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Introduction

The University of Hawai‘i at Hilo Faculty Handbook 2007-2008 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 ‘Ula O Ke‘elikōlani 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 (links to college web pages are given):

- CAFNRM  College of Agriculture, Forestry, and Natural Resource Management
- CAS  College of Arts and Sciences
- CHL  Ka Haka ‘Ula O Ke‘elikōlani 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 the publication is available on the Web in alternative form for people with print disabilities.

Revised July 2007

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 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. (When dialing from on campus, dial the extension as listed. When dialing from off campus, precede the extension with the prefix 97 for extensions beginning with 4; dial the prefix 93 for extensions beginning with 3.)

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

Advising Center x47688
Auxiliary Services x47369
Bookstore x47348
Business Office x47404

Colleges
Agriculture, 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

Continuing Education/Summer Session x47664
Campus switchboard x47311
Counseling x47399
Email (Hawaii.edu) help x47437
Computer, internet, software problems in offices and classrooms x38858
or submit problem report at http://www.uhh.hawaii.edu/uhh/otdl/helpdesk

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

Distributed/Distance Learning resources
http://www.uhh.hawaii.edu/academics/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 x47334
Library administration x47759
Library instruction x47343
Library reserves x47376
Library web page http://library.uhh.hawaii.edu

Multimedia equipment: loans x47525

Personnel review and application process
Your division chair, dean, or director

Purchasing: Your division or college secretary or Business Office x47404

Records & Registration x47322

 Reserve a classroom for a special event:
Events on school days ending by 4:30 pm:
CAS Dean’s Office x47300
Events on school days beginning or running past 4:30: CCECS x47664
Events on weekends, summers:  
CCECS x47664

Reserve a room at the Campus Center:  
complete a request form at  
http://www.uhh.hawaii.edu/campuscenter

Security x47911

Software training and online course development  
Faculty development lab  
Walk-in assistance UCB 120

Student Conduct Concerns:  
Your department chair, division chair, dean or  
director, or Vice Chancellor for Student Affairs x47335

Writing Center (students tutoring students)  
Karla Hayashi x47545  
karah@hawaii.edu

Writing Intensive Course application  
http://www.uhh.hawaii.edu/academics/wi

Academic Advising

**Faculty Advising Responsibilities**  
STAR Student Information System

**Advising Website**

**Advising Center**

**Placement Exams**

**Checklists and Forms**

**Faculty Advising Responsibilities.** 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 UH Hilo Advising Center 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” webpage 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  
http://myuh.hawaii.edu/uhdad/avail.classes?i=HIL  
and click on the link to the current semester course schedule. Or go to  
http://myuhportal.hawaii.edu  
log in using your hawaii.edu username and password, and click on the link “check class availability.”

Faculty have access to a semester summary of the academic records of their assigned advisees in the form of the Advising Document maintained for each student at  
http://rpt03.its.hawaii.edu/reports/rwservlet?advising

A much more comprehensive review of students’ records is through the **STAR Student Information System.** Permanent access to complete student academic information is available to faculty through the STAR information system. Training in STAR is available to all faculty through arrangement with the CAS Assistant Dean (komenaka@hawaii.edu) or the Advising Center (974-7688); following training, faculty receive access to STAR from their campus computers.

Students have access to their graduation audit reports through STAR through their MyUH accounts.

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. For new students, there are advising and early registration sessions during the summer months.

The UH Hilo Advising Center is located in PB2. The staff and advising coordinator work 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 Kainoa Ariola, advising coordinator, at 974-7688 or email kariola@hawaii.edu.
Placement Exams. Students must take placement exams in order to register for some classes.

- **Writing Placement Exam**
  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 times 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 or ESL 100T. Results of the exam are posted on line in time for students to register for the current or following semester. If a student places into English 10/22, advise the student work with the Writing Placement Exam coordinator to enroll in classes at the community college. Registration forms and results are available at the WPE webpage: [http://www.uhh.hawaii.edu/academics/wpe/](http://www.uhh.hawaii.edu/academics/wpe/)

- **English Proficiency Exam**
  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/academics/eli](http://www.uhh.hawaii.edu/academics/eli) for more details.

- **Math Placement Exam**
  Students who wish to take Math courses other than Math 100, 107, 108, 121, or above 206, but who have not taken previous college-level mathematics courses must take the Mathematics Placement Exam, administered at the beginning of advising week and in the Math Lab during the school year. 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.

Chemistry Placement Exam
Students must take the Chemistry Placement Exam in order to register for CHEM 124, 124L, and 124D. Contact the Chemistry department for current information: ekho@hawaii.edu.

Computer Competency Exam
Students who have been accepted and intend to enroll in Business courses at UH Hilo must take the Computer Competency Exam and pass the exam before you will be able to register for any 300 or 400 level business courses, or to take ACC 250 or QBA 260. Visit the Computer Competency Exam website [http://www7.uhh.hawaii.edu/cee/](http://www7.uhh.hawaii.edu/cee/) for more details.

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

Checklists and Forms. Faculty 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](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](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 of CAS requirements is posted online at [http://www.uhh.hawaii.edu/forms/cas/advisor_chk.grad.reqs.pdf](http://www.uhh.hawaii.edu/forms/cas/advisor_chk.grad.reqs.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](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](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](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. The CAS form is on line at
http://www.uhh.hawaii.edu/forms/cas/grad_absentia.html

If graduation in absentia involves the National Student Exchange, students must also work with UH Hilo’s NSE Director at 473-89 or at pcwillia@hawaii.edu.

- Course Overload Request
  Students can take up to 18 semester hours per semester, however students wishing to take more than 18 semester hours must request permission. The appropriate form is available at division or college offices or online at http://www.uhh.hawaii.edu/pdf/cas/overload.pdf

- Prior Transfer Authorization Forms
  Students are able to receive prior authorization for credits to be earned at other institutions. This arrangement may involve the National Student Exchange or Education Abroad Programs. The appropriate form is available at the Records Office or online at: http://www.uhh.hawaii.edu/forms/TransferCreditAuth.pdf

- Academic Bankruptcy
  Students may declare academic bankruptcy for one semester at UH Hilo. The student’s cumulative GPA will be recalculated to exclude ALL grades from the bankrupt semester, however the grades from that semester will remain on the transcript. Copies of this form are available at the division or college offices or at the UH Hilo Advising Center.

- Withdrawals
  Students wishing to partially withdraw from courses can use the MyUH Portal to do so, however they should be made aware of the withdrawal deadlines of the semester. Complete withdrawals can be processed until the last day of instruction of the semester. The form is available at the Records Office, the UH Hilo Advising Center, and online at: http://www.uhh.hawaii.edu/pdf/complete_withdrawal.pdf

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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), 933-3334 (TTY), or shirachi@hawaii.edu 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 various learning disabilities, for example, to take time-and-a-half to write exams, excusing such students from producing accurate spelling for in-class exams, or to use a computer to facilitate their essay responses. 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. Employment 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

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Administrative Matters

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); the Teacher Education Program by the Hawaiʻi State Accreditation of Teacher Education (SATE); and the College of Business and Economics by The AACSB International–Association to Advance Collegiate Schools of Business.

Budgets. Annually, the Vice Chancellor for Academic Affairs 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, and various performance measures that may 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 Hawaiʻi 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 two major categories – A: Personnel funds; B: Operating funds. Personnel funds include faculty salaries, lecturer salaries, and student wages. Operating funds include monies for telephone usage, copying, computer equipment, paper, maintenance contracts, etc. Funds may be moved from one category to the other 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 Committee at http://www.uhh.hawaii.edu/uhh/congress

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.


Parking. Parking permits/passes are required during the fall and spring semesters from 6:00 am through 4:00 pm during class days. Parking permits are available on a first-come, first-served basis. Permits are sold by the semester and/or academic year. The University’s permit adheres to the inside of your windshield by static. If you drive different vehicles, the permit can be transferred. Campus parking is closed from 12:00 midnight until 6:00 am, except Housing lots. Employees needing after-hours parking should contact the Parking Office for overnight authorization. Parking permits can be purchased at the Parking Office in the Auxiliary Services Building.

For persons demonstrating a need to park in various lots on campus (such as those with physical disabilities) a special use “S” permit is available.

Daily parking is $3. Visitors must buy a daily parking pass, good in all lots, from the Parking Office, the Main Entrance kiosk on Kawili Street, or at the Zone 6 Lanikaula Street entrance. Campus guests should see sponsoring University programs for validation stickers. Refunds, for short term visits, will be available if the pass is returned within 1/2 hour from the time of purchase.
Disability Parking: To park in a handicap stall on campus, a State of Hawai‘i Disabled Parking Placard and personal ID card is required 24 hours/7 days a week, and a University parking permit is also required during hours of enforcement.
More information about parking is available online at http://www.uhh.hawaii.edu/security/parking.php.

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

Purchasing. All items or services purchased to support instructional programs require authorization from the dean (CAFNRM, CoBE), college director (CHL), 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.fmo.hawaii.edu/fmis.

Student Employees. The University has funds available each year to hire students for on-campus positions. Funds are “General” funds (state funds) and Work-Study funds (primarily from the federal government, awarded to a student based on financial need). Funds are allocated each year to the colleges. In addition, some research grants include funds to hire students as research assistants. If a faculty member is interested in employing a student to assist him/her, he/she should contact the college dean.

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Campus Security and Safety

Services Provided
Reporting Crimes and Emergencies
Emergency Operations Plan
Access to Campus Facilities
Security and Crime Prevention
Sexual Assault Policy
Weapons Policy
Crime Statistics

Services Provided: Campus Security can be reached at 974-7911, 24 hours a day, 7 days a week, 365 days a year. Security Officers patrol the campus at all times. Along with routine patrol duties and traffic enforcement, other services include responding to emergencies and alarms, making emergency notifications, securing rooms and buildings, and conducting investigations. Routine facility and landscaping assessments are made to minimize hazardous conditions. Exterior lighting, doors, and shrubbery are checked for unsafe conditions and reported to the maintenance department, where repairs are given top priority. Upon request, Campus Security conducts presentations in crime prevention and campus security procedures. The University maintains good working relations with local and state law enforcement agencies.

Reporting Crimes and Emergencies: The University encourages the prompt reporting of all emergencies, violations, and criminal incidents to Campus Security by calling 974-7911. When a call is received, a Security Officer will be immediately dispatched. Often a quick report will aid in the apprehension of the suspect and/or prevention of a crime. All reported incidents are investigated and recorded. Incidents also can be reported to any University employee.

Emergency Operations Plan: The University has an Emergency Operations Plan, which provides guidance to organize and direct the University’s operation in the event of an emergency or civil defense action. Emergencies include natural hazards such as storms, hurricanes, droughts, earthquakes, tsunamis and volcanic activity, as well as human-caused hazards such as unlawful assemblies resulting in riots, labor strikes, utility failures, chemical or radiological accidents, bomb
and bioterroristic threats, shooting incidents, fires, and explosives. The plan is available online at http://www.uhh.hawaii.edu/uhh/vcadmin/documents/UHHandHawCCEOP_001.pdf. In the event of emergency, faculty should call Campus Security at 974-7911.

**Access to Campus Facilities:** Most facilities and programs are open and available to the public during normal hours of operation. To ensure personal safety and facility security, strict key control is maintained. Persons wishing to use facilities after hours need to make prior arrangements, and should carry proper University identification.

**Security and Crime Prevention Programs:** A successful campus safety program needs the cooperation, involvement and support of University students and employees. Throughout the year, Campus Security joins the efforts of the Women’s Center, Counseling Center, Student Housing, and Student Orientation to train, inform, and educate our campus community in 1) alcohol and drug awareness, 2) sexual assault, and 3) helpful tips on room, car, and personal safety / security.

You can help Campus Security help you by exercising these common sense precautions:

1. Report any suspicious persons or activities; report all incidents no matter how minor; report losses immediately.
2. Be sure to lock and secure all windows and doors; lock your cars and bikes; store valuables in the trunk.
3. Never loan keys to anyone (they are easily lost, stolen, or duplicated).
4. Mark or engrave your belongings; don’t leave belongings and valuables unattended for any amount of time.
5. At night, travel and park in lighted areas; travel in pairs if possible; be aware of your surroundings.

**Sexual Assault Policy:** The University will not tolerate acts of sexual assault on members of the campus community. Sexual assault is defined as any form of unwanted sexual contact. It does not require the use of physical force and can be the result of a threat, expressed or implied, that places a person in fear of bodily injury.

Reports of all sexual assaults can be made to any University employee or the police. Counseling Center and Women’s Center staff in particular are well-trained in working with victims of sexual assaults and following established protocols. With consent of the victim, all reports will be investigated by the proper authorities, and if desired, appropriate support services will be provided. Any University student or employee found having committed a sexual assault is subject to the provisions of Hawaii State Law, University policy and/or the Student Conduct Code. A statements of UH Hilo policy is at [www.uhh.hawaii.edu/uhh/accreditation/uhhsexualharassmentpolicy.php](http://www.uhh.hawaii.edu/uhh/accreditation/uhhsexualharassmentpolicy.php)

The Office of Student Affairs offers advising and guidance: [www.uhh.hawaii.edu/studentaffairs/sexualharassment.php](http://www.uhh.hawaii.edu/studentaffairs/sexualharassment.php)

**Weapons Policy:** The possession or use of lethal weapons on University premises is strictly prohibited. Lethal weapons include, but are not limited to, firearms, ammunition, spear guns, explosives, and dangerous substances. Any person found in violation is subject to the provisions of Hawaii State Law, University policy and/or the Student Conduct Code.


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Teaching Load; Released or Reassigned Time. Faculty at UH Hilo have a semester teaching load of twelve credit hours of teaching — normally four three-credit classes. In practice, three of those hours are considered released or reassigned time to permit faculty to engage in research and service activities. In addition, faculty can be reassigned or released from teaching for three or more credit hours to perform certain kinds of administrative tasks such as serving as the chair of the CAS Senate or the UH Hilo Congress or as a division chair. Chairs of departments which require an unusually large amount of administrative activity are also granted released time. Occasionally, faculty may be compensated for teaching an additional course above the normal teaching load. This overload compensation is paid on a per credit basis according to rank, as provided in the UHPA Contract. Teaching during the summer session is on a voluntary basis and is determined according to the needs of each department. Faculty are compensated on a per credit basis, according to rank, as provided in the UHPA contract.

Faculty time can be “bought out” and reassigned to research with funds from extramural grants. Guidelines are available at the UH Hilo Research Council webpage: http://www.uhh.hawaii.edu/uhh/research. 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 (x47449).

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/ebnen3.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 (x47449).

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 UH Hilo 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/EFMS/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/uhpa-bor-contract.

Sabbatical Leave. The University’s policies regarding sabbatical and other leaves are detailed in the UHPA Contract at http://www.uhpa.org/uhpa-bor-contract.

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 college 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

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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 performance, evaluation and conduct.

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. The syllabus may determine the outcome of any dispute or complaint 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 college 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 on university policy regarding withdrawals is in the withdrawals section below.

- 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

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.

Faculty may also wish to include a reference to the UH Hilo Student Conduct Code in their syllabus. Acts of academic dishonesty such as plagiarism and cheating are prohibited and are subject to consequences, as are other forms of misconduct such as disruptive behavior. Faculty may also wish to explicitly state types of behavior that are expected of students in the classroom.
for an effective learning environment, such as respectfully listening to the opinions and comments of others, turning off cell phones, and coming to and leaving class at the scheduled time. Establishing clear behavioral expectations may prevent problems from occurring in the classroom. The Student Conduct Code (see the “Student Information, Students Rights and Responsibilities, and Student Services” section of this handbook for more information about the UH Hilo Student Conduct Code).

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

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, UH 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 up to and including the last instructional day of the semester. To do so, the student submits a “Complete Withdrawal Form” available at the Records Office or online at http://www.uhh.hawaii.edu/pdf/complete_withdrawal.pdf

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 Registration Guide. The calendar is inside the front cover of the catalog and at http://www.uhh.hawaii.edu/studentaffairs/records/ the Registration Guide is distributed to each faculty member each semester by the Records Office.

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 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. The student must declare credit/no credit status before the end of the third week of classes.

Students can elect to complete up to 30 credits of course work by examination of various kinds. Detailed descriptions of the examinations and restrictions on credit-by-examination can be found in the university catalog: http://www.uhh.hawaii.edu/catalog

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 at the end of the third week of instruction; the specific date is published in the Academic Calendar.

Once elected, a credit/no credit designation cannot be reversed. 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 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.

Deadlines for the student to complete the work and for the faculty member to submit a “Change of Grade” form are published in the Academic Calendar. The calendar is inside the front cover of the catalog and online at http://www.uhh.hawaii.edu/studentaffairs/records

If the Incomplete is not removed by the deadline specified in the academic calendar, the grade will become an F.

At CAS, 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 submits a “Change of Grade” form to the Records Office. The Change of Grade form is available in division and college offices, not online.

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. See also Student Records.

Final Grades Submitted via MyUH. Faculty are responsible for submitting grades online through the MyUH Portal by the deadline stated in the academic calendar. 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 student or have the student submit a stamped self-addressed envelope.

Change of Grade forms can be used to correct errors or to remove incomplete grades. See your college, division or college 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 college, 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 Scheduling and Registration

Class Lists – See Course Management
Tracking course enrollment
Course assignment and scheduling
Textbook orders
Campus bookstore
MyUH Portal
Registration Guide and Schedule of Courses
Registration Periods
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.

Tracking Enrollment in Courses. Enrollments in courses in the current semester and, after early registration begin, for the following semester can be tracked by going to your MyUH account and clicking on “Class availability”; or by going to or by going directly to http://myuh.hawaii.edu/uhdad/avail.classes?i=HIL

Course assignment and scheduling is done by department chairs, in consultation with departmental faculty, division chairs, college 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.

Textbook Orders. 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 Registration Guide and Schedule of Courses is distributed in hard copy in November for the spring semester and in April for the fall semester to all faculty. Students may purchase a copy at the Bookstore. The schedule of courses is available online at http://myuh.hawaii.edu/uhdad/avail.classes?i=HIL. The online schedule is constantly updated with enrollment figures for all courses.

The information printed in the front part of the Registration Guide 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.

Registration Periods: 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. New students can register during the regular registration period, which begins the week before classes start each semester. Late registration begins during the first week of instruction and ends at the end of the second week of instruction.

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

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

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 (described below) 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.

Faculty may permit a student to register for their own closed classes during the registration period, thus raising the class’s enrollment limit. 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 enable 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 online through the MyUH Portal (https://myuhportal.hawaii.edu). Faculty can access an online tutorial (http://myuhinfo.hawaii.edu/page/facultyfeatures.html) or contact the Records Office for instructions.

Alternatively, the faculty can have the student complete a Registration Permit form, sign it, 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 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 the MyUH Portal to register for the class. 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 the MyUH Portal (http://myuhportal.hawaii.edu) through the first week of the semester. For deadlines, see the academic calendar in the front of the 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. The faculty member is not obligated to allow a student to add a course during the second week of instruction, even if spaces are available. (The Change of Registration form is available in division and college offices and at the Records Office.)

Students can go to the MyUH Portal 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" on the transcript.

The last date to withdraw officially from a course 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, with approval from the dean or director of the college. (See “Withdrawing from a course” in the “Course Management” section.)

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 the last day of instruction.

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

Curriculum

Catalog and Web Information
Program Goals and Student Learning Outcomes
Proposals for New Courses/Programs and for Modifications to Courses/Programs
Special Courses
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 faculty and new students 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. CAFNRM and CoBE and almost all CAS departments and degree programs have formulated mission statements and broad student learning goals. These are posted at http://www.uhh.hawaii.edu/uhh/accreditation/DeptGoalsMission.php

The UH Hilo General Education Education committee has drafted student learning objectives 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/gedefac

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. CAFNRM, CHL, CAS, and CoBE have established procedures for the review and approval of new courses and programs, and of modifications to existing courses and programs.

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 CAFNRM 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 the CAS dean’s office.

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

CoBE: 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 include space to indicate department approval before being sent forward to the Senate. After review by the Curriculum Review Committee and action by the Senate of the whole, the requests are sent to the dean for final review and approval.

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 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 -94 (194, 294, etc.) or experimental courses numbered -97 (fall semester) or -98 (spring semester). Most department course lists contain provisions for -94 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 -94 course in the 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 below.

Special Courses. In addition to courses listed in the University 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

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.

The guidelines and procedures for program review have been revised continuously since 2001; the current document is posted at http://www.uhh.hawaii.edu/uhh/vcaa/documents/ProgramReviewGuidelines2006-07Revised08-2006.pdf


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 Ka Haka ʻUla O Keʻelikolani (CHL). 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. Current course enrollments can be tracked at http://myuh.hawaii.edu/uhdad/avail.classes?i=HI.

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.

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Academic Freedom. The University of Hawai‘i 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.svpa.hawaii.edu/svpa/ar/arch2.pdf).

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 conductive 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 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/uhh/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 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 consists of (1) a total of 12 elected members as follows: six divisional faculty members (one tenured and one either tenured or untenured from each of the three divisions), four-at-large faculty members (two tenured and two untenured), and two student members from the University of Hawaii at Hilo Student Association (hereinafter called UHHSA) and (2) the chairs of all CAS departments. The Dean of the College of Arts and Sciences and the Chair of the College of Agriculture Senate shall be nonvoting, ex officio members of the Senate. Additionally, the professional staff of the library and of student services shall each be requested to name an official representative to the Senate; these representatives will advise the Senate and its committees during their deliberations.

CAS is administered by the dean of the college with the support of the Dean’s Council, which includes the dean, the associate dean (position approved by the legislature in summer 2006), the assistant dean and the chairs of the Humanities, Natural Sciences and Social Sciences divisions. On occasion, members of the Executive Committee of the CAS Senate are invited as guests to the CAS Dean’s Council. The Assistant Dean and the Division chairs are faculty with reassigned time 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 administered by a dean.

Nondiscrimination and Affirmative Action Policy.
The University of Hawai’i is committed to a policy of nondiscrimination on the basis of race, sex, age, religion, color, national origin, ancestry, handicap, marital status, arrest and court record, sexual orientation, and veteran status. It covers employment practices such as recruitment, hiring, training, promotion, retention, compensation, benefits, transfers, and layoffs.

The full text of the policy is available online at http://www.hawaii.edu/svpa/ep/e1/e1202.pdf and the discrimination complaint procedures are online at
Policy on Sexual Harrassment and Related Conduct. It is the policy of the University of Hawai‘i that harassment based on sex is prohibited and will not be tolerated in any part of the University’s programs, activities, or employment. Acts of sexual harassment undermine the trust and mutual respect essential to the mission and function of the academy. UH Hilo is committed to the swift redress of sexual harassment or sexual assault on campus.

The full text of the policy, which contains definitions and examples of sexual harassment and procedural guidelines, is available online at http://www.hawaii.edu/svpa/ep/e1/e1203.pdf

Faculty are urged to become familiar with this policy and to share it with students 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/AA Director, Women’s Center Director, or student sexual harassment advisor.

Use and Management of Information Technology Resources Policy. The University strives to create an intellectual environment in which its community can effectively access and create information and collaborate with colleagues both within the UH system and at other institutions. As it does so, the University is committed to maintaining an information environment that is free of harassment and is accessible to all members of its community. This policy creates the basis for such an environment by outlining the philosophy and general principles for appropriate use and management of information technology resources by University faculty, staff and students. It applies to all computing, information and network systems and services owned or administered by the University of Hawai‘i, as well as to individual activities that take place over the Internet or other external network connections using University systems, connections or user accounts. The full text of the policy is available online at http://www.hawaii.edu/svpa/ep/e2/e2210.pdf

Workplace Non-Violence Policy. The University of Hawai‘i has adopted a policy of prohibiting any work related or workplace violence against its students, faculty, staff, and visitors. Prohibited violent acts involve physical attack, property damage, as well as verbal statements that express or suggest the intent to cause physical or mental harm to another person. More specifically, violent behaviors include but are not limited to hitting, pushing, and shoving; throwing or breaking objects; theft; shouting or yelling; threatening gestures or remarks; disruptive or hostile actions; abusive or belligerent language; sabotage of equipment; repetitive unwanted phone calls, notes or emails, etc.

Employees should report all incidents to their supervisors. The supervisor is responsible for addressing the complaint immediately in accordance with statutes or University policies.

The full text of the Workplace Non-Violence Policy is online at http://www.hawaii.edu/apis/ep/e9/e9210.pdf

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 funding.** 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 office of the Research Corporation of the University of Hawaii (RCUH; phone 933-0898) 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 submission 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

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Services Provided to Students by the Office of Student Affairs

Student Information System: Banner. MyUH, and STAR. The UH system uses the Banner student information system for student registration, student records, and data generation. Banner makes it possible for students to register, add and drop courses within set time limits, make payments, and view their 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 the MyUH Portal, which they access at http://myuhportal.hawaii.edu using their Hawaii.edu email usernames and passwords. Faculty can view class lists, email their students, review student information, and enter final grades through MyUH. See entries on class lists and final grades elsewhere in this handbook.

Faculty can access complete student academic records, including transfer courses and progress towards graduation, through the STAR information system; see the section on STAR in the Academic Advising section.

Student Records. UH Hilo complies with the federal Family Educational Rights and Privacy Act (FERPA), which affords students certain rights with respect to their educational records. Certain personally identifiable information is considered to be “directory information.” A list of items considered to be directory information, along with a summary of student rights, is in the Catalog. In response to public inquiry, directory information may be disclosed without prior consent of the student unless the student informs the University not to disclose such information.

Faculty should be aware that grades are not considered directory information and therefore should not be disclosed to a third party (including parents and spouses) under any circumstances without a student’s written permission. In addition, 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.

Questions about student records and FERPA should be directed to the Registrar, x47326.

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.
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 violated can do. The policy is available in each division and college office or can be downloaded from http://www.uhh.hawaii.edu/uhh/vcaa/documents/AcademicComplaintPolicy_004.pdf

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 violated, he/she should first attempt to resolve the problem with the instructor and, if not resolved, with the instructor’s department/discipline chair. If no resolution can be reached at this level, the student should discuss the complaint with the division chair and then the dean of the college of the instructor’s division. If a resolution is still not reached, the student may submit the academic complaint to the Vice Chancellor of Academic Affairs.

Faculty are encouraged to offer a copy of the Student Academic Complaint Policy to students who believe that their academic rights have been violated, 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/document/ Syllabuschecklist.pdf

Academic Dishonesty: Plagiarism and Cheating. The university subscribes to the services of Turnitin®, a widely used online service that assists faculty in preventing and apprehending student plagiarism, and
that also offers guidance to students on how to avoid plagiarizing. Information on adding course(s) to Turnitin is at the teaching resources page, http://www.uhh.hawaii.edu/uhh/teaching

The Student Conduct Code http://www.uhh.hawaii.edu/studentaffairs/conduct/ defines plagiarism and cheating and how incidents of academic dishonesty should be handled. Briefly, if a student plagiarizes or cheats, and admits that he/she is responsible for the dishonesty, 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.

When a student is found responsible for academic dishonesty, a faculty member may complete a “Report of Student Academic Dishonesty” form and submit it to the Vice Chancellor for Student Affairs office. Records of such incidents will be maintained in that office. Faculty may consult with the Vice Chancellor’s office if he/she is handling a case of academic dishonesty to see if a student has previously violated the Student Conduct Code, and take that into account when determining an appropriate sanction.

Through the VCAA’s office, UH Hilo faculty have access to TurnItIn, an online service that assists faculty in monitoring student papers for possible plagiarism. Contact Kenith Simmons for information.

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

**Student Conduct Code.** The Student Conduct Code defines behavior that is expected of students and describes the procedures the University follows and the sanctions that can be imposed if a student violates the code. Through the judicial process, UH Hilo promotes personal responsibility and encourages honesty, integrity, civility, and respect among students. The judicial process is designed to be an educational one though which students recognize their mistakes, take responsibility for them, and learn from them.

The full text of the Student Conduct Code is online at http://www.uhh.hawaii.edu/studentaffairs/conduct

Behavior that violates the Student Conduct Code includes:

- Academic dishonesty (cheating, plagiarizing)
- Disrupting University processes, including being disruptive in the classroom
- Harassing, stalking, and physically or verbally threatening, abusing, or assaulting another person; intimidating, coercing or other conduct that threatens or endangers the health or safety of another person
- Using, possessing or distributing alcoholic beverages or illegal drugs
- Stealing, damaging or vandalizing property
- Abusing computer privileges
- Interfering or obstructing freedom of speech, the right to peaceful assembly, or other University processes
- Providing false information; forging, altering or misusing a University document, record or identification
- Using or possessing a weapon, bomb, explosive, or fireworks on campus
- Setting a fire on University property
- Initiating a false bomb or fire alarm or misusing fire safety equipment
- Initiating a false emergency report or misusing the emergency telephone or security system
- Entering, occupying or using a facility without authorization
- Possessing, producing, or manufacturing a key or unlocking device without authorization
- Bringing a pet and animal on campus without authorization
• Littering
• Smoking and using other tobacco products except in designated areas on campus
• Violations of residence hall regulations

Any member of the UH Hilo community (faculty, staff, students) can bring forward an allegation that a student has violated the Conduct Code. Allegations should be directed to the Director of Student Development (933-0859, Student Services Building Room 210), with the exception of incidents of academic dishonesty (which are generally handled by the faculty) or residence hall regulation violations (which are generally handled by Housing Office staff).

When dealing with disruptive behavior in the classroom, faculty may wish to consult with his/her colleagues, department chair and/or dean, or the Director of Student Development for advice on handling the behavior. In many cases, the situation can be resolved without formal judicial proceedings. The Student Conduct Code website includes suggestions for preventing and handling disruptive behavior in the classroom: http://www.uhh.hawaii.edu/studentaffairs/conduct/

A claim that a student has violated the Conduct Code will be investigated. Throughout the process, he/she has the right to fair and impartial treatment, and principles of due process (for example, providing an opportunity to respond to the allegations and an opportunity to appeal) will be followed, as described in detail in the full text of the Student Conduct Code.

If a student is found responsible for the violation, he/she will be subject to judicial sanctions. Depending on the type and severity of the violation, sanctions may include:

• Reduced or failing grade for a course or for an assignment, or a requirement to re-do an assignment (in cases of academic dishonesty)
• Warning or Probation
• Loss of certain privileges
• Educational sanctions, counseling, or mediation
• Fines or restitution
• Rescission of grades or degree
• Suspension from the University
• Dismissal from the University

Services Provided to Students by the Office of Student Affairs. The Office of Student Affairs offers students a full range of services, including:

• Admissions
• Advising
• Career counseling, job placement, on-campus student employment
• Counseling
• Disability services
• Financial aid and scholarships
• Health services
• International student services
• Housing
• Judicial affairs
• Records and registration
• Student life, service-learning, and orientation
• Testing
• Women’s Center
• Comprehensive support programs for Native Hawaiian students (Kipuka Native Hawaiian Student Center), under-represented minority students (Minority Access and Achievement Program/PALS), and low-income, first-generation college students (Student Support Services Program).

The university catalog describes the various offices and their services, as does the UH Hilo Student Affairs website: http://www.uhh.hawaii.edu/studentaffairs

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Library Services
Library Services

For the most current information including online request forms for library services, please follow the "Services for Faculty" link on the right-hand side of the Mookini Library Web site at http://library.uhh.hawaii.edu or contact the following departments for services:

Administration x47759
Circulation
circ@hawaii.edu X47344
Reserves
reserve@hawaii.edu X47344
AV Equipment/Videos
avhilo@hawaii.edu X47344
Library Instruction
tconner@hawaii.edu X47343
Interlibrary Loan
illhilo@hawaii.edu X47345
Reference & Information
mookini@hawaii.edu X47346

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 number and a photo ID are required to borrow materials and to access some databases remotely from your home or office. You can find your UH Hilo ID number on the "My Account" page of the "MyUH Portal". If you wish to obtain an official UHH ID card for your own convenience, visit 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 at the librarian's or Circulation Supervisor's discretion 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 your proxy on your library account, so that he or she may obtain things for you at the Library. Faculty members will be financially 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 reserve ("e-reserve"), with the full-text available online. A librarian can show you how to provide a direct link to your e-reserve items--and many other online electronic resources--directly from your course page or WebCT module.
Please allow at least seven days for the processing of reserves. There is generally a rush on placing reserves near the beginning of each semester; to ensure that your materials are processed in timely fashion, please plan in advance and place your reserves as early as is convenient for you.

All reserve materials must be processed for copyright clearance. Materials that are used for more than one semester typically require a copyright access fee. Faculty members needing to use the same reserve materials every semester or once every academic year should investigate developing course packs with Graphic Services to have the copyright absorbed into the overall cost of the course pack.

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 and on the Web, using RefWorks, and more. Sessions tailored to a specific course 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 Hawaii’s Voyager catalog. If materials are not available from other UH Libraries, the Library will request it, at no charge to the faculty member, from a library elsewhere in the world. When interlibrary loan needs result in extensive borrowing fees (more than $200 per academic year) the University Librarian may ask for a meeting to discuss future services and the possibility of purchasing more materials in the area needed to lessen the demand for interlibrary loan. 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 those from EBSCOhost, Cambridge Scientific Abstracts, Elsevier’s Science Direct, and more are available through the Library’s Web site. Remote access is available for most databases, but a current UH Hilo ID number 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.

Audio-Visual Services
Arrangements for the use of audiovisual equipment or materials need to 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 Hawaii Voyager. Videos can also be ordered from other UH campuses for classroom use by submitting a request online. It will take approximately 5 to 8 working days to obtain these materials from another UH library.

Course-Related Media Development
For assistance with videotaping and other media development for courses, contact the Educational Technology Specialist at rchie@hawaii.edu, 933-3188, or the Media Specialist at cynthiae@hawaii.edu, 933-3226. To reserve a studio for videostreaming and videotaping, call the Electronic Technician at 974-7573.

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

MyUH for Course Information, Web Postings, Email with Students. The UH system offers all faculty and current students MyUH, a website where both can use their hawaii.edu email accounts; where students can register for courses, check grades, track progress towards graduation; and where faculty download course lists, email students enrolled in their courses, and submit final grades. MyUH also offers faculty the option of posting course materials. Go to http://myuhportal.hawaii.edu and login with your hawaii.edu username and password. The site offers online student and faculty tutorials on its use.

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://www.uhh.hawaii.edu/uhh/otdl/acs/

The Office of Technology and Distance Learning offers faculty and staff training and support in educational technology and in developing online course materials and online courses. The faculty development and support lab is located in UCB 102 and is staffed during regular office hours by an experienced professional.

Faculty who need help in the various ACS labs and classrooms listed on the ACS website http://www.uhh.hawaii.edu/uhh/otdl/acs/ should also call the Help Desk 38858 or request online support http://www.uhh.hawaii.edu/uhh/otdl/helpdesk

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 of 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, and classroom/office buildings.

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 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/its.

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 or call Bookstore manager at 47348 or 47349. 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 Banner, the student information and registration system, see MyUH Web for Faculty in this...
handbook or go to [http://myuhportal.hawaii.edu](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](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](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](http://www.uhh.hawaii.edu/academicadvising) 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/academics/wi](http://www.uhh.hawaii.edu/academics/wi)

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/academics/wi](http://www.uhh.hawaii.edu/academics/wi)

Click on the Faculty Application Form link to begin the application process: [http://www.uhh.hawaii.edu/academics/wi/facapp.php](http://www.uhh.hawaii.edu/academics/wi/facapp.php)

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.

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

See also Writing Center.

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