



Viewing Policy EP 5.221

Title

Classification of Faculty

Header

Executive Policy Chapter 5, Academic Affairs

Executive Policy EP 5.221, Classification of Faculty

Effective Date: October 2014

Prior Dates Amended: May 2011

Responsible Office: Office of Executive Vice President for Academic Affairs

Governing Board of Regents Policy: Chapter 5

Review Date: August 2017

I. Purpose

This Executive Policy maintains the administrative infrastructure 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, and the University of Hawai'i Community Colleges.

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

II. Definitions

No policy specific or unique definitions apply.

III. Executive Policy

A. Executive Policy 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.

B. Guidelines

1. The classification of faculty positions in the University of Hawai'i shall be as provided in the attachments for each campus.

Attachment 1: University of Hawai'i at Manoa

Attachment 2: University of Hawai'i at Hilo and University of Hawai'i – West O'ahu

Attachment 3: University of Hawai'i Community Colleges

2. The compensation of faculty members shall be in accordance with provisions reflected in the most current collective bargaining agreement between the University of Hawai'i and the exclusive representative.

3. Non compensated 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, 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 or designee.

4. Lecturers

The President or designee shall have authority to appoint lecturers 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 collective bargaining agreement. 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 Manoa, 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 Manoa, Hilo, and West O'ahu campuses. Appropriate equivalencies should be developed for those who may lecture at both the Community Colleges and at the Manoa, 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.

IV. Delegation of Authority

There is no policy specific delegation of authority.

V. Contact Information

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VI. References

A. Hawai'i Revised Statutes, Section 304A, University of Hawai'i System

B. Executive Policy [EP 9.112](#)

C. Administrative Procedure A9.205, A9.235

D. Link to superseded Executive Policies in old format
<https://www.hawaii.edu/policy/archives/ep/>

E. Link to Administrative Procedures in old format
<https://www.hawaii.edu/policy/archives/apm/sysap.php>

VII. Exhibits and Appendices

No Exhibits and Appendices found

Approved

Signed

David Lassner
President

October 31, 2014

Date

Topics

No Topics found.

ATTACHMENT 1: UNIVERSITY OF HAWAI'I AT MĀNOA

I. 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:

- A. 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.
- B. 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".
- C. Specialist (S), includes junior specialists, assistant specialists, associate specialists, and specialists. The S series is used for specialties not primarily involved with research.
- D. Librarian (B), includes ranks II to V.
- E. Extension Agent (A), includes junior extension agents, assistant extension agents, associate extension agents, and county extension agents.
- F. Graduate Teaching Assistant
- G. Lecturer includes persons employed for short- term teaching assignments, usually on a part-time basis.
- H. 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.

II. DUTIES, RESPONSIBILITIES AND MINIMUM QUALIFICATIONS

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

A. POSITIONS IN INSTRUCTION ("I" designated faculty excluding law "J" and clinical medicine "M" faculty)

1. **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 Master's 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). This is a title established to facilitate recruitment at the I3 (Assistant Professor) 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.

The title of Assistant professor was previously approved by the Board of Regents on January 14, 1965.

2. **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.

3. 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.

4. **PROFESSOR (15)**

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.

5. **NON-COMPENSATED FACULTY POSITIONS**

a) **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 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.

b) **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 of Hawai'i at Mānoa 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.

6. **POSITIONS IN LEGAL INSTRUCTION** ("J" designated faculty)

a) **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.

b) **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.

c) **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.

d) **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 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.

7. **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.

8. **POSITIONS IN CLINICAL MEDICAL INSTRUCTION** ("M" designated faculty)

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

a) **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.

b) **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.

c) **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.

d) **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.

B. 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.

1. 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 Master's 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.

2. 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.

3. **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.

4. **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.

5. 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 1.

6. 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.

C. 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.

1. 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 Master's 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.

2. 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 Master's degree and, in addition to the Master's degree, 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.

3. 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.

4. **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.

5. **LIBRARIANS**

a) **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 Master's degree in library or information science from a program accredited by the American Library Association or from a college or university of recognized standing.

b) **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 Master's degree in library or information science; in addition to the Master's degree, 24 post-baccalaureate credits of academic study; and at least three years of appropriate experience.

c) **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 Master's degree in library or information science; a second Master's degree in a specialized subject area; and seven years of appropriate experience or four years in the rank of Librarian III.

d) **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 Master's degree in library or information science; a second Master's 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.

D. 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.

1. 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 Bachelor's 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.

2. 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 Master's 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 Bachelor's 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.

3. 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 Master's 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, 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.

4. **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 Master's 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.

E. 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 (15),

Visiting Associate Researcher (R4), Visiting Assistant Agronomist (S3), etc.

1. **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.

2. **LECTURER**

Appointments for teaching in the Outreach College carry the title of Lecturer.

3. **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.

4. **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 as appropriate.

5. **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.

III. 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.

- A. **Chairpersons, Associate and Co-Chairs, Special Department Program Directors, etc.** Extra compensation and/or release time may be granted, as appropriate, for additional administrative duties or as may be provided in the collective bargaining agreement
- B. **Lecturers and Resident Instructional Personnel in Outreach College.** Such personnel 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.)
- C. **Fee Schedule.** The fee schedule is set forth in the Collective Bargaining Agreement and applicable for lecturer and overload purposes. Lecturers who are not members of the bargaining unit are paid at the same rate for the same rank or its equivalent.
- D. **Regular Appointments.** The initial classification and salary of a new faculty member shall be in accordance with the collective bargaining agreement and University policies and procedures. If he/she has had previous experience in a similar position, he/she may be given more than the initial minimum salary of the grade.
- E. **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.
- F. **Salary Increments** (provisions of this section are currently covered by the collective bargaining agreement)
 - 1. Salary increments are provided in each grade and are granted to faculty members in accordance with the collective bargaining agreement. Increments are effective at the beginning of the fiscal year (July 1), provided that (1) their services have been rated as satisfactory; and (2) they have been employed by the University for at least six months (one full semester for members of the instructional staff). 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. Salaries above the designated threshold require President's approval.

2. 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.
 3. 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.
- G. **Merit Increases.** 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 and in accordance with the collective bargaining agreement. 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 generally effective on July 1 of the succeeding fiscal year and are announced in the fall.
- H. **Salary Upon Promotion.** When an employee is promoted, he/she receives an amount in accordance with the collective bargaining agreement.
- I. **Additional Pay for Additional Service.** Additional compensation for administrative services or other responsibilities assigned in addition to regular duties may be provided with approval of Chancellor or designee. Normally this procedure is not applied when the administrative or other responsibility assumes major proportions.
- J. **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 Outreach College.
- K. **Lecturer in Law.** Such lecturers shall be compensated on the basis of his/her qualifications and experience, but not to exceed a rate per credit hour of \$1000.
- L. **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.
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.

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.