

UNIVERSITY OF HAWAII AT MAŌNOA

College of Education
Office of the Dean

May 14, 2001

Dear Faculty,

Attached is a policy regarding *Workload Adjustment for Faculty Involved in Graduate Advising on Doctoral Dissertations and Master's Final Papers*. Last fall it became clear that we had to make adjustments in faculty teaching loads in order to meet NCATE standards. I asked Helen Slaughter, graduate chair for the Ph.D. in Education, to work with the GFE to draft a policy. The Graduate Faculty in Education, the Graduate Chair Council, and the Dean's Council have given careful thought to the policy, and I am pleased to implement it at this time.

Based on the criteria outlined in the policy, graduate faculty may apply for one course equivalence for one semester in their instructional workload. (A form for applying is attached.) Faculty members are expected to use this time to advance their research and scholarly publications.

Points may be counted beginning with calendar year 2000 (spring, summer, & fall). Workload adjustments may begin Fall 2001 if the program/department schedule permits. Although this adjustment is an important step in recognizing the important graduate work in which faculty members are engaged, it does have resource implications. The scheduling of workload adjustments are to be determined by the Department Chair, and faculty members must understand that it may not be possible to schedule every adjustment as soon as it is earned. Chairs may have particular difficulty in the first few semesters to accommodate every one who has earned the requisite points.

Sincerely,

Randy Hitz, Dean

Attachments