University of Hawai‘i at Hilo Faculty Handbook 2004-2005

Updated August 2004
This handbook is arranged by major categories of information. Click on headings to go to discussions, or click here to go to the alphabetical index of individual topics.

**Introduction** ................................................. 3

**FAQs** ......................................................... 3
  - Course scheduling, registration, adding and dropping
  - Course management
  - Grades

**Where to Get Help** ........................................... 4

**Academic Advising** .......................................... 5

**Accommodations for Persons with Disabilities** ............... 6

**Administrative Matters** ...................................... 7

**Conditions of Employment** ................................... 8

**Course Management** ......................................... 10

**Course Scheduling and Registration** .......................... 13

**Curriculum** .................................................. 15

**Faculty Rights and Responsibilities** .......................... 18

**Research Resources** .......................................... 20

**Student Information, Student Rights and Responsibilities, and Student Services** ..... 22

**Teaching Resources** .......................................... 23

**Alphabetical Index** ........................................... 27
Introduction

The University of Hawai'i at Hilo Faculty Handbook 2004-2005 has been prepared by the Office of the Dean, College of Arts and Sciences, with the cooperation and input of the College of Agriculture, Forestry, and Natural Resource Management; Ka Haka ʻUla O Keʻelikōlani College of Hawaiian Language; the College of Business and Economics; the Library; the Office of Student Affairs; the Business Office; the Human Resources Office; and the Office of Technology and Distance Learning. The layout is based on a design developed by the Graphics Department.

The handbook refers to many documents, most of which are available online. The URLs in this handbook are all live links. Topic lists at the head of each section and cross-references within the text are also hyperlinked to related material in the handbook.

In this document, the following abbreviations are used for the four degree-granting colleges:

- CAFNRM  College of Agriculture, Forestry, and Natural Resource Management
- CAS  College of Arts and Sciences
- CHL  Ka Haka ʻUla O Keʻelikōlani College of Hawaiian Language
- CoBE  College of Business and Economics

The information in this handbook is checked each summer for accuracy and currency. However, UH Hilo is a dynamic institution, with policies and procedures changing over time. To ensure that the university operates under the most accurate and up-to-date information, readers are encouraged to check with the appropriate office when any doubt arises.

Email questions, corrections, updates, and information for the next edition to the office of the Dean of CAS at casdean@hawaii.edu

UH Hilo is an equal opportunity/affirmative action institution. The Faculty Handbook is on the Web at http://www.uhh.hawaii.edu/uhh, and publication is available on the Web in alternative form for people with print disabilities.

Rev. 8/25/04

FAQs

Here are some frequently asked questions. Just click on each one to go to the answer in this handbook.

- Course Scheduling, Registration, Adding and Dropping
  - How are courses assigned to faculty?
  - How are course times, days, and rooms assigned?
  - How do we order textbooks?
  - When and how do students register for our courses?
  - How can we track enrollment and get our course (student) lists?
  - What happens when a class is fully enrolled? Can we let additional students enroll?
  - How do we waive course prerequisites for a student?
  - What are the policies about students adding courses after the registration period? Dropping a course?
  - What’s the difference between “dropping” a course and withdrawing from it?
  - How about credit/no credit (or pass/fail) status?
  - What are “directed reading” or –99 courses?

- Course Management
  - What information goes into a syllabus?
  - How many office hours a week are expected of faculty?
Where is the final exam schedule? Do we have to give final exams?
What if a student doesn’t complete course work by the end of the semester?
What if a student wants to withdraw from a course well into the semester?
What is a student wants to do additional work after a course ends in order to raise the final grade?
What about plagiarism?
How are instructors and courses evaluated? Do the results of such evaluations influence personnel review?

Grades

How do we submit final grades for the record? What grade scale is used here?
How do we post grades? When can students get their final grades?
Can we post grades on our office doors by social security number or Banner number?

Where to Get Help

Senior colleagues and division or college clerical staff can answer many questions about how to get things done, where to go, and whom to see. Here is a list of some of the most frequently consulted offices and phone numbers:

Security x47911

Academic Year Calendar
http://www.uhh.hawaii.edu/studentaffairs/records

Administration
Chancellor x47444
Vice Chancellor Academic Affairs x47707
Vice Chancellor Administrative Affairs x47750
Vice Chancellor Student Affairs x47334

Colleges
Agiculture, Forestry & Natural Resource Management x47393
Arts & Sciences x47300
Div. Humanities x47479
Div. Natural Sciences x47383
Div. Social Sciences x47460
Business and Economics x47400
Hawaiian Language x47342

Other Offices
Advising Center x47688
Auxiliary Services x47369
Bookstore x47348
Business Office x47404
Continuing Education x47664
Counseling x47399
Human Resources x47449
Library x47344
Records & Registration x47322
Security x47911
Campus switchboard x47311
Email (Hawaii.edu) help x47437

Computer, internet, software problems in offices x38858
or submit problem report at

http://www.uhh.hawaii.edu/uhh/otdl/helpdesk

Computer classrooms/labs
UCB 100, 111, 112, 113, 114, 115, 118 x47573
UCB 101, 102, 103, 104, 105 x38858
K 108 x47573
K111, 128 x38858
All others x47525 or x47344

Course list for current semester:
http://myuhportal.hawaii.edu

See “MyUH” section of this handbook for more details or use MyUH online tutorial

Distributed/Distance Learning resources: x33312
http://www.uhh.hawaii.edu/~dl

Faculty Union questions and contract
Campus representative:
Karla Hayashi x47545
University of Hawai`i Professional Assembly website: http://www.uhpa.org/

Job-related questions
Human Resources Office x47449
Library hours x47344
Library instruction x47343
Library web page http://library.uhh.hawaii.edu

Multimedia equipment: loans
Steven Kaheiki, Library x47576

Personnel review and application process
Academic Advising

Faculty Advising Responsibilities
Advising Document and Banner
Advising Center
Advising Website
Placement Exams
Checklists: GE Requirements
Graduation Requirements
Forms: Application for Graduation
Declaring/Changing a Major
Waivers of Requirements and Course Substitutions
Graduation in Absentia

Academic advising is an important responsibility of all full-time faculty. Every student who has declared a major is assigned a faculty advisor. Each program determines its own procedures for advising majors. Students who have not yet declared a major are advised by the staff of the General Advising Office and by faculty members throughout the college who do not have large numbers of advisees.

Faculty are responsible for advising students regarding all college and University requirements, including General Education and the major. Whether advising majors or students who haven’t yet declared a major, your best path to being a good advisor is to read and understand the UH Hilo General Catalog at http://www.uhh.hawaii.edu/catalog.

You will also find a comprehensive collection of policies, procedures, and current registration information on the “Academic Advising” page of the UH Hilo web site: www.uhh.hawaii.edu/student affairs/advising. To track course enrollments and to see what courses are closed or have available seats, go to the university homepage http://www.uhh.hawaii.edu and click on the link to the current semester course schedule.

Faculty have access to the records of their assigned advisees in the form of the Advising Document maintained for each student at http://rpt03.its.hawaii.edu/reports/rwrservlet?advising_doc. UH Hilo faculty can get a username and password by calling the Advising coordinator at X47688 or the Records Office at X47322. The Advising Document compiles information on Banner, the UH system’s student information system.

Advising for continuing students takes place toward the end of each semester, so that students can take advantage of early registration, and at the beginning of each semester. UH Hilo also conducts advising and early registration sessions for new students during the summer months.

The General Advising Center is located in PB9-5. The advising coordinator works with new students and students who have not yet declared a major. Functions of the center include, among others:

• Providing advising to undeclared majors
• Advising students conditionally readmitted following academic dismissal
• Providing information on general education and graduation requirements for all majors
• Serving as a referral center to other resources on campus
• Providing training and information for faculty advisors

For more information, contact Dianne Higgins, advising coordinator, at 974-7688 or email dhiggins@hawaii.edu.

Placement Exams. Students who have not completed freshman composition/expository writing or the equivalent before coming to UH Hilo must take the Writing Placement Exam, administered on the first day of advising week in the Fall and several time during the school year and summer. Based upon their performance in the exam, students are placed in English 10/22 (at the community college) or in English 100, 100T, 100H, or in ESL 100. Results of the exam are posted on line in time for students to register for the current or following semester. Registration forms and results are available at the WPE webpage: http://www.uhh.hawaii.edu/academics/wpe/
All non-native speakers of English must take the English Proficiency Test, given on the first day of advising week each semester. Depending upon their performance in the EPT, students may be required to complete specific courses at the English Language Institute on campus. Visit the ELI website at http://www.uhh.hawaii.edu/~eli/ for more details.

Students who have not taken previous college-level mathematics courses must take the Mathematics Placement Exam, administered at the beginning of advising week. Results are given to students immediately and are in the form of recommendations for specific math courses. Contact the Mathematics department for current information: mitch@hawaii.edu.

Additional information about these tests is given in the university catalog.

**Checklists and Forms.** Advisors often work with students on the following:

- **General Education requirements.** Current GE requirements are listed in the current catalog and online on the Academics webpage: http://www.uhh.hawaii.edu/academics
  Also available online is a checklist of GE (and graduation) requirements, with college-to-college variation noted: http://www.uhh.hawaii.edu/forms/gened_reqt_wksht.pdf

- **Graduation requirements.** Current graduation requirements are listed in the university catalog. Like GE requirements, these vary from college to college. A summary checklist is posted online at http://www.uhh.hawaii.edu/forms/cas/advisor_chk_grad_reqts.pdf

- **Modification requests.** A creative advisor can help students to identify transfer courses and substitute courses that might count towards GE, graduation, or the major and/or that might enable the student to graduate somewhat earlier than planned. The student and advisor should complete a Request for Modification of Academic Requirement, available from college or division offices, or on-line at http://www.uhh.hawaii.edu/pdf/cas/mod_acad_req.pdf
  For modification of a major, minor, or certificate requirement, the signature of the department or program chair is required; for a GE or graduation requirement, the signature of the dean or college director is required. The form is then submitted to the Records Office for processing.

- **Declaring or changing a major.** The appropriate form is available at division or college offices or online at http://www.uhh.hawaii.edu/pdf/change_major.pdf

- **Graduation application.** While it is the student’s responsibility to submit the application for graduation in a timely manner, early in the semester preceding the semester of graduation, the advisor can encourage her to do so. The graduation application form is available at the Records Office or in college and division offices, and on line at http://www.uhh.hawaii.edu/pdf/degreeapp.pdf

- **Graduation in absentia.** Students sometimes have occasion to go to another institution during their last semester or last year of college and complete their degree requirements there. They can apply to graduate in absentia from UH Hilo.

  The graduation in absentia form is available at the Records office, the offices of deans, directors, and divisions, and on line at http://www.uhh.hawaii.edu/forms/cas/grad_absentia.html

  This arrangement may involve the National Student Exchange, in which case students should also work with UH Hilo’s NSE Director at 47389 or at pcwillia@hawaii.edu.

**Return to table of contents.**

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**Accommodations for Persons with Disabilities**

As required by law, the University complies with the Americans with Disabilities Act (ADA) by providing accommodations to students, staff, and faculty with documented disabilities.

UH Hilo’s University Disability Services (UDS) Office assists faculty and administrators with determining and arranging for appropriate accommodations. Questions related to ADA compliance should be directed to UDS Director Susan Shirachi, 933-0816(v), 933-3334 (TTY) or e-mail shirachi@hawaii.edu.

Every UH Hilo course syllabus should include the following statement of accommodation:

Any student with a documented disability who would like to request accommodation should contact the University Disability Services Office at 933-0816 (V) or 933-3334 (TTY) as early in the semester as possible.
Examples of accommodations for faculty have included providing an instructor who uses a wheelchair with a designated classroom in which special seating has been installed and providing a faculty member with respiratory problems with an air filter in that instructor’s office. For students, accommodations frequently involve permitting students with dyslexia, for example, to take time-and-a-half to write exams and excusing such students from producing accurate spelling for in-class exams. In both cases, the standard of performance required of faculty and students is maintained. Accommodations are unique to each person, his or her needs, and employment or academic situation.

Faculty will be asked by the UDS office to make appropriate accommodations for a student after the office staff consults with the student. Accommodations for faculty should be requested through the department or division chair, but may be facilitated with the assistance of UDS staff.

More information can be found at http://www.uhh.hawaii.edu/studentaffairs/uds

Return to table of contents.

Administrative Matters

Accreditation
Budget Procedures
Campus Security
Press Releases
Purchasing
Faculty Recruiting and Hiring

Accreditation. UH Hilo is fully accredited through Spring 2014 by the Senior Commission of the Western Association of Schools and Colleges (WASC). Inquiries may be directed to the Commission at 985 Atlantic Ave., Ste. 100, Alameda, CA 94501, or by email at wascsr@wascsenior.org.

In addition, the BS in Nursing program is accredited by the National League of Nursing (NLN). In 2004-2005, the Teacher Education Program, is undergoing a self study in preparation for review for reaccreditation through [Hawai`i] State Accreditation of Teacher Education (SATE), and the College of Business and Economics is preparing for accreditation review by the Association for the Advancement of Collegiate Schools of Business (AACS).

Budgets. Annually, each college, and within CAS, each division, submits a budget request. In CAS, the budget requests of the division are consolidated into a college request. These requests presented at budget hearings convened by the Vice-Chancellor for Academic Affairs. The Vice-Chancellor then makes allocations to each college and, in CAS, the dean provides an allocation to each division. The allocations are based on a number of factors including the current roster of personnel, previous allocations, planned additions and expansions, strategic initiatives, research funding, contributions to scholarly literature and creative achievements, service to the community, state, and nation and performance measures that include

- Number of student semester hours taught
- Degrees and certificates granted
- Number of majors
- Class sizes
- Cost of delivering programs

Additions to the budget may also be made for specific program needs. These changes are the result of specific proposals to the legislature called Program Change Requests. The State of Hawaii operates on a biennial budget system with a two-year budget funded during even numbered years. There is a supplemental budget during odd numbered years that accommodates small changes. Program Change Requests may be submitted to the Chancellor who will select those to be sent forward and prioritize the requests.

The budget is divided into three major categories – A: Personnel expenditures, B: Operating expenditures, C: Equipment expenditures. Personnel expenditures include faculty salaries, lecturer salaries, and student wages. Operating funds include monies for telephone usage, copying, computer equipment, paper, maintenance contracts, etc. Often, there are no funds allocated for equipment expenditures and thus small equipment purchases such as computers and desks are taken from the B budget. Funds may be moved from one category to another provided permission is given by the Vice-chancellor for Administrative Affairs.

More detailed descriptions of the budget processes in the various academic units are available at the webpage of the UH Hilo Congress Budget and Planning Committee at http://www.uhh.hawaii.edu/~congress

Campus Security. Campus Security can be reached at 974-7911, 24 hours a day, 7 days a week.
If security officers are not able to resolve problems, they will communicate directly with critical staff and contracted repair vendors.

Campus Security will also provide escort service for faculty members working after hours.

**Faculty Recruiting and Hiring.** Allocation of faculty positions is determined during collaborative discussions of chairs of departments and divisions and by the deans and directors of colleges with the vice chancellor for academic affairs and other administrators.


**Press Releases.** As a public institution, UH Hilo and its programs, activities, and plans are of special interest to the public. It is important to present the University both accurately and in the best possible light. In the interest of orderly, consistent management of the information released to the media, consult the Director of University Relations (X47567) or Director of Media Relations (X47642) before releasing such information. A complete statement of media relations policy and procedures for UH Hilo is posted at [http://www.uhh.hawaii.edu/uhh/vcaa/documents/MediaPolicyandProceduresJuly23.pdf](http://www.uhh.hawaii.edu/uhh/vcaa/documents/MediaPolicyandProceduresJuly23.pdf)

**Purchasing.** All items or services purchased to support instructional programs require authorization from the dean (CAFNRNM), college director (CHL, CoBE), or a department or division chair (CAS). Faculty members should not expend personal funds on the assumption that they will be reimbursed.

Extensive legislation governs the way purchasing may be done by the University. The complete regulations governing purchasing can be found on the UH Administrative Procedures Information System Web site at [http://www.hawaii.edu/svpa/apm/a8200.html](http://www.hawaii.edu/svpa/apm/a8200.html) (see Business and Finance).

In brief, however, faculty should know that purchase transactions are initiated with a Requisition Form that can be created on-line by division/department/college secretaries.

For expenditures of at least $1,000 but less that $25,000, bids must be solicited via SuperQUOTE, the electronic on-line request for quotations system. For instructions on preparing a Request for Quotation on SuperQUOTE, refer to the training clip which may be found on the UH Financial Management Information System Web site at [www.fmo.hawaii.edu/fmis](http://www.fmo.hawaii.edu/fmis).

**Return to table of contents.**
Faculty time can be “bought out” and reassigned to research with funds from extramural grants. Guidelines are available from the UH Hilo Research Coordinator Dan Brown: dbrown@hawaii.edu. Faculty should include consideration of such reassigned time in their extramural grant proposals.

Faculty who wish to have or have been assigned to fewer than nine teaching hours, or 12 in the case of instructors, must file a released time form with their dean or director. A brief explanation report on activities is filed at the end of the release time period.

Paychecks. Faculty members on both academic year (nine month) contracts and calendar year (11 month) contracts are paid twice each month over the full 12-month period. Although every effort is made to assure prompt processing of information, new members of the faculty would be wise to anticipate a wait of approximately six weeks before receiving their first check. In an effort to decrease the delay, wherever possible the Human Resources (Personnel) Office sends the necessary employment forms to new faculty members before they arrive. These should be completed and returned to Human Resources promptly.

A variety of mandatory or optional deductions can be made from the paycheck. Mandatory deductions include state and federal taxes, FICA, Medicare taxes, and statutory union dues. Optional deductions include a variety of approved tax-sheltered annuities, periodic savings deposits, automobile insurance, medical insurance, employee organizations, United Way contributions, and so forth.

Direct deposit of paychecks can be arranged through the Human Resources office (47449).

Employee Benefits. The university system’s Office of Human Resources maintains a webpage with comprehensive information on benefits available to university employees: http://www.hawaii.edu/ohr/emp-d&b/emben3.htm.

Faculty are entitled to participate in the tax-deferred annuity program; for details see http://www.pers.hawaii.edu/tda/tda-index.asp.

Other useful links are provided at the university system’s faculty and staff resource page at http://www.hawaii.edu/faculty.

UH Hilo’s Human Resources office provides personal information and forms (47449).

Duty Period. Faculty are expected to be on duty throughout the duty period, which runs from mid-August through mid-May for those on nine-month contracts, and from mid-August through mid-July for those on eleven-month contracts. Faculty are expected to report for duty the Monday preceding the beginning of classes for the fall semester. Check the General Catalog for specific dates for each semester.

Between semesters and during spring recess, faculty are considered to be on duty, although they may travel for personal reasons. Travel requests and travel completion reports must be filed during travel at any time during the year, and faculty are expected to engage in professional activities during the summer period to compensate for whatever number of days they miss during the duty period. See division secretary for travel request and travel completion forms, or download them from http://www.fmo.hawaii.edu/FMIS/pdf/fmis04.pdf.

During the duty period, faculty are expected to meet classes as scheduled, except for reason of illness, professional activities such as conference attendance, or family leave. There are procedures and forms associated with all of these leaves. See your division or college secretaries to process applications for leaves.

For further clarification on the duty period, consult the faculty union contract at http://www.uhpa.org/Media/03-05BU7Agreement.pdf.

Office Hours. Fulltime faculty are expected to hold five hours of office hours per week. See details in the Course Management section of this handbook.

Sabbatical Leave. The University’s policies regarding sabbatical and other leaves are detailed in the UHPA Contract at http://www.uhpa.org/Media/03-05BU7Agreement.pdf. Faculty should consult with their department chairs well in advance of submitting their requests for sabbatical to ensure that their courses can be adequately covered in their absence.

The UH Hilo application form for sabbatical leave is available from division/college offices. The system’s guidelines and application form are at: http://www.hawaii.edu/svpa/apm/pers/a9400.pdf.

Consulting or Other Private Employment. Faculty who engage in paid consulting or other outside activity during the duty period must inform the University in advance through the submission of UH Form 50 (Record of Outside Employment) through the division or school office. Faculty must limit consulting or other private employment to no more than one day, or an accumulation of eight hours, per calendar week.

Form 50 is available at division and college offices.

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Course Management

Special Courses—See also Proposals, Curriculum
Course Syllabus
Office Hours
Class Lists
Adding and Dropping Courses at the Beginning of the Semester: See Registration section
Withdrawal from a Course
Grading
Credit/No Credit
Incomplete Work
Plagiarism and Academic Honesty
Final Exams
Posting Grades
Changing Final Grades
Course Evaluation

Special Courses. In addition to courses listed in the college catalog and offered regularly by departments, special courses may be offered by the various departments. (See also Proposals in Curriculum.)

-94 These are special topics courses, intended to allow faculty to offer courses on subjects of special interest on an occasional basis. A student can take a number of -94 courses, provided the content is different for each offering. The senate and dean must approve the listing of the -94 course number by a department, but specific offerings do not require further approval.

-97, -98 These are experimental courses, numbered -97 when offered in the fall semester, -98 in the spring semester. The department submits a course proposal directly to the dean or director; it is not required that they be reviewed by the senate.

-99 These are directed reading courses, designed by a student working with a professor. Together, the two develop a course proposal, including a list of readings or performances, and means of evaluation; the proposal must be approved by a majority of the department faculty. The student and professor complete a directed reading form, the professor gets departmental approval, then the student submits the original form with signatures to the Records Office to register. The form is available in division and college offices or on line at http://www.uhh.hawaii.edu/pdf/cas/directed_reading.pdf

The Course Syllabus. Every faculty member is expected to provide a formal course syllabus for each course. The course syllabus is a statement of the expectations of the instructor for student conduct and performance.

Students have the right to expect the course to be conducted in accordance with the information provided in the syllabus, and a professor has the right to expect enrolled students to conform to the expectations and policies stated in the syllabus. Our accrediting commission, the Western Association of Schools and Colleges, as well as the National Education Association and other organizations describe syllabi as a “contract,” and it may determine the outcome of any dispute or grievance regarding the course. (See Academic Complaint Policy).

A helpful checklist for syllabi and some exemplary UH Hilo syllabi are posted at the Teaching Resources website: http://www.uhh.hawaii.edu/uhh/teaching. Click on “The Syllabus: UH Hilo Models” and “Syllabus Checklist.”

Syllabi should include:

- Information about how to contact the professor, including office telephone number, a number where messages may be left (normally the division or school office), and the professor’s office hours (See Office Hours.)

- Information about the course including the texts or materials required, attendance policies, the number and type of exams, reading and writing assignments, and grading criteria (See Grading)

- Important dates, including due dates for major assignments, exam dates, last date to elect the credit/no credit option, last date to withdraw from courses without grade penalty, any holiday or non-instructional dates. The academic calendar is posted at http://www.uhh.hawaii.edu/studentaffairs/records

- A statement of the learning goals for the course. Almost all departments have a list of program learning goals which can be used in developing course goals; these are listed at http://www.uhh.hawaii.edu/uhh/accreditation/DeptGoalsMission.php

- A statement of how the course, upper division as well as lower division, promotes the goals of General Education, such as critical thinking (comparison of various theoretical accounts), writing (journal, summaries, research report), and so forth. The GE goals are posted at http://www.uhh.hawaii.edu/academics

Instructors should be sure to include a significant graded assignment, due and returned to students well before the withdrawal deadline at the end of the eighth week of the semester, so that students can make an informed decision about whether or not to remain in the course.

Please include the following statements in your syllabi:
Any student with a documented disability who would like to request accommodation should contact the University Disability Services Office at 933-0816 (V) or 933-3334 (TTY) Campus Center Room 311, as early in the semester as possible.

Advising is a very important resource designed to help students complete the requirements of the University and their individual majors. Students should consult with their advisor at least once a semester to decide on courses, check progress towards graduation, and discuss career options and other educational opportunities provided by UH-Hilo. Advising is a shared responsibility, but students have final responsibility for meeting degree requirements.

For information on field course syllabi requirements, see division chair or college dean or director.

See the section on Withdrawals below.

Office Hours. Faculty members 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 regular posted office hours. Faculty are encouraged to schedule office hours over a range of days and hours so that students with widely varying schedules have a reasonable expectation of being able to meet with the faculty member.

Office hours are posted on office door cards (completed at the beginning of each semester) and on course syllabi. Increasingly, faculty are also providing students with their email addresses.

During fall and spring advising periods, faculty are expected to post additional office hours so that both advisees and students enrolled in their classes have adequate access to faculty time.

Faculty who teach distance learning courses are expected to be available to students on other sites by email or web bulletin boards, such that these students have access to their attention at the same level as do Hilo students.

Class Lists. Each faculty can obtain current class lists for all of their currently scheduled courses from MyUH Web for Faculty (http://myuhportal.hawaii.edu/) system. Lists provide student names, Banner I.D. numbers, Hawaii.edu email addresses, major, and class status. (For more on this web student information system, see MyUH Web for Faculty below).

Faculty should verify the accuracy of their class lists during the first and second week of the semester while students who might not have registered can still add courses. Inaccurate class lists can have significant consequences for students who either are present but not officially enrolled or who do not officially withdraw from a class. Students who are not included in your class lists are not eligible to attend your class, and the instructor should notify such students of their status immediately.

If you are unable to retrieve a class list from MyUH, please contact your college or division office or the Registrar’s Office x47326.

Withdrawing from a Course. See Adding, Dropping, Withdrawing from a Course for routine procedures.

If severe circumstances beyond a student's control occur after the withdrawal date, such as debilitating illness, a death in the family, or changes in employment conditions, the student may appeal for a late withdrawal through the dean or director of the college. Documentation is required.

Earning poor grades is not sufficient grounds to withdraw from the course after the withdrawal deadline. Instructors do not assign the “W” grade; it is assigned by the Records Office when the student completes the process correctly.

Students may withdraw completely from the university at any time before the last instructional day of the semester.

Plagiarism and Academic Honesty. The Student Conduct Code is posted at the university website: http://www.uhh.hawaii.edu/uhh/accreditation/documents/uhhstudentconductcode_001.doc. It clearly describes what constitutes academic dishonesty, including plagiarism, and how cases of suspected academic dishonesty must be handled. In brief, if a student commits an act of academic dishonesty and admits that such an act has been committed, the faculty member may:

- Require the student to re-do the assignment
- Give the student a failing or reduced grade for the assignment
- Give a failing or reduced grade for the course

If the student contests his/her liability, the instructor may not take action against the student, but must refer the case to the vice chancellor for student affairs for hearing and disposition under the Student Conduct Code.

The UH Hilo Student Handbook, distributed to new students each fall, contains the UH Hilo Student Conduct Code.

It can be useful for faculty to discuss appropriate and inappropriate uses of research sources with their students and to include in their syllabuses a statement about plagiarism and its consequences.

The desperation and dilatoriness that leads to plagiarism can be prevented by providing students with the research assignment early in the semester; requiring and commenting on preliminary proposals, outlines,
and drafts; and requiring students to submit sources with their reports. Other suggestions for making the research project meaningful and manageable for students as well as faculty — and therefore precluding plagiarism — can be found at the UH Hilo Teaching Resources webpage: http://www.uhh.hawaii.edu/uhh/teaching

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 Schedule of Courses. The calendar is inside the front cover of the catalog and at http://www.uhh.hawaii.edu/studentaffairs/records; the current schedule is linked to the campus homepage at http://www.uhh.hawaii.edu.

No final examinations are to be administered in lecture courses within the two weeks prior to the final examination period, although chapter tests can be given. Final examinations in some laboratory courses may be administered during the final week of classes.

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 his/her grading criteria and policies clear to students in the course syllabus and to apply those criteria equally to all students. UH Hilo uses a "plus and minus" grading system; faculty may choose not to employ these refinements to letter grades. See the UH Hilo General Catalog for a list of letter grades that can be assigned.

Students must achieve a C average overall—a 2.0 cumulative g.p.a. on a scale of 4.0—and in their major courses in order to graduate. In some departments, a final grade of C- or lower in a major course prevents the course from being counted toward the major. The university catalog provides specific grade requirements for each major.

Students can elect to take a course credit/no credit rather than for a grade, although credit-no credit courses cannot be used toward the requirements for a major, and no more than 12 credits of CR/NC coursework can count towards degree requirements. The only exception is in cases where only credit/no credit grades are assigned to all students, as in internships and practica.

At UH Hilo, a student must earn the equivalent of a grade of C or higher to be awarded CR for a course.

The deadline for exercising the credit/no credit option is the Friday of the first week of the semester.

Once elected, a credit/no credit designation cannot be reversed, and students must earn at least a C in order to receive credit. Students should be cautioned that credit/no credit courses cannot be used to fulfill certain scholarship requirements and do not count toward the minimum number of credits students must earn in order to graduate with honors. See the UH Hilo General Catalog for more information.

Incomplete grades are 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 of the students in the class. If the Incomplete is not removed by the deadline specified in the academic calendar, the grade will become an F. (The academic calendar is inside the front cover of the current catalog and at http://www.uhh.hawaii.edu/studentaffairs/records.)

The instructor and student will meet before the end of the semester and complete the "Report of Incomplete Work," available from division or college offices or online at http://www.uhh.hawaii.edu/pdf/cas/report_of_incomplete_work.pdf.

Each will retain a copy of this agreement. The instructor submits the "I" grade (with an alternative grade should the student fail to complete the work by the designated date) along with the grades of the other students in the course.

When the student has completed the work, the instructor completes and submits a "Change of Grade" form to the UH Hilo Records Office. The Change of Grade form is available in division and college offices.

The deadlines for completing the past semester's work are given in the academic calendar. Late changes of grade can only be made under exceptional circumstances. The calendar is inside the front cover of the current catalog and at http://www.uhh.hawaii.edu/studentaffairs/records.

Posting Grades. 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 their identity known to others was prohibited. Consequently, faculty may not post results on their office doors or other public places by social security number or name or any manner which might reasonably be used to identify students without their permission.

Final grades are available to students shortly after faculty submit them via their MyUH accounts. If a student requests that the final grade be made available earlier, the faculty may email the grade directly to the
Change of Grade forms can be used to correct errors or to remove incomplete grades. See your college, division or school secretary for Change of Grade forms. The original syllabus should determine the work upon which students' grades are based. Students are not permitted to do additional work after a final grade has been submitted in order to raise a grade because this is inequitable to the other students in the course. Change of Grade forms must be submitted by the faculty member to the Records Office; students may not submit change of grade forms.

The deadline for changing a grade is the end of the semester following that in which the course was taken.

Course Evaluation. Every faculty member is expected to offer students the opportunity to evaluate each course, using a common form administered near the end of each semester. Faculty members are encouraged to use other instruments in addition to the standard form used by the college. Division secretaries query faculty toward the end of each semester as to which forms they wish to use.

CAS, CoBE, and CHL faculty use the same course evaluation forms, one that solicits scaled responses and one that solicits open-ended responses; CAFNRM uses its own form, which solicits both kinds of responses.

It is not uncommon for new faculty to receive evaluation scores lower than the norm at the beginning of their careers at UH Hilo. In such cases, faculty are advised to develop strategies for improved teaching and to report on these and their results in subsequent contract renewal and tenure/promotion documents.

The results of the standardized evaluations are strictly confidential and are returned to the faculty member only, although a statistical summary and norms for each division and school, as well as for the division/college as a whole, are also provided to departments. Faculty are encouraged to examine their students' views and to use them constructively in developing future teaching strategies. The inclusion of the results of these evaluations in contract renewal and tenure and promotion applications is at the discretion of the faculty member, but faculty are cautioned that some objective evidence of high quality teaching is required for all applicants and that student perceptions are given great weight in evaluations.

Course syllabi, sample assignments, student performance in standardized examinations, and examples of student work and student achievement are useful indications of teaching effectiveness, especially as they promote the learning goals of General Education or of the major program. For additional details on appropriate evidence, see the instructions for applying for contract renewal, promotion, and tenure at http://www.uhh.hawaii.edu/uhh/vcaa/documents/ContractRenewalPromotionandTenurefor2003-04.pdf

Asking senior faculty, in particular those whose teaching expertise is widely recognized, to sit in on classes can be an excellent way of discovering ways to improve one’s teaching, and reports on these visits can also be used to document teaching style and effectiveness in the classroom.

Course Scheduling and Registration

Class Lists – See Course Management
Course assignment and scheduling
Textbook orders
Campus bookstore
MyUH Online
Course registration schedule
Early registration
 Advising—see Academic Advising
Course registration
Closed/filled courses and waiting lists
Course permits and authorizations
Adding, dropping, withdrawing from courses
Withdrawing from a course – see Course Management
Enrollment Management – see Curriculum

Class Lists. Class lists are posted in faculty accounts at http://myuhportal.hawaii.edu. See Course Management section for a discussion of class lists.

Course assignment and scheduling is done by department chairs, in consultation with departmental faculty, division chairs, school directors, and in some cases the dean or assistant dean. In determining which courses need to be offered, chairs balance the need for General Education courses, service courses, and major courses, with faculty expertise and preferences. Chairs also must balance departmental schedules by spreading out course offerings over the school day and the week.

There are limited numbers of multimedia classrooms, classrooms with PCs for each student, and other specially equipped classrooms that faculty may request.

While faculty preferences are taken into account, chairs and assistant deans must make the most efficient use of limited space and must ensure that courses are offered
in a variety of time slots to accommodate a range of students; thus, faculty teaching in larger rooms should expect to teach larger enrollments, and faculty may be expected to teach early in the morning and during the evening. Faculty teaching seminar-style classes and Writing Intensive courses, which require smaller enrollment should expect to teach in smaller rooms.

Courses to be taught via interactive TV (Hawai‘i Interactive Television System or HITS) must be scheduled on the system-wide calendar well before the deadline for scheduling classes for the Hilo campus. Programs delivering degree programs to distant sites are given priority in HITS scheduling.

For more information on opportunities to teach using multi-media or computer facilities, see Computer-Assisted Teaching.

The division or college secretary will ask faculty members for textbook orders no later than October 1 for the following Spring semester, and April 1 for the following Fall semester. Faculty members are encouraged to take the book ordering process seriously because shipping costs make errors and late orders very expensive.

Publishers’ websites provide all information required for these orders, including ISBN number, author, edition, date of publication.

The Bookstore uses the exact information supplied by the faculty to process their orders. If there is an edition of a book other than the one you requested, the bookstore will not order it unless explicitly instructed to do so.

In making their orders, faculty members should estimate class enrollments as accurately as possible. Underestimates can result in desperate students lacking textbooks or in emergency air shipments which will be made at department expense.

Desk copies, instructor’s manuals, and similar materials are ordered by division/college secretaries at the request of faculty members at the time book orders are submitted.

The Campus Bookstore, part of the UH bookstore system, is located on the lower level of the Business Education Building. Students and faculty members can purchase textbooks, books of general interest, clothing with UH Hilo emblems, software, school and office supplies, souvenirs and sundry items. Computers and other hardware ordered online through the UH system bookstore are delivered via the campus bookstore.

The Course Registration Schedule is distributed in hard copy in November for the spring semester and in April for the fall semester; a current version is posted on the UH Hilo Web site, accessed through a link on the

home page (www.uhn.hawaii.edu) or at

https://myUHportal.hawaii.edu/. The online schedule is constantly updated with enrollment figures for all courses.

The information printed in the front part of the Course Registration Schedule contains most if not all of the information advisors and advisees need to know about registration dates, procedures, tuition/fees, payment procedures, adding/dropping classes, the semester calendar, days/times of final examinations, and so forth. The most up-to-date information on all of these aspects of registration is always available on the web at the Academic Advising webpage.

Early registration begins in November for the spring semester; and in April for the fall semester. All continuing classified students who do not have registration holds are eligible to register early. Because many courses fill quickly, continuing classified students should register as early as possible. Unclassified (non-degree-seeking) students are eligible to register 2 days before the semester begins. The registrar sends students a letter notifying them of the upcoming registration period, outlining the dates and procedures for registration. The regular registration period begins the week before classes begin each semester.

See the Academic Advising section of the handbook for faculty responsibilities during early and regular registration.

A tutorial and a pre-registration checklist are available to students at the MyUH web site. Registration is only conducted via the MyUH Web for Students system at http://myuhportal.hawaii.edu/. Students need a Hawaii.edu account to register, add, drop, and withdraw from courses. If they do not already have one, they can get one by going to the Myuhportal webpage.

Questions about registration should be directed to the Registrar’s Office at x47322 or the Advising Office at X47688.

Closed/Filled Courses and Waiting Lists. In General Education courses, faculty can expect that classes will become filled (closed) and that students will request permission to add the class.

In most cases, enrollment caps are based on classroom size, and Writing Intensive courses are capped at 20. Faculty are under no obligation to add students above the formal class limit. Some faculty maintain a waiting list and invite students to come to class the first week in case other students drop the course.

Through their MyUH accounts, faculty may enter a permit to enable a student to register for their own closed classes during the registration and add period, thus raising the class’s enrollment limit. Through
MyUH they may also authorize students to enroll in their classes when students do not meet the approved prerequisites or, in the case of transfer students, when the prerequisite courses have not yet been posted on their UH Hilo records. Authorizations permit students to compete for the available seats in a course. An authorization does not allow a student to enroll in a closed (full) course; for that a “permit” is required.

To permit or authorize a student to enroll, the faculty member enters the appropriate information at MyUH Web for Faculty (https://myuhportal.hawaii.edu). The process is simple, but instructions are distributed each semester by the Records Office, and there is a tutorial at MyUH: http://www.hawaii.edu/myuh/faculty/tutorials/index.htm

Alternatively, the faculty can complete a Registration Permit form and direct the student to submit the form to the division or college office for processing. The permit form is available in division and college offices and online at http://www.uhh.hawaii.edu/pdf/registrationpermit.pdf. Because division and college clerical staff have many tasks during the advising-registration period, faculty can help students and staff by handling their own permits and authorizations.

To complete the enrollment process, the student must then access MyUH Web for Students at http://myuhportal.hawaii.edu to register and make payment for the class to complete the registration. If the student does not register, he or she is not enrolled in the course.

Adding, Dropping, Withdrawing. Students may add and drop classes by using MyUH Web for Students system through the first week of the semester. For deadlines, see the academic calendar in the front of the print catalog or at http://www.uhh.hawaii.edu/studentaffairs/records

During the second week of the semester, students can add a course with a Change of Registration form, which must be signed by the instructor; this must be submitted to the Business Office. (This form is available in division and college offices and at the Records Office.)

Students can go to their MyUH accounts to drop or withdraw from a course through the eighth week of the semester. If they drop during the first three weeks of classes, no “W” will appear on the transcript. Withdrawals occurring from week 4 to week 8 will be indicated by a “W” in the transcript.

The last date to withdraw officially from courses at UH Hilo is the end of the eighth week of class. After this date, withdrawals from individual courses are permitted only under exceptional circumstances, with documentation required.

At any time during the semester until the last day of classes, students may drop all of their courses (this is called a complete withdrawal). Complete withdrawals may not occur after classes end.

Earning poor grades in a class is not sufficient reason for receiving permission to drop the class beyond the deadline.

Return to table of contents.

Curriculum

Catalog and Web Information
Program Goals and Student Learning Outcomes
Proposals for New Courses/Programs and for Modifications to Courses/Programs
Special Courses—See Course Management
Faculty Senates – See Governance
Program Review
Enrollment Management

Catalog and Web Information. The university catalog describes each of the degree-granting colleges and each department and degree program in terms of mission, emphases, career preparation, and other distinctive characteristics. All courses are listed at the back of the catalog by course alpha, usually corresponding to the names of the various departments or programs. The current catalog is distributed to students and faculty at the beginning of each academic year and may be purchased from the university bookstore throughout the year.

The university’s website provides current and accurate information on all programs and services offered by the university at http://www.uhh.hawaii.edu. The current university catalog and all catalogs from 1997-98 on are posted in PDF at http://www.uhh.hawaii.edu/catalog

In addition, each department and degree-granting program is assigned a webpage that provides current information on major, minor, and certificate requirements, as well as links to any special webpages maintained by the department.

Program Goals and Student Learning Outcomes. By 2002, CAFNRM and CoBE and almost all CAS
departments and degree programs had formulated mission statements and broad student learning goals. These are posted at

The UH Hilo General Education Education committee has drafted student learning objectives (to be called mākia, the Hawaiian equivalent) for the various GE categories. While these are still undergoing review by the committee, they can be viewed at the GE Committee webpage: http://www.uhh.hawaii.edu/uhh/genedfac

In program reviews, departments and colleges are asked to assess student performances to determine how effectively the curriculum is promoting these objectives. Assessment results should lead to improvements in curriculum and pedagogy.

Proposals for New Courses/Programs and for Course/Program Modification. CAFNR, CHL, and CAS have established procedures for the review and approval of new courses and programs, and of modifications to existing courses and programs. CoBE, which became a separate college in January 2004, is presently devising their own procedures.

CAFNRM: Requests for the approval of new courses, the modification of existing courses, or the modification or establishment of whole programs are generally initiated by faculty as members of departments or programs. Forms for such requests are available at the CAFNR office.

Requests are reviewed by the CAFNRM Faculty Senate. Once approved there, they are reviewed by the CAFNRM Dean. If approved, the changes become part of the CAFNRM curriculum and are announced to students in the next UH Hilo catalog.

CAS: Requests for the approval of new courses, the modification of existing courses, or the modification or establishment of whole programs are generally initiated by faculty as members of departments or programs. The CAS Faculty Senate has devised separate forms for new courses, new programs, or course modifications, all of which are available in the division offices, and at the CAS Faculty Senate website: http://uhh.hawaii.edu/~casfs/.

Faculty members wishing to employ this procedure should seek the concurrence of the other members of their department, and when this is achieved, complete and submit the appropriate forms. The forms include spaces to indicate both department and division approval before being sent to the Senate for action. After review by the Curriculum Review Committee and action by the full Senate, approved course proposals, modifications, and programs are sent to the dean for final review and approval.

CHL: Requests for the approval of new courses, the modification of existing courses, or the modification or establishment of whole programs are generally initiated by faculty as members of departments or programs. Requests are submitted to the college senate, which makes recommendations to the college director.

Requests are submitted by faculty for review the CHL Faculty Senate. Once approved there, they are reviewed by the CHL Director. If approved, these changes become part of the CHL curriculum and are announced to students in the next UH Hilo catalog.

CoBE: Procedures are being developed. Consult with the department chair.

Given the nature of the process, it is not uncommon for the approval process to consume most of a semester, so faculty members anticipating new courses or programs should plan accordingly. In order to be published in the following year's General Catalog, the entire approval process should be completed by the end of the fall semester.

Faculty members who wish to offer new or experimental courses for a limited period of time may, in many instances, avoid the delays described above through the use of either special topics courses numbered -97 (fall semester) or -98 (spring semester). Most department course lists contain provisions for X94 courses which allow great latitude in the selection of content and material and which, having been already approved, do not require additional approval. If a department does not already list X94 course in the General Catalog, it should complete and submit a request for (a) new 394/494 course(s). The use of -97/-98 courses is limited to cases where the courses are offered for a single semester and are of an experimental nature. The -97/-98 courses need only the concurrence of the department and the approval of the college dean or director. See Special Courses.

Faculty Senates – See Governance

Program Review. University of Hawai'i Administrative Policy E5.202 requires the periodic review (usually every five years) of all areas of instruction to determine the extent to which programs are meeting their stated objectives and the extent to which these objectives are still appropriate and relevant to the college and University missions. In addition, the University's accrediting commission, the Western Association of Schools and Colleges (WASC), requires that program reviews focus strongly on the assessment of student
learning and on the continuous improvement of teaching and learning.


In brief, the department or unit chair coordinates the program review, but will need the assistance and cooperation of all program faculty. An external reviewer will assist in the self study. The VCAA’s office provides funding for travel, per diem, and a modest honorarium for the external reviewer.

At CAFNRM and CHL, the completed college report is submitted to the college faculty senate and then to the UH Hilo Congress, which will make recommendations and then pass the report and recommendations to the Vice Chancellor for Academic Affairs, who will consult with the dean of CAFNRM or the director of Ke‘elikōlani College. The resulting memorandum of understanding will outline support to be provided by the administration and the actions to be undertaken by the college.

At CAS, the department’s report, including the input of the external reviewer, will be reviewed by the Dean, who will consult with the department chair. The Dean will share the report with the dean’s council and submit recommendations to the vice chancellor for academic affairs. The report will also be reviewed by the Congress, which will make recommendations and pass these on to the vice chancellor for academic affairs, who will consult with the department chair. The resulting memorandum of understanding will outline support to be provided by the administration and the actions to be undertaken by the department.

The CoBE and the CAS departments of nursing and education are reviewed by external accrediting commissions. Their accreditation reports go directly to the VCAA.

The outcomes of the program review should be improved communication among program faculty regarding curriculum, student learning, and unit or program mission and vision; improved understanding among administrators about the needs and strengths of the program; and stronger links between program development and institutional planning.

**Enrollment Caps/Enrollment Management.** The size of classes is determined by a combination of instructor preference, student demand, course content, system regulation, and room size.

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 or to administrative work. Exceptions can be made 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 a class enrollment limit is reached, students will no longer be able to enroll for the course without instructor permission. Instructors can permit students to add closed courses through their MyUH Web for Faculty accounts or by having the Division Office staff process the permit to enroll. See the section on permits and authorizations above for more information about adding students to classes.

Return to table of contents.
Faculty Rights and Responsibilities

Academic Freedom
Rights and Responsibilities of Faculty at the University of Hawai‘i
Duty Period – see Conditions of Employment
Teaching Load – see Conditions of Employment
Governance
Released or Reassigned Time—see Conditions of Employment
Office Hours—see Course Management
Outside Employment – see Conditions of Employment
Student Rights and Responsibilities
Sexual Harrassment Policy

The University of Hawaii system and all of its campuses are committed to “academic freedom for faculty, staff, and students, and acts accordingly. This commitment affirms that those in the academy are free to share their convictions and responsible conclusions with their colleagues and students in their teaching and in their writing” (WASC Standard 1.4).

The highest degree of professionalism is expected of faculty members in all university activities including teaching, learning, research, service, administration and other responsibilities. The rights and responsibilities of the University of Hawai‘i community can be found in Title 20, Chapter 2, of the UH Administrative Rules (http://www.hawaii.edu/svpa/ar/rules.html). Key points include:

- The purpose of the university is to pursue the truth through teaching, learning, and research, all in an atmosphere of freedom of body and mind. In order to fulfill this purpose, the members of the academic community, jointly and with mutual responsibility, engage in these activities and assist in the maintenance of conditions conducive to them. Each member of the academic community contributes toward the fulfillment of the university’s talents and obligations. The individual members of the academic community may not, however, interfere with or disrupt the institution as determined by the academic community collectively. The right to freedom of conscience enjoyed by each member must not be infringed by others in the name of these rights.

The freedom essential to a university’s purpose must be protected from those who would interfere with it. But there are so many different kinds of interference that it is impossible to enumerate them in detail. Therefore, any determination as to whether a given act constitutes interference must always be a matter of procedure and judgment. Nonetheless, it is possible to describe the categories of impermissible behavior in such a manner as to provide a standard by which behavior will be judged and to give fair notice to all members of the community of what is impermissible.

Much of such impermissible behavior is likely to be illegal under generally valid and applicable laws to which the members of the academic community like other citizens are subject. But the reason for university rules of behavior and for university judicial procedures is the protection of the university’s special purposes where these are not otherwise adequately protected or where they may be better protected by the university community itself.

- The two categories of impermissible behavior, stated immediately below, apply equally to every member of the academic community. A member of the academic community is defined as any person who permanently or temporarily functions on the campus in pursuit of the university’s purpose and includes the staff, faculty and students in all agencies and on all campuses of the University of Hawai‘i statewide system.

Category 1. A member of the academic community may not behave toward another member, even in the name of personal convictions or rights to academic freedom, in a manner denying or interfering with another member’s expression of convictions, right to academic freedom or the performance of legitimate duties or functions.

Category 2. Behavior intended directly or indirectly to interfere with or disrupt the processes of teaching, learning or research or those processes or conditions furthering or facilitating these activities is impermissible behavior. An interference or disruption exists when any of these processes can no longer take place in the planned, normal, or customary form given to them, or when any of these conditions has essentially ceased to exist. Processes or conditions furthering or facilitating teaching, learning or research as used in the first sentence of this paragraph include the administration of the university.

- Sanctions. In addition to restitution where restitution is appropriate, the sanctions for a member for the academic community who has engaged in impermissible behavior shall range from reprimand and censure, through suspension for a definite period of time, to expulsion or dismissal.

- Mediation and hearing procedures.

(a) Although the categories of impermissible behavior and the range of sanctions for it apply equally to all campuses or university centers, the mediation and hearing procedures for dealing with cases of impermissible behavior should express the special character and situation of each campus or university center. Each campus or university shall therefore design for adoption by the Board of Regents its own mediation and hearing procedures, with a provision enabling any member of the academic community to initiate a
complaint. In these procedures, the right of due process shall be guaranteed.

(b) The mediation procedure shall deal fairly, expeditiously, and effectively with cases of impermissible behavior on the scene of their occurrence while they are occurring, to prevent their escalation and to terminate them before judicial notice must be taken.

(c) The hearing procedure shall determine speedily and fairly whether an alleged violation did occur and if so what the appropriate sanction shall be. The hearing procedure on each campus shall include the judgment by peers of those charged with violations, and provide the protections of due process as specified in chapter 91, HRS.

(d) Should any campus be without such a hearing procedure when a case of an alleged violation occurs, or should a campus hearing procedure not be activated in such a case within a thirty-day period, the president of the university may, after consultation with the appropriate faculty or student governing bodies, or both, activate a hearing and prescribe a hearing procedure, which procedure shall contain the safeguards contained in this chapter or use procedures existing prior to the adoption of this chapter.

**Duty Period** – see Conditions of Employment

**Teaching Load** – see Conditions of Employment

**Governance.** The UH Hilo Congress advises the Chancellor of UH Hilo on all academic matters of concern to more than one of the degree-granting colleges; in effect, it is the policy-making body on such matters. Members are selected for two-year terms and each unit, including the Student Government Association, determines its own method of electing representatives. All faculty representatives must be tenure-track. New members are seated at the first meeting of the Congress, no later than September 30th for each academic year.

Congress standing committees are: the Academic Policy Committee, the Assessment Support Committee, the Budget and Planning Committee, and the General Education Committee. In addition, the Congress forms ad hoc committees to address special issues, such as the Student Success and Retention Committee.

At the Congress website are posted the Congress charter, by-laws, committees and committee memberships, reports, and minutes of Congress meetings: [http://www.uhh.hawaii.edu/~congress](http://www.uhh.hawaii.edu/~congress).

College faculty senates review and advise the college dean/director on all additions, deletions and modifications to college courses, programs and degree requirements; initiate policy, advise the dean/director and monitor college admissions; initiate policy and advise the dean/director on all other matters of college-wide concern either proposed by faculty or referred to it by the dean.

The faculty senates of CoBE, CAFNRM and CHL also review and advise the college dean/director on all student petitions.

The CAFNRM Faculty Senate is comprised of all tenure-track and tenured faculty of the college. The college is administered by a dean.

The CAS Faculty Senate has 14 members:
- One tenured faculty member from each of the three divisions (Humanities, Natural Sciences, and Social Sciences) and the School of Business and Economics
- One untenured faculty member from each of the three divisions and the School of Business and Economics
- Two tenured at-large faculty representatives
- Two untenured at-large faculty representatives
- Two student members from the UHH Student Association

CAS is administered by the dean of the college with the support of the Dean’s Council, which includes the dean, one assistant dean, and chairs of the Humanities, Natural Sciences and Social Sciences divisions. Except for the Dean, all of these are faculty with time reassigned for administrative service.

The CHL Faculty Senate is comprised of all full-time faculty of the college; the college is administered by the director, who is a faculty member with time reassigned for administrative service.

The CoBE Faculty Senate is comprised of all full-time faculty of the college. The college is expected to be administered by a dean; it is presently led by an interim dean who is a faculty member with time reassigned for administrative service.

**Policy on Sexual Harrassment and Discrimination.**

UH Hilo is committed to the swift redress of sexual harassment or sexual assault on campus. Sexual assault is a violent crime and will be prosecuted.

The University’s Sexual Harassment Complaint Procedure, which became effective June 1, 2000, contains this statement of commitments:

“UH Hilo opposes sexual harassment and has a responsibility to take immediate and appropriate corrective action when it knows or should know of existing sexual harassment. UH Hilo shall take action reasonably calculated to end sexual harassment where it exists and to assist UH Hilo employees and students who are sexual harassment targets.”

Each faculty member should have a copy of the complete policy, including a detailed procedure for dealing with complaints. Copies are available at division, school and dean offices and posted at [http://www.uhh.hawaii.edu/uhh/accreditation/uhhsexualharrassmentpolicy.php](http://www.uhh.hawaii.edu/uhh/accreditation/uhhsexualharrassmentpolicy.php).

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University of Hawai‘i at Hilo . August 2004
Faculty are urged to become familiar with this policy and to share it with student and other employees who express concerns about sexual misconduct. Complaints can be brought to the attention of any of the vice chancellors, deans, directors, assistant or associate deans, the EEO officer, Women’s Center coordinator, or student sexual harassment advisor.

The UH Executive Policy on Sexual Harassment and Related Conduct prepared by the UH Office of the President, effective April of 2001 is posted at [http://www.hawaii.edu/svpa/ep/e1/e1203.pdf](http://www.hawaii.edu/svpa/ep/e1/e1203.pdf).

Return to table of contents.

Research Resources

Research Corporation of the University of Hawaii—Hilo Office
UH Hilo Research Council and Research Council Grants
Extramural grants

As of May 2000, the University of Hawai‘i at Hilo was granted some autonomy from the University of Hawai‘i system over research activities. Signing authority for grants and contracts was given to the Chancellor of UH Hilo, with grant administration taken over by the Research Corporation of the University of Hawai‘i (RCUH) largely through its satellite office in Hilo.

Along with this autonomy, UH Hilo has obtained permission to retain a large portion of the indirect funding associated with extramural grants; much of this money previously had been retained by the UH system’s Office of Research Services, primarily for the funding of various intramural grant programs administered by the ORS.

Accordingly, the chancellor established a part-time position for a UH Hilo Coordinator of Research to serve under the Vice Chancellor for Academic Affairs. A UH Hilo Research Council was established, which serves as the chief recommending body to the VCAA about research concerns.

A large percentage of the “indirect costs” money generated by extramural grants is returned to UH Hilo by the UH system, in what is termed the Facilitating Services Account (FSA). These funds are service ordered to the Hilo RCUH office, which administers the account. The money in this account is to be used to support research activities at the Hilo campus. The monies are allocated into four major areas: UH Hilo administration; programs of the principal investigators of extramural grants who generated the indirect costs money; the UH Hilo Research Council; and money to pay the management fee of RCUH.

Intramural funds. The UH Hilo Research Council has established three intramural grant programs. Full time faculty or professional staff may apply for these grants, but may only apply once per year for each type of grant. In general, junior faculty are favored over senior faculty in award decisions, although the major criterion is merit.

The three intramural grant programs include:

- Travel awards, which are awarded for travel to professional conferences where the faculty/staff member will be presenting papers and/or posters that report on their research efforts. Travel awards are for a maximum of $1,800.
- Seed money grants, which support research by faculty that is expected to yield results that will help the investigator receive extramural funding for research in the future. Seed money grants are for a maximum of $12,000 annually.
- The research relations fund, which is designed to fund small grants for scholarly activity in academic fields that normally have little chance for extramural funding. The maximum amount is $5,000 annually.

The UH Hilo Research Council may change the award programs on a yearly basis based upon funding and faculty interest, by adding or deleting programs or by changing the funding levels allocated to these programs.

Extramural funds. UH Hilo strongly encourages faculty to apply for extramural funding of scholarly and/or creative activities as well as training grants to enhance instructional capabilities. There are diverse international, federal, state, county and private agencies that provide funds for such activities.

The UH Hilo RCUH office obtains information about many grant opportunities, including due dates for receipt of applications, and the office staff will be happy to provide current information to faculty and staff. It is suggested that faculty contact the RCUH office with information about their interest areas so the office staff can alert them to grant opportunities. However, the best source of information on funding opportunities will be in newsletters and journals in the faculty member’s subject area or via the Internet.

Grants are administered by the Hilo RCUH office and by the Office of the Vice Chancellor for Academic Affairs. Applicants are required, when preparing a proposal, to submit to the RCUH office and to UH Hilo administrators an “Intent to Apply for Funding” form, which briefly outlines the planned research project, to
what agency it will be submitted, and estimates of what UH Hilo commitments are requested in terms of monetary costs (e.g., required cost sharing), facility use, and personnel.

Additionally, RCUH Form 1 must be routed with the grant proposal prior to submittal to the funding agency. RCUH Form 1 outlines monetary and other concerns in a more precise fashion, and is used to coordinate UH Hilo administrative review and approval.

No grant proposal may be submitted to an extramural funding agency without the written approval of the chancellor.

The UH system Office of Research Services establishes human studies and animal welfare review committees (Institutional Review Boards) and requires that investigators apply for approval from these committees where appropriate. The University of Hawai‘i system also has an Environmental Health and Safety Office that must approve projects involving the use of potentially hazardous materials. Information about these review processes may be obtained by calling (808) 956-7800 or by visiting the main UH Web page (www.hawaii.edu) and selecting “Research.” Faculty must allow time for these reviews to take place. Depending on the scope of the proposed project, administrative forms and protocols in addition to the ones outlined above may be required. Faculty and staff are encouraged to contact the RCUH Hilo staff as soon as possible to obtain the required forms and for assistance with the proposal protocol.

For more information about grants contact Professor Daniel Brown, UH Hilo Coordinator of Research, x47468 or email dbrown@hawaii.edu, or visit the UH Hilo Research webpage:

http://www.uhh.hawaii.edu/uhh/research

Student Information, Student Rights and Responsibilities, and Student Services

Student Information System: Banner and MYUH. The UH system uses the Banner student information for student registration, student records, and data generation. Banner makes it possible for students to register, to add and drop courses within set time limits, to view their current grades and course records from all UH campuses they have attended. Faculty advisors, administrators, and student affairs staff can track course enrollments, student performance, and other data. The system is relatively new and much remains to be developed and improved.

Faculty and students interface with Banner through a system called MyUH, which they access at http://myuhportal.hawaii.edu using their Hawaii.edu email usernames and passwords. Faculty can view classlists, email their students, and review student information through MyUH. See entries on classlists and final grades elsewhere in this handbook.

An Advising Document is generated for each student through Banner; it lists standardized test scores, current and previous UH Hilo courses, and transfer courses. It is available to faculty advisors; see Academic Advising for more information on this document.

Syllabus. Click the subheading go to discussion in Course Management section, or go to the model UH Hilo syllabi and checklist at http://www.uhh.hawaii.edu/uhh/teaching

Academic Complaint Policy and Student Grievances. The University adheres to a formal Student Academic Complaint Policy, which outlines students’ academic rights and what a student who believes these rights have been abridged can do. The policy is available in each division and school office or can be downloaded from http://www.uhh.hawaii.edu/uhh/accreditation/documents/uhhacademiccomplaint.doc

Briefly stated, it is university policy that students have the right to freedom of expression, protection against improper academic evaluations, and protection against improper disclosure. If a student believes one of these rights has been abridged he/she should discuss the problem with the instructor in question within 14 days of becoming aware of the problem. If no resolution can be reached, the student should discuss the situation with the chair of the instructor’s department. If no
resolution can be reached at this level, the student should meet with the chair of the instructor’s division. If no resolution is reached at this level, the student should consult with the Dean, and finally, if necessary, a formal Academic Grievance Committee will review the situation.

Faculty are encouraged to offer a copy of the Student Academic Complaint Policy to students who feel that they have been treated unfairly, even if the faculty member feels that he/she (or his/her colleague) has scrupulously upheld the student’s rights.

Most grievances over grades can be avoided if faculty prepare detailed course syllabi, especially regarding the basis for grades and policy on absences and make-up work, and if they treat the syllabus as binding on both the student and themselves. (See Syllabus section for details, or see the syllabus checklist and model UH Hilo course syllabi at http://www.uhh.hawaii.edu/uhh/teaching/ModelSyllabi.php and http://www.uhh.hawaii.edu/uhh/teaching/documents/Syllabuschecklist.pdf)

Student Conduct Code. The UH Hilo Student Conduct Code is available at http://www.uhh.hawaii.edu/uhh/accreditation/documents/uhhstudentconductcode_001.doc. The conduct code is included in the student handbook distributed to students every fall.

Academic Honesty and Plagiarism. Click subtitle to see discussion in Course Management.

Services Provided to Students by the Office of Student Affairs. The Office of Student Affairs offers students a full range of services, beginning with Admissions and Advising and including Financial Aid, Counseling and Testing, and academic support through such federally funded programs as the Student Support Services, Hawaiian Leadership Development Program, and Kipuka. The office of Disability Services, Women’s Center, Student Health Center, and Counseling and Testing are also components of the Office of Student Affairs.

The university catalog describes the various offices and their services. Each office maintains its own webpage as well; go to http://www.uhh.hawaii.edu/studentaffairs for a compilation of all of these links.

Return to table of contents.

Teaching Resources

Library Services
Media Services
Photocopying
Computer Support for Faculty
Computer-Assisted Teaching and Distance Learning
Teaching website
Syllabus – see also Course Management
Advising Website – See Academic Advising
Writing Center
Writing Intensive Courses
Research Council Grants – See Research Resources

Library Services

For the most current information including online request forms for library services, please check the Mookini Library Web site at http://library.uhh.hawaii.edu or contact the following departments for services:

- Administration x47759
- lorihu@hawaii.edu
- Circulation X47344
- circ@hawaii.edu
- Reserves X47344
- reserve@hawaii.edu

AV Equipment/Videos X47344
avhilo@hawaii.edu
Library Instruction X47343
tconner@hawaii.edu
Interlibrary Loan X47345
illhilo@hawaii.edu
Reference & Information X47346
mookini@hawaii.edu

Circulation

Visit the Circulation Desk to request reserves, audiovisual equipment, and videos to support your courses, as well as to borrow materials. A UH Hilo ID card is required to borrow materials and to access some databases remotely from your home or office. Faculty photographs for ID cards are taken at the Campus Center. For information call 974-7516 or 974-7499.

The Mookini Library maintains an extensive collection of books, government documents, periodicals, music on compact discs, videotapes, and DVDs, most of which can be borrowed. Although periodicals do not ordinarily circulate, faculty may check them out for up to two days to photocopy on division office copiers. Departments can also purchase a copy card for use with library photocopiers, including a color copier.
You may also have a student assistant registered as an added borrower on your library account. Faculty members will be responsible for any materials borrowed on their card.

A variety of instructional videos and feature films on videotape, laser disc, and DVD formats may also be checked out from the Circulation Desk. Please reserve them well in advance for planned class viewing since these are available to the entire UH system for loan. Titles can be designated as “Restricted to UH Hilo/HawCC campuses” upon request. Audiovisual materials, including those from other campuses, can be reserved by submitting an online request form or completing a paper request form at the Circulation Desk.

Requests for renewals may be done online from the Library Web site at “My Account” on Hawai‘i Voyager. All borrowers are charged fines for overdue material, including faculty, per a UH Library System policy.

Reserves
Library materials or personal copies of material for course reserves can be made available to students for limited periods. Please bring materials to the Circulation Desk for processing. Reserve Request forms are available online at the Library’s Web site. Material such as journal articles and chapters from books can be placed on electronic reserves or e-reserves with the full-text available online. Please allow seven days for the processing of reserves.

Audiovisual Services
Audiovisual equipment can also be reserved for your classroom online or by calling Circulation at X47344. Visit the Library’s Web site for a description of the equipment available for faculty loan. Faculty may also borrow a laptop and LCD projector for limited periods.

Library Instruction
Public Services librarians are enthusiastic partners of faculty efforts to promote information literacy skills in the classroom. Contact Thora Abarca, tconner@hawaii.edu or x47343, to request tours, basic information literacy classes or more extensive sessions on doing research in the library. Sessions tailored to a specific course on using the Internet and evaluating sources can also be arranged with adequate notification (a minimum of 2 weeks notice).

Faculty members desiring a one-on-one session with a librarian to learn what is available for their students and for personal research are encouraged to contact their subject area liaison librarian. Requests and suggestions for specific items to add to the collection can also be directed to your liaison librarian. Call x47346 or check the Library Web site for the name of your collection development librarian.

Interlibrary Loan
Faculty can request material that is not available at the Edwin H. Mookini Library from other libraries. Requests for books and journal articles available within the UH system are made by the faculty member online from the Hawai‘i Voyager catalog. If the material is not from other UH Libraries, the Library will request it, at no charge, to the faculty member. These requests can be submitted online using the interlibrary loan request form found at the Library’s Web site.

Reference and Other Services
E-journals, e-books, journal indexes, and full-text databases such as EBSCO Host (includes Academic Periodical Search) and Elsevier’s Science Direct are available through the Library’s Web site. Remote access is available for most databases, but a current UH Hilo ID is required. Problems with accessing the system can be reported to the Reference Desk and librarians will do their best to assist you.

Librarians are available from 8 A.M. to 5 P.M.; Monday through Friday; from 7 P.M. to 9 P.M., Monday through Thursday; and from 2 P.M. to 6 P.M. on Sunday. You can also call 974-7346, e-mail mookini@hawaii.edu, or use the Ask-A-Librarian link on the Library Web site.

Other services include a self-service scanner which is located in the Reference area. Color copies of scanned material can be printed for a nominal charge.

Media Services
Arrangements for the use of audiovisual equipment should generally be made online with 24 hours advance notice at http://library.uhh.hawaii.edu/av_equip_req.htm. Call the Circulation desk at 974-7344 if you are unable to submit a request online. Visit the Library’s Web site for a description of the equipment available for faculty loan. If you require assistance with the equipment, contact the Audiovisual Technician at X47525; pager 327-7759.

A variety of instructional videos, feature films on video, DVD, and laser disk, and audio materials are available through the Library’s Circulation Desk. These materials are listed in the Hawai‘i Voyager. Videos can also be ordered from other UH campuses for classroom by submitting a request online.

Photocopying
In addition to photocopying machines available in the main offices of the divisions and the School of Business and Economics, faculty can arrange with the Graphics Department for larger photocopying jobs such as booklets, flyers, and the like. For simple photocopy jobs, job requests should be submitted to Graphics about two working days in advance.
Graphics will also help with design and layout on larger, complex publishing projects. Consult with Graphics Coordinator Susan Yugawa (974-7571) a month or more in advance for such projects.

Charges for duplication, graphic services or supplies obtained at Graphic Services are billed monthly to departments or programs. Secretaries or Clerks administering accounts should be notified of pending charges prior to job requests.

To keep photocopying costs to a minimum and to give students ready access to course materials, faculty are encouraged to post syllabi and other handouts on the Web. Graphic Services will provide assistance in conversion of printed material to Web-ready formats. Graphic Services will be accepting job requests via their own website this Fall. Please visit the Graphic Services Website for more information http://library.uhh.hawaii.edu/lib_services/services/graphics.htm

Computer Services

Computer-Assisted Teaching. The University houses a number of multimedia classrooms and electronic classrooms. These rooms are scheduled each semester on a first-come-first-served basis. Faculty who wish to teach in these rooms must request them at the beginning of the prior semester, when departments are scheduling classes. For more information on these facilities, visit the Academic Computing Service’s webpage at http://acs4.uhh.hawaii.edu/acs/

The UH system provides faculty with access to WebCT, a widely used web-based instructional resource. Faculty can establish WebCT course Web sites, where they can post syllabi and other course materials, establish e-mail and bulletin board communications accessible only to students in the course, track course grades, and enable students to post PowerPoint and other electronic projects. To establish a WebCT course web site, go to http://webct.hawaii.edu. The Web site provides online documentation and other support.

In addition, the UH system offers occasional online workshops and summer workshops on WebCT; contact Kenwrick Chan, kchan@hawaii.edu, for current information on workshops.

The UH system’s Information Technology Services coordinate software and hardware purchases at educational discounts, software licenses for many programs, free downloads of such utilities as Adobe Reader and WS-FTP (file transfer), and software documentation. The site is at http://www.hawaii.edu/its

Computer Support for Faculty. Every fulltime faculty and many lecturers have their own office computers connected to the campus ethernet and through that to the internet. Most programs have a policy for regularly updating or replacing computers and software. Wireless capability is being established at various sites, including the library, the campus center plaza, and adjacent areas.

Faculty who need help with their office computers or with multimedia or electronic classrooms can contact technical support on campus. Call the UH Hilo Help Desk at 38858 or submit an online request at http://www.uhh.hawaii.edu/uhh/otdl/helpdesk

For help with the large multimedia lecture rooms on the first floor of UCB during working hours, press the Help button installed on the podium or call X47573. Instructions are posted on the podium.

For other classrooms and labs, help can be reached at:
UCB 101, 102, 103, 104, 105 x38858
K 108 x47573
K111, 128 x38858
All others x47525 or x47344

For help with hawaii.edu accounts or network-related problems, contact the UH Hilo Computing Center at x47637.

The UH system’s Information Technology System (ITS) also offers online help for faculty on general issues: http://www.hawaii.edu/help.

For a price list of software available through the UH system’s licensing program, go to http://www.hawaii.edu/infotech/pricelists/

To see pricelists for licensed software, such as Microsoft and Apple products, and to download free software, such as Eudora (email) for both PCs and MACs go to http://www.hawaii.edu/sitelic/. For personal purchase, the UH Hilo Bookstore offers select hardware, peripherals, and software; see Bookstore manager Clifford Kaneshiro. In addition, departments can purchase computer hardware and peripherals through the University, as well as certain software licensed for sale at the university at reduced prices. For the hardware price list, go to http://www.uhbooks.hawaii.edu/computers/; for licensed software, go to http://www.uhbooks.hawaii.edu/computers/licensing.asp. Work with your division secretary to arrange purchases through the department.

For information on the student information and registration system, see MyUH Web for Faculty in this handbook or go to http://myuhportal.hawaii.edu and view the tutorial for faculty.

Teaching Resources Website. The university maintains a teaching resources webpage that provides links to
many useful websites and documents:  
http://www.uhh.hawaii.edu/uhh/teaching
Among these are nomination forms for excellence in teaching awards, strategies that have worked for many UH Hilo teachers, a checklist for syllabi and model syllabi by UH Hilo faculty, suggestions for preventing plagiarism, and connections to teaching resource websites at other institutions.

The UH Hilo website, homepage  
http://www.uhh.hawaii.edu, is an excellent starting point for all information searches.

Instructions for accessing student records for advising purposes are found in the academic advising section of this handbook.

Writing Center. The primary mission of the Writing Center is to provide students with a place to go when they need assistance with improving the quality of their academic writing assignments. Although frequently used by students enrolled in Writing Intensive (WI) courses, the Writing Center is open to all UH Hilo students seeking assistance with their academic writing.

Student tutors in the Writing Center work individually with students and provide assistance in all phases of the writing process. Student tutors represent many disciplines, not just English. All tutors, who are recommended for the position by faculty members, complete rigorous training. Tutors help students to:

- Work on critical thinking skills
- Discover topics and develop ideas
- Generate information to support ideas
- Organize information, critique style, and edit

Tutors can also review assignments which have already been graded to help students improve their performance on future assignments. They generally assist in providing some instruction in writing and reasoning skills, mechanics, grammar, and can even help to alleviate writer’s block.

Faculty members are reminded, however, that the Writing Center is not a “fix-it” shop. Students should be reminded that learning to write well is a process and that it takes time and much practice.

The Writing Center is located on the second (main) floor of the Library inside the PC Lab. It is open Monday through Friday during the fall and spring semesters. (It is closed on all holidays and during Christmas and spring breaks.) Daily hours of operation are posted on the front door.

Students may elect to use the Writing Center whenever they wish, and faculty members may also refer students to the center. Referral forms may be obtained by calling the Writing Center coordinator at x47545.

Writing Intensive Courses. Students are required to take and complete a minimum number of Writing Intensive (WI) courses in order to graduate from CHL, CoBE, or CAS. Each semester, courses are considered for designation as WI at the request of the instructor. Courses must be recertified as WI to allow for changes in pedagogy. Information on WI courses is available in the current catalog and at the WI webpage,  
http://www.uhh.hawaii.edu/~wi_pgm

At CHL, CoBE, and CAS, three WI courses are required for graduation, of which at least one must be at the upper division. Transfer students may be required to take fewer, depending on the number of credits they transfer in; see the university catalog for specifics. CHL requires that at least one WI course be in the Hawaiian language and one in English.

The criteria for WI designation include a minimum of 16 typed pages of writing (or equivalent) per semester. The writing must be used to promote increased student understanding of the course materials as well as to help students improve their writing skills. The writing must be the result of interaction (conferences, discussing drafts, etc.) between the student and the instructor and must play a major role in determining the final grade for the course. Generally, courses which are designated as WI may have no more than 20 students in order that meaningful and frequent instructor-student interaction be possible. Currently, a wide range of courses — from traditional English and social science lecture classes to natural science laboratory classes — are offered with the WI designation.

Faculty members interested in having their course(s) designated WI must electronically submit a WI application form by visiting the Writing Intensive website at  
http://www.uhh.hawaii.edu/~wi_pgm/facapp.php. Click on the Faculty Application Form link to begin the application process.

Once submitted, this form is sent to all members of the Writing Intensive committee for their review. The WI committee is composed of faculty representing various units. Following their review, faculty members will be notified if their application has been approved. New faculty members may wish to consult with their department and/or division chairs prior to arrival if they wish to participate during their first semester on campus. Courses are designated as WI for one semester at a time and apply specifically to the faculty member(s) requesting the designation. Note: Arrangements can be made to designate a course as WI for multiple semesters under certain conditions. Please consult with the WI Coordinator regarding this situation.

Questions about the WI designation can be sent to the current WI Coordinator, Karla Hayashi, at
karlah@hawaii.edu or at X47545 or c/o the Humanities Division at 974-7479.

Once a course is approved, a packet of WI information is sent to the instructor. This packet contains general suggestions and reading material especially helpful for first-time WI instructors. The WI coordinator and individual members of the Writing Committee are available to assist WI instructors who have questions or concerns throughout the semester.

See also Writing Center. For information regarding the Writing Intensive requirement as it relates to students, see the university catalog at http://www.ubh.hawaii.edu/catalog
Index

Click on the heading to go to the discussion.

Academic Advising
Academic Complaint Policy and Student Grievances
Academic Freedom
Academic Honesty and Plagiarism
Accommodation for people with disabilities
Accreditation
Adding and Dropping Courses at the Beginning of the Semester
Administrative withdrawal for nonattendance
Advising
Advising Document and Banner
Advising Website
Budget Procedures
Campus bookstore
Campus Security
Catalog and Web Information
Changing Final Grades
Checklists: GE Requirements
Checklists: Graduation Requirements
Class Lists
Class Lists
Closed/filled courses and waiting lists
Computer Support
Computer-Assisted Teaching and Distance Learning
Course assignment and scheduling
Course Evaluation
Course permits and authorizations
Course registration
Course registration schedule
Course Syllabus
Credit/No Credit
Duty Period
Early registration
Employee Benefits
Enrollment Management
Enrollment Management
Extramural grants
Faculty Responsibilities
Faculty Senates
Faculty Union Contract
Final Exams
First week adding and dropping

Forms: Application for Graduation
Declaring/Changing a Major
Graduation in Absentia
Placement Exams
Waivers of Requirements and Course Substitutions
Governance
Grading
Incomplete Work
Library Services
Media Services
MyUH Online
Office Hours
Outside Employment
Paychecks
Photocopying
Plagiarism and Academic Honesty
Posting Grades
Program Goals and Student Learning Outcomes
Program Review
Proposals for New Courses/Programs and for Modifications to Courses/Programs
Purchasing
Recruiting and Hiring of Faculty
Released or Reassigned Time
Research Corporation of the University of Hawaii—Hilo Office
Research Council Grants
Research Support
Rights and Responsibilities of Faculty at the University of Hawaii
Sabbatical Leave
Services Provided to Students by the Office of Student Affairs
Sexual Harrassment Policy
Special Courses
Student Conduct Code
Student Information System: Banner and MyUH
Student Rights and Responsibilities
Syllabus
Teaching Load
Teaching website
Textbook orders
Travel Request
UH Hilo Research Council and Research Council Grants
Where to Get Help
Withdrawing from a course; see also Adding/Dropping,
Writing Center
Writing Intensive Courses