
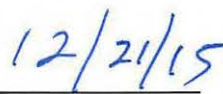


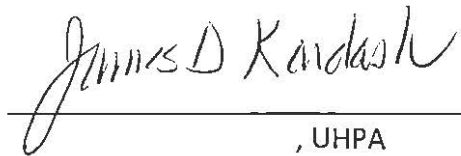
# Expectations of UH Hilo Faculty in the Department of Biology


October 2015

Approved by:

  
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Matthew Platz  
Vice Chancellor for Academic Affairs  
University of Hawaii at Hilo

  
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Date

  
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Date

## **Expectations of UH Hilo Faculty in the Department of Biology October 2015**

### **General Expectations of Instructional Faculty in the Department of Biology**

UHH Instructional faculty are required to teach 24 credit hours, or *equivalent*, per academic year (Board of Regents' Policy 9.214). In practice, for tenured or tenure track faculty, six credit/hours per year are considered released or reassigned time to permit faculty to engage in research and service activities. The required credit hours of instruction may vary based upon other equivalent duties taken on the by the individual, e.g., faculty senate chair, department chair, special assignment to the Chancellor, etc.

All faculty in the UH Hilo Department of Biology are expected:

- to teach in some or all facets of the program; lecture and laboratory/field classes; distance learning and face-to-face classes, upper and lower division classes; major, service and General Education classes; undergraduate and graduate classes, as dictated by the needs of the program.
- to submit grades by posted deadlines
- to post class syllabi, containing the information specified by UH Hilo Policy (<http://hilo.hawaii.edu/uhh/teaching/handbook/Syllabus.php>) by the first day of class and to adhere to the syllabus except in extraordinary circumstances
- to advise approximately 10% of majors on their progress to graduation, including advice on classes to take in the coming semester, as well as advice on where on campus to seek academic and financial support and counseling if indicated
- to post a schedule of office hours (minimum of 2 hours/week) and to be available to students during those hours, except in extraordinary circumstances
- to advise students on employment and graduate and professional school opportunities
- to give students the opportunity to provide evaluation of their teaching

### **Full Professors**

Full Professors in the Department of Biology, in addition to the minimum qualifications for the rank, are expected:

- to be mentors and role models to more junior colleagues. This includes sharing of course materials, assisting junior faculty with contract and tenure dossier preparation upon request, and observing the teaching of more junior colleagues upon request
- to periodically stand for election to serve as department and/or division chair and on Faculty Congress
- to serve on System and UH Hilo wide committees
- to maintain an active research program in one or more fields of Biology
- to provide mentorship to undergraduate and/or graduate students through internships or Directed Studies courses

- to produce works of scholarship that are published in peer-reviewed journals at an average rate of at least one per year
- to seek external financial support for research

### **Associate Professors**

The position of Associate Professor in the Department of Biology is expected to be a transitional period of 5-10 years between service as an Assistant and Full Professor.

Associate Professors in addition to the minimum qualifications for the rank, are expected:

- to be mentors and role models to Assistant Professors and Instructors. This includes sharing of course materials, assisting junior faculty with contract and tenure dossier preparation upon request, and observing the teaching of more junior colleagues upon request
- to periodically stand for election to serve as department and/or division chair and on Faculty Congress
- to serve on System and UH Hilo wide committees
- to maintain an active research program in one or more fields of Biology
- to provide mentorship to undergraduate and/or graduate students through internships or Directed Studies courses
- to produce works of scholarship that are published in peer-reviewed journals at an average rate of at least one per year
- to seek external financial support for research

**Appendix I. Five-year Report of Activities**

**From Year --- to Year**

**Name**

This report is submitted every 5 years by each tenured faculty member to the Department Chair as part of the faculty review process for tenured faculty.

## INSTRUCTIONAL CONTRIBUTIONS

Classroom Teaching (including summary course evaluations). Note- Full student evaluations may be included separately))

Semester / Year	Course	N	Q 18		Q 19	

Directed Studies

Course Development and Improvement Activities

## **RESEARCH**

Scholarly Contributions

Grants and Contracts Activities

Other Research Activities

## **SERVICE**

Committee Assignments and Service in Support of Instruction

Professional Service and Membership

Community, State and National Service

Other Service

Honors, Awards, and Special Recognition

## **SELF EVALUATION AND DIRECTION**

Evaluation

Statement of Direction