



August 13, 2018

MEMORANDUM

TO: Mānoa Deans and Directors

FROM: Beverly A. McCreary
Assistant Vice Chancellor
for Academic Personnel

A handwritten signature in black ink, appearing to read 'Beverly McCreary', written over the printed name.

SUBJECT: Deadline for Waiver of Minimum Qualifications for Faculty Promotion and/or Tenure

The Board of Regents and President delegated authority to waive Minimum Qualifications (MQs) for promotion, tenure, and hiring to the Chancellor. Deans and Directors are delegated the authority to waive Minimum Qualifications for time in rank, with the exception of shortening an individual's probationary period to less than 2 years through credit from prior service at a non-probationary rank (I2 or R2), this requires a waiver from the Chancellor.

The granting of waivers of minimum educational requirements is not delegated to the Deans and Directors. Approval by the Chancellor must be obtained before the dossier may be reviewed. The MQs for each faculty rank are found in Executive Policy – Classification of Faculty, E5.221. The most common reason at Mānoa for such a waiver request is for faculty in areas where the doctorate is not the appropriate terminal degree. For the 2018-2019 cycle of faculty promotion and tenure, the deadline at Mānoa, for the Dean's to receive all requests for waivers of MQs will be **Friday, August 24, 2018**.

A request for a waiver requires statements written by the Department Chair and the Dean or Director describing why the waiver is justified. These written requests must be submitted to me in Hawai'i Hall 209 by **Friday, August 24, 2018**.

Under our collective bargaining agreement, the faculty member initiates the promotion and/or tenure process by submitting an application. It is, therefore, incumbent on those faculty who will require a waiver to make this request as early as possible so that your written request reaches me by August 24, 2018. Please insure that all Department Chairs and potentially affected faculty are notified in a timely way of this deadline.

2500 Campus Road, Hawai'i Hall 209
Honolulu, Hawai'i 96822
Telephone: (808) 956-8447
Fax: (808) 956-7115

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It may be necessary in tenure cases to adjust the probationary period. Authority to shorten or lengthen the probationary period has been delegated to the Deans and Directors within the contractual provisions. The *2017-2021 UHPA/BOR Agreement* allows for the shortening of probation to up to one year; however, no more than three years of credit for service in rank which does not count as probationary (I2 and R2) may be granted without approval by the Chancellor. In addition, and in line with this delegation, the Chancellor has now delegated the authority to waive the minimum qualification for time in rank to the Deans and Directors. If you have questions regarding any of these matters, please contact Dr. Beverly A. McCreary at 956-9429 or bmccrear@hawaii.edu.

Attachment

c: Interim Chancellor David Lassner
Interim Vice Chancellor Michael Bruno
Executive Director Kristeen Hanselman

TENURE AND PROMOTION APPLICANTS SUMMARY OF EDUCATIONAL AND SERVICE REQUIREMENTS

For details, please consult Executive Policy – Classification of Faculty E5.221 (which also can be found in Appendix A of the *Criteria and Guidelines for Faculty Tenure/Promotion Application*).

The following table lists the minimum educational, service requirements and probationary period for individuals applying for tenure and/or promotion. Faculty who do not meet the minimum educational requirements **must** apply for a waiver from the Chancellor who has been delegated this authority by the President and the Board of Regents.

Please note that the service requirement may be met through equivalent service, e.g., at a prior institution, at the discretion of the dean.

Individuals who are applying for tenure must meet the educational, service and probationary period requirements. Deans have been delegated the authority to shorten the probationary period for 1 year or more, or lengthen it to no more than 7 years. If Individuals are shortening their probationary period to less than 11 months, this will require a waiver from the Chancellor. Also, Instructor's and Junior Researcher's who are shortening their probationary period by more than 1 year through credit from prior service, requires a waiver from the Chancellor. Therefore, an individual may meet the service requirement through equivalent service from a prior institution; however, this person may still need to apply for a waiver to shorten their probationary period.

Classification	Educational Requirement ¹	Service Requirement ²	Probationary Period
Instructional			
I2 → I3	Doctorate	not specified	----
I3 → I4	Doctorate	4 years at I3 or equivalent	5 years
I4 → I5	Doctorate	4 years at I4 or equivalent	3 years
Research			
R2 → R3	Doctorate	not specified	----
R3 → R4	Doctorate	4 years at R3 or equivalent	5 years
R4 → R5	Doctorate	4 years at R4 or equivalent	3 years

Classification	Educational Requirement ¹	Service Requirement ²	Probationary Period
Specialist			
S2 → S3	Master's plus 30 graduate credits in a relevant field	3 years at S2 or equivalent	5 years
S3 → S4	Doctorate	4 years at S3 or equivalent	5 years
S4 → S5	Doctorate	4 years at S4 or equivalent	3 years
Law			
J2 → J3	Law degree	not specified	----
J3 → J4	Law degree	5 years at J3 or equivalent	5 years
J4 → J5	Law degree	3 years at J4 or equivalent	3 years
Clinical Medicine			
I-2M → I-3M	MD or equivalent medical degree; Board certification or qualification	not specified	----
I-3M → I-4M	MD or equivalent medical degree; Board certification	4 years at I-3M or equivalent	5 years
I-4M → I-5M	MD or equivalent medical degree; Board certification	4 years at I-4M or equivalent	3 years
Librarian			
B2 → B3	Masters in Library or Information Science plus 24 post-baccalaureate credits of academic study	3 years appropriate experience	5 years
B3 → B4	Masters in Library or Information Science; 2 nd Masters in specialized subject area	4 years at B3 or 7 years appropriate experience	5 years
B4 → B5	Masters in Library or Information Science; 2 nd Masters in specialized subject area	4 years at B4 or 12 years appropriate experience	3 years

Classification	Educational Requirement¹	Service Requirement²	Probationary Period
Extension Agent			
A2 → A3	Masters in appropriate field <i>OR</i> Bachelors plus 30 post-baccalaureate credits of academic work in appropriate field	3 years appropriate experience	5 years
A3 → A4	Masters in appropriate field <i>AND</i> 15 post-baccalaureate credits of academic work in appropriate field	4 years at A3 or equivalent	5 years
A4 → A5	Masters in appropriate field <i>AND</i> 30 post-baccalaureate credits of academic work in appropriate field	4 years at A4 or equivalent	3 years

- ¹ Educational Requirements: For all classifications of faculty, "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." (See Executive Policy – Classification of Faculty E5.221)
- ² Service Requirements: For specific equivalencies in each classification, please consult Executive Policy – Classification of Faculty E5.221.