

Prepared by the Office of the Executive Vice President for  
Academic Affairs/Provost  
This is a NEW Executive Policy.

UNIVERSITY OF HAWAI`I

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EXECUTIVE POLICY - CLASSIFICATION OF FACULTY

MAY 2011

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E5.221 - Classification of Faculty

I. INTRODUCTION

This Executive Policy embodies former Board of Regents Policy relating to the classification of faculty at the University of Hawai'i at Mānoa, University of Hawai'i at Hilo, University of Hawai'i at West O'ahu, University of Hawai'i Maui College and the Community Colleges. With the Board of Regents delegation of authority to the President relating to the classification of faculty, the intent of this Executive Policy is twofold. First, this Executive Policy maintains the policy-based administrative infrastructure created by Board policy relating to the classification of faculty. Second this policy serves to transition the administration of the administrative infrastructure from Board policy to Executive Policy promulgated by the President.

II. PURPOSE

The purpose of this executive policy is to describe the duties, minimum qualification requirements of faculty.

III. RESPONSIBILITIES

It shall be the responsibility of the President to promulgate a policy in consultation with University executives setting forth the duties, responsibilities, and qualifications of faculty. The President or designee shall have the authority to make appointments that conform to policy.

IV. GUIDELINES

A. The classifications of faculty positions in the University of Hawai'i shall be as provided below.

1. University of Hawai'i at Mānoa Classification and Compensation Schedules.

a. Classification of Faculty Members

Hawai'i State law provides that "The Board of Regents shall classify all members of the faculty of the University including research workers, extension agents, and all personnel engaged in instructional work...." (Hawai'i Revised Statutes, 304-1002). The Board of Regents faculty classification system includes seven general categories, with grades within each category:

- (1) Instruction ('I' for all faculty excluding law and clinical medicine faculty; J for law; M for clinical medicine), includes graduate teaching assistants, lecturers, instructors, assistant professors, associate professors, and professors.
- (2) Researcher (R), includes junior researchers, assistant researchers, associate researchers, and researchers. When applicable, the R series titles substitute the special area for the word "researcher," for example, "Assistant Agronomist," "Associate Meteorologist," or "Plant Pathologist".
- (3) Specialist (S), includes junior specialists, assistant specialists, associate specialists, and specialists. The S series is used for specialties not primarily involved with research, for example, "Associate Specialist in Student Personnel".
- (4) Librarian (B), includes ranks II to V.
- (5) Extension Agent (A), includes junior extension agents, assistant extension agents, associate extension agents, and county extension agents.
- (6) Graduate Teaching Assistant
- (7) Lecturer include persons employed for short-term teaching assignments, usually on a part-time basis.

(8) When the situation warrants it, and especially in those fields where advanced degrees are not commonly held by faculty members, other evidences of scholarly, artistic or professional attainment may be accepted in lieu of advanced degrees. In general, "equivalents" will be used sparingly and only when there is clear evidence that the substituted items of training and experience are in fact equivalent in qualifying the faculty member for the individual's duties and responsibilities.

b. The minimum qualifications for each position together with its duties and responsibilities are set forth below.

(1) POSITIONS IN INSTRUCTION  
("I" designated faculty)

INSTRUCTOR (I2)

Duties and Responsibilities. Under general supervision, to conduct assigned courses at the undergraduate level; to supervise independent study activities and off-campus learning such as practicums and internships; to serve as academic advisor to students; and to perform related tasks as assigned.

Minimum Qualifications. A Masters degree from a college or university of recognized standing, with the major work in the field in which the instructional assignment is made; evidence of ability to teach effectively and to direct group discussions; poise and good address for meeting and conferring with others.

Acting Assistant Professor (I3)<sup>1</sup>

This is a title established to facilitate recruitment at the I3 (Assistant Professor)

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Note: UHM Council of Academic Deans, Nov. 15, 1972. Title and Guidelines Approved by Board of Regents January 14, 1965.

rank of able scholars and teachers who are generally qualified but have not yet completed the doctorate or other advanced degree desired for the Assistant Professorship. The title is used infrequently, and an appointment to it is made at a salary below that otherwise allowable. The "Acting" is removed on attainment of the degree, and the salary increased to the appropriate level. It is moreover understood that if all degree requirements are not fulfilled within a two-year period, the contract of the individual will not be renewed.

#### ASSISTANT PROFESSOR (I3)

Duties and Responsibilities. To conduct assigned courses or seminars; to supervise independent study activities and off-campus learning such as practicums and internships; to serve as academic advisor to students; to serve on University committees; to render service to the professional or lay community which is relevant to the individual's academic specialty; to participate in curriculum development activities including the development of curricular materials and special instructional methods; to participate on committees in charge of candidates for advanced degrees; to conduct research or undertake comparable scholarly activity; and to perform related tasks as assigned.

Minimum Qualifications. A doctorate from a college or university of recognized standing and in a field relevant to the position (in disciplines in which the doctorate is not the normal terminal degree, this requirement may be waived by the University upon demonstration of appropriate academic training and recognized comparable professional competence or experience in the appropriate field); demonstrated ability as a teacher; demonstrated scholarly

achievement; poise and good address for meeting and conferring with others.

#### ASSOCIATE PROFESSOR (I4)

Duties and Responsibilities. To conduct assigned courses and seminars in undergraduate and graduate level instruction; to supervise independent study activities and off-campus learning such as practicums and internships; to serve as academic advisor to students; to serve on University committees; to render service to the professional or lay community which is relevant to the academic specialty; to participate in curriculum development activities, including the development of curriculum materials and special instructional methods; to serve as chair or member of committees in charge of candidates for advanced degrees; to conduct research or undertake comparable scholarly activity; to serve as department chair when selected; and to perform related tasks as assigned.

Minimum Qualifications. A doctorate from a college or university of recognized standing and in a field relevant to the position (in disciplines in which the doctorate is not the normal terminal degree this requirement may be waived by demonstration of appropriate academic training and appropriate professional competence or experience); evidence of proficiency in teaching; a minimum of four years of full-time college or university teaching at the rank of assistant professor or equivalent, with evidence of increasing professional maturity; scholarly achievement judged competent and adequate for the rank in comparison with peers active in the same field at major research universities; continued evidence of participation in the scholarly and academic affairs of a university or other appropriate organization, or in an appropriate professional society or organization, or in

other appropriate job-related service activities; demonstrated ability to plan and organize assigned activities, including the supervision of work of assistants when appropriate; ability to serve as a role model for students and junior colleagues; poise and good address for meeting and conferring with others.

#### PROFESSOR (I5)

Duties and Responsibilities. In addition to the duties and responsibilities of the Associate Professor rank, to assume a role of professional leadership in the department and in the relevant scholarly discipline.

Minimum Qualifications. A doctorate from a college or university of recognized standing and in a field relevant to the position (in disciplines in which the doctorate is not the normal terminal degree this requirement may be waived by demonstration of appropriate academic training and appropriate professional competence or experience); evidence of excellence in teaching; a minimum of four years of full-time college or university teaching at the rank of associate professor or equivalent, with evidence of increasing professional maturity; research productivity which has resulted in significant recognition by the national or international community of scholars active in the same field; demonstrated continuing participation in the scholarly and academic affairs of a university or other appropriate organization, or in an appropriate professional society or organization, or in other appropriate job-related service activities; demonstrated ability to plan and organize assigned activities, including the supervision of work of assistants when appropriate; ability to undertake a variety of assignments within the University; demonstrated capacity for leadership in the department and scholarly discipline; poise

and good address for meeting and conferring with others.

#### Senior Professor

Appointments to this rank were made in the past by special action of the Board of Regents on recommendation by the President. New appointments to this rank are no longer made.

#### Non-Compensated Faculty Positions

##### Clinical Professor

The titles Clinical Professor, Associate Clinical Professor, Assistant Clinical Professor, and Clinical Instructor are non-compensated appointments in the College of Health Sciences, Social Welfare, and Cancer Research Center for practitioners with professional qualifications in the health and welfare sciences who take an active role in formal teaching, tutorials, clinical instruction, clinical research hospital practice or field guidance of students.

##### Adjunct Faculty Series

Appointment to this category of non-compensated academic personnel will follow the regular faculty appointment review process and can be utilized by any unit in the University subject to the "Guidelines for Employing the Adjunct Faculty Series." The "Adjunct" series of non-compensated faculty appointments include Adjunct Instructor, Adjunct Assistant Professor, Adjunct Associate Professor and Adjunct Professor.

#### POSITIONS IN LEGAL INSTRUCTION

##### INSTRUCTOR (J2)

Duties and Responsibilities. Under general supervision, to conduct assigned courses; to

supervise practice teaching, clinical, or field work of law students; to perform related work as assigned.

Minimum Qualifications. Training equivalent to a law degree from a college or university of recognized standing; ability to instruct classes and to direct group discussions; poise and good address for meeting and conferring with others.

#### ASSISTANT PROFESSOR (J3)

Duties and Responsibilities. Under general supervision, to conduct assigned courses or seminars; to supervise clinical training, laboratory, or field work of law students; to serve on University committees; to conduct research where nature of field and facilities available permit; to perform related work as assigned.

Minimum Qualifications. A law degree from a college or university of recognized standing; ability to instruct classes and to direct group discussions; ability to carry out academic assignments independently; poise and good address for meeting and conferring with others.

#### ASSOCIATE PROFESSOR (J4)

Duties and Responsibilities. Under general supervision, to conduct assigned courses or seminars; to supervise clinical training, laboratory, or field work of law students; to serve on University committees; to render service to the professional or lay communities as appropriate; to conduct research where nature of field and facilities available permit; to perform related work as assigned.

Minimum Qualifications. A law degree from a college or university of recognized standing; five years in the rank of Assistant Professor of law, or five years of

other legal experience (including law practice, judicial experience including clerkships, graduate study or equivalent professional experience), or a total of five years of teaching in the rank of Assistant Professor of law and other legal experience, or one year at the rank of Associate Professor at another law school of recognized standing; proven ability as a teacher or in the practice of law; proven ability to conduct research in those fields or specialization where this requirement is judged applicable; past participation in the academic and scholarly affairs of a university or other appropriate organization or in an appropriate professional organization, or in other appropriate job-related service activities; demonstrated ability to plan and organize assigned activities, including the supervision of assistants when appropriate; ability to serve as a role model for students and junior colleagues; poise and good address for meeting and conferring with others.

#### PROFESSOR (J5)

Duties and Responsibilities. In addition to the duties and responsibilities of the Associate Professor rank, to assume a role of professional leadership in the School of Law and legal profession.

Minimum Qualifications. A law degree from a college or university of recognized standing; three years in the rank of Associate Professor of law, or ten years of other legal experience, or a total of ten years of teaching in the rank of Associate Professor of law and other legal experience; or one year in the rank of Professor at another law school of recognized standing; proven ability as a teacher or in the practice of law; recognition for research in those fields of specialization where this requirement is judged applicable; demonstrated past participation in the

scholarly and academic affairs of a university or other appropriate organization, or in an appropriate professional organization, or in other appropriate job-related service activities; demonstrated ability to plan and organize assigned activities, including the supervision of assistants when appropriate; ability to undertake a variety of assignments within the University; demonstrated capacity for leadership in the School of Law and legal profession; ability to serve as a role model for students and junior colleagues; poise and good address for meeting and conferring with others.

#### Lecturers in Law

The title of Lecturer in Law is used for persons experienced in the law employed on a part-time basis by the School of Law for short-term teaching assignments not to exceed six credit hours per semester.

Note: See collective bargaining contract for the monthly faculty salary ranges for the School of Law.

#### POSITIONS IN CLINICAL MEDICAL INSTRUCTION

The classification of all instructional positions in the clinical disciplines at the School of Medicine, and the Cancer Research Center University of Hawai'i at Mānoa, shall be determined in accordance with the provisions specified below.

#### INSTRUCTOR (I-2M)

Duties and Responsibilities. Under general supervision, to participate in the training of residents and medical students in the clinical departments of the University of Hawai'i affiliated program.

Minimum Qualifications. M.D. degree or other generally recognized equivalent medical

degree from a medical school of recognized standing; completion of a standard residency program or appointment as chief resident in the clinical discipline involved in the specific position; poise and good address for meeting and conferring with others.

ASSISTANT PROFESSOR (I-3M)

Duties and Responsibilities. Under general supervision, to engage in the training of residents and medical students in the clinical departments; to serve on University committees; to conduct research; to perform related work as assigned.

Minimum Qualifications. M.D. degree or other generally recognized equivalent medical degree from a medical school of recognized standing; Board certification or qualification in the clinical discipline involved in the specific position; demonstrated ability in teaching and patient care; poise and good address for meeting and conferring with others.

ASSOCIATE PROFESSOR (I-4M)

Duties and Responsibilities. Under general supervision, to engage in the training of residents and medical students in the clinical departments; to serve on University committees; to serve as department chairs when selected; to conduct research; to render appropriate service to the lay or professional communities; to perform related work as assigned.

Minimum Qualifications. M.D. or other generally recognized equivalent medical degree from a medical school of recognized standing; Board certification in the clinical discipline involved in the specific position; four years in the rank of Assistant Professor, or four years of other medical experience, or a total of four years of teaching in the rank of Assistant

Professor and other medical experience, or one year at the rank of Associate Professor at another medical school of recognized standing; proven ability in teaching, research, and program administration; recognition for having made a significant scholarly contribution to the clinical specialty; ability to serve as a role model for students and junior colleagues; poise and good address for meeting and conferring with others.

#### PROFESSOR (I-5M)

Duties and Responsibilities. In addition to the duties and responsibilities of the Associate Professor rank, to assume a role of professional leadership in the clinical department and medical profession.

Minimum Qualifications. M.D. degree or other generally recognized equivalent medical degree from a medical school of recognized standing; Board certification in the clinical discipline involved in the specific position; four years in the rank of Associate Professor, or ten years of other medical experience, or a total of ten years of teaching in the rank of Associate Professor and other medical experience, or one year in the rank of Professor at another medical school of recognized standing; proven ability in teaching, research, and program administration; recognition for having made a major contribution to the clinical specialty; demonstrated capacity for leadership in the clinical department and medical profession; ability to serve as a role model for students and junior colleagues; poise and good address for meeting and conferring with others.

#### (2) POSITIONS IN RESEARCH

These titles are used for research workers (except for APT appointments) in all non-instructional divisions, including

experiment stations, organized research units, bureaus, centers, and institutes, and projects supported by contracts or grants, either short term or relatively permanent. Minor modifications or elaborations of duties and responsibilities are permitted as necessary for adaptation to the specific agency. Minimum requirements of education and experience are applied quite uniformly. "R" designations are used for all research positions except those requiring an MD degree and board certification in a clinical discipline, when an "M" designation can be used.

#### JUNIOR RESEARCHER (R2/R2-M)

Duties and Responsibilities. Under immediate supervision, normally with limited opportunity for independent or unreviewed action or decision, to perform relatively elementary professional and scientific work in that field of research indicated by the title of the class. Such work involves experimentation, testing, or observations and requires the simpler processes of a special technique, preliminary researches of the literature, and the preliminary presentation of results; and to perform work as assigned.

Minimum Qualifications. For R2: A Masters degree from a college or university of recognized standing and in a field relevant to the position; facility in the techniques of the relevant field; accuracy, alertness, and adaptability. For R2-M: M.D. degree or other generally recognized equivalent medical degree from a medical school of recognized standing; completion of a standard residency program or appointment or appointment as chief resident in the clinical discipline involved in the specific position; poise and good address for meeting and conferring with others.

#### ASSISTANT RESEARCHER (R3/R3M)

Duties and Responsibilities. To perform professional and scientific research in the field or branch of learning represented by and consistent with the goals of the unit with which he/she is associated.

Minimum Qualifications. A doctorate from a college or university of recognized standing and in a field relevant to the position; ability to generate independent research reports, publications and grant proposals; ability to interact effectively with students and/or assistants when appropriate; initiative, interest in scientific work, and adaptability. For R3-M: M.D. degree or other generally recognized equivalent medical degree from a medical school of recognized standing; Board certification or qualification in the clinical discipline involved in the specific position; demonstrated ability in teaching and patient care when appropriate; poise and good address for meeting and conferring with others; ability to generate independent research reports, publications and grant proposals; ability to interact effectively with students and/or assistants when appropriate; initiative, interest in scientific work, and adaptability.

ASSOCIATE RESEARCHER (R4/R4-M)

Duties and Responsibilities. To perform professional and scientific research in the field or branch of learning represented by and consistent with the goals of the unit with which he/she is associated.

Minimum Qualifications. A doctorate from a college or university of recognized standing and in a field relevant to the position; at least four years of effective research with demonstrated increasing professional maturity at the rank of assistant researcher or equivalent; research ability judged competent and adequate for the rank by

comparison with peers active in the same field at other major research universities; demonstrated ability to plan and organize research activities, including effective interactions with students and/or assistants when appropriate. For R4-M: M.D. or other generally recognized equivalent medical degree from a medical school of recognized standing; Board certification in the clinical discipline involved in the specific position; four years in the rank of Assistant Professor, or four years of other medical experience, or a total of four years of teaching in the rank of Assistant Professor and other medical experience, or one year at the rank of Associate Professor at another medical school of recognized standing; proven ability in teaching, research, and program administration; recognition for having made a significant scholarly contribution to the clinical specialty; ability to serve as a role model for students and junior colleagues; poise and good address for meeting and conferring with others; research ability judged competent and adequate for the rank of comparison with peers active in the same field at other major research universities; demonstrated ability to plan and organize research activities, including effective interactions with students and/or assistants when appropriate.

#### RESEARCHER (R5/R5-M)

Duties and Responsibilities. To perform professional and scientific research in the field or branch of learning represented by and consistent with the goals of the unit with which he/she is associated; to assist in the administration of the unit, and to assist in other professional and scientific research endeavors in the unit to which he/she belongs when called upon to do so.

Minimum Qualifications. For R5: A doctorate from a college or university of

recognized standing and in a field relevant to the position; at least four years of effective research with demonstrated increasing professional maturity and independence at the rank of associate researcher or equivalent; research productivity which has resulted in significant recognition by the national or international community of scholars active in the same field; demonstrated ability to plan, organize, and/or supervise research activities, and to interact effectively with students and/or associates when appropriate; proven capacity for independent professional research in the disciplines, demonstrated by participation in the affairs of regional and/or national research group and/or societies. For R5-M: M.D. or other generally recognized equivalent medical degree from a medical school of recognized standing; Board certification in the clinical discipline involved in the specific position; four years in the rank of Associate Professor, or ten years of other medical experience, or a total of ten years of teaching in the rank of Associate Professor and other medical experience, or one year at the rank of Professor at another medical school of recognized standing; proven ability in teaching, research, and program administration; recognition for having made a major contribution to the clinical specialty; ability to serve as a role model for students and junior colleagues; poise and good address for meeting and conferring with others; research productivity which has resulted in significant recognition by the national or international community of scholars active in the same field; demonstrated ability to plan, organize, and/or supervise research activities, and to interact effectively with students and/or associated when appropriate; provide capacity for independent professional research in the disciplines, demonstrated by participation in the affairs

of regional and or national research group and/or societies.

Research Affiliate (non-compensated)

The title Research Affiliate indicates an honorary appointment by the Board of Regents of an individual outside the University faculty and staff, whose affiliation would enhance the University's stature and contribution to its development. This title provides an honorary connection with the University parallel to that offered to "Members of the Affiliate Graduate Faculty."

Appointments indicating a connection with an appropriate research unit may also be offered to faculty members of University academic departments. Such an appointment will indicate that the faculty member so named has an active research interest in the area of the unit's activity, on occasion utilizes the unit's facilities, or otherwise contributes to the development and prestige of the research unit. The title will be appropriate to the faculty member's specialty and will parallel his/her academic rank; e.g., Assistant Physicist, Associate Physicist, Physicist.

Appointments are made on a year-to-year basis, renewals to be effective on September

Personnel under Research Grants and Contracts

Persons appointed specifically on a research grant or contract will be appointed for one year or less, renewal being subject to the needs of the program and availability of funds. The beginning and ending dates of their annual employment contracts will coincide with the anniversary dates of the research grant or contract from which they are paid.

(3) SPECIALISTS

The instructional and research functions of the University in some areas require the support of certain persons with full professional training or experience, but who do not themselves teach or conduct research. Frequently persons in these positions must be familiar with the processes of teaching and research in order to render required support effectively. Examples of such positions are the counselors and other professional positions in the Office of Student Affairs; non-research but highly specialized positions in research units; technicians serving instructional laboratories; and like positions which provide professional services auxiliary to instruction or research programs, such as those in the Instructional Resources Service Center.

#### JUNIOR SPECIALIST (S2)

Duties and Responsibilities. Under general direction, normally with limited latitude for independent judgment in the field of specialization, to perform assigned functions and to carry out routine tasks.

Minimum Qualifications. A Masters degree from a college or university of recognized standing, with work in a field related closely to the position involved; one year of experience as assistant, or its equivalent represented by successful practice in the appropriate field.

#### ASSISTANT SPECIALIST (S3)

Duties and Responsibilities. Under general direction and with latitude for independent judgment in the field of specialization, to perform assigned functions and to carry out routine duties competently; to supervise clerical help.

Minimum Qualifications. A Masters degree and, in addition to the Masters, 30 credits of graduate study from a college or university of recognized standing and in a field relevant to the position involved; at least three years of experience in the appropriate area at the next lower rank, or its equivalent.

#### ASSOCIATE SPECIALIST (S4)

Duties and Responsibilities. Under only general direction with wide latitude for the exercise of independent professional judgment in the field of specialization, to perform assigned functions competently.

Minimum Qualifications. A doctorate from a college or university of recognized standing and in a field relevant to the position involved; at least four years of experience in the appropriate specialty at the next lower rank with demonstrated increasing professional maturity, including at least two years of experience directly related to the current job assignment; demonstrated ability to plan and organize assigned activities, including the work of assistants when appropriate; ability to work effectively with faculty, staff, and administrators as necessary.

#### SPECIALIST (S5)

Duties and Responsibilities. With the exercise of independent professional judgment in the field of specialization, to perform any assigned functions competently without supervision; to plan, organize and direct programmatic activities, to render consultative or lecturing services to civic or professional organizations as called upon.

Minimum Qualifications. A doctorate from a college or university of recognized standing in a field relevant to the position

involved, at least four years of experience in the appropriate specialty at the next lower rank with demonstrated increasing professional maturity including at least two years of experience directly related to the current job assignment; demonstrated ability as necessary to plan and organize assigned activities, including the work of assistants when appropriate; ability to work effectively with faculty, staff, and administrators as necessary; proven ability to conduct research or to carry out independently major projects of importance to the University and the community.

(4) LIBRARIANS

LIBRARIAN II (B2)

Duties and Responsibilities. Librarians in this rank are at the entry level and are generally under some supervision. Assignments are undertaken with some latitude for independent judgment. Emphasis is placed on becoming familiar with departmental functions, Library-wide goals and University programs. Assignments, while performed within established procedures, may include work which allows opportunity for originality and growth. Evidence of initiative, analytical and problem solving ability should be displayed at this level. The librarian should maintain awareness of current professional literature and developments.

Minimum Qualifications. A Masters degree in library or information science from a program accredited by the American Library Association or from a college or university of recognized standing.

LIBRARIAN III (B3)

Duties and Responsibilities. Librarians in this rank should display knowledge and ability sufficient for independent

performance of assigned Library activities and should be knowledgeable about Library and University policies and procedures. The individual should demonstrate initiative in developing specialized skills and/or interests to grow professionally and contribute needed expertise to the Library and University. Continuing awareness of current professional literature and developments is expected. Librarians may be engaged in managerial or supervisory activity when appropriate to their position or functions.

Minimum Qualifications. A Masters degree in library or information science; in addition to the Masters degree, 24 post-baccalaureate credits of academic study; and at least three years of appropriate experience.

#### LIBRARIAN IV (B4)

Duties and Responsibilities. Librarians in this rank are expected to perform functions and activities with outstanding competence. They should demonstrate evidence of maturing professional growth and assumption of progressive and varied responsibilities. The individual should show ability to anticipate and recommend changes in accordance with the changing needs of the Library and University as a whole. They should exhibit independence and creativity in provision of service and/or program development or evaluation. The librarian should participate in academic or professional activities within the University and beyond. Librarians may be engaged in managerial or supervisory activity when appropriate to their position or function.

Minimum Qualifications. A Masters degree in library or information science; a second Masters degree in a specialized subject area; and seven years of appropriate experience or four years in the rank of Librarian III.

LIBRARIAN V (B5)

Duties and Responsibilities. Librarians in this rank may be involved in organizing, implementing, or evaluating major programs and/or services within the Library or University. The individual may also represent the Library in University or community affairs. Librarians may be engaged in managerial or supervisory activity when appropriate to their position or function. Librarians in this rank must demonstrate academic and professional leadership, functioning in responsible positions in academic and professional affairs. Leadership can be at the state or national level and be demonstrated by contributions to the field through activities such as publications, committee work, presentation of papers, etc.

Minimum Qualifications. A Masters degree in library or information science; a second Masters degree in a specialized subject area; at least twelve years of appropriate experience or four years in the rank of Librarian IV; librarians at this rank must have achieved an acknowledged reputation for excellence among professional colleagues outside the immediate University community.

(5) POSITIONS IN UNIVERSITY EXTENSION SERVICE

In addition to the Extension Agent series listed below, the Cooperative Extension Service employs persons in the Researcher and Specialist series outlined above.

JUNIOR EXTENSION AGENT (A2)

Duties and Responsibilities. Under immediate supervision with limited latitude for independent work, to carry out the details of the prescribed Extension Program.

Minimum Qualifications. A Bachelors degree from a college or university of recognized standing, with major work in agriculture, home economics, marine science, resource management, or a related field, whichever is appropriate to the position involved; ability to apply Extension teaching methods.

ASSISTANT EXTENSION AGENT (A3)

Duties and Responsibilities. Under general supervision of the County Administrator or Sea Grant Extension Service Director as appropriate and with general direction to plan and execute programs of work; to organize and work with the community groups of his or her subject area; to demonstrate improved practices at meetings; to make business and home calls; to make various monthly and annual reports; to confer with specialists regarding latest developments in field; to train volunteer leaders and to perform other teaching functions which address agriculture, home economics, marine and related areas of concern.

Minimum Qualifications. A Masters degree from a college or university of recognized standing, with major work in agriculture, home economics, marine science, resource management, or a related field, whichever is appropriate, or, in addition to the Bachelors degree, 30 credit hours of post-baccalaureate academic work in a field appropriate to the individual's job; at least three years of successful experience in Cooperative Extension work, Sea Grant Extension work or equivalent in closely related fields; ability to exercise independent judgment and to assume responsibility for developing an Extension program; ability to work harmoniously with other agents in an integrated Extension system, and with related agencies.

ASSOCIATE COUNTY EXTENSION AGENT (A4)

Duties and Responsibilities. Under general supervision of the County Administrator or Sea Grant Extension Service Director and, with wide latitude for independent program decisions and action, to conceptualize, establish and maintain a broad-based Extension program which addresses local, county and state goals in a wide-range of agricultural, home economics, marine, and related issues; to perform other administrative duties as assigned; to plan and carry out a superior Extension program in his/her subject matter area; to demonstrate improved practices at meetings; to make business and home calls; to make various monthly and annual reports; to confer with program leaders and specialists regarding the latest practices in agriculture, home economics, marine science, resource management and related subjects; and to perform other teaching functions as assigned.

Minimum Qualifications. A Masters degree from a college or university of recognized standing with major work in agriculture, home economics, marine science, resource management, or a related field, as appropriate; in addition to the Masters, 15 credit hours of post-baccalaureate academic work in an appropriate field; at least 4 years' experience as Extension faculty member or its equivalent in related fields in next lower rank; unusual ability to lead and develop leadership in Extension; proven administrative ability to conduct a well organized program in County Extension or Sea Grant program, and to work harmoniously with the agents of other counties in an integrated Extension program and with related public agencies.

#### COUNTY EXTENSION AGENT (A5)

Duties and Responsibilities. With the exercise of independent professional judgment to make decisions in diagnosing

non-credit education needs in a county and organizing a program for answering those needs, develops other types of educational activities, works at the decision-making level with a wide-range of user groups on agriculture, human resources, and marine related issues important to the University, the State and the nation. To assume responsibility for recommending to the Extension Services, social or economic problem areas needing action or research and identifying resources which could be used on the problems; to represent the University to the public at the county level; to plan and carry out a superior Extension program in his or her subject matter areas; to design and conduct evaluative studies; to perform other administrative duties when assigned; to demonstrate and encourage improved practices at meetings, business and home calls, mass media and all other applicable methods; to make necessary reports; to teach or orient new Extension workers; to confer with program supervisors and specialists regarding the latest practices in agriculture, home economics, marine science, resource management and related subjects; and to perform other teaching functions as assigned.

Minimum Qualifications. A Masters degree from a college or university of recognized standing with major work in agriculture, home economics, marine science, resource management or a related field, as appropriate; in addition to the Master's degree, 30 credit hours of post-baccalaureate academic work in an appropriate field; at least four years of experience as an Extension faculty member or similar and equivalent work in the next lower rank; unusual ability to lead and develop leadership in Extension; proven administrative ability to conduct a well organized County Extension or Sea Grant program and to perceive and implement broad educational programs relevant to all

community needs; proven ability to work harmoniously with agents in other counties and with other governmental agencies in an integrated Extension program.

6. VISITING AND OTHER FACULTY

Except for those appointments outlined in the remaining paragraphs of this section, faculty members serving on the University staff temporarily, whether replacing a regular faculty member or otherwise, are designated as Visiting Professor (I5), Visiting Associate Researcher (R4), Visiting Assistant Agronomist (S3), etc.

Exchange Appointments

When members of the University of Hawai'i arrange an exchange with a counterpart at another institution, the visitor to Hawai'i carries the title Visiting \_\_\_\_\_ (Exchange). In an exchange, each party receives his/her salary from his/her "home" institution.

Lecturer

Non-resident faculty members teaching in the Summer Session and all appointments for teaching in Continuing Education carry the title of Lecturer.

Visiting Colleague

The title Visiting Colleague is used for scholars from other institutions who will spend some time on the University of Hawai'i campus, generally doing research of their own. This is a non-compensated appointment conferring only the prestige of the appointment and limited courtesy services, such as library privileges, the right to purchase a parking permit and occasionally the use of office and laboratory facilities. The Visiting Colleague does no teaching.

### Visiting Professional Colleague

A Visiting Professional Colleague is defined as one who is not functioning exclusively as either a member of the faculty or as a student. He/she may participate in the programs of an academic or research unit in various ways – e.g., giving occasional lectures or observing and being a fellow student. His/her stipend will be consonant with the salary he/she received in his/her native land, adjusted appropriately for living in Hawai'i during his/her residence here.

### Affiliate Graduate Faculty

The title Affiliate Graduate Faculty is a non-compensated appointment in the Graduate Division, usually given to people within the State of Hawai'i with a particular interest or capability which may contribute to the teaching or research program of the University; except for occasional lectures or consulting with individual students, affiliate graduate faculty normally do not have any formal teaching responsibilities.

#### b. COMPENSATION/USE OF TITLES, UH- MĀNOA FACULTY

Faculty compensation shall be in accordance with provisions reflected in the most current collective bargaining agreement between the University of Hawai'i and exclusive collective bargaining representative. In the event that the faculty member is not subject to the collective bargaining, the President shall have the authority to establish compensation guidelines.

1. Department Chairpersons, Associate and Co-Chairs, Special Program Directors, etc. extra compensation and/or release time may be granted, as appropriate, for additional administrative duties or as may be provided for the collective bargaining agreement
2. Lecturers and Resident Instructional Personnel for the Summer Session and College of Continuing Education and

Community Service are paid on a credit hour basis, at a rate determined by academic rank. (In the case of lecturers who do not carry academic rank, an equivalence basis is used.)

3. The fee schedule is set forth in the Collective Bargaining Agreement. Lecturers who are not members of the bargaining unit are paid at the same rate for the same rank or its equivalent.
4. Regular Appointments  
The initial classification and salary of a new faculty member are fixed when he/she is first appointed. If he/she has had previous experience in a similar position, he/she may be given more than the initial salary of the grade.
5. Use of Titles, titles of positions are determined by the Regents, and no faculty member may use any title not specifically authorized. Members of the faculty in divisions other than instruction, when engaged in teaching, shall bear the instructional title appropriate to their grade.
6. Salary Increments (provisions of this section are currently covered by Unit 7 Agreement)
  - a. Salary increments are provided in each grade and are granted to faculty members effective at the beginning of the fiscal year (July 1), provided that (1) their services have been rated as satisfactory; (2) they have been employed by the University for at least six months (one full semester for members of the instructional staff); (3) their salary is less than the maximum for the grade. Faculty members breaking contract in the middle of the year receive pay for five months only for one-semester service plus a pro-rata share of the two months' summer vacation for each month of completed service. Written recommendations by the dean or director to the Vice-President for Academic Affairs are required for salaries above step 8 on the salary scale or for salaries above \$26,000.
  - b. Unless promoted to a higher grade, an individual whose salary is at the top of his/her grade

continues to receive this salary as long as his/her services are rated as satisfactory.

c. In no case may an individual rated as unsatisfactory receive a salary increment, nor is an increment granted if a person resigns or his/her services are terminated on or before September 1.

7. Merit increases in salary may be authorized for individuals who have made exceptional contributions to teaching, research, community service, or other scholarly or professional activities during the preceding year. They are recommended by departments to the appropriate college dean and reviewed by the college personnel committee. The Faculty Personnel Committee, advisory to the Chancellor, considers all of the recommendations from the various colleges to assure that appropriate faculty participation has taken place. Merit increases are effective on July 1 of the succeeding fiscal year and are announced in the fall.

8. Salary Upon Promotion

When an employee is promoted, he/she receives an amount equal to his/her former salary plus the annual increment or the minimum salary of the higher grade whichever is greater.

9. Additional Pay for Additional Service

The Board of Regents may provide additional compensation for administrative services or other responsibilities assigned in addition to regular duties. Normally this procedure is not applied when the administrative or other responsibility assumes major proportions.

10. Summer Session Service

When appointed to the Summer Session Faculty, regular faculty members receive additional compensation in accordance with the schedule for Lecturers and with an agreement entered into with the Dean of the Summer Session.

11. COMPENSATION OF FACULTY IN LEGAL INSTRUCTION

- a. The compensation of Faculty Members shall be determined according to their placement on the appropriate rank and step of the salary schedule.
- b. Additionally, the compensation of Faculty Members may be further adjusted in accordance with the following provisions:
  - (1) Salary increases and other extra compensation shall be provided for in accordance with collective bargaining agreements, if any, or according to executive policy.
  - (2) Increments shall be provided for in accordance with applicable statutes or collective bargaining agreement as appropriate.
  - (3) Extra compensation may be granted, as appropriate, for additional administrative duties.
  - (4) Upon promotion, a Faculty Member will receive an amount equal to his/her former salary plus one increment step or the minimum salary at the next higher rank, whichever is greater.
  - (5) Faculty members terminating their contract in the middle of a year or semester and those who are appointed after the beginning of a semester shall have their salary prorated for that portion of the academic year or semester of service rendered.
  - (6) Faculty Members whose salary is at the top of their rank or whose salary exceed the top of their rank shall continue to receive their salary unless otherwise provided for through a collective bargaining agreement.
- c. A Lecturer in Law shall be compensated on the basis of his/her qualifications and experience,

but not to exceed a rate per credit hour of \$1000.

- B. Clinical titles for non-compensated faculty appointments in Health Science and Social Welfare.
1. The titles Clinical Professor, Associate Clinical Professor, Assistant Clinical Professor and Clinical Instructor are non-compensated appointments in the College of Health Sciences and Social Welfare and the Cancer Research Center for practitioners with professional qualifications in the health and welfare sciences who take an active role in formal teaching, tutorials, clinical instruction, clinical research, hospital practice or field guidance of students.
  2. The title Clinical Teaching Assistant is a non-compensated appointment of a hospital staff member who supervises and instructs Medical School students.
    - a. Duties and Responsibilities. Under the general supervision of Medical School faculty, supervise and instruct Medical School M.D. candidates in a specialized area of medicine in a hospital environment.
    - b. Minimum Qualifications. Must be a hospital staff member serving in the second or later year of post-M.D. training, and recommended for such appointment by the appropriate Medical School department.
- C. University of Hawai'i at Hilo and West O'ahu
1. Classification and Compensation of Instructional Faculty at the University of Hawai'i at Hilo and West O'ahu campuses. Pursuant to Section 304-100, Hawai'i Revised Statutes, as amended, the classification and compensation of all instructional positions at the University of Hawai'i at Hilo and at the University of Hawai'i at West O'ahu shall be determined in accordance with the provisions specified below.
    - a. CLASSIFICATION OF INSTRUCTIONAL FACULTY AT UH-HILO AND UH-WEST O'AHU

CLASSIFICATION

### Instructor (I2)

Duties and Responsibilities. The primary responsibility of an instructor is to conduct assigned courses and seminars. Additionally, the instructor is to serve as academic advisor to students. Where appropriate, the instructor is to participate in curriculum development activities; supervise laboratories, independent study activities, and off-campus learning such as practicums and internships. Perform such other related tasks and duties as assigned.

Minimum Qualifications. A master's degree from a college or university of recognized standing in a field appropriate to the requirements of the position. In unusual circumstances the requirement of the master's degree may be waived by the University upon demonstration of appropriate professional training, competence or experience.

### Assistant Professor (I3)

Duties and Responsibilities. The primary responsibility of an assistant professor is to conduct assigned courses and seminars. Additionally, the assistant professor is to serve as academic advisor to students; serve on college or university committees; engage in scholarly activities, and/or creative endeavors which contribute to the academic mission of the University. Where appropriate, the assistant professor is to participate in curriculum development activities; supervise laboratories, independent study activities, and off-campus learning such as practicums and internships; and to render service to the professional or lay community which is relevant to the individual's academic specialty. Perform such other related tasks and duties as assigned.

Minimum Qualifications. A doctorate from a college or university of recognized standing in a field appropriate to the requirements of the position. In unusual circumstances the

requirement of the doctorate may be waived by the University upon demonstration of appropriate professional training, competence or experience.

#### Associate Professor (I4)

Duties and Responsibilities. The primary responsibility of an associate professor is to conduct assigned courses and seminars. Additionally, the associate professor is to serve as academic advisor to students; serve on college or university committees; engage in scholarly activities, and/or creative endeavors which contribute to the academic mission of the University; provide professional assessments in personnel matters when requested. Where appropriate, the associate professor is to participate in curriculum development activities; supervise laboratories, independent study activities, and off-campus learning such as practicums and internships; and to render service to the professional or lay community which is relevant to the individual's academic specialty. Perform such other related tasks and duties as assigned.

#### Minimum Qualifications.

- (1) A doctorate from a college or university of recognized standing in a field appropriate to the requirements of the position. In unusual circumstances the requirement of the doctorate may be waived by the University upon demonstration of appropriate professional training, competence or experience.
- (2) Demonstrated high quality teaching performance.
- (3) At least five years of full-time college or university teaching in the rank of assistant professor or higher.
- (4) High quality contributions in at least one of the following areas and demonstrated competence in the other:

- (a) Scholarly contributions and/or creative contributions in the individual's field appropriate for the rank and the standards of the specific campus.
- (b) Service to the academic life of the college and/or university system. Where appropriate, contributions to the professional or lay community pertinent to the individual's professional training will be applicable in partial satisfaction of the service criterion.

#### Professor

Duties and Responsibilities. The primary responsibility of a professor is to conduct assigned courses and seminars. Additionally, the professor is to serve as academic advisor to students; serve on college or university committees; engage in scholarly activities, and/or creative endeavors which contribute to the academic mission of the University; provide professional assessments in personnel matters when requested; exhibit professional and academic leadership. Where appropriate, the professor is to participate in curriculum development activities; supervise laboratories, independent study activities, and off-campus learning such as practicums and internships; to render service to the professional or lay community which is relevant to the individual's academic specialty; to perform such other relative tasks and duties as assigned.

#### Minimum Qualifications.

- (1) A doctorate from a college or university of recognized standing in a field appropriate to the requirements of the position. In unusual circumstances the requirement of the doctorate may be waived by the University upon demonstration of appropriate professional training, competence or experience.

- (2) Demonstrated high quality teaching performance.
- (3) A minimum of five years of full-time college or university teaching at the rank of associate professor or higher.
- (4) High quality contributions in at least one of the following areas and demonstrated competence in the other:
  - (a) Scholarly contributions and/or creative contributions in the individual's field appropriate for the rank and the standards of the specific campus.
  - (b) Service to the academic life of the college and/or university system. Where appropriate, contributions to the professional or lay community pertinent to the individual's professional training will be applicable in partial satisfaction of the service criterion.

In unusual circumstances and for exceptional cases, the University may, in its discretion, waive any of the other minimum qualifications besides the academic degree requirement. The waiver of a requirement in a given case for one rank will not necessarily mean it is waived for the next higher rank.

2. FACULTY COMPENSATION AT UH-HILO & UH-WEST O'AHU  
Note: See collective bargaining contract for the monthly salary ranges for faculty.

The compensation of Faculty Members shall be determined according to their placement on the appropriate salary schedule.

Additionally, the compensation of Faculty Members may be further adjusted in accordance with the following provisions:

- a. Salary increases and other extra compensation shall be provided for in accordance with

collective bargaining agreements, if any, or according to Board of Regents' policy.

- b. Increments shall be provided for in accordance with applicable statutes, Board of Regents' policy, or collective bargaining agreement, as appropriate.
- c. Extra compensation and/or released time may be granted, as appropriate, for additional administrative duties in accordance with Board of Regents' policy and/or the collective bargaining agreement.
- d. For salary upon promotion, see collective bargaining contract. Faculty will receive an amount equal to the former salary plus two steps or the minimum salary at the promoted rank, whichever is greater.
- e. Faculty Members terminating their contract in the middle of the year and those who are appointed after the beginning of a semester shall have their salary prorated for that portion of the academic year or semester of service rendered.
- f. Faculty Members whose salary is at the top of their rank or whose salary exceed the top of their rank shall continue to receive their salary unless otherwise provided for through a collective bargaining agreement.

### 3. Affiliate Faculty UH-Hilo

- a. The title "AFFILIATE FACULTY" is a non-compensated appointment to UH-Hilo, usually to professional personnel in residence in Hawai'i County with a particular interest or capability which may contribute to the teaching or research program of the College; except for occasional lectures or consulting with individual students, affiliate faculty do no teaching.
- b. The Dean of the College recommends appointments to this title only after review and approval have taken place within the appropriate UH-Hilo discipline. Appointments to this title carry no

implied obligation for future appointment to instructional positions.

4. Community College Classification Plan and Compensation Policy

a. CLASSIFICATION PLAN OF FACULTY IN THE COMMUNITY COLLEGES

The University of Hawai'i Mission, as approved by the Board of Regents, November 1996, states that "The UH Community Colleges enable the University of Hawai'i system to meet its mission mandate of putting postsecondary education within the reach of every resident who wants and can benefit from it."

"Opportunity is afforded those who can benefit and either have completed high school or are 18 years of age. For some, community college classes are the first step toward a baccalaureate or postgraduate degree; for others, they provide training or retraining in skills tailored to Hawai'i's job market."

"The instructional, scholarship, and service missions of the Community Colleges are inseparable. Presenting knowledge through effective teaching is a special strength. This requires scholarship that focuses on the instructional enterprise, ensuring that students are prepared for advanced baccalaureate work, employment, and/or job upgrading. Achieving this outcome, while providing for students' personal enrichment, is the fundamental service mission of the UH Community Colleges."

Within the context of this mission, a faculty member in the University of Hawai'i's Community College System is primarily a teacher and/or academic support faculty, appointed for teaching skills, knowledge of the field and ability to relate to and assist student learning. The primary obligation and the one responsibility, which most distinguishes Community College faculty members is effectiveness in teaching and in the assistance of learning. Further, the Open

Door commitment of the community colleges results in a diverse and multi-faceted student body with educational needs ranging from remedial and developmental to highly specialized and technical skills. Teaching and learning in this environment is significantly impacted by factors such as the student's level of academic preparedness, motivation, and ultimate educational goals, including transfer to baccalaureate institutions. Moreover, the process of teaching and learning is the shared responsibility of the faculty and the student. The following classification system is to be viewed within this context.

b. PRINCIPLES OF CLASSIFICATION

Faculty in the University of Hawai'i's community colleges are classified according to a set of four principles.

- (1) Community College faculty members develop and maintain excellence in their area of primary responsibility: teaching and learning or the professional support of teaching and learning, or a combination of both (including both credit and non-credit areas).
- (2) Community College faculty members understand and are committed to the open-door philosophy and to the complementary ideals of teaching and service within their college and community.
- (3) Community College faculty members achieve and maintain excellence over time and through varied endeavors in an environment that supports and rewards such development.
- (4) Community College faculty members recognize their students' diverse educational needs and are committed to providing the necessary academic rigor, support and encouragement that will permit students to achieve their educational goals.

This classification plan recognizes two distinct phases in developing and maintaining faculty excellence: these are the probationary period and the period after the award of tenure.

Because of the high valued placed on teaching and learning, prior to the granting of tenure, faculty are expected to demonstrate excellence in teaching or the primary area of responsibility. Simultaneously, they are expected to contribute service as befit members of an institution of higher learning that is also a public agency.

With the granting of tenure, the University of Hawai'i recognizes both the continuing need for the faculty member's service and the achievement of excellence during the probationary period. Tenured faculty are expected to sustain the excellence that contributed to their tenure and to continue developing their skills as professionals and leaders in their college and community.

This classification plan also recognizes, however, that at different stages in a faculty member's career, responsibilities and emphases may change in response to the needs of the college, the nature of its community, the availability of opportunities, and the evolution of individual professional interests and expertise. Faculty are challenged, therefore, to follow multiple paths in the performance of their responsibilities.

During the tenure and promotion review process, the faculty's primary responsibilities are carefully evaluated. This process makes essential the use of insightful professional judgment by both faculty reviewers and administrators.

c. PRIMARY RESPONSIBILITIES OF FACULTY

Community College faculty members should strive for excellence in the performance of their primary responsibilities. Where appropriate, they design measurable or observable learning outcomes and assess and provide evidence of student learning. Above all they work to improve student achievement and success. However, critical assessment and evaluation of excellence will be conducted with due consideration for individual assignments and institutional needs.

It is recognized that in certain situations, a faculty member's responsibilities may encompass a combination of instruction, academic support, and economic development and customized training. In such instances, the faculty member may choose to present a case for reappointment, tenure, or promotion on a combination of performance and accomplishment in the four areas.

(1) INSTRUCTION

Instructional faculty members are primarily teachers. This primary focus entails the responsibility to develop an educational philosophy and methodology that will challenge and stimulate students; to require academic rigor and discipline; and to assist students to understand concepts, solve problems, and learn to think independently. At the same time, faculty members need to be responsive to students, be concerned with developing their potential, and be willing to serve as role models, academic advisors, mentors, and leaders. Faculty must motivate students, work with as wide diversity of student abilities and needs, and develop within them the capacity to become life-long learners. In this manner, faculty members promote social responsibility while providing professional assessment of student learning. To carry out these responsibilities, faculty members must maintain currency and understanding in their fields, must continually search for the most effective means of teaching, and must

contribute to the development of the curriculum and program improvement.

In certain areas, most specifically vocational education and discipline areas such as science, learning skills, and art, where there is an expectation that shops and laboratories must be maintained, materials located, supplies and equipment ordered, and students supervised in shop or lab activities, these additional expectations will be considered a vital part of faculty contribution to the campus.

(2) CONTINUING EDUCATION AND TRAINING

Faculty members in continuing education, customized training units have primarily program development and administrative responsibilities for continuing education classes. Because continuing education and training is market-driven and focused on life-long learning, faculty working in this area need to challenge the "traditional limits on education" and develop new and innovative strategies for creating dynamic learning environments for the adult life-long learner. They are primarily responsible for workforce and community needs assessment and the development, selection and implementation of curriculum and revision of existing classes. These responsibilities may include determining the number of new class offerings, recommending appropriate fees for public and contract classes, marketing of classes, training and developing practitioners/new hires for continuing education instruction by teaching educational concepts and principles; identifying and recommending appropriate trainers and developing appropriate performance measures based on established objectives. Achievement of desired outcomes may be assessed, as appropriate, through a combination of quantitative and qualitative measures.

(3) ACADEMIC SUPPORT

Resource Professionals (e.g. librarians, media coordinators/specialists, learning assistance center directors/staff) gather, organize, circulate, develop, and evaluate resources in support of the educational mission of the college. They also provide instructional faculty with expertise through their knowledge of learning resources and styles, alternate learning modes or methods for the assessment of student learning; in settings outside of the classroom, they organize learning activities for students, including providing instruction on information literacy or study skills. Resource faculty members are essential partners with instructional faculty, supporting teaching and learning through preparation and organization of teaching aids, and disseminating information and teaching tools designed to serve the needs of diverse students, many with special needs. To discharge this responsibility, they must support and facilitate faculty, staff, and student use of resources, and must contribute to the improvement of the quality and availability of resources.

(4) COUNSELING

Counseling faculty are both counselors and educators who specialize in students' personal and academic growth and development. Counselors help students to integrate educational and career-life goals by improving student ability at problem-solving, decision-making, interpersonal skills, self-management, and self-expression. In addition, counselors assist students to remove barriers that impede academic progress and to establish and work towards realistic career goals. Counselors facilitate such instructional activities as workshops and seminars to assist students to examine personal, educational, and social values; establish and work towards realistic

career goals; and identify appropriate resources to meet individual needs.

Counseling faculty must also be sensitive to the needs of a widely diverse student population and to specific groups of students with special needs – for example, immigrants, students with disabilities, persons with limited English proficiency, and adult learners, among others. Counselors must, therefore, be familiar with the stages of student development and with new developments in counseling theory. It is expected that they will constantly refine their skills in interpersonal relations and communication.

d. OTHER RESPONSIBILITIES OF FACULTY

In addition to the primary responsibilities, faculty are expected to participate in other essential areas such as professional and self-development, and to contribute to their college and community in other ways. These activities may include active participation in institutional assessment and planning, research or publication. These contributions can be made in a variety of ways that are necessary to the effective functioning of the institution, including service.

- (1) Institutional Service. This category refers to a broad spectrum of activities, including general administration (serving as department or division head or faculty senate chair); attending meetings and functions common to university campuses; serving on University committees; systemwide special project coordination; acting as a campus public relations liaison; technical systems designer; holding office or serving and actively participating on committees of faculty senates and other recognized faculty organizations, acting as special project leader or conference coordinator; engaging in major curriculum revision; new program development including marketing and

promotion of classes, and proposal or grant application writing; assignment as student activities coordinator, student development coordinator; coordinating with outside agencies; serving as a mentor to junior faculty members and lecturers; and other academic duties that are part of the assigned responsibility.

- (2) Professional Service. This category includes serving a State, national, or international organization, related to the faculty member's professional status, as an officer, board member, journal editor, etc.
- (3) Public Service. This category refers to activities which normally occur outside of the college and are related to the faculty member's professional status. These activities include consulting; making speeches to public groups; playing a leadership role in public organizations; conducting on-campus conferences and workshops for the benefit of the community at-large; writing for non-academic publications; providing expert testimony; providing expert technical assistance to Federal, State, or county agencies; and other related activities that serve the public.

Note, however, that if faculty are provided assigned time to perform these or any other duties, then these are to be considered primary duties.

e. FACULTY CLASSIFICATION RANKS

Instructor (C2)

Faculty at Rank 2 perform competently with increasing professional maturity in the area of primary responsibilities. They instruct students and/or provide academic support to students. They work under the guidance of colleagues to develop an understanding of student needs in their discipline or area of primary responsibility.

They begin to provide college and community service. They are expected to participate in professional and self-development activities.

Those hired as an Instructor must meet the community colleges minimum qualifications for education, experience, and certification, as appropriate.

Those who, at initial appointment, are deemed to be generally qualified to perform the duties and responsibilities of an Instructor, except that the minimum qualifications for the Instructor level have not yet been completed, may be appointed as an Acting Instructor. Further, appointment as Acting Instructor is contingent upon an approved plan of professional self-improvement which is designed to meet the minimum qualifications for Instructor, and should be completed within three (3) years from the time of first employment in this rank. Extensions beyond the three years may be granted by the Chancellor due to extenuating or exceptional circumstances.

#### Assistant Professor, Community Colleges (C3)

Faculty at Rank 3 effectively maintain a professional level of performance and productivity in the area of primary responsibilities. They maintain their expertise in current discipline content and methodologies, and in the understanding of student educational needs. They develop an understanding of the relationship of their discipline to the students' total instructional program and they contribute to the development activities at the discipline and campus level. They work independently and with colleagues to develop, revise and select curriculum materials, instructional techniques and student-needs-assessment strategies at the course or discipline level. They also provide service to the college and community outside of the area of primary responsibilities and leadership in discipline, department, or college activities. They sustain involvement in professional and self-development activities. At this rank, faculty begin to serve as Division

Personnel Committee members, provide leadership in campus committees or task groups and serve as mentors or resources to other faculty.

A minimum of five years of service as Instructor (C2) is required for promotion to Assistant Professor, Community Colleges. Therefore, application for promotion to Assistant Professor, Community Colleges, may be made after completing four years of service as Instructor. Waiver of time-in-rank requirements may be approved in accordance with *the Community College Tenure and Promotion Guidelines*.

Associate Professor, Community Colleges (C4)

Faculty at Rank 4 perform consistently at a highly effective professional and productive level in the area of primary responsibilities. They maintain their expertise in current discipline content and methodologies, and in the understanding of student needs. They provide individual leadership to colleagues in their discipline area, college, or university. In addition, they work with colleagues in other disciplines to facilitate total student learning. They initiate, coordinate, and participate in discipline-related projects at the campus or system level to include significant program or curricular modification. It is expected that they will provide significant service to the college and community outside of the area of primary responsibilities and that they will sustain involvement in professional and self-development activities. Faculty at this rank are expected to accept appointments to serve as Division or Department Chairpersons. Other examples of leadership may include involvement in program review and other assessment and planning activities for the campus.

A minimum of four years of service as Assistant Professor, Community Colleges (C3) is required for promotion to Associate Professor, Community Colleges. Therefore, application for promotion to Associate Professor, Community Colleges, may be made after completing three (3) years of service

as an Assistant Professor, Community Colleges. Waiver of time-in-rank requirements may be approved in accordance with the *Community College Tenure and Promotion Guidelines*.

Professor, Community Colleges (C5)

Faculty at Rank 5 sustain excellence in the area of primary responsibilities and demonstrate versatility and depth in the mastery of strategies which effectively meet student needs at the course, or discipline, or program level. They sustain leadership and service to the discipline, college, or university; demonstrate expertise; and serve as resources to other faculty, businesses, and the community. At this rank, they serve as mentors to junior faculty. Sustained involvement in professional and self-development activities at an appropriately high level is expected. Faculty at this rank are expected to accept appointments to serve as Division or Department Chairpersons. Other examples of leadership may include leading program review, serving on institutional assessment and planning groups on the campus and system levels.

A minimum of four years of service as Associate Professor, Community Colleges (C4) is required for promotion to Professor, Community Colleges. Therefore, application for promotion to Professor, Community Colleges, may be made after completing three (3) years of service as an Associate Professor, Community Colleges. Waiver of time-in-rank requirements may be approved in accordance with the *Community Colleges Tenure and Promotion Guidelines*.

f. MINIMUM QUALIFICATIONS/PLACEMENT ON SALARY SCHEDULE

(1) Minimum Qualifications

- (a) Minimum Qualifications will normally be a Master's degree for liberal arts and a combination of education, experience, and certification, depending on the

field, for vocational education subjects.

- (b) After meeting the minimum requirements and qualifications for Instructor, recommendations for waiver of minimum requirements for higher ranks may, upon proper justification by the Provost and approval by the Chancellor for Community Colleges, be made for new appointments and faculty members with outstanding experiences and/or performance. If the requirements for training or experience stipulated for a particular rank are waived, the waiver shall apply only to that particular rank.

- (2) Placement on Salary Schedule of New Instructors

Assignment to the salary range of new instructors shall be based on the recommendations of the Provost, approval of the recommendations by the Chancellor for Community Colleges and the President or their designees, and final approval by the Board of Regents, unless such approval is delegated.

- g. FACULTY COMPENSATION IN THE COMMUNITY COLLEGES  
Note: See collective bargaining contract for the monthly salary ranges for Faculty of the Community Colleges.

- (1) The compensation of Faculty members shall be determined according to their placement on the appropriate salary schedule.
- (2) Additionally, the compensation of Faculty Members may be further adjusted in accordance with the following provisions:
  - (a) Salary increases and other extra compensation shall be provided for in accordance with collective bargaining

agreements, if any, or according to Board of Regents policy.

- (b) Extra compensation and/or released time may be granted as appropriate, for additional administrative duties in accordance with Board of Regents' policy and/or the collective bargaining agreement.
  - (c) Increments shall be provided for in accordance with applicable statutes, Board of Regents policy, or collective bargaining agreement, as appropriate.
  - (d) See collective bargaining contract for salary upon promotion.
  - (e) Faculty members terminating their contract in the middle of the year and those who are appointed after the beginning of a semester shall have their salary prorated for that portion of the academic year or semester of service rendered.
  - (f) Faculty members at the top of their salary range or whose salary exceed the top of their range shall continue to receive their salary unless otherwise provided for through a collective bargaining agreement.
- (3) Monthly Salary Ranges for New Appointments and Promotions
- (a) Community Colleges  
Refer to current UH-UHPA Agreement
  - (b) University of Hawai'i at Hilo and West O'ahu College Refer to current UH-UHPA Agreement.
  - (c) University of Hawai'i at Mānoa (except Clinical Faculty in the School of Medicine and Faculty in the School of Law)

Refer to current UH-UHPA Agreement.

- (d) University of Hawai'i at Mānoa,  
Clinical Faculty of the School of  
Medicine  
Refer to current UH-UHPA Agreement.
  - (e) University of Hawai'i at Mānoa, Faculty  
of the School of Law  
Refer to current UH-UHPA Agreement.
  - (f) University of Hawai'i at Mānoa, County  
Extension Agents  
Refer to current UH-UHPA Agreement.
  - (g) The following are delegated to the  
President and/or designee(s):
    - 1. Raise to the new minima those  
salaries falling below the new  
minima, effective August 1, 1985;
    - 2. Adjust individual salaries which  
become equitably depressed as a  
result of No. 1 above:
      - A. adjustments to rectify  
"compression" shall be limited to  
the first quartile of the  
respective rank/range,
      - B. adjustments which also  
involve remediation of sex-based  
inequities shall be allowed up to  
the second quartile (midpoint) of  
the respective rank/range.
5. Noncompensated faculty appointments shall utilize the appropriate "adjunct" title in accordance with the following guidelines for employing the adjunct faculty series:
- a. The adjunct faculty series is intended to encourage the utilization of qualified, experienced persons from the local community in appropriate educational programs and thereby to enhance and improve the integration of practical

real world experience with conceptual, theoretical, and vicarious instruction.

- b. The adjunct faculty series (which does not replace any current category of appointment) will be non-compensated appointments with each appointment appropriately ranked by training and experience analogous to regular faculty.
- c. The ranks in the adjunct faculty series will be:
  - Adjunct Instructor
  - Adjunct Assistant Professor
  - Adjunct Associate Professor
  - Adjunct Professor
- d. Appointments to this series will be upon invitation and will not exceed one year and are to be the specific instructional term or terms for which the appointee has agreed to accept responsibilities.
- e. The appointment and ranking procedure utilized will be identical to that employed in the regular faculty appointment process with the exception that the recruiting and advertising aspects for compensated appointments will not be required.
- f. Reappointments of adjunct faculty at the same rank or at a different rank must be reviewed in the same manner as other faculty appointments. Changing the rank upward will require full appointment review by peers but will not involve a "promotion" process since each year's appointment is considered essentially as a new appointment.
- g. This series is effective immediately, may be utilized by all Units, and appointments may be delegated to the Chancellor of each Unit, with an annual report to the Vice President for Academic Affairs, who in turn shall report to the Board in behalf of the President.

## 6. Lecturers

Lecturers. The President or designee shall have authority to appoint lecturers, including Summer Session, in accordance with the following guidelines for appointment of lecturers:

- a. The fluctuating demand by students for various courses makes it impractical to provide a permanent staff to satisfy all such demands. Therefore, lecturers are hired on a temporary, part-time basis to fill this need when regular faculty members are not available.
- b. Since lecturers are temporary, part-time employees, the University cannot obligate itself to any guarantee of future employment or give any indication that continued employment is implied or intended.
- c. Each Chancellor shall develop academic standards for the hiring of lecturers on their respective campuses or divisions.
- d. Lecturers shall be paid according to the faculty collective bargaining contract (BU 07). The rates shall be paid on the basis of the policies and rates in effect on the campus where the course is taught.
- e. Lecturers who are appointed to teach not more than six-credit hours at the Mānoa, Hilo, and West O'ahu campuses and those appointed to teach not more than seven-credit hours at Community Colleges are carrying less than half-time load equivalent.
- f. Lecturers should not, as a general concept, be hired to teach a full instructional load equivalent of regular faculty, i.e., 15 credit hours for Community Colleges and 12 credit hours on four-year campuses per semester within the University system since lecturers are hired to meet temporary, part-time requirements. In any event, lecturers should not be appointed for a total of more than the equivalent of 15 semester hours in the Community Colleges or 12 semester hours at the Mānoa, Hilo, and West O'ahu campuses. Appropriate equivalencies should be

developed for those who may lecture at both the Community Colleges and at the Mānoa, Hilo or West O`ahu campuses at the same time.

- g. Lecturers employed full-time elsewhere (other than UH employment) should not be appointed for more than six-credit hours per semester or nine-credit hours during the academic year (the same limits as for full-time University faculty members).
- h. Lecturers are not eligible for tenure regardless of assigned workload or duration of appointments. Any period of appointment as a lecturer will not be counted as probationary service should a lecturer subsequently be appointed to a regular faculty position.
- i. Lecturer appointments are normally for one semester at a time.
- j. Lecturers who are appointed after the start of classes and who do not teach the full course(s) shall receive a pro-rata share of the lecturer stipend. The formula to be used is: the instructional class hours completed divided by the instructional class hours required for the course, multiplied by the total amount payable for the entire course.