

APPROVED:

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Mānoa Chancellor's Office

Date

Department of Nursing
School of Nursing and Dental Hygiene
University of Hawai'i at Mānoa

Criteria for Hire, Contract Renewal, Promotion and Tenure

SPECIALIST (S) FACULTY

August 2015

APPLICABILITY

These guidelines pertain to Specialist (S) faculty who are applying for initial appointment as a tenure leading (probationary) faculty member, and / or are seeking contract renewal, or tenure and/or promotion.

I. JUNIOR SPECIALIST (S2)

Minimum Qualifications and Progression

To be hired as a Junior Specialist the candidate must have an earned Master's degree in a field relevant to the School of Nursing and Dental Hygiene (SONDH).

Junior Specialist Seeking Contract Renewal

For contract renewal, there must be clear evidence of professional growth in the specialty as evidenced by progressive complexity of assigned projects in the performance of assigned duties. The faculty member should have participated in the academic affairs of the school and the University, as evidenced by service on appropriate departmental committees; use of professional competence in the service of the profession, successful completion of duties as outlined in the position description; a demonstrated ability to work with faculty, staff and administrators as evidenced by a dossier that includes examples of projects that include collaboration with faculty, staff and administrators, if appropriate.

Junior Specialist Seeking Tenure

To obtain tenure at the rank of S2 the faculty member must have demonstrated a level of professional achievement and productivity in the field of specialization appropriate to the rank at which tenure is sought in comparison with peers active in the same field. The comparison peer group includes not only local colleagues but also of the whole of the appropriate professional community active at major institutions of higher education. At the rank of Junior Specialist (S2) the applicant should demonstrate clear evidence of professional growth in the specialty.

Junior Specialist Seeking Promotion to Assistant Specialist (S3)

To be promoted to the rank of S3, the faculty member must have met the criteria for S3 as noted in the section for Assistant Specialist.

II. ASSISTANT SPECIALIST (S3)**Minimum Qualifications for Hire and Progression**

To be hired as an Assistant Specialist the candidate must have a Master's degree and, in addition to the Master's, 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.

For contract renewal or promotion to the rank of S3, there must be clear evidence of increasing professional maturity in the professional specialization and the performance of duties in the rank of Assistant. The faculty member should have participated in the academic affairs of the University and demonstrated professional growth as evidenced by: service on appropriate departmental and campus committees; use of specialized professional competence, including successful completion of duties as outlined in the position description; a dossier that demonstrates progressive responsibility and ability for independent professional judgment and decision making during operation of program s/he is responsible for; a demonstrated ability to work with faculty, staff and administrators as evidenced by a dossier that includes examples of projects that include a leadership role as well as collaboration with faculty, staff and administrators, if appropriate; demonstrated ability to perform duties calling for professional judgment in the field of specialization as evidenced by assuming a leadership role in the development, implementation and evaluation of at least one program for the benefit of the Department of Nursing; and evidence of productivity as evidenced by a dossier that demonstrates a variety of projects that include supervision of staff, if appropriate. To obtain tenure at the rank of S3 the faculty member must have demonstrated a level of professional achievement and productivity in the field of specialization appropriate to the rank at which tenure is sought in comparison with peers active in the same field. The comparison peer group includes not only local colleagues but also of the whole of the appropriate professional community active at major institutions of higher education. At the rank of Assistant Specialist (S3) the applicant should demonstrate clear evidence of professional growth in the specialty.

Promotion to Associate Specialist (S4)

To be promoted to the rank of S4, the faculty member must have met the criteria for S4 as noted in the section for Associate Specialist.

III. ASSOCIATE SPECIALIST (S4)**Minimum Qualifications and Progression**

To be hired as an Associate Specialist the candidate must have a doctorate from a college or university of recognized standing with major course work and dissertation in a relevant field (Criteria and Guidelines for Faculty Tenure/Promotion Application, UHM Sept 2014, p. 12), 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.

For contract renewal or promotion to S4, there must be clear evidence of professional growth. There should be demonstrated a high level of professional maturity as evidenced by successful completion of duties as outlined in the position description, and the capacity to assume responsibilities calling for the extensive exercise of judgment as evidenced by direction of projects or programs that represent innovation and creativity, and require a high degree of independence and judgment, and collaboration with senior faculty and staff, and supervision of support staff; the faculty member should have participated in the academic affairs of the school and the University as evidenced by meaningful participation on at least one appropriate School level and University level committee per year and demonstrated use of their professional competence in the service of the profession, and a high level of professional achievement which reflects stature as a contributor to the standards, techniques and methodology of the profession in comparison with peers active in the same field as evidenced by examples of scholarly activities that indicate an increase in intellectual pursuits. The comparison peer group consists not only of local colleagues but the whole of the professional community active at major institutions of higher education. There should also be a demonstrated ability to interact with the broader professional community beyond the University of Hawaii.

To obtain tenure at the rank of S4 the faculty member must have demonstrated a level of professional achievement and productivity in the field of specialization appropriate to the rank at which tenure is sought in comparison with peers active in the same field. The comparison peer group includes not only local colleagues but also of the whole of the appropriate professional community active at major institutions of higher education. The Associate Specialist seeking tenure should be an established contributor to the standards, techniques and methodology of the profession.

Promotion to Specialist (S5)

To be promoted to the rank of S5, the faculty member must have met the criteria for S5 as noted in the section for Full Specialist.

IV. FULL SPECIALIST (S5)

Minimum Qualifications for Hire and Progression

To be hired as an Associate Specialist at the rank of S5 the candidate must have a doctorate from a college or university of recognized standing with major course work and

dissertation in a relevant field, at least four years of experience in the appropriate specialty at the next lower rank or equivalent.

For contract renewal or promotion to the rank of S5, there must be clear evidence of professional growth. There should be demonstrated a high level of professional maturity as evidenced by successful completion of duties as outlined in their position description, and the capacity to assume responsibilities calling for the extensive exercise of judgment as evidenced by direction of projects or programs that represent innovation and creativity, and require a high degree of independence and judgment, and collaboration with senior faculty and staff, and supervision of support staff. The faculty member must demonstrate extensive participation (which includes a leadership role) in the academic affairs of the School and University as evidenced by meaningful participation on at least one appropriate University of Hawai'i at Mānoa or the University of Hawaii System level committee per year. There must also be demonstrated use of their professional competence in the service of the profession, and the general community as evidenced by demonstrated leadership in relevant professional and community based organizations. There must be demonstrated a high level of professional achievement which reflects stature as a contributor to the standards, techniques and methodology of the profession in comparison with peers active in the same field as evidenced by examples of scholarly activities that indicate an increase in intellectual pursuits. The comparison peer group consists not only of local colleagues but the whole of the professional community active at major institutions of higher education. There must also be demonstrated an ability to interact with the broader professional community beyond the University of Hawaii.

To obtain tenure at the rank of S5 the faculty member must have demonstrated a level of professional achievement and productivity in the field of specialization appropriate to the rank at which tenure is sought in comparison with peers active in the same field. The comparison peer group includes not only local colleagues but also of the whole of the appropriate professional community active at major institutions of higher education. The full Specialist seeking tenure must show evidence of interaction with the broader professional community beyond the University of Hawaii and must have made significant contributions to the standards, techniques and methodology of the profession. For the senior rank there should be evidence of a high level of professional maturity and the capacity of assume responsibilities calling for extensive exercise of professional judgment.

Minimum Qualifications for Hire with Tenure at the Rank of Associate Specialist (S4) or Specialist (S5)

Candidates who meet the qualifications for the rank at which they are being hired, and have already achieved a similar rank with tenure at a benchmark or comparable institution may be granted immediate tenure following the guidelines of Executive Policy E9.215. Under these guidelines the candidate materials must be reviewed and recommendation to grant/not grant tenure be made by the Department Personnel Committee, the Department Chair, the Dean, the VCAA and Chancellor before there is a formal offer of a position to a candidate (2009-2015 UHPA). The award of tenure is at

the discretion of the University.

REFERENCE DOCUMENTS

Agreement between the University of Hawai'i Professional Assembly (UHPA) and the Board of Regents of the University of Hawai'i. Available at: the UHPA website www.uhpa.org

Executive Policy (E5.221) Available at: UHM OVCAA website (Tenure, Promotion, and Contract Renewal)
http://manoa.hawaii.edu/ovcaa/faculty/tenure_promotion_contract_renewal/

Executive Policy (E9.215) Available at: University of Hawaii Administrative Procedures Information System (Tenure Upon Initial Appointment)
<http://www.hawaii.edu/apis/ep/e9/personnel.php>

UHM Criteria and Guidelines for Tenure and Promotion. Available at: UHM OVCAA website (Tenure, Promotion, and Contract Renewal)
http://manoa.hawaii.edu/ovcaa/faculty/tenure_promotion_contract_renewal/

