



UNIVERSITY
of HAWAII®
SYSTEM

‘Ōnaehana Kulanui o Hawai‘i

January 8, 2024

TO: Council of Chancellors
Council of Chief Academic Officers
Council of Senior Student Affairs Officers
Faculty Senates
UH Student Caucus

FROM: Debora Halbert
Vice President for Academic Strategy

SUBJECT: Consultation on Proposed Changes to EP 5.223, Graduate Assistants

Executive Policy 5.223 relating to graduate assistants (GA) is currently under review by administration. After engaging in substantive informal consultation, the proposed policy changes are hereby being submitted for formal consultation. **Please consult with your constituents and governing bodies and provide any comments via the [online comment form](#) by February 8, 2024.**

Informal consultation

UH System has engaged in informal consultation with UH Hilo Chancellor, UH Mānoa Provost, the UHM Vice Provost for Academic Excellence, and the Dean of UH Mānoa’s Graduate program.

Justification for Policy Changes

The revisions are designed to align the policy on Graduate Assistants (GAs) to include new language regarding sick leave and bereavement leave found in EP 9.240. Additionally, the changes clarify when a GA may be hired below the minimum step (when they receive external funding such as a Fulbright) and to revise the pay schedule attachment to accommodate additional steps.

Key Changes at a Glance

The following changes are being proposed:

- Addition of language regarding sick leave and bereavement leave.
- Clarification of when a unit may hire below the minimum step.
- GA pay schedule now includes 10 additional steps.

Attached are redline and clean copies of the proposed revisions. The current policy is located at:

<https://www.hawaii.edu/policy/index.php?action=viewPolicy&policySection=ep&policyChapter=5&policyNumber=223&menuView=closed>.

Please submit your comments via the [online comment form](#) no later than **February 8, 2024**.
Thank you.

Attachments