division chair. Chairs of departments which require an unusually large amount of administrative activity may also be granted released time. Faculty time can be “bought out” and reassigned to research with funds from extramural grants. All released time requests must be made in writing to the Dean through the Department Chair (and Division Chair, if appropriate), with final approval resting with the Vice Chancellor for Academic Affairs.

Occasionally, faculty may be compensated for teaching an additional course above the normal teaching load. This overload compensation is paid on a per credit basis according to rank, as provided in the UHPA Contract. Teaching during the summer session is on a voluntary basis and is determined according to the needs of each department. Summer faculty are compensated on a per credit basis, according to rank, as provided in the UHPA contract.