

# STAFF-Based Focus Designation Proposal Form

**Fall 2019**

The Department Chair should complete this form if the department wants a Focus designation for the Fall 2019 section, but the instructor of the section is not yet assigned. NOTE: Assigned Fall 2019 instructors should use the "Instructor-Based Focus Designation Proposal Form" to request a Focus designation for their section(s).

**Instructions.** Submit a copy of this signed form along with a **marked syllabus**<sup>1</sup> to the General Education Office (e-mail: [gened@hawaii.edu](mailto:gened@hawaii.edu)). Please keep the original form for your records. A Faculty Board will review the materials and contact you if clarification or additional information is needed.

**Deadline: FRIDAY, FEBRUARY 1, 2019**<sup>2</sup>

Course is being offered (check all that apply):  
 via **Extension**.  through **Study Abroad**.  **online**.

Fall 2019 CRN(s): <sup>3</sup>	Subject:	Course #:	Section #(s): <sup>3</sup>
_____	_____	_____	_____
Cross-listed CRN(s):	Cross-listed subject:	Cross-listed course #:	Cross-listed section #(s):
_____	_____	_____	_____
Course Title:			# of credits:
_____			_____

FOCUS AREA(S) REQUESTED

- Contemporary Ethical Issues
- Hawaiian, Asian, & Pacific Issues
- Oral Communication
- Writing Intensive

**Attach a syllabus, clearly marking the sections that show how each of the Hallmarks of the requested Focus area(s) is being met.** Marking the syllabus (e.g., highlighting, inserting comments, tracking changes) helps expedite the Board's review of the proposal.  
**NOTE: Courses that will have a total of three or four Focus designations must be submitted by the February 1 deadline.**

I am submitting this Focus designation request because a Fall 2019 instructor has not yet been assigned. I understand that whoever is assigned to teach the course must do so according to the Hallmarks of the Focus area(s) being requested. Once the instructor is assigned, I will forward his/her name, e-mail, and phone number to the General Education Office. The instructor will be required to complete the Instructor-Based Focus Designation Proposal Form. If the proposal form and information submitted are inadequate, I understand that future "STAFF-Based" requests for this course will be denied.

Department Chair's printed name:	Signature:	Date:
_____	_____	_____
Department Chair's email address:	Campus address:	Phone #:
_____	_____	_____

**Important Points to Note:**

- Only courses that have a track record of being offered with the Focus area(s) marked above are eligible when an instructor has not yet been assigned to teach the course.
- The department is responsible for informing the General Education Office when an instructor has been assigned. At that time, the assigned instructor will be expected to complete and submit an "Instructor-Based Focus Designation Proposal Form" if he/she does not have active Focus approval for the course.

Footnotes

<sup>1</sup> The syllabus should be clearly marked to show how the Hallmarks of the requested Focus area(s) have traditionally been met.  
<sup>2</sup> Proposals received by the February 1 deadline will have first priority for review by the Faculty Boards. Proposals requesting one or two Focus designations may be submitted between February 2 and March 1, but will be reviewed by the Boards thereafter, with the understanding that there may not be time for the negotiation that is sometimes necessary to secure approval. Proposals will not be accepted after March 1 except for extraordinary circumstances.  
<sup>3</sup> If the CRN or section number is not yet available, leave blank and provide to the GenEd Office when known.