

APPROVED:

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Manoa Provost's Office

Date

**RESPONSIBILITIES AND CRITERIA FOR REVIEW
OF SPECIALIST FACULTY
COLLEGE OF NATURAL SCIENCES, OFFICE OF THE DEAN
UNIVERSITY OF HAWAI‘I AT MĀNOA
APPROVED:**

The College of Natural Sciences (CNS) at the University of Hawai‘i at Mānoa (UHM) hereby establishes the following criteria and expectations for specialist faculty based in the Office of the Dean. The criteria and guidelines that follow refer to parts of three pre-existing documents:

- *UHM Criteria and Guidelines for Tenure & Promotion*
 - *Attachment 3, Legacy Classifications - E5.221*
 - *Appendix B: Supplemental Guidelines for Librarian, Specialist or Extension Agent Faculty*

This document was initially approved by specialist faculty based in the CNS Office of the Dean on December 30, 2015. Revisions to the document occurred on October 3, 2016 and February 7, 2023 and become effective when final approval is given by the Dean and Provost, with notice to the University of Hawai‘i Professional Assembly.

I. PREAMBLE:

Specialist faculty based in the Office of the Dean, College of Natural Sciences may engage in a range of activities that include enhancing the academic experience for students pursuing CNS degrees, including students registered in CNS courses required by UHM Science, Technology, Engineering, and Mathematics (STEM) degrees. While the scope of responsibilities for specialist faculty is broad, it is targeted at effectively complementing and supporting the instructional mission of the College. The attainment of student academic success in CNS programs involves expertise in many areas: academic advising, student development, curriculum, and program- and college-level administration. Because specialist faculty have expertise in these areas, they can bring a coherent, interdisciplinary, and student-success-oriented approach to designing and delivering effective services and learning environments.

II. RESPONSIBILITIES:

As described in *Appendix B: Supplemental Guidelines for Librarians, Specialist or Extension Agent Faculty*, responsibilities for Specialist faculty are dispersed over three distinct categories that mirror the tripartite model for instructional faculty: 1) professional activities, 2) scholarly activities, and 3) service activities.

Individual Specialist faculty are expected to fulfill the specific requirements of their initial recruitment and appointment letters. Activities pursued by each Specialist faculty member will vary within the CNS Office of the Dean and the weighting and assignment of duties will not be consistent. An individual Specialist faculty member’s specific duties and responsibilities may

include some, but not all, of the example activities listed below for the three categories. There also may be additional activities assigned which are not identified below.

Those charged with evaluating a Specialist faculty's performance must recognize that assignment of responsibilities will not be identical. Specialist faculty should be evaluated on their overall performance, since individual Specialist faculty members are not expected to achieve equally in all areas. Activities pursued may not fall into a single distinct category and often bridge between one or more of the areas. However, **performance within the area of Professional Activities and Functions should be weighted most heavily since it directly serves the instructional mission and objectives of the College of Natural Sciences.**

A. Professional Activities and Functions (Administration, Program Development, Indirect/Direct Client Service)

Specialist faculty engage in a variety of activities that complement and support the academic, research, and service missions of the College of Natural Sciences, and that contribute to student and faculty engagement in the educational experience and the overall academic success of students. These responsibilities and activities can encompass a broad spectrum and target not only CNS majors, but may include the broader UHM STEM undergraduate student community. They range from indirect and direct services to students (e.g., academic or career advising), to development of programs (e.g., planning college-wide events, internships), and to administration (e.g., overseeing undergraduate and graduate curricula, serving as director of a program).

Professional activities and functions include, but are not limited to, the following:

- Provide leadership for academic planning and instructional matters pertaining to undergraduate and graduate curricula.
- Provide guidance on institutional and/or college policies and procedures to CNS students, faculty, and staff.
- Serve as college representative on university-wide committees and primary college liaison to other units on campus or within the system.
- Develop and coordinate CNS-sponsored events for target student populations.
- Develop and oversee programs or services that support the recruitment, retention, and academic success of students in CNS and STEM.
- Develop and provide informational workshops or seminars, or provide instruction in courses.
- Work with CNS leadership team to plan and secure resources for use in support of CNS programs or services, including extramural funds and grants as necessary and appropriate.
- Train and supervise peer mentors, student ambassadors, tutors, and/or other student assistants.
- Gather data, collect information, prepare reports for, and respond on behalf of the Dean or Associate Dean on matters related to academic affairs.

- Collaborate with faculty on initiatives that promote student success in key CNS courses as appropriate.
- Oversee college-level scholarships, and assist in funding opportunities.
- Provide leadership in the development and/or revision of college or program literature or websites.
- Provide guidance and college oversight on seat availability and scheduling of CNS course offerings to ensure student timeliness to graduation.
- Provide career or academic advising services to students.

B. Scholarly and Professional Development Activities (Research/Evaluation, Professional Development)

CNS Specialist faculty actively engage in scholarly endeavors and professional development, which include research and use of evaluation methods to ensure that programs are relevant and are meeting student, faculty, and institutional needs. While research and development of programs might result in publication, Specialist faculty are not required to publish.

Scholarly contributions and professional development includes, but is not limited to, the following activities:

- Plan, conduct, attend or participate in relevant professional conferences, colloquia, seminars, webinars, workshops, or meetings in order to improve professional competence.
- Conduct research on the needs and interests of targeted service groups through informal and formal assessment methods, individually or in collaboration with colleagues.
- Dissemination of findings to UH, local, state, or national audiences that may or may not require peer review.
- Evaluate success, effectiveness, user satisfaction, utilization of programs or services through formal evaluation methods, individually or in collaboration with colleagues.
- Publish in relevant peer-reviewed journals, books, monographs, etc.
- Apply for and receive fellowships, grants, and/or awards.
- Engage in formal study or complete requirements for an advanced degree, license, diploma, certification, etc., in a field relevant to the position involved.
- Remain current with literature and professional associations relevant to area of expertise (e.g., literature reviews, professional society membership).
- Engage in professional consultation with colleagues and assist in developing tools, documents, and/or university policies.

C. Service Activities (University, Professional, Community)

Service activities include those that are concerned with the internal organization of the university itself, those activities having to do with the professional bodies which provide the specialist faculty with professional identity and status, and activities which normally occur outside the institution itself and are related to the specialist faculty member's professional expertise and/or responsibilities.

Service includes, but is not limited to, the following activities:

- Chair or serve as an active member of a department, college, university-wide, or system-wide committee.
- Serve as an officer or committee member in a state, national, or international professional society.
- Serve on faculty governance bodies.
- Serve as a faculty advisor to student organizations.
- Review proposals, manuscripts, or conference proposals for professional organizations.
- Provide professional service to communities and the general public.

III. CRITERIA

It is expected that Specialist faculty will continue to perform at the professional level at which they were tenured or to which they have been promoted. Therefore, Specialist faculty will be evaluated according to the general duties and responsibilities appropriate to their rank as described by *Attachment 3, Legacy Classifications EP5.221* and the current *UHM Criteria and Guidelines for Faculty Tenure / Promotion*.

All Specialists (S-2 through S-5)

- productivity and professional maturity in the performance of duties appropriate to their current rank.
- Professional growth in the specialty appropriate to their current rank.
- Service to the professional and lay communities.
- Ability to work effectively with faculty, staff, and administrators as necessary.

Junior Specialists (S-2)

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

- Professional growth in the specialty.
- Competence in the performance of assigned duties.

Assistant Specialists (S-3)

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.

- Competence, productivity and continued professional achievement and maturity in the performance of assigned duties.
- Performance of duties calling for independent professional judgment in the field of specialization.
- Indication of the capacity to supervise clerical help as appropriate.

Associate Specialists (S-4)

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

- Continued professional maturity in the field of specialization.
- Ability to competently exercise independent professional judgment.
- Ability to plan and organize assigned activities and to supervise the work of assistants, if appropriate.
- Professional achievement that reflects his or her stature as an established contributor to the standards, techniques and methodology of the profession.
- Interaction with the broader professional community beyond the University of Hawai'i.

Specialist (S-5)

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.

- Continued productivity and professional maturity.
- Ability to competently exercise independent professional judgment.
- Evidence of successful planning and organization of assigned activities, including the supervision of assistants if appropriate.
- Professional achievement that establishes his or her stature as a substantial contributor to the standards, techniques and methodology of the profession.
- Evidence of significant interaction and leadership with the broader professional community beyond the University.

IV. AMENDMENTS

Amendments to the *Responsibilities and Criteria for Periodic Review of Specialist Faculty, College of Natural Sciences, Office of the Dean* may be recommended from time to time. The proposed amendment shall be sent through the Dean to the Provost for review and approval with notice to the University of Hawai'i Professional Assembly.